Welcome from the Dean

Dear International Students and Scholars,

I would like to extend a special welcome to all international students and scholars on behalf of the Office of International Students & Programs (OIS) and Rutgers University-Camden. The OIS is here to help you and your families adjust to university life in the US. We will assist you in understanding the regulations governing your stay in the United States and obtaining the benefits of your visa status.

As an international student, you have the unique opportunity to expand and share your cultural, social, and academic experiences. This handbook has been compiled to assist you in identifying helpful campus and community resources. I particularly encourage you to come to OIS with any questions. We are ready to provide you with an array of services, programs, and staff to assure you the best possible opportunity for academic and personal success.

Leaving home for university study is an exciting, but sometimes intimidating, process. We wish to facilitate your adjustment as much as possible. I encourage you to read OIS emails which will contain information about programs designed to help you begin the process of intercultural adjustment and much more.

Again, I welcome you to the Rutgers University-Camden community and wish you an enjoyable and successful year.

Sincerely,

Elizabeth Atkins
Associate Dean, PDSO
Center for International Programs
About The Guide

The Handbook for new international students & scholars is designed to address some of the most frequently asked questions posed by international students and scholars at Rutgers University-Camden.

We hope you find this Handbook helpful throughout your arrival period and the duration of your time at Rutgers-Camden.

Some of the information contained in this handbook may change. We will do our best to annually update the information contained in this handbook.

We welcome your suggestions for new material to enhance the experience of future students and scholars. If you have questions about this handbook or suggestions for improvement, please email: ois@camden.rutgers.edu.

-Center for International Programs

Notes about the Handbook:

Throughout the Handbook, you will see the following symbols: 

Each symbol designates whether a location is accessible by train, bus or taxi, or is within walking distance of campus.

For help getting around campus, use the Rutgers-Camden campus map on page 9 of the handbook.
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Office of International Students

The Office of International Students (OIS) is committed to providing quality advising services and supportive programming to our international population. CIP will assist you with concerns related to immigration and acculturation; offer academic and individual advising, provide immigration updates, job workshops and social programs.

Office Hours: Monday-Friday, 9:00am-5:00pm (Hours vary during holidays).
Location: 326 Penn Street, Campus Center, 3rd Floor
Email: ois@camden.rutgers.edu
Phone: (856) 225-2521/6478
Website: ois.camden.rutgers.edu

To make an appointment, please call (856) 225-2521/6478 or email ois@camden.rutgers.edu.

When to Seek Help from

Please be aware that while the OIS is here to help you maintain your nonimmigrant status, your status is ultimately your responsibility. Seek advice when in doubt and read all e-mails from our office.

The following is a quick reminder of when you should (or could) seek assistance from the OIS. As always, seeking assistance early provides you the greatest number of options and maximum flexibility. This is especially true in time-sensitive situations.

Situations that are time-sensitive and must be reported to OIS:
• Changing your degree objective from what is listed on your I-20 or DS-2019 form.
• You plan to quit school.
• You would like to change your immigration status.
• Your I-20 or DS-2019 will expire before you complete your degree objective (i.e. program).
• You would like to work off-campus in the near future (i.e. within the next 6 months).
• You are planning not to enroll during a fall or spring semester.
• You are experiencing difficulties with your studies.
• You have not maintained your F-1 or J-1 status (i.e. you are out of status).
• During your (or your family’s) last entrance to the U.S. an official at the port of entry made an error on your documents or gave you an immigration form to file (most likely form I-515A).
• You are planning to travel outside the U.S.

Situations where OIS can offer expert advice:
• You are not sure what employment options or restrictions you have on your student visa.
• You are experiencing unforeseen financial difficulties arising after you last entered the U.S.
• You are facing a problem with the university/department or your living arrangements and do not know who can help. (OIS in most cases will refer you to the appropriate office for assistance.)
• You or your family members are unclear about the process involved in applying for a U.S. visa stamp.
• You are unsure of your student visa requirements.
• You have relied on your friend(s) for immigration information/advice and now want confirmation of your status.
• You are making plans that you think may have immigration implications.
International Students Association

The International Students Association at Rutgers University-Camden was established to bring together the international students and to build international awareness and understanding. They provide a support system for incoming international students and its members as well as deliver an open forum for the exchange of thoughts and ideas about international student issues. In the past, the ISA has held welcome parties for new students, planned trips to New York City and Philadelphia, and participated in International Week at Rutgers-Camden.

Get Involved!
The International Student Association meets regularly during the Fall and Spring semesters. The first general body meetings are usually held at the beginning of September and at mid-February.

International Student Ambassadors

International Student Ambassadors serve as a resource to prospective international students and help new incoming international students navigate the transition (academic, social and cultural) from their home country to the U.S. International Student Ambassadors guide new students through orientation and throughout the academic year as they build connections to the campus and community.

Connect with us!
You can connect with the OIS, International Students Association and the International Student Ambassadors via Facebook (Group: Rutgers-Camden International Students), Twitter (@RUCamdenINTL) and Instagram (rucamdenintl).

To learn more about what’s happening around campus and the Philadelphia area, join the Rutgers-Camden International Students Facebook group on www.facebook.com/groups/oisp.rutgers and follow us on Twitter twitter.com/RUCamdenINTL
Rutgers at a Glance

History
Before the United States became a nation, Rutgers existed as one of nine colonial colleges. The eighth oldest institution of higher learning in the United States, Rutgers was chartered in 1766 as Queens College, in New Brunswick, New Jersey. In 1924, Rutgers College officially became Rutgers University. In the 20th century, Rutgers was becoming an institution for all people, and in 1945 and 1956, state legislative acts formally designated Rutgers as The State University of New Jersey.

Expansion of Rutgers University
The University of Newark (now Rutgers–Newark) joined Rutgers in 1946, followed by the College of South Jersey (now Rutgers–Camden) in 1950. Graduate education in the arts and sciences grew through the establishment of the Graduate School–New Brunswick, the Graduate School–Newark, and the Graduate School–Camden.

Rutgers University-Camden Campus
Founded in the 1920s, Rutgers–Camden began as a combination of the South Jersey Law School and the College of South Jersey. Today, the campus boasts the nation’s first doctoral program in childhood studies, a new state-of-the-art law school facility, and a comprehensive four-year undergraduate business curriculum. Rutgers–Camden consistently earns high marks from students, graduates, employers, and such entities as U.S. News and World Report. Rutgers–Camden is the most prominent institution of higher education in southern New Jersey.

Scarlet Raptors
Rutgers–Camden is home to 18 NCAA Division III women and men’s intercollegiate sports teams. Over 6,000 students, representing 33 different nations are Scarlet Raptors. Scarlet is the official color of Rutgers University and the Raptor is the official Mascot of Rutgers-Camden.
Where is Rutgers University?

Camden to New Brunswick: 99km
Camden to Newark: 133km
Camden to Philadelphia: 5km
Camden to New York City: 154km
Camden to Washington, D.C.: 227km
Maintaining Your Status

Rutgers University-Camden welcomes international students and exchange visitors who come to study with us. While studying and living in the US, it is very important that you understand and comply with the requirements governing your stay to ensure that you do not jeopardize your immigration status.

By maintaining immigration status and keeping the Office of International Students (OIS) and sponsoring officials well informed, students and exchange visitors studying at Rutgers have the opportunity to benefit from our outstanding academic programs and cultural opportunities.

Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States, as an international student or exchange visitor studying at Rutgers, you should know your responsibilities.

OIS is here to help you understand immigration rules as much as possible, but ultimately, maintaining your status is your responsibility. The best thing you can do to take ownership of your status is to spend some time making yourself familiar with the information in this handbook and on the OIS website. If you have some concerns or inquiries regarding what you can or cannot do in F-1 or J-1 status, do not rely on what your friends tell you. Our doors are always open to answer any of your questions.

What is SEVIS?
The Student Exchange Visitor Information System (SEVIS) was established by the Department of Homeland Security and is administered by the Student Exchange Visitor Program (SEVP).
SEVIS is a computerized system that collects and maintains information on the current status of the non-immigrant students, exchange visitors, and their dependents during their stay in the United States.
Work with the OIS to ensure that your data in SEVIS is accurate and updated and to help you avoid making choices that might jeopardize your status.

How to Maintain F-1 Status
In order to enjoy your stay in the United States and have a great experience as an international student, take the time to learn about your immigration status and closely follow immigration regulations.

My responsibilities as an F-1 student at Rutgers-Camden are to:
- Register full time every semester (except summer) unless authorized by OIS in advance
- Keep a valid, unexpired passport (at least 6 months into the future) and I-20
- Be aware of grace periods
- Request authorization from OIS before dropping below a full course load
- Report all changes in address via the My Rutgers Portal within 10 days
- Report all changes in name, dependents and status through OIS
- Request my transfer to another school in a timely manner
- Notify OIS of any change of major or degree level within 10 days of the change
- Request travel signatures before travelling
- Request an I-20 extension at least two week before my document expires
- Provide OIS with any updates regarding passport extensions and visa renewals
- Become familiar with immigration rules
- Check my email account regularly for communication from OIS & the university
My restrictions in F-1 status:
- I cannot work off-campus without previous authorization from OIS or US immigration, whichever is applicable
- I cannot be under enrolled or not enrolled at all unless previous authorized (Please see enrollment requirements)
- I cannot work more than 20 hours per week while school is in session unless required by my program of study and authorized by OIS
- I cannot maintain status with an expired I-20

My benefits in F-1 status:
- I can work on campus without authorization
- I am eligible to apply for 12 months of Optional Practical Training (OPT) per degree level
- I am eligible for Curricular Practical Training (CPT)
- I can maintain my F-1 status as long as I follow immigration regulations, because my status has no fixed expiration date

How to Maintain J-1 Status
My responsibilities as a J-1 visa student/scholar at Rutgers-Camden are to:
- Register full time every semester (except summer) unless authorized by OIS in advance
- Keep a valid, unexpired passport (at least 6 months into the future) and DS-2019
- Maintain normal progress towards achievement of the original exchange program objectives
- Notify OIS of any change of major or degree level within 10 days of the change
- Report all changes in address via My Rutgers Portal within 10 days
- Maintain requisite health insurance for yourself and all accompanying dependents
- Apply for an extension of your DS-2019 at least 15 days before its expiration date
- Request a school transfer in a timely manner
- Engage only in employment authorized in writing by OIS
- Have a valid travel signature on your DS-2019 before leaving and re-entering the US
- Complete an Income Tax return as per IRS regulation by April 15th of every year
- Notify OIS of any change in information or addition of dependents

After completion of studies, you have 30 days to:
- Leave the country
- Apply for and possibly be granted a new immigration status
- Have begun Academic Training – must have applied for and received approval from Academic Training prior to the end date if your DS-2019

If you are considering leaving the University, please speak with the Office of International Students.
Identification Documents

Passport and Arrival Documents
Use your passport as your main proof of identity. As soon as you are able to obtain other types of photo identification, such as your Rutgers University Campus Connection Card (RUID Card), place your passport in safe storage and carry a photocopy of it. Having photocopies of all your documents will help you considerably when replacing them in the case of loss or theft.

Rutgers University Campus Connection Card
All students and scholars must have a University identification card, called the RU-Campus Connection Card, or simply, RUID. All new students can obtain their RUID card from the IMPACT Booth, located on the first floor of the Campus Center.

The RU-Campus Connection Card provides student access to locked buildings including dormitories and certain departments. For students with on-campus meal plans, you must use this card to access your meal plan. The connection card can also be used as a debit card, called RU Express, to make purchases on campus and in select stores off-campus.

The RUID Campus Connection Card provides access to:
- Rutgers University Libraries / Computer Lab
- Athletics & Recreation Center
- Camden Meal Plans
- RU Express Funds
- Discounts for events, sold at the IMPACT Booth
- Campus Buildings and Other Facilities

To receive an RUID card:
- Students must be actively registered for the current term and term bills must be activated
- Students must present a valid government-issued form of photo ID (i.e. a Passport)
- There is no fee charged for the first issue of the card. A replacement fee of $15 applies to lost or stolen cards.

*Extended operating hours will be offered during On-Campus move-in periods in August & January
*Graduate students serving as Teaching and Graduate Assistants receive student ID cards, not faculty or staff.

Driver’s License
In order for an F-1 or J-1 student visa holder to obtain a state driver’s license or state government photo ID, they must wait 10 calendar days after entry into the U.S. and have been in active status in SEVIS for at least three federal business days.

Some students choose to live in either southern New Jersey, or Philadelphia, Pennsylvania and its nearby suburbs. You should apply for a driver’s permit and/or license or government issued ID in the state for which you temporarily reside. Below you will find information on how to apply for a driver’s license in New Jersey and Pennsylvania.

New Jersey Driver’s License
International students and their families may apply for a driver's license at any Motor Vehicle Commission (MVC) office. The State of New Jersey Motor Vehicle Commission details the process for obtaining a New Jersey driver’s license. The application process includes a written test and driving skills test administered by the MVC. The online driver’s manual is a valuable resource when preparing for these tests and can be found online at www.state.nj.us/mvc. When applying for a license you will need documentation to verify your identity and status in the U.S. To reach the MVC by phone call (888) 486-3339 toll-free in NJ or (609) 292-6500 from out of state.
Four Requirements for 6 Point ID Verification:

• At least one Primary ID – Valid Passport and a paper copy of your electronic I-94 or passport with I-551 stamp
• At least one Secondary ID – Rutgers Student ID Card with transcript and I-20
• Social Security Number – The SSN card or a letter stating ineligibility for the SSN
• Proof of Address – You must show one of the following: (1) Utility or credit card bill issued in the past 90 days (2) Checking or savings account statement from the past 60 days (3) Rutgers University transcript from the past two years that includes current address in the top left corner (4) Original lease/rental agreement, (5) Property tax bill, statement or receipt from the past year, (6) Mail received from the IRS or state tax office in the last year (7) First-class mail received from any government agency in the past six months.

Obtaining a Non-Driver ID card
International students who do not drive and/or do not intend to drive may obtain a non-driver ID card. The non-driver ID is issued solely for the purpose of providing identification and is not a license to drive. To obtain a non-driver ID card you must complete the front side of the non-driver ID application (Form BA-207), pass the 6 Point ID Verification, and pay a $24 fee. Visit www.state.nj.us/mvc.

MVC Offices Located Closest to Campus:

Camden (agency, driver testing)
2600 Mount Ephraim Avenue
Camden, NJ 08104

Cherry Hill (agency, driver testing)
Executive Campus Suite 110,
Cherry Hill, NJ 08002

Cherry Hill (inspection, road testing)
617 Hampton Road
Cherry Hill, NJ 08002

Pennsylvania Driver’s License
The Pennsylvania Department of Transportation (PennDOT) requires that non-immigrants’ entry documents (I-20, DS-2019, or I-797) be valid for one year or more to be eligible for a Driver’s License. Thus, if at all possible, obtain your PA driver’s license or ID in your first month of arrival in Pennsylvania.

To obtain a driver’s license you will need to show the following documents:

• Letter from OIS to verify your non-immigrant status.
• Social Security Number – The SSN card or a letter stating ineligibility
• Two of the following as proof of residency in Pennsylvania (1) Current utility bills* (2) Tax records (3) Lease agreements (4) W-2 forms (5) Mortgage documents (6) Car insurance statements. A bank statement may be acceptable if you have only one of the above-mentioned documents.
• Your original immigration documents to verify your status and authenticate your duration of stay: I-20 for F-1 status; DS-2019 for J-1 status; I-797 for H-1B status
• Valid passport and I-94 card or passport with I-551 stamp

The Driver’s License application forms are available for download at: www.dmv.state.pa.us

Driver License Centers in Philadelphia, near Rutgers-Camden

Knowledge Test & Photo License
801 Arch Street
Philadelphia, PA 19107

Knowledge Test, Photo License & Driving Test
1530 S. Columbus Blvd.
Philadelphia, PA 19147
Social Security Number

A Social Security Number (SSN) is a unique, 9-digit, identification number issued by the U.S. Social Security Administration (SSA). The SSN has become a universal identification number used for many purposes including:

- Employer payroll
- Internal Revenue Service (federal taxes)
- Driver’s Licenses (some states)
- Credit History

**General Requirements**

Regardless of immigration status, the following are general requirements for all international students who wish to apply for the SSN:

- Must be present in the U.S. for at least 10 days before applying
- Valid Passport
- Stamped original I-20
- Paper copy of your electronic I-94
- Must complete the Social Security Application

Anyone using a Philadelphia zip code (19101-19160) for their address MUST visit the card center to conduct their Social Security card business for initial or replacements cards. The nine Social Security Administration (SSA) offices in Philadelphia will no longer conduct Social Security Card business but will refer clients to the Card Center. SSA offices outside of Philadelphia will also refer visitors needing these services and under the Card Center's jurisdiction to the Card Center.

**Social Security Administration Offices**

**Philadelphia Social Security Card Center**
2 Penn Center, Suite 2000B, 1500 JFK Blvd
Philadelphia, PA 19102
Hours: Monday – Friday, 9:00am-03:30 pm

**Cherry Hill Social Security Administration**
Suite 100, Five Executive Campus
Cherry Hill, New Jersey, 08002
Hours: Monday – Friday, 09:00am-03:30 PM

**The Social Security Card**

Once your application for a SSN has been approved by the Social Security Administration (SSA), the SSA will send a Social Security card to the address you provided on your application form. The usual processing time is two weeks. If additional security procedures are necessary, processing times may range from 4-8 weeks. Most likely you will receive a Social Security card that has the notation- "Valid for work only with DHS Authorization."

**Security and Identity theft**

Once you obtain an SSN, it will be the same number for your lifetime. Due to this, you should know where your original card is located and keep your Social Security card in a safe place. If you lose your card and are no longer working, it can be difficult or impossible to obtain a new card. The application evidence requirements to replace a lost card are the same as those listed above.
Telephone & Cell Phone Services

Area Codes
When making calls from a landline phone or a cell phone, there are many different “area codes” to remember depending on where you live. If you live in Camden, the area code is typically 856. However, the area code 609 is commonly used throughout central and southern New Jersey. Other common area codes in New Jersey include: 732, 201, 973, and 848. The most commonly used area codes for Philadelphia are 215, 267 and 610.

Emergencies
Call 911. This is the national emergency number for police, ambulance services, and the fire department. If you are on campus, you will get faster service if you call 856-225-6111 for emergencies. Store this number in your cell phone!

Directory Assistance
Call 411. An operator will give you phone numbers for people and businesses. There is a fee for each call you make.

Traveling Outside the U.S
If you plan to travel outside the U.S. during break periods you must dial 011 + country code + city code + phone number to call a number in the U.S.

Rutgers-Camden Departments
All offices and departments on-campus have phones numbers that begin with the area code 856 followed by the numbers 225. The last four digits in the telephone number are different for each office.

Internet Calling Options
You can make calls outside the country using services such as Skype, Google Video and Voice Chat, Facebook Chat, Viber, Whatsapp and Facetime (for Apple) etc. These services are free of charge if you have an Internet connection. For each of these options, you must have an email address associated with the account. Additionally, if you prefer to video chat, you and the person you are connecting with must have a video camera or cell phone with video properly installed. There may also be browser requirements to utilize some of these services on your computer.

Cell Phone Providers and Services
You may already have a cell / mobile phone in your home country, however, you need to inquire about its use in the U.S.; many companies have international plans. Do some research in advance by looking at web sites of the major cell phone companies such as AT&T, T-Mobile, Sprint, Verizon, MetroPCS, Cricket, Boost Mobile, and Virgin Mobile.

Some cell phone companies in the U.S. often require that you have a Social Security Number (SSN) to purchase a service plan. If you are not be eligible for a Social Security Number immediately, ask the cell phone companies about service plans that do not require it. In most cases, the cell phone companies can offer you a pre-paid plan that requires no credit check or identification numbers, or they may require a larger deposit in absence of the Social Security Number.

You can get a prepaid phone by walking into any of the service provider stores or a large retail chain like Target or Wal-Mart.
**Mail & Postal Services**

**Mail Delivery/Pick Up**
The United States Postal Service delivers mail once a day, Monday through Saturday. No mail is delivered to residential, commercial, or business addresses on Sundays or federal holidays.

If you want to send mail, you can either attach it to your mailbox (for single family homes) or drop it in one of the blue or dark green mailboxes throughout the area. Make sure the box says USPS before dropping it in.

**USPS Office**
401 Market Street
Camden, NJ 08102
(856) 757-0341

*Please note: When sending mail, make sure you have written the correct address and have affixed the correct postage (typically an adhesive stamp) to the envelope or package before sending. Not all mail will fit in these mailboxes. You may need to go to your local facility to send larger packages and pay extra shipping fees.*

**On-Campus Mail Service**
Each resident is assigned a mailbox number where they can receive standard mail. The address for large packages or items delivered via expedited courier services (FedEx, UPS, and DHL) is different.

**Standard Mail Delivery**
Student Name
60XXX CMS Way
Camden, NJ 08102

**Expedited Mail or Items not deliverable to P.O. Boxes**
Student Name
215 North 3rd Street
Camden, NJ 08102

**Mailing and Shipping Stores**
There are many different mailing service stores that are privately owned or are retail chains that serve as an alternative to the United States Postal Service (USPS). Not only do they provide mailing and shipping, they typically package your item for you. They may also offer photocopying, faxing, and other computing services at their store locations. Most common in this area are the FedEx and FedEx/Kinko’s Office stores and the United Parcel Service stores. While some store locations are open on Sundays, if you intend to send a package, it will not leave from the location until Monday.

**If you need overnight or quick delivery of a package, you can contact the following express courier services:**
- DHL Worldwide Express [www.dhl.com](http://www.dhl.com)
- Federal Express (FedEx) [www.fedex.com](http://www.fedex.com)
- United Parcel Service (UPS) [www.ups.com](http://www.ups.com)
- US Postal Service (USPS) [www.usps.com](http://www.usps.com)
Money Matters

American Currency
The monetary system of the United States is decimal based, with the primary unit of currency as the Dollar ($). U.S. money is used in the form of coins and paper “dollar” bills (notes).

Coins (Change)
Each coin is equal to a different “cent” and each coin has a different numerical value. Cents are often called “change” or “loose change”. On the back of each coin, the value is listed as a denomination of the dollar.

Coins come in different sizes. However, the actual size of a coin does not mean it has a larger value. For example, the dime, which is worth 10 cents, is smaller than the nickel, which is worth five cents.

The names and values of the coins depicted below are from left to right. The picture shows the front and back (head and tail) of each coin.

- One Cent - 1/100 of a Dollar, also called a Penny
- Five Cents - 5/100 of a Dollar, also called a Nickel
- Ten Cents - 10/100 of a Dollar, also called a Dime
- Twenty-Five Cents - 25/100 of a Dollar (1/4, or Quarter Dollar)
- Fifty Cents - 50/100 of a Dollar (1/2, or Half Dollar)
- One Dollar - 100/100, 1 full Dollar (Susan B. Anthony type)
- One Dollar - 100/100, 1 full Dollar (Sacagawea type)

Common Uses for Coins
You can use change in everyday transactions. Change is often used when purchasing train tickets at PATCO or Septa, paying for meter parking or using a commercial/public Laundromat.

Quarters are normally used for:
- washers and dryers in a commercial Laundromat
- parking meters
- PATCO
- candy machines

Most change except pennies can be used for:
- Parking meters
- Vending machines
- Ticket Booths at Patco, NJ Transit and Septa transportation centers
- Tolls

Pennies cannot be used for:
- parking meters
- stamp machines
- Laundromats
- Tolls
Dollar Bills

American dollar notes (bills) look identical. There are six commonly used notes in circulation. (The two-dollar bill is no longer printed; however, you may come across the note during your stay in the U.S. Most people who obtain a two-dollar bill keep it as a collector’s item.)

One-dollar denominations are used in paper note form or coins. One-dollar notes are used more often than the coins. All bills are all the same size and about the same color. The major differences are the denominations, and the U.S president depicted on the front of each bill.

U.S. Bills are referred to by a number of different names including: “buck(s)” and “cash”. People will often refer to bills by the numerical value. For example, someone may ask you, “Do you have change for a twenty?” This refers to the twenty dollar bill.

The paper notes, or dollar bills, are pictured below.

![Dollar Bills](image)

Counterfeit Money

Though not very common, counterfeit bills make it into stores, banks, machines, etc. If you think your bill looks different from others, you should check for the following:

- Make sure that the portrait is lifelike,
- Federal Reserve and Treasury seals are clear and sharp
- The lines in the border are clear and unbroken,
- The serial numbers are evenly spaced and printed in the same color as the Treasury Seal.
- Real paper money also has tiny red and blue embedded fibers.
If you suspect your bill is counterfeit, report it to the local police immediately. Do not pass it along to someone else or use it in a transaction.

**Traveling with Money**

When you arrive at Rutgers-Camden you will need enough money for immediate expenses including food, registration fees, and housing costs. **However, do not carry large sums of cash!** Below is a list of alternative options.

**Traveler’s Checks**

The money is immediately available if checks are in U.S. dollars, and they can be replaced if lost or stolen. However, checks in large sums can be difficult to use. Checks in a foreign currency may be subject to exchange fees.

**Electronic Banking**

ATMs/Check Cards. Cash is available immediately from Automatic Teller Machines. If you have an ATM Debit/Credit card you should be able to withdraw cash (money) from an ATM; please be aware of fees. First you must set up a bank account (explained below in Banking).

**Bank Checks/Drafts**

These are useful for large sums of money, but funds are not available for three days to three weeks after deposit (depending on which bank is used).

**Currency Exchange**

Currency exchange facilities in the U.S. are less common than they are in many countries, and changing money at U.S. banks can be quite expensive. Some banks do exchange foreign money, but only if the currency is in notes, not in coins. Some currency exchange locations include:

**Currency Exchange Locations**

<table>
<thead>
<tr>
<th>Travelex Currency Services Inc.</th>
<th>American Express: Travel Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 John F Kennedy Boulevard</td>
<td>1600 John F Kennedy Boulevard</td>
</tr>
<tr>
<td>Philadelphia, PA 19103</td>
<td>Philadelphia, PA 19103</td>
</tr>
<tr>
<td>(215) 563-7348</td>
<td>(215) 587-2300</td>
</tr>
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<tr>
<th>Travelex Currency Services Inc.</th>
<th>Wells Fargo Bank</th>
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<tbody>
<tr>
<td>1 Philadelphia International Airport #Aw1</td>
<td>601 Chestnut St.</td>
</tr>
<tr>
<td>Philadelphia, PA 19153</td>
<td>Philadelphia, PA 19106</td>
</tr>
<tr>
<td>(215) 492-8880</td>
<td>(215) 786-4550</td>
</tr>
</tbody>
</table>

**Banking**

One of the first things you should do after arriving in the U.S. is to open an account at a local bank. There are different types of banking accounts, the most common being checking and savings accounts. Some banks offer you the option of opening a Student Checking and/or savings account, which typically have lower fees. Investigate various banks before choosing which one you wish to use, as all banks have different charges and fees for services, such as ATM access, checking, overdraft protection. You should read the small print carefully before signing up with any bank.

Typically, when opening an account, you must present two forms of identification, such as your passport and your RUID Card. Some banks may require you to provide your Social Security number. In this case, if you are without a SSN you must look for another bank.
The following banks are located within walking distance of the Rutgers-Camden Campus:

**Bank of America**  
433 Market Street #101  
(800) 432-1000

**TD Bank**  
501 Mickle Blvd  
(856) 757-4100

**PNC Bank**  
110 North Broadway  
(856) 635 9002

**Bank of America**  
501 Mickle Blvd  
(856) 757-4100

**Wells Fargo Bank**  
Market and 6th Street  
(856) 966-2500

**Susquehanna Bank**  
1 Market Street, Suite 2B  
(856) 225-0613

---

**Checking Accounts**

This means that you will not have to carry a large amount of cash with you, but can pay by the use of checks or debit/ATM card. You will be able to write a check or checks up to the balance of your account.

Each month the bank will send you a printed or online statement listing your deposits, credits, withdrawals, as well as the checks you have written and their amount. The statement will also include any service charges you have incurred for writing checks. Remember to subtract this service charge from your checkbook so that your records will be accurate.

**Checkbooks & Writing Checks**

When you open a checking account you should receive a checkbook with your name, local address, local telephone number and account number printed on it. It is important to keep these checks in a safe place.

Before writing a check, be sure a sufficient amount of money is in your checking account at all times to cover all the checks you write. If your account does not have enough money to cover a check, the check will "bounce" or come back marked "insufficient funds" to the place of business to which you have written the check.

**How to Write a Check**

1. Write the date you are writing the check.
2. Write the name of the person or company that you want to pay.
3. Write the amount of the check using numbers (dollars and cents).
4. Write the amount of the payment using letters in English and write the cents like a dollar fraction. If you do not need all the space, fill in the rest with a line.
5. Write in this space the reason for the payment or write the account number (utility, service, etc.) that you are paying. (Filling this space in is optional.)
6. Always sign your checks the same way (the bank has a file copy of your signature).
1. Start by writing in the date using any format, as long as it's legible. Use either the current date or a future date for a post-dated check.

2. Write the name of the person or company receiving your check on the line that starts with "Pay to the Order of" or "Payable to."

3. Write the numerical dollar amount of the check in the small space that starts with a dollar sign ($) so that it reads like this: $25.63.

4. Write the same amount using words for whole dollar amounts, a fractional figure for amounts less than a dollar, and a straight line to fill up the remaining space on the line ending with the word "Dollars," like this: Twenty-five and 63/100 ----------- Dollars.

5. Sign the signature line at the lower right.

6. Note the check number, date, and payee and amount on the check stub or in the check ledger at the front of your checkbook.

7. Subtract the amount of the check so that you will know how much you have left in your account.

Savings Accounts
If you have money that you don't plan to use immediately, you can open a savings or investment account. Depending on how much you deposit, this account will pay you interest. You will receive a monthly statement showing your balance. Be sure to keep these statements, as the interest earned on savings accounts may be taxable (see page 20).

Automatic Teller Machines (ATM)
Basic banking, such as deposits, transfers and withdrawals, is available 24 hours a day at computerized banking machines (ATM or MAC machines) at most banks and in some stores. These machines can be found throughout the area and almost anywhere you travel. You should only use those located in a safe and secure place indoors, or an area with lighting. Try to avoid making withdrawals after dark. If you need to make a withdrawal after dark, try to be accompanied by a friend.

You may be charged a fee each time you use your ATM card. Check with your banker for details. Also, you will be charged a fee for using the ATM of a bank you do not hold an account with e.g. withdrawing money with your Chase debit card at a PNC bank ATM.

Online Banking
Most banks allow you access to your banking account online. You will have to create a login ID and password to access your account online or through your mobile device. Online banking typically allows you to manage your accounts, pay your bills, view credit card activity, transfer funds between accounts and more.

Note: In most cases, you have to open an account in person, at a local bank, before accessing an account online.

Credit Cards
Credit cards are popular in the US, but are sometimes difficult to obtain for international students and scholars who have not yet established good credit in the US. You may want to apply for a credit card in your home country rather than in the US.

Major credit cards in the US are Visa, MasterCard, American Express, and Discover, but businesses do not always accept all cards. Credit cards issued by department stores such as Macys or large discount retail stores such as Walmart and Target are usually easier to obtain and can be used to establish credit (you also get benefits such as discounts from these stores). Use caution in using credit cards as a means of postponing payment for purchases. Almost all credit cards charge interest, which may range from 12% to 22% per year. If your credit card is lost or stolen, file a report with the police and notify the company that issued the card immediately.
Taxes in the US

Sales Tax
Sales tax is an additional fee added to the regular price of any item sold, except for certain food items. In the state of New Jersey, the state sales and use tax is 7%.

Income Tax
Income that is taxed includes wages, scholarships and earnings on investments. (A complete list of taxed income may be found in IRS and state tax guides.) The tax is withheld by the employer from the employee’s paycheck as an estimated payment of the tax obligation. Some scholarships may have some amount of taxes withheld as well. International students and scholars who have been in the U.S. for any portion of a calendar year, must file an annual tax report (also called a "tax return") by the following year's tax filing deadline, which is usually April 15.

The Internal Service Revenue (IRS)
The IRS (www.irs.gov) is the U.S. federal agency for collection of income tax. Tax forms and information can be found on their web site. Publication 519 is the "U.S. Tax Guide for Aliens" and contains most of the information you might need about payment of federal taxes. The Division of Taxation is the government agency that collects taxes for the state of New Jersey. If you have spent time in other states, you will need to obtain their state tax information as well.

Income Tax Withholding and the W-4 Form
When a person is working in the U.S., the employer is required to deduct a portion of the salary in each pay period to be sent to the government as income tax. At the start of your job, you will complete a half page W-4 form (Employees Withholding Allowance Certificate). The information on that form determines how much will be withheld from your paycheck for taxes. When completing the W-4 form, most international students and scholars are required to file as “single,” regardless of their marital status. It is usually correct to claim one “withholding allowance” as well. Your employer should be able to help you complete the W-4 form if you have any questions.

Tax Treaties with the U.S.
Some countries have tax treaty agreements with the U.S. in which certain types of income may be exempted from federal tax. General information on tax treaty benefits can be found in IRS publication 901, or go to the IRS website for the treaty text. To take advantage of a tax treaty, provide IRS form 8233 and a tax treaty statement (see IRS publication 901 for examples) to their U.S. income provider to reduce or avoid tax withholding on income. Even when all U.S. source income is free of federal tax because of a tax treaty, the person receiving treaty-protected income must complete an annual federal tax return. Keep in mind that although the income is tax free under U.S. federal rules, the State of New Jersey will expect tax to be paid on this income. (If you have questions about tax treaties in general, consult IRS publication 901. The actual tax treaty text may also be found on the IRS website.)

Please note: The Center for International Programs does not have expertise in taxes and is not able to provide one-on-one advising regarding filing tax returns, questions about forms, etc.
E-Mail Accounts and NETID

All faculty, staff, guests and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23), which provides access to internal online systems at Rutgers University. For this reason, it is very important for you to have a NetID. The NetID is used for many processes on campus, including registering for courses, using the student computing labs, library services online and online class assistant tools such as Sakai and E-College.

On the NetID Creation Page (netid.rutgers.edu/index.htm), shown below, please follow the instructions for creating a Rutgers-Camden student NETID account. You will need your RUID (the unique 9-digit number given to you during your application process) when activating your NETID.

Scarlet Mail at Rutgers-Camden
During NetID activation, you will create an account on a “Scarletmail” server run by Google but managed through Rutgers University. Your Rutgers University email account will be rustudent@scarletmail.rutgers.edu.

For help, please contact the Camden Campus Computing Help Desk: (856) 225-6274 or help@camden.rutgers.edu.
Meal Plans & Dining

Rutgers-Camden Campus meal plans are dollar based. You will select the dollar amount of meals you anticipate using for an entire semester. The meal plan you select for the Fall semester will be automatically selected and charged to your term bill for the Spring semester. Remaining meal plan dollars at the end of the Fall semester will rollover to the Spring semester. Refunds or credits are not provided for unused meal plan dollars remaining at the end of the Spring semester.

Meal Plan Requirements
All undergraduate residential students living on-campus in the Towers or the Apartments are required to have a meal plan. The apartment plan caters to commuters and individuals who have easy access to cooking facilities but would still like to occasionally dine on campus. All other university community members have the option to purchase any of the meal plans offered which includes the Apartment, Basic or Deluxe plan. Camden meal plans are accepted at the main dining facility in the campus center and at Starbucks in the Campus Center.

Account funds can be accessed through your university ID card. Using your ID card to purchase meals is similar to using a bank debit card, however it is not RuExpress. Dining Services will deduct each purchase for your meal(s) from your account and your remaining account balance will be displayed.

For detailed information on meal plan pricing, selection, and payment, please visit housing.camden.rutgers.edu

RU Express
RU Express is a cash-free alternative that works like a debit card, however it is not the same as your meal plan. Deposits may be added to your account anytime throughout the semester with a Visa or MasterCard. RU Express is quick, convenient, safe and hassle-free. Balances roll over from year to year, and RU Express accounts may be used year-round. To create a new account or to add funds to an existing account, contact the Camden Bursar’s office at 856.225.602 or visit https://services.jsatech.com.

RU Express funds can be used at any of the following retail locations:

On Campus
- Dining Facility
- Starbucks Coffee
- Bridge Cafe at the Law School
- Bursar’s Office
- The Corner Store
- IMPACT Booth
- Health Services
- Parking & Transportation
- University District Bookstore
- Residence Hall Laundry and Vending Machines

Off Campus
- A Little Slice of NY: 122 North 3rd Street
- Brass Rail: 425 Market Street
- Fresh Fruits and Salads: 114 N 3rd Street
- Friends Café: 319 Friends Street
- Guido's Pizza: 513 Market Street
- Market Gourmet: 1 Market Street
- Market Street Pizza: 1 Market Street
- The Victors Bar: 1 Market Street
- Café & Salad Factory: 313 Market St
Housing

On-Campus Housing
Rutgers-Camden housing has two building options for undergraduates: The Tower building and the Apartments which are located at 215 North 3rd Street. There is also one apartment building for graduate students located at 330 Cooper Street. The undergraduate buildings have a central entrance monitored 24hrs a day, seven days a week by campus security. Students must have an RUID Campus Connection Card to access either side of the building. All guests must be signed-in with a valid form of identification.

215 North 3rd Street Towers
The Tower is a 10-story building, housing first-year students. Each suite holds 3 bedrooms with double occupancy; also included are a common living area, a full bathroom and a double sink. Every residence hall room is hard-wired for high-speed Internet access. Satellite television, furniture, microwave, refrigerator, and a central air-cooling system are included in each of the Tower suites.

215 North 3rd Street Apartments
The Apartments is a 6-story facility that predominately houses upperclassmen. Apartments are designed with single-bedroom housing up to four students per apartment. Each apartment comes fully furnished with a full kitchen, bathroom, and common living area. Both the Apartments and the Towers have private laundry facilities, computer labs with wireless connection, and study lounges.

330 Cooper
Each apartment is fully furnished with a full kitchen and bath. There is also Wi-Fi connection, cable television, heating and air conditioning and convenient retail outlets on the ground floor.

For housing rates, contracts and other information, please visit housing.camden.rutgers.edu.

Residence Life and Residence Life Programming
The Residence Life staff provides a wide range of services including developmental, social, cultural programming, co-curricular activities and personal consultation. Residence Life Staff also help students with the challenges they may face during the transition to University life.

The Residence Life Office is located in the main lobby of the Towers/Apartments residence hall across from the security desk.
Phone number: (856) 225-6471
Fax number: (856) 225-6277
E-mail address: housing@camden.rutgers.edu

Roommates
We encourage you to work together with those you have been assigned to live with to make the best living situation! Living with roommates can be the beginning of lifelong friendships and provides the opportunity to interact with others from various cultures, countries and backgrounds. Living together also requires some adjustment for everyone. Depending on where you live, you may experience problems initially with noise, reasonable privacy, disagreements, and so forth.

Everyone must adopt an attitude of cooperation and caring to make a living area comfortable and conducive to good study habits. You must resolve to care about your neighbors, to be aware of what is going on around you, and to be helpful and considerate. An effort must be made to communicate openly and to express feelings in a constructive manner. You must also be willing to adjust your living habits to some degree, compromise and communicate.
Room Assignments and Room Changes
Room changes due to conflicts can only be made on a space availability and case-by-case basis. Residence Life employs two methods of assigning students to spaces within on-campus housing: electronic self-selection through an online program and manual assignment by a Residence Life administrator. Ultimately, the Residence Life Office is the final authority over where students are placed in the residence hall.

Note: For a complete guide to On-Campus living, please view or download the “On-Campus Living Guide” at housing.camden.rutgers.edu/livingguide.html.

Off-Campus Housing
Housing costs vary considerably, depending on location, type of housing, number of bedrooms, and whether or not utilities (gas, electricity, water, etc.) are included in the rent. Typically, apartment buildings offer one or two bedroom apartments for rent. Some will offer efficiencies/studios (one room apartment). Very few offer three-bedroom apartments. The area surrounding Rutgers-Camden offers many rental opportunities. Aside from the community directly surrounding the campus, many students have also chosen to take residence in the communities of Collingswood, Haddonfield, Westmont, Voorhees, Pennsauken and Cherry Hill. If you do not have a car, consider apartments close to a NJ Transit bus route, PATCO Speed line or the Riverline.

Undergraduates and Graduates both have the option of applying for housing at oncampus.rutgers.edu. However, if you choose to live off-campus, you must secure housing on your own.

Online resources that may assist you in your off-campus housing search:
- ois.camden.rutgers.edu
- Zillow.com or trulia.com
- Places4Students.com
- Thesublet.com (Search for rentals/sublets in “South Jersey” or “Philadelphia”)
- Craigslist: southjersey.craigslist.org or philadelphia.craigslist.org
- www.apartments.com

Renting
Most renters are required to pay a “security deposit” when they sign a lease. A security deposit is an amount of money, typically equal to one or two month’s rent, that will be held by the apartment manager until the end of the lease. The security deposit is used to pay for the repair of any damages to the apartment. Any unused portion of the security deposit will be returned.

Make sure you can afford to pay for the apartment and all associated bills. The listing price usually does not include utilities (electricity for example), cable, internet, etc. Please consider this in addition to your rent.

Make sure the apartment is clean, and has no mold on walls or floors, no water leaks in the ceilings and no rust in the bathroom or kitchen sink (this is a sign of hard water and sometimes bad plumbing). You should turn on and off all light switches to check the electrical wiring, make sure water runs clean in the kitchen and in the bathroom sink and shower/tub, and that your toilet flushes. The landlord may give you a funny look when you check these things, but it is for your own good that you do.
**Glossary of Terms**

Getting an apartment for the first time in the US can be a frustrating process if you are not familiar with renting. Listed below are common terms and phrases you should know when considering or searching for housing accommodations.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Efficiency</strong></td>
<td>One room for living, eating, and sleeping. The bathroom is separate.</td>
</tr>
<tr>
<td><strong>Single or Studio</strong></td>
<td>Single room apartment with a small kitchen and bathroom.</td>
</tr>
<tr>
<td><strong>One bedroom Efficiency</strong></td>
<td>Large single that has been converted into a one bedroom by dividing the room with doors.</td>
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<tr>
<td></td>
<td>Efficiencies are usually smaller and cheaper than a normal one-bedroom.</td>
</tr>
<tr>
<td><strong>Townhouse or Condominium</strong></td>
<td>Private home or very spacious apartment that sometimes has its own laundry, pool and</td>
</tr>
<tr>
<td></td>
<td>recreational facilities.</td>
</tr>
<tr>
<td><strong>Lease</strong></td>
<td>A legal contract signed by both the manager and the renter regarding the length of stay, price,</td>
</tr>
<tr>
<td></td>
<td>and conditions of a rental agreement. It is important to not sign a lease for more than the</td>
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<tr>
<td></td>
<td>amount of time you will stay. You are responsible for rent the entire length of the lease.</td>
</tr>
<tr>
<td></td>
<td>Violation of the lease agreement can result in a heavy financial penalty. Residents should</td>
</tr>
<tr>
<td></td>
<td>understand all of the conditions of the lease before signing. Any negotiated variation should</td>
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<tr>
<td></td>
<td>be set out in writing, initialed, and dated by both the tenant and the manager as an amendment</td>
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<tr>
<td></td>
<td>to the lease.</td>
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<tr>
<td><strong>Credit Check</strong></td>
<td>A process in which the landlord verifies your credit history and confirms your bank information.</td>
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<tr>
<td></td>
<td>International students or scholars who do not have a credit history in this country should not</td>
</tr>
<tr>
<td></td>
<td>need to pay for a credit check, but it may be necessary to negotiate an agreement with the</td>
</tr>
<tr>
<td></td>
<td>landlord in this case.</td>
</tr>
<tr>
<td><strong>Deposit or Security Deposit</strong></td>
<td>An additional amount you must pay when moving into an apartment (usually no more than one</td>
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<tr>
<td></td>
<td>month’s rent) to guarantee occupancy, payment of rent, repair of damages, and professional</td>
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<tr>
<td></td>
<td>cleaning after you leave. In most cases, the deposit is returned to you in full to you if there is no damage to your apartment at the end of your stay (there may be a slight deduction for cleaning). Inspect the apartment carefully when moving in.</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>Payment made for living accommodations, usually paid on monthly basis.</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>Gas, electricity, cable television, and water. In addition to rent, utilities cost $25-$100 extra per month.</td>
</tr>
<tr>
<td><strong>Sublet</strong></td>
<td>Special arrangement where you live in someone’s apartment in his or her absence. Confirm with the person who is renting if their manager or landlord allows subletting and is aware of your agreement.</td>
</tr>
<tr>
<td><strong>A/C or Air</strong></td>
<td>Air conditioning</td>
</tr>
<tr>
<td><strong>BR or BDRM</strong></td>
<td>Bedroom</td>
</tr>
<tr>
<td><strong>FP</strong></td>
<td>Fireplace</td>
</tr>
<tr>
<td><strong>2/2 or 3/2 2bdrm/2bth</strong></td>
<td>The first number indicates the number of bedrooms the second number indicates the number of bathrooms. Bathrooms include bathtub and/or shower, toilet (WC) and washbasin (sink).</td>
</tr>
<tr>
<td><strong>ABP</strong></td>
<td>All bills paid with utilities included in your rent. If you want a telephone landline this is a separate bill.</td>
</tr>
<tr>
<td><strong>W/D</strong></td>
<td>Washing machine (washer) and clothes dryer machine (dryer) are provided. Often, there are</td>
</tr>
<tr>
<td></td>
<td>laundry rooms in the apartment building. Some apartments have individual washing and drying machines in each apartment unit.</td>
</tr>
</tbody>
</table>
Athletic and Fitness Center
The Athletic and Fitness center offers cardio and strength-training equipment, a resistance pool and recreation program space for yoga, spinning, and Pilates. The Fitness Center also offers fitness classes including aerobics, spinning, dance, and Zumba during the Fall and Spring semesters. Fitness classes are open to all faculty, staff, and students. Registration for classes usually takes place at the beginning of each semester and typically requires a small registration fee.

Rutgers–Camden is an NCAA Division III school that offers 16 sports. Additionally, the athletic center offers recreational and club sports throughout the academic year including:

- Men’s Lacrosse
- Ice Hockey
- Men’s Hockey
- Crew (Rowing)
- Martial Arts

For more information on recreational clubs, fitness class offerings and the fitness center, call the Department of Athletics at 856-225-2740 or visit the website at athletics.camden.rutgers.edu

Campus Involvement

The Office for Campus Involvement (OCI)
The Office of Campus Involvement guided by and in support of the mission of Rutgers University, enables students to develop independent thought, self-expression, and self-awareness, as well as define their personal leadership style by offering various workshops, lectures, and programs. The office promotes the growth of the individual student by providing opportunities outside of the classroom that connect and complement his or her academic aspirations with experiential learning through involvement in student organizations and co-curricular activities.

The staff of the Office of Campus Involvement serves as educators, mentors, advisors, counselors, friends, referral agents, and disciplinarians in hoping to enrich each student’s collegiate experience.

Office of Campus Involvement:
326 Penn Street
Campus Center - 3rd Floor
856-225-6161
involved@camden.rutgers.edu

Undergraduate Clubs and Organizations

Accounting Society
African Students Association
Anime & Manga Club
Asian Culture Society
Chess Club
Chinese Students Association
Finance Association
French Club
The Gleaner (Student newspaper)
Rutgers Hillel
International Students Association
Honors Student Organization
Korean Students Association
Latin American Student Organization
Muslim Student Association
Management Association
Marketing Association
Newman Club
Turkish Students Association
West Indian-Indian Connection
Graduate Clubs and Organizations
Graduate Childhood Studies Student Organization
MBA Association
Public Administration Students Association

Campus Center
The Campus Center is home to a number of facilities and service offices including:
The Corner Store & Lounge    Starbucks Coffee
The Impact Booth          Campus Radio Station
Dining Services          The Office of Campus Involvement
The Career Center       New Student Programs
Conference and Meeting Rooms     The Office of International Students
Student Fund Office           and many more!
Health Services

There are a number of lounge spaces, study rooms, and meeting rooms for students in the lower level (basement) of the campus center. Student organizations and recognized groups are able to reserve space in the lower level conference rooms for meetings, events, lectures, etc.

To reserve a room for an event please visit events.camden.rutgers.edu

IMPACT Booth
The IMPACT Booth provides tickets to local events, amusement parks, Broadway shows, athletic events and other activities at a student and/or group discount. The IMPACT Booth also issues and distributes the Rutgers Campus Connection Card.

The IMPACT Booth is located at the main entrance of the Campus Center, to the right of Starbucks Café.

Campus Center Fall & Spring Hours of Operation (Hours vary during Summer & Winter)
Monday – Thursday    7:00AM - 11:00PM
Friday               7:00AM - 7:00PM
Saturday             9:00AM - 6:00PM
Sunday               10:00AM - 6:00PM

Career Center
Rutgers–Camden’s Career Center offers personalized assistance in defining career goals, securing internships, and planning job search strategies. The Career Center provides a comprehensive career development program for students and alumni, servicing the College of Arts & Sciences, School of Business, University College, School of Social Work, The Graduate School and Joint Degree Program Candidates

Key services include:
• Resume critiques
• Career coaching
• specialized workshops for International Students
• On-campus recruiting
• Job and graduate school fairs
• Graduate/Professional School Advising
• Internship listings/course credit

The Career Center is located in the Lower Level of the Campus Center in room 006

Hours of Operation:
Monday & Thursday 8:30am - 6:00pm
Tuesday, Wednesday, Friday 8:30am - 4:30pm
Summer and Breaks as Posted at the Career Center
Phone: 856.225.6046
Fax: 856.225.6511
Email: careercenter@camden.rutgers.edu
Computing Help Desk and Computer Labs
The computer lab is located in the Robeson Library, First Floor. The lab has 174 computers running on different operating systems including Windows, Apple OS, and Linux. You need your NetID and password to login to a computer.

Computing Services Help Desk
The Help Desk is located on the main floor of Robeson Library, at the entrance to the computer lab area. You can also reach the Help Desk by phone at (856) 225-6274 (or dial the extension 6274 from any campus phone) or by email at help@camden.rutgers.edu.

Rutgers University Libraries
All students have access to Rutgers’ network of 26 libraries and centers located on the Camden, New Brunswick/ Piscataway, and Newark campuses as well as RU-Online, a digital library. Students also have access to university libraries in Pennsylvania through Inter-library loan. The libraries contain indexes, databases, electronic journals, electronic reserves, and other full-text resources.

Book Checkout
In order to access or check-out books and other library resources, students will need to have a valid student ID card (RU-Connection Card), and a NETID and Password for online use. On the back of your student ID card is a 16-digit bar code. This bar code needs to be scanned by a library assistant in order for you to pick up books or check books out of the library.

Some books, such as references books and those in the Special Collections at the Rutgers-New Brunswick, are not available for checkout. You may only access these items in the library for increments of two hours.

You may place a “hold” on a book from any of the Rutgers University libraries or through interlibrary loan. You can have books delivered to the Paul Robeson Library at Rutgers-Camden. Book delivery through the university system can take about 3-5 business days. Book delivery from any of the Pennsylvania university libraries can take up to two weeks to arrive. Once your book has arrived at the Paul Robeson library, you will receive an email notification to your Rutgers email.

Using Library Resources Off-Campus
If you are not in one of the university’s libraries or at a location on-campus, you can utilize the libraries services online. You must login to the library’s homepage with your NetID and password to have full access to the library site.

Paul Robeson Library
300 North 4th Street
Camden, New Jersey 08102
Phone: 856-225-6033
FAX: 856-225-6428
Website: www.libraries.rutgers.edu/rul/libs/robeson_lib/index.html

Rutgers-Camden Learning Center
231 Armitage Hall
311 N. Fifth Street
Camden, NJ 08102
Phone: 856-225-6442
Fax: 856-225-6443
Website: www.libraries.rutgers.edu/rul/libs/robeson_lib/index.html
Health & Safety

Climate and Preparations for New Jersey Weather
New Jersey has a variable climate: cold winters with periodic snowfalls, hot summers, and some very pleasant periods in between. The temperature frequently drops to between -15°C and -12°C in the winter and rises to between 32°C and 37°C in the summer. Jackets, scarves, gloves and boots are essential for the cold winter months (November-March) and waterproof outerwear and umbrellas are essential in rainy weather.

Hurricanes & Tropical Storms
Due to its location, few hurricanes have hit New Jersey directly, though numerous hurricanes have passed near or through New Jersey. Although New Jersey is indirectly hit by most hurricanes, we experience strong tropical storms with heavy rain and wind. Hurricane season is typically June through November.

During tropical storms, students should prepare to stay inside, in a safe location and away from windows. Storms can cause property damage, flooding, and if not careful, injury.

Snowstorms & Blizzards
Snowstorms are storms where large amounts of snow or sleet (mixture of snow and rain) fall. Snowstorms are usually considered less dangerous than ice storms and blizzards, however they can cause flooding, and whiteouts (similar to fog) interrupt travel, effect power lines or cause them to break or fall, and cause accidents.

A blizzard is a severe snowstorm characterized by strong winds and low temperature. During snowstorms or blizzards, students should prepare to be inside for a few days, or engage in very limited travel, except for emergency purposes.

Weather Updates & Campus Status
You will receive local weather updates from local television channels, radio, and online. Local television channels for weather updates are CBS-3, ABC-6, NBC-10, and FOX-29. During adverse weather, accurate weather related campus information including delayed openings or class cancellation will be distributed on the Rutgers website.

If you have access to the internet during bad weather you can visit the following sites to receive weather updates:
weather.noaa.gov/weather/NJ_cc_us.html
www.state.nj.us/njoem

Immunizations
The following immunizations are required for all Rutgers University students:

**MMR:** All students born after 1956 are required to have received either 2 doses of MMR (or 2 doses of each individual measles, mumps, and rubella vaccine), or a positive blood test for immunity to each disease. The first vaccination must have been given no earlier than one year of age, and administration of the second dose must be separated from the first by at least 30 days.

**Meningococcal Vaccination:** Required for all students who are new to Rutgers University AND are new to University housing. The CDC recommends a booster dose (additional) if it has been 5 years or more since your 1st dose.

**Tuberculosis Skin Testing (PPD or Mantoux):** Required for all incoming students attending the University on non-immigrant visas who were born or grew up in a country with a high prevalence of tuberculosis. Testing must have been done within 6 months of attending Rutgers and, if the test is positive, a chest x-ray must have been done and results of the x-ray submitted.
Hepatitis B: 3 dose series required for all students taking 12 or more credits. Documentation has to be in the form of school immunization records, physicians’ records, or vaccination records from a public health department. You may access Rutgers’ immunization form at rhsmedical.rutgers.edu/files/documents/pre_entrance_immunization_form.pdf. Additional vaccinations may also be recommended.

If you have any questions about pre-entrance immunizations, please visit the Health Services website at healthservices.camden.rutgers.edu or e-mail vaccine@rci.rutgers.edu

Health Insurance
All F-1s and J-1s on Rutgers' visa sponsorship and their F-2/J-2 visa dependents are required to have health insurance that provides at least the following level of coverage:
- Provides benefits in New Jersey
- Has Providers in the campus area
- Covers mental health conditions
- Covers prescription drugs
- Provides wellness visit benefits

University Sponsored Health Insurance Plan
The Rutgers student health insurance plan is underwritten by United HealthCare. The plan included in the term bill for full-time international students has coverage with a maximum benefit of $250,000 and includes a prescription drug benefit with a maximum benefit of $100,000. Details on the plan can be found at www.firststudent.com

Referrals for Care
A referral from Rutgers Health Services is not required with the University-sponsored Student Health Insurance Plan. If a student goes to an off-campus medical provider on their own or as recommended by Rutgers University Health Services, the student will be responsible for co-pays, deductibles, and any portion of the bill not covered by the University-sponsored Student Health Insurance Plan.

Treatment Received Outside of New Jersey
The University-sponsored Student Health Insurance Plan provides coverage in all 50 States, US Territories, and foreign countries. The “out of network” benefit provisions will apply; however, foreign nationals are not covered in their home country.

Prescription Drugs
Prescription drugs are covered with maximum benefit of $100,000.00. The co-pay varies depending on the type and cost of the medication.

Filing an Insurance Claim
Visit your insurance company’s website and print off a medical claims form, this will often be found under the "Member" or "Forms" section. If you’re not sure which form to use, call the customer service line for your insurance company to ask which form you need to complete.

Fill out the form and include the nature of your illness, the dates you saw the doctor and the amount of the bill. Provide a copy of the bill with the medical form or fill out the "Cost" section of the medical claims form and have the doctor's billing department sign or approve it.
Fax or mail the medical claim form to the insurance company. The contact information for the insurance company should be on the medical forms. If the contact information is not on the forms, you can look up the information on the insurance company's website, or on the back of your insurance card.

**Rutgers University Health Services**
The Rutgers University Health Services is comprised of caring health professionals who value innovation, quality and efficiency, and strive to meet the evolving needs of a diverse Rutgers community.

**Primary Care**
Primary care services include physical exams, treatment of common problems (colds, vomiting, skin problems like acne, infections), accidents, and sports related injuries such as sprains, fractures and lacerations, as well as chronic illnesses such as asthma or diabetes. Referrals for specialty consultations and care can be made when necessary.

**Allergy Treatment, Laboratory Tests and Physicals**
Allergy injections can be provided according to a prescribed schedule for a minimal fee per visit, with allergens and instructions provided by the patient's private health practitioner. Phlebotomy services are available for students who require laboratory testing. An outside laboratory is used for most medical tests. Physical Examinations are provided when necessary or when requested by a third party such as for college-sponsored programs and pre-employment physicals.

For urgent care, it is acceptable to walk in without an appointment. A clinician will see you as soon as possible. If you are not sure that your condition is serious enough to warrant urgent care, call 856-225-6005 for advice. Remember, when you make an appointment, your waiting time will be much less. In a medical emergency please dial 9-1-1, Rutgers University Health services are not equipped to handle severe medical situations.

Student Health Services is located at 326 Penn Street, Campus Center - 2nd Floors.
To make an appointment call: 856-225-6005

**Confidentiality of Your Medical Records**
By law, information you share with a doctor, nurse, or other medical provider must be kept in confidentiality. A doctor in the U.S. is not permitted to contact your family, friends, or anyone else to discuss your medical condition, symptoms, illness, or treatments without your written permission. In general, the only exception to the rule is in a case where your life is in danger or if you were unconscious and unable to make medical decisions yourself. The same rules that govern confidentiality between physicians and their patients also apply to discussions between psychologists (and most other licensed mental health professionals) and their clients.

**Emergency Services and Hospitals**
If you have a “life-threatening” emergency, the best thing to do is to dial “911” or have someone call on your behalf. You should seek care at the nearest hospital or an ambulance will come take you to the Emergency Room (ER) at the nearest hospital.

**The closest hospitals to Rutgers-Camden**

Cooper Hospital/University Medical Center
One Cooper Plaza, Camden, NJ 08102
(856) 342-2000

Our Lady of Lourdes Medical Center
1600 Haddon Avenue, Camden, NJ 08104
(856) 757-3500

**Local Pharmacies**

CVS Pharmacy
520 Mickle Blvd.
(856) 963-3161

Rite Aid Pharmacy
2 South Broadway
(856) 963-9331
Counseling Services
In the U.S. it is very common to talk with a counselor about problems or difficulties involving academic work, personal relationships, stress, unhappiness, and an individual’s view of himself/herself, etc. In different cultures, these problems may be viewed and treated differently. For example, you may turn to your family and/or close friends when dealing with difficulties.

During your stay in the U.S. you may be away from family and friends. During your stay, you may feel the need to find substitute sources of support. In the U.S. many people do not live close to their families and it is not always customary for Americans to depend on their families to solve emotional or some personal issues. In many cases, Americans will choose to speak with a professional or other trained person regarding issues and stress. A counselor can help you to determine your difficulty, empathize with you, help you see options that you may not have considered, and help you to resolve the difficulty.

The purpose of counseling services is to help Rutgers students successfully handle the stresses and challenges in their academic, professional and personal lives. (Students typically seek counseling in the form of Individual and group therapy for psychological concerns, consultation regarding student concerns about family members and/or friends, and many other reasons.)

By law, all conversations are kept confidential. The main - although not only - exceptions to confidentiality arise in situations involving danger to self or others, court orders or subpoena of records child abuse or neglect. Students are encouraged to discuss any concerns they have about confidentiality with the counselor.
Adjustment & Culture Shock

Culture Shock!
Culture shock is a natural reaction throughout the transition you make while in the U.S. People experience culture shock when they leave their cultural environment and enter into a new situation where the language, gestures, customs, signs and symbols that have previously helped us to make sense of our surroundings are different and new.

Being able to anticipate the feelings you may encounter, knowing when you are feeling homesick, and when as well as whom to reach out to in case you need to talk with someone. While at times it may be an unpleasant experience to go through, most people experience some degrees of culture shock. However, remember that adapting to a new culture provides great opportunities for personal growth and development.

Don’t be discouraged: your friends may appear to adjust easily while you are suffering miserably. However, you will find that other international students and even American students new to college are suffering some degree of homesickness.

Realize that what you are going through is normal. Remember that the unpleasant feelings are temporary, natural, and are common during any transition that a person makes in life. Be patient and give yourself the time to work through this process – take good care of yourself, eat well, exercise, learn relaxation and stress reduction techniques. Talk to someone about your experiences. Do not be afraid to call or chat with roommates, friends, members of your host department, or an advisor at the Office of International Students.

Support & Counseling
In the US, it is common for people to talk with others when they have questions or concerns about their experiences and feelings. People seek counseling for a number of reasons including:

- Trying to begin or maintain a relationship
- Problems concentrating or sleeping
- Anxiety about tests or speaking in class
- Adjusting to a new environment
- Wondering why one is in college; career goals
- Struggling to become independent from parents, life choices
- Feeling homesick for family, missing one’s family

If you find that you need to talk with someone about your experiences or academics, or if you have questions during your stay in the U.S. there are resources available for you:

- Email, call, or stop by the Office of International Students and speak with an advisor.
- Make an appointment with a counselor in Health Services, on the 2nd floor of the Campus Center
- If you live on-campus, visit and/or make an appointment with the Office of Residence Life located on the ground floor of the Undergraduate Residence Hall
- Meet with your academic advisor or Graduate Program Advisor to discuss academic concerns.
- Visit and attend a local place of worship

If you are considering leaving the University please speak with the Office of International Students.
Campus Safety

Rutgers University Police Department

The Rutgers University Police Department-Camden (RUPD) patrols our campus and the surrounding neighborhood 24 hours a day, 365 days a year.

Students can receive a walking escort to their vehicles, campus housing, PATCO, and the Walter Rand Transportation Center by calling 856-225-6009 [store this number in your cell phone] or visiting the RUPD located at 409 North 4th Street (adjacent to the Athletic and Fitness Center).

Safety Tips – Personal, Personal Property

Personal Safety

- If you have a cell phone, keep it readily available with pre-programmed police emergency numbers.
- Stay on well lit, commonly traveled routes.
- Avoid walking alone at night; avoid shortcuts and dark isolated areas.
- Walk like you have a purpose & know where you are going.
- Be aware of your surroundings.
- If you feel threatened, cross the street, enter a store or a place of business.
- Vary your routes and schedules for walking and jogging. Do not wear headphones.
- Keep your house keys handy and scan entrance prior to entering.
- Always keep the doors to your apartment locked, especially when you are alone.

Personal Property

- Don’t leave personal property unattended in libraries, classrooms, dining halls, offices, etc., even for a few moments.
- Never leave exterior building doors propped open.
- Don’t allow unescorted strangers into residence halls, private office areas, laboratories, or other less commonly used areas. Holding the door open for someone you don’t know bypasses this valuable security function.
- Keep personal valuables, e.g. handbags, wallets, textbooks, laptops, cell phones, etc., out of plain view.
- Don’t put ID tags on your keys. This will reduce the possibility that anyone finding the keys will also find the locks or doors that they will open.
- Record serial numbers and model numbers of valuables, if applicable.
- Secure computer equipment to their workstations with quality lock-down devices. Secure movable items, such as laptops, in locked storage, whenever possible.
- Avoid keeping cash, handbags, or wallets in unlocked drawers.
- Lock your doors and all accessible windows whenever you have to leave your space unoccupied.
- Lock doors and accessible windows before going to bed.
- If you own a motor vehicle, don’t place valuables in open view. Store any valuables in the trunk, if possible, but at least out of public view. Park in a well-lit area.
- When parking, check that all doors and your trunk are locked and that you have your keys with you.
- To help prevent your vehicle from being stolen, install a hidden “kill switch”, use a steering wheel locking bar, or install an alarm system.

Common Reasons for Filing a Police Report

- Your room or office keys are lost or stolen, report them missing immediately and have the locks changed.
- Personal property is taken from your dorm or apartment.
- Your wallet or handbag is stolen; cancel all credit cards and unused bank checks immediately. Report this to the police as soon as possible.
• Damage is done to your automobile, bicycle, or other form of transportation.
• Your cell phone is lost or stolen.

Rutgers-Camden Police Department
409 North Fourth Street
Camden, NJ 08102
(856) 225-6009
In Case of Emergency Dial 9-1-1

Important Emergency Contact Numbers
From a cell/landline phone - (856) 225-6111
From a University Phone - Dial 8 or 6111
From Emergency Phones - Push Button

Vehicle Lock Outs and Jumpstarts
Rutgers University Police Department responds to several types of service calls. The most common is a motor vehicle lockout. Rutgers Police will assist students, visitors, and faculty/staff with motor vehicle lockouts & jumpstarts on the Camden campus as well as the surrounding areas. Persons needing assistance should call the 856-225-6009.

Personal Property Insurance
Personal Property Insurance is recommended for students to protect their property in their rooms. For more information about personal property insurance, please refer to: riskmanagement.rutgers.edu/students.html

Parking & University Shuttles

Parking Permits
Students who have a motor vehicle, or plan to purchase one and drive it to campus, must purchase a university parking permit. You can purchase a permit for an entire academic year (including break periods) or for one semester. You can purchase your permit online at parking.camden.rutgers.edu and pay with a credit card, or in-person at Rutgers-Camden Police Department front lobby.

Shuttle Bus Information
During the normal academic year, the shuttle bus will make one continuous loop between Lot 11 student parking and 3rd Street in front of the Campus Center. After 8:00pm, one shuttle bus will stop at 3rd street and a second will stop on 5th Street, under the Law Bridge.

The shuttle runs Monday through Thursday 7:00am – 11:30pm and Fridays 7:00am – 5:00pm.

NOTE: In accordance with NJDMV regulations, passengers must be 16 years of age or older to board the shuttle buses.
Academic Integrity

Academic Integrity
The Office of Student Conduct administers the *Academic Integrity Policy*, which describes the behaviors that constitute academic dishonesty, the procedure for resolving academic integrity violations, and recommended sanctions for students found responsible for such violations.

**Principles of academic integrity require that every Rutgers University student:**

- Properly acknowledge and cite all use of the ideas, results, or words of others
- Properly acknowledge all contributors to a given piece of work
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

**Adherence to these principles is necessary in order to insure that:**

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- All student work is fairly evaluated and no student has an inappropriate advantage over others
- The academic and ethical development of all students is fostered
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

**Examples of Academic dishonesty, plagiarism, or “cheating”**

- Quoting the researcher’s words in a psychology paper without putting it in quotation marks or citing the source.
- Having someone do half your calculus homework and turning it in.
- Collaborating on an assignment which is not a team project.
- Working on a biology lab assignment with a partner and not crediting your partner for the work s/he completed.
- Sharing answers during a final exam, when the test is to be completed individually.
- Having someone else electronically (using a clicker) sign-in and/or participate in class for you.

To view the Academic Integrity Policy, violations, and procedures, please visit academicintegrity.rutgers.edu.
Undergraduate Advising
Each undergraduate student accepted to Rutgers-Camden is assigned an academic advisor to assist in the planning of an academic program consistent with educational and career objectives.

College of Arts & Sciences
Phone: (856) 225-6043
Email: ASadvise@camden.rutgers.edu
Website: advising.camden.rutgers.edu

School of Business-Camden
Phone: (856) 225-6216
Email: Acadsvcs@camden.rutgers.edu
Website: business.camden.rutgers.edu

Honors College
Phone: (856) 225-6670
Email: hcollege@camden.rutgers.edu
Website: honors.camden.rutgers.edu

Graduate Advising
Graduate students seeking advising on course registration, degree requirements, etc. please contact your graduate department for more information.

Biology
Phone: (856) 225-6497
Email: gradbio@camden.rutgers.edu
Website: biology.camden.rutgers.edu

Department of English
Phone: (856) 225-6121
Email: gradeng@camden.rutgers.edu
Website: english.camden.rutgers.edu

Business and Science Program
Phone: (856) 225-6076
Email: mbs-math@camden.rutgers.edu
Website: psm.rutgers.edu

History
Phone: (856) 225-6080
Email: gradhist@camden.rutgers.edu
Website: history.camden.rutgers.edu

Chemistry
Phone: (856) 225-6142
Email: gradchmr@camden.rutgers.edu
Website: camchem.rutgers.edu

Graduate Liberal Studies Program
Phone: (856) 225-6700
Email: gradlibs@camden.rutgers.edu
Website: camden.rutgers.edu/dept-pages/liberal

Childhood Studies
Phone: (856) 225-6471
Email: cstudies@camden.rutgers.edu
Website: childhood.camden.rutgers.edu

Department of Mathematical Sciences
Phone: (856) 225-6076
Email: grad-math@camden.rutgers.edu
Website: math.camden.rutgers.edu

Computational and Integrative Biology
Phone: (856) 225-2866
Email: gpcib@camden.rutgers.edu
Website: ccib.camden.rutgers.edu

Master of Business Administration Program
Phone: (856) 225-6452
Email: rsbmba@business.camden.rutgers.edu
Website: business.camden.rutgers.edu/mba

Department of English: M.F.A. Program
Phone: (856) 225-6121
Email: mfa@camden.rutgers.edu
Website: mfa.camden.rutgers.edu

Department of Psychology
Phone: (856) 225-6520
Email: gradpsych@camden.rutgers.edu
Website: psychology.camden.rutgers.edu

Graduate Program in Criminal Justice
Phone: (856) 225-6470
Email: gradcj@camden.rutgers.edu
Website: sociology.camden.rutgers.edu

Department of Public Policy and Administration
Phone: (856) 225-6860
Email: gradmpa@camden.rutgers.edu
Website: dppa.camden.rutgers.edu
Online Course Registration

Step 1: Go to [webreg.rutgers.edu](https://webreg.rutgers.edu) and login with your NetID and Password

Step 2: Choose semester and click continue

A Note About Security

You will be automatically logged off after 15 minutes of inactivity.

Related Links

- Degree Navigator (Rutgers undergraduate students)
- University Schedule of Classes
- Financial Aid Home Page
- Online Bill Payment
Step 3: You can see the *Registered Courses* for the semester on the right. Now click on *Course Lookup*

Step 4: Choose *Camden* and *Graduate* or Undergraduates and click *Continue.*

Step 5: Choose the *Subject* in the drop down menu. For example, *Business Administration (135)*
Step 6: Click on Course Name to extend the information box. Click on Register to sign up for the course. (If the section box is red, the course is closed. You will need to contact the instructor or department.)

Step 7: The 5-digit INDEX number for the class will show up in Index Box 1. Now click add courses.

Step 8: The Transaction Summary will show the message of ✓ 1 course(s) added successfully. You can also Drop the class by clicking on the Drop tab in Transaction Summary page.

Step 9: Click on Camden – University District Bookstore and you can see all the textbooks you need for the semester.
Rutgers-Camden Behavioral & Ethical Guidelines

Rutgers University Student Code of Conduct Preamble states:

- All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry.

- All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the University.

- All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.

To view and download the full version of the University Student Code of Conduct visit: studentconduct.rutgers.edu

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the seriousness of the matter.

The American Classroom

Depending on undergraduate, graduate, large lecture, or small discussion classes, the classroom culture can be quite different from home. However, common expectations of all university students are described below.

- Professors and instructors expect students in all college courses to take notes on class material, even during group discussions. If you miss a class, ask to borrow notes from one of your classmates. Professors sometimes mention topics that aren’t in your textbook and that information could show up on your next exam.

- Students are expected to participate in class. Be prepared to ask questions, make comments and defend your ideas, even if they differ from those of the professor.

- If you find it difficult to ask questions during class or you have trouble understanding some of the material ask for help during the professor’s office hours or schedule an appointment to meet with him/her. Professors have set hours they are available each week for students to drop into their office.

- Outside of class, students must read assigned texts, complete assignments and prepare for quizzes and exams in a timely manner. At the beginning of the term, professors will distribute a syllabus that states when and which textbook pages should be read, the dates of major tests and the deadlines for any large projects.

- Get to know your classmates. Form a study group, or at least exchange phone numbers with a classmate just in case you have questions before exams, major assignments or projects.

Classroom Responsibilities & Common Classroom Behavior

Students and faculty both have responsibilities for maintaining an appropriate learning environment based on mutual respect of classroom peers, instructors, teaching and graduate assistants and any other classroom participants. Although classroom disruptions occur, be mindful that they interfere with learning and should be kept to a minimum.

Common observations you will make while in the classroom include:

- Calling the professor by his/her first name
- Informal/casual dress and behavior in class
- Students eating, reading, and sleeping in large classes
- Particular roles of teaching assistants and departmental secretaries
- Direct communication styles: speak up, speak fast, challenge the professor
• The seriousness of plagiarism
• Expectations of independent work from students, unless otherwise stated by the professor or noted in the syllabus
• Working with classmates on group assignments, facilitations, or experiments
• Open criticism or praise from professor and other classmates
• Criticism and/or compliments from other classmates.

Faculty & Instructor Classroom Responsibilities
Faculty members in particular have the professional responsibility of treating students with understanding, dignity and guiding classroom discussion. They should establish clear and reasonable norms for the manner in which students express opinions. Faculty members are expected to serve as role models for appropriate conduct.

Respectful expression of disagreement with the course instructor or other students, during times when the instructor permits discussion, is a normal and valuable part of the educational process. Disagreement per se should not be construed as disruptive behavior, nor should the provisions of these guidelines be used to punish classroom dissent. Students are permitted to ask relevant questions and voice opinions, but not in such a manner as to insult the instructor or other members of the class. Students should typically speak when called on by the professor, or someone who is leading the class, and should not interrupt another person when s/he is speaking.

Students who believe that their instructors have treated them in an arbitrary or punitive manner should review the matter with the faculty member, then the department chair (if necessary), and finally the Dean of Students (if necessary).

Classroom Disruption
Students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:
• Repeatedly leaving and entering the classroom without authorization
• Frequently coming to class late and/or leaving early
• Answering cellular phone during class.
• Surfing the internet, texting on a cell phone, using a tablet (i.e., iPad, Android), cell phone, or laptop to visit social networking sites such as Facebook, Twitter, Tumblr or Pinterest during class time
• Making loud or distracting noises
• Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor’s requests.
Do you Speak “American”?

Americans speak idiomatic English that does not always resemble the formal English language you studied in school. Often, people in different states or regions may use words in different ways or interchangeably; we consider this to be dialects or slang. The best way to become comfortable with American English, particularly the way in which people in our region speak, is to talk with people! Practice your English speaking skills with others!

Talking, Typing

Keep in mind that Americans often speak differently than they write. While Americans may use formal English and proper grammatical structures to type a class paper, send an email to a professor, or give a presentation during class, they do not always speak or write formally. American English speakers tend to use abbreviations when texting or chatting online. For example, when texting on a cell phone, instead of typing the sentence “I will talk to you later,” the phrase simplifies to “ttyl”.

Some tips: When sending an email to a professor it is improper to use abbreviations. It is customary and polite to open an email with a greeting such as “Dear Professor Smith” or “Hello Professor Smith,” and close an email with a signature. Signature words commonly used include: sincerely, best, and thank you, followed by your name.

When Americans are having a casual conversation among friends, we typically tend to be more relaxed in our grammar and diction, or informal. We may greet a friend with a “What’s up?” instead of “Hello.” or “Good Afternoon”.

American Names

American names generally have three parts: the first (or given) name, the middle name, and the last (family) surname. When written, in most cases, the first name appears first, then the middle name or initial (if used), and finally the last name. For example, a name can be written: Maggie E. Smith or John Edward Smith. First names are used in the U.S. more frequently.

Immediately after meeting someone new, Americans may address each other by first name. When deciding whether to call people by their first name of not, the following general rules apply:

- Address people of your approximate age and status (other students, younger children, co-workers) by first name.
- If the other person is clearly older than you, you should use Mr., Mrs., Miss, or Ms. and the last name.
- If the other person has a title such as "Ambassador," "Doctor," "Professor," or "Dean," use this title and the last name.

“How are you?” and other Greetings

The most common American greeting is the phrase “How are you?” or different variations including: “What’s up?” and “How’s it going?” Although, this question is broad and can generate a number of responses, the answer is typically one word to two sentences.

Typical responses to the “How are you” question includes:
“[State your condition]” (or good, great, okay, not bad, well, doing alright).
Followed by, “thanks for asking!” or “and you?”

Passing by a classmate on the way to the cafeteria, a typical conversation may be:
Student 1 (Liz): “Hey, Brian! What’s up? How are you?”
Student 2 (Brian): “I’m good Liz. You?”
Student 1 (Liz): “Fine. Just finished my math exam. On my way to the café. I’ll see you later.”
Student 2 (Brian): “Alright, Liz. See ya.”
Body Language
Typically, you shake hands when you first meet someone, male or female, and you shake hands firmly. This is common everywhere throughout the U.S. If you are meeting with a female who you have a friendship with, it is common to greet with a hug. This is just a light hug, where you lightly place your arms around the center of her back.

In the U.S. men are typically less affectionate with other men, particularly in public places. In many cultures it is customary to see close male friends or family members walking down the street holding hands or with their arms across one another’s shoulders. This is not as common in the U.S. Men typically greet other men with hugs when they are family members.

Please & Thank You, Bless You!
It is customary for you to hold the door open for someone coming into a building behind you. Men and women both hold the door open for others. It is also customary to say “Thank you” when someone holds the door open for you or to say “Bless you” whenever someone sneezes. It is considered rude NOT to hold a door open for the elderly, pregnant women, someone with young children and/or child carriages, someone with groceries, or someone having difficulty entering a doorway.

(Please note that most doors in the US, especially in public places, are handicapped accessible. Use the same discretion when holding the door for a physically handicapped person as you would anyone else.)

Be Aware: When entering a building that you have special access to, such as a dormitory or office, be careful holding the door open to unfamiliar people, especially at night. While it may seem impolite to close the door behind you, safety should be your first concern, not rudeness.

When in doubt, why not ask?
Most Americans will understand if you don’t immediately understand their slang and idioms or customary ways of communicating. The best way to understand new terms is to ask. You should not worry too much about your accent or how you pronounce certain words; most Americans will be impressed that you know more than one language!
Local Transportation & Travel

Public Transportation
While at Rutgers-Camden you will likely use three main modes of public transportation: Patco, Septa, NJ Transit. Taxis are more expensive and not frequently used by students or scholars. For longer journeys, you may choose to ride the train. If you have a valid driver’s license (an International Driver’s License or a US driver’s license) you may purchase or rent a car on your own, or participate in a “car share” program. Described below are more details about each mode of transportation.

PATCO
The Patco High-Speedline runs between southern New Jersey and Center City Philadelphia, Pennsylvania. There are 13 stops along the route, beginning in Lindenwold, NJ and ending at 15th/16th in Locust in Philadelphia. One-way or round-trip tickets can be purchased from any vending machine at each Patco Station. Tickets are intended for same day use and expire within three days of purchase. You can opt to purchase a Freedom Card, which offers frequent riders the convenience of loading value onto reusable smart cards. Freedom Cards can also be purchased from station vending machines.

Round-trip SEPTA transfer tickets may also be purchased from the same vending machine in New Jersey stations for use between PATCO trains and SEPTA’s Market/Frankford Subway/Elevated Line, Broad Street and Ridge Avenue Subways and designated trolley and bus routes.

PATCO High Speedline runs 24hrs a day 7 days a week. Visit [www.ridepatco.org](http://www.ridepatco.org) for schedules, parking, Freedom Smart Cards, and train updates.

SEPTA
SEPTA operates subways, trolleys, light rails and buses. The various transit methods provide services through Southeastern Pennsylvania, Delaware, and Southern and Central New Jersey.

Regional Rail Service
Trenton Line: Provides services between Center City Philadelphia and Trenton, NJ with connections to NJ Transit Northeast Corridor Line at Trenton and Amtrak Connections to New York City, Boston and Montreal.

Airport Line: Provides service between Center City Philadelphia and the terminals at Philadelphia International Airport

Broad Street and Market/Frankford Lines/Trolleys
Market-Frankford Line: Provides east-west service along Market Street (in Philadelphia) with Connections to PATCO and SEPTA trains and buses along Market Street.

Broad Street Line: Operates north south through Center City Philadelphia. Connections can be made from PATCO’s Philadelphia stations. SEPTA bus connections can be made at City Hall or Race/Vine Street Stations.

SEPTA’s fare may vary depending on rail service, destination, and transfer among stations. Monthly or weekly transit cards, SEPTA transit tokens, or cash can be used to pay the transit fare. For more information about SEPTA transit services call +1 (215) 580-7800 or visit [www.septa.org](http://www.septa.org).
NJ Transit
NJ Transit provides public transportation through New Jersey, connection to Philadelphia, and New York City via bus, light rail, and commuter rail.

Riverline: The Riverline is a commuter light rail service between Camden, NJ and Trenton, NJ. Connecting services at each end of the Riverline provide access to Atlantic City, Philadelphia, and New York City. Tickets are purchased at ticket vending machines located on the platforms of each station. There is a Riverline Station on campus located at 3rd and Cooper across from the Residence Hall.

Atlantic City Line: Provides commuter rail service between Atlantic City and Philadelphia. From the Atlantic City terminal, free bus shuttles are available to NJ Transit rail passengers to casinos and hotels. Tickets can be purchased at platform vending machines or online.

Northeast Corridor Line: Provides commuter rail service between Trenton and New York City. Tickets can be purchased on the platform at vending machines or at station ticket offices, do not forget to validate your ticket before boarding. Tickets can also be purchased on the train, but you may accrue a $5.00 surcharge.

Car Sharing

Enterprise Car Share
Enterprise Car Share is a car-sharing organization in Philadelphia, Pennsylvania. Enterprise Car Share has cars available for use 24 hours per day throughout the city of Philadelphia and the region. There are currently two cars available for share on-campus, both are located in the Residential Parking Lot.

www.enterprisecarshare.com
1226 Chestnut St
Philadelphia, PA
(215) 730-0988

Zipcar
Zipcar is a membership-based car-sharing company providing reservations to its members, billable by the hour or day. Members can reserve Zipcars online or by phone, 24 hours a day, seven days a week. Zipcar members have automated access to Zipcars using an access card called a “Zipcard”, which works with the car's technology to unlock the door, where the keys are already located inside.

www.zipcar.com
218 South 12th Street
Philadelphia, PA 19107-5514
(215) 735-3691

You must have a valid U.S. Driver's License to become a member and operate one of the shared card vehicles.
Around the Area

Food Shopping: Area Supermarkets

Pathmark
Progress Plaza
2881 Mount Ephraim Ave #5
Camden, NJ 08104
(856) 962-7113
www.pathmark.apsupermarket.com

Sunseng Food Market
5201 Route 38 West
Pennsauken, NJ 08109
(856) 663-2238
www.sunsengsupermarket.com

Wegman’s Food Market
2100 Marlton Pike West
Cherry Hill, NJ 08002
(215) 733-9788
www.wegmans.com

Cousin’s Supermarket
200 Marlton Ave
Camden, NJ 08105
(856) 365-9230
www.cousinssupermarket.com

ShopRite
Highway 70 & Cornell
Cherry Hill, NJ 08002
(215) 288-730
www.shoprite.com

Super Fresh
1851 S Columbus Ave
Philadelphia, PA 19102
(215) 467-770
www.superfresh.apsupermarket.com

Local Eateries

Subway
330 Cooper Street
Camden, NJ 08102
www.subway.com

A Little Slice of NY
122 North 3rd Street
Camden, NJ 08102
(856) 964-0404
www.camdenslice.com

Brass Rail
425 Market Street
Camden, NJ 08102
(856) 963-8008
http://on.fb.me/12KPhYq

Fresh Fruits and Salads
114 N 3rd Street
Camden, NJ 08102
(856) 963-2505
www.freshfruitsandsalads.com

Guido’s Pizza
513 Market Street
Camden, NJ 08102-1216
(856) 338-0444
http://on.fb.me/17llKbU

Market Street Pizzeria
1 Market Street
Camden, NJ 08102
(856) 541-4100
www.marketstreetpizzeria.com

Market Gourmet
1 Market Street
Camden, NJ 01802
(856) 361-7006

The Victors Pub
1 Market Street
(856) 635-0600
victorspub.com
Philadelphia Eateries

Akira Japanese Steak House & Sushi Bar
720 Haddon Avenue 莙
Collingswood, NJ 08108
(856) 858-1888
www.akiranji.com
akiracollingswood@gmail.com

Bistro di Marino
492 Haddon Avenue 莙
Collingswood, NJ 08108
(856) 858-1700
www.bistrodimarino.com

Bobby Chez Famous Lump Crab Cakes
33 W. Collings Avenue
Collingswood, NJ 08108
(856) 869-8000
www.bobbychezcrabcakes.com

Clay Oven Palace
329 Haddon Ave 莙
Collingswood, NJ 08108
Kumar & Sunila Joshi
(856) 854-7300
www.ClayOvenPalaceOnline.com

Indiya, Flavors of India
612 Haddon Ave 莙
Collingswood, NJ 08108
Vipul Bhasin
(856) 858-0020
www.indiyarestaurant.com
reachindiya@gmail.com

Rangoon Burmese Restaurant
112 N 9th St 莙
Philadelphia, PA 19107
Chinatown
(215) 829-8939
rangoonrestaurant.com

Philadelphia's 9th Street Italian Market
900 S 9th St 莙
Philadelphia, PA 19147
Neighborhoods: Italian Market, Bella Vista
9thstreetitalianmarket.com

El Azteca Mexican Restaurant
714 Chestnut St 莙
Philadelphia, PA 19106
Neighborhood: Market East
(215) 733-0895

Paesano's II
1017 S 9th St 莙
Philadelphia, PA 19147
Neighborhoods: Italian Market, Bella Vista
(215) 440-0371
www.paesanosphillystyle.com

Pho Xe Lua Viet Thai
907 Race St 莙
Philadelphia, PA 19107
Neighborhood: Chinatown
(215) 627-8883

International Food (Grocery) Markets in Philadelphia

Makkah Market 莙
4249 Walnut St.
PA 19104
(215) 382-0909
www.makkahmarket.com
Predominately Middle Eastern

Reading Terminal Market 莙
12th and Arch St.
(215) 922-2317
www.readingterminalmarket.org
Fresh farm produce and prepared food

Chinatown 莙
Between 8th & 11th and Market & Vine Streets
www.phillychinatown.com

International Store 莙
4203 Walnut St.
Philadelphia, PA 19104
(215) 222-4480
Predominately India
Alaqsa Halal Meats and Groceries
419 E. Wyoming Avenue
Philadelphia, PA 19120
(215) 324-0720
Middle Eastern

Maido Japanese Grocery (Japanese)
36 North Narberth Avenue
Narbert, PA 19072
(610) 747-0557
www.maidookini.com/e/index.htm

Oriental Supermarket (Chinese, Korean, Japanese and Southeast Asian)
1111 South 6th Street
Philadelphia, PA 19195
(215) 271-2528

L. Lachowicz Polish Market (Polish)
4500 East Thompson Street
Philadelphia, PA 19137
(215) 289-4237

Hoa Viet Food Market (Vietnamese)
1022 Race Street
Philadelphia, PA 19107
(215) 592-8540

Chung May Good Market (Chinese)
Chinatown
1017 Race Street
Philadelphia, PA 19107
(215) 625-8883

Shopping Mall

Cherry Hill Mall
2000 Route 38
Cherry Hill, NJ 08002
cherryhillmall.com

The Gallery at Market East
801 Market Street
Philadelphia, PA 19107
galleryatmarketeast.com

Deptford Mall
1750 Deptford Center Road
Woodbury, NJ 08096
www.deptfordmall.com

Moorestown Mall
400 Route 38
Moorestown, NJ 08057
moorestown-mall.com
Arts & Entertainment
Having fun and getting regular exercise are important for both your physical and mental health while you are living abroad. The Philadelphia Metropolitan area is full of a variety when it comes to the arts, music, museums, athletic teams, outdoor recreation and much more. Listed below are some popular events, activities, places to see and things to do in cities and towns throughout the area.

Rutgers-Camden
Throughout each semester, and during the summer months, Rutgers-Camden sponsors a number of different activities, events and performances on-campus. You can cheer on one of the athletic teams at a basketball or soccer game or participate in an activity provided by the Office of Campus Involvement. The Gordon Theatre, located on-campus, serves as the performance venue for student performances and plays, local organizations, Rutgers – and it is the performance home for Symphony in C – one of three professional training orchestras in the United States.

Tickets to plays and performances provided by Rutgers-Camden are free or reduced price for all students.

Camden Waterfront
You can visit the Adventure Aquarium, the Battleship New Jersey or see a concert at the Susquehanna Bank Center year-round at the Camden Waterfront. You can purchase advanced tickets from the Impact Booth for the Adventure Aquarium or for a concert at the Susquehanna Bank Center. In spring, you can see a Riversharks or Rutgers Baseball game at Campbell’s Field. Wiggins Park Waterfront Stage has free concerts in the summer months.
For more information visit [www.camdenwaterfront.com](http://www.camdenwaterfront.com)

Collingswood, NJ
Walk from the PATCO station to restaurants and shopping. You’ll find everything from fine art and crafts to gifts and home fashions in designer boutiques, high-end consignment shops and antique galleries. Enjoy a choice of restaurants serving cuisine along Haddon Avenue. On Saturdays the Collingswood Farmers Market (just one block from the Patco station) offers fresh produce, plants, floral and foods. Visit Collingswood in late August each year for annual Crafts and Fine Arts Festival.
For more information visit [www.collingswood.com](http://www.collingswood.com)

Haddonfield, NJ
Shop down colonial Kings Highway or discover restaurants and stores offering gifts, antiques, art, crafts and clothing. Each July, the annual Crafts and Fine Arts Festival lines Kings Highway. This festival features hundreds of exhibitors, outdoor cafés, musicians and festivities. On Saturdays visit the Haddonfield Farmers Market, located on Kings Court. Enjoy a fun and festive night of arts, culture, shopping and dining at the monthly First Friday event each summer.
For more information visit [www.haddonfieldnj.org](http://www.haddonfieldnj.org)

Philadelphia, PA

Sports
Philadelphia Phillies Major League Baseball
(215) 463-1000
[www.phillies.mlb.com](http://www.phillies.mlb.com)

Philadelphia Eagles
(215) 463-5000
[www.philadelphiaeagles.com](http://www.philadelphiaeagles.com)

Philadelphia Soul Arena Football
(215) 253-4900
[www.philadelphiason.com](http://www.philadelphiason.com)

Philadelphia Union
[www.philadelphiaunion.com](http://www.philadelphiaunion.com)
Theaters
Arden Theatre
40 North 2nd Street
(215) 922-1122
www.ardentheatre.org

Suzanne Roberts Theatre
480 S. Broad Street
(215) 985-0420
www.phillytheatreco.com

Walnut Street Theatre
825 Walnut Street
(215) 574-3550
www.walnutstreettheatre.org

Wilma Theatre
Broad and Spruce Streets
(215) 546-7824
www.wilmatheater.org

The Kimmel Center
Broad & Spruce
(215) 893-1999
www.kimmelcenter.org

Society Hill Playhouse
507 South 8th Street
(215) 923-0210
www.societyhillplayhouse.org

Museums
Academy of Natural Science
19th Street and the Parkway
(215) 299-1000
www.ansp.org

National Museum of American Jewish History
101 S. Independence Mall East
(215) 923-3811
www.nmajh.org.

African American Museum in Philadelphia
701 Arch Street
(215) 574-0380
www.aampmuseum.org

National Constitution Center
525 Arch Street
(215) 409-6600
constitutioncenter.org

Eastern State Penitentiary
22nd Street and Fairmount Avenue
(215) 236-3300
www.easternstate.org

The Franklin Institute
20th Street and the Parkway
(215) 448-1200
www.fi.edu

Pennsylvania Academy of the Fine Arts
Broad & Cherry Streets
(215) 972-7600
www.pafa.org

Philadelphia Museum of Art
Parkway at 26th Street
(215) 763-8100
www.philamuseum.org

Independence Seaport Museum
Penn’s Landing
(215) 413-8655
www.phillyseaport.org

For a complete list of theatre, museums, dance companies and other entertainment venues in Philadelphia visit visitphilly.com
Area Worship Sites
The Delaware Valley is home to a diverse religious community and we encourage you to connect with the congregation of your choosing. The following list includes a wide variety of worship sites in the area and is by no means exhaustive. Many of these houses of worship were referred by current or former Rutgers-Camden students. This listing is alphabetical by faith tradition. You are more than welcome to find your own spiritual home and if you do so please share your information with us so that we may update this list. You may do so by emailing ois@camden.rutgers.edu

**Buddhism**

**Tibetan Buddhist Center**
915 Spring Garden St #114 N. Spring
Philadelphia, PA 19123
(215) 701-7018

**Kwan Chao True Buddhist Temple** (Varjayana)
1612 Frontage Rd
Cherry Hill, NJ 08034
(856) 795-3055

**Buddhist Sangha of South Jersey** (Non-sectarian)
401 N. Kings Highway
Cherry Hill, NJ 08034
(609) 953-9215

**Lao Buddhist Temple**
335 East Chew Avenue
Philadelphia, PA 19120
(215) 457-8917

**Christianity-Catholic**

**The Cathedral of the Immaculate Conception**
(Roman Catholic)
Mother Church of the Diocese of Camden
642 Market Street Camden, NJ 08102

**St. Bartholomew Church**
(Roman Catholic)
751 Kaighn Ave
Camden, NJ 08103
(856) 365-0573

**Christianity-Protestant**

**St. Paul’s Episcopal Church**
422 Market Street
Camden, NJ 08102
(856) 365-5880

**Mt Calvary Baptist Church**
1196 Penn Street
Camden, NJ 08102
(856) 541-0967

**First Korean United Methodist Church of Cherry Hill**
1995 Marlton Pike
Cherry Hill, NJ 08003
(856) 424-9686

**Emmanuel Church** (Korean speaking congregation)
4723 Spruce St
Philadelphia, PA 19104

**Chinese Christian Church & Center**
1101 Vine St (English Speaking congregation)
225 North 10th St (Cantonese & Mandarin Speaking congregation)
Philadelphia, PA 19107

**First Presbyterian Church**
201 S 21st St
Philadelphia, PA 19103

**Tabernacle United Church**
3700 Chestnut St
Philadelphia, PA 19104
<table>
<thead>
<tr>
<th>Religion</th>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hinduism</td>
<td>Sri Raja Ganapathy Temple</td>
<td>774 Paulsboro Road, Swedesboro, NJ 08085</td>
<td>(856) 832-0230</td>
</tr>
<tr>
<td></td>
<td>India Temple Association</td>
<td>25 East Taunton Ave, Berlin, NJ 08009</td>
<td>(856) 768-3134</td>
</tr>
<tr>
<td></td>
<td>Samarpan Hindu Temple</td>
<td>6515 Bustleton Ave, Philadelphia, PA 19149</td>
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<tr>
<td>Islam</td>
<td>Selimiye Mosque</td>
<td>203 Fountain Ave, Burlington, NJ 08016</td>
<td>(609) 386-5535</td>
</tr>
<tr>
<td></td>
<td>Masjid Al Jamia</td>
<td>4228 Walnut St, Philadelphia, PA 19104</td>
<td></td>
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<tr>
<td></td>
<td>Quba Institute &amp; Masjid</td>
<td>4637 Lancaster Ave, Philadelphia, PA 19104</td>
<td></td>
</tr>
<tr>
<td>Judaism</td>
<td>Temple Emanuel</td>
<td>1101 Springdale Rd, Cherry Hill, NJ 08003</td>
<td>(856) 489-0029</td>
</tr>
<tr>
<td></td>
<td>Temple Beth Sholom</td>
<td>1901 Kresson Rd, Cherry Hill, NJ 08003</td>
<td>(856) 751-6663</td>
</tr>
<tr>
<td></td>
<td>Beth Zion-Beth Israel</td>
<td>300 South 18th Street, Philadelphia, PA 19103</td>
<td>(215) 735-5148</td>
</tr>
</tbody>
</table>
**Glossary**

*Get Off My Back! & Other Common American Idioms...*

One of the keys to understanding and learning American English is learning non-formal but common expressions called *idioms*. You most likely will not learn these expressions in a standard textbook but will hear them quite often. You’ll also see, hear or read them in books, newspapers, magazines, TV shows, and on the Internet. Below are some of the most common idioms you will become familiar with at Rutgers University, in New Jersey, and in the Philadelphia Metropolitan Area.

**Idioms: Excuse My French?! and other Commonly Used Idioms**

**Add fuel to the fire:** Whenever something is done to make a bad situation even worse.
Sarah was already upset that she lost her wallet, and to *add fuel to the fire*, she’d lost her passport.

**Back to square one:** Having to start all over again
Somehow our lab experiment did not turn out as expected; now we are *back to square one*.

**Blow things out of proportion:** to exaggerate; to make more of something than one should
I accidentally forgot to tell my roommate I had a friend coming to visit; she became upset and reported it to the resident assistant that I was being inconsiderate and disruptive during finals. She *blew things out of proportion*.

**Call it a night:** to stop an activity for the rest of the night
My study group had been up all night studying and we finally decided to *call it a night* at 5:00am.

**Do the trick:** to achieve the desired results
Piper changed the light bulb and said, "That should *do the trick*!"

**Excuse my French:** Please forgive me for cursing or swearing. (Not an actual apology).
No example required!

**Gets the ball rolling:** to get started
Though International Week is three months away, we are going to *get the ball rolling* now.

**Go the extra mile:** Going above and beyond whatever is required for the task at hand.
Although his service hours were complete, he *went the extra mile*, and continued with the program until the end of the school year.

**Heard through the grapevine:** to hear news from someone who heard news from someone else
*I heard through the grapevine* that the IMPACT Booth is selling cheap concert tickets!

**Learn the ropes:** to learn the basics
You’ll *learn the ropes* once you’ve been at Rutgers University-Camden for a while.

**Piece of cake:** very easy
Nicole finished her physics test in just 25 minutes. It was a *piece of cake*.

**Pull an all-nighter:** to stay up all night to do work
Ted *pulled an all-nighter* to study for his chemistry test and ended up falling asleep in class the next day.

**Taking care of business:** working towards a goal
Martha didn’t have time to go to the movies; she was home *taking care of business*. 
ASAP: is generally an abbreviation for "as soon as possible."

AKA: means "also known as." Used to introduce pseudonyms, aliases, nicknames, working names, legalized names, pen names, maiden names, etc. (Compare FKA for "formerly known as.")

FYI: is a common abbreviation of "for your information".

RSVP: stands for a French phrase, "répondez, s'il vous plaît," which means "please reply."

Academia 101
US colleges and universities use many academic terminologies, sometimes it can seem like college officials and students are speaking another language. Below is a glossary of common Academia terms you should know.

Academic Advising: is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student.

Academic freedom: the freedom of educators to teach and to conduct research without fear of political reprisal, as well as the freedom of students to learn without fears of indoctrination or intimidation.

Accountability: the concept that individuals (e.g., students, teachers, or administrators) or organizations (e.g., schools, or state departments of education) should be held responsible for improving student achievement.

Accreditation: official recognition that an individual or institution meets a required standard.

APA: APA (American Psychological Association) style is a format for academic documents such as journal articles and books.

Cheating: fraudulent actions committed by students to get better grades or test scores

Civic Education: education for good citizenship. This goal has always been important in U.S. public education, and schools have long been expected to teach students about their rights and responsibilities as citizens.

Classroom Management: the way a teacher organizes and administers routines to make classroom life as productive and satisfying as possible.

Co-curricular Activities: studies or activities for students that take place outside the classroom but are supposed to bolster learning. Examples of co-curricular activities include outside lectures, seminars, workshops, debates, and community service program.

College Board: an organization that sponsors the SAT and electronically sends SAT scores to colleges and universities based on the individual students choices.

Community College: a two-year college, once referred to as a “junior college,” that offers a wide variety of courses in occupational and vocational fields as well as regular programs in the liberal arts.

Community Service: a term used to describe volunteer activity by adults and youths to help others in the local neighborhood; also refers to required service, as punishment, meted out by the Student Conduct officials.

Core Curriculum: the body of knowledge that all students are expected to learn.

Credits: points given to a student for successful completion of a course. Credits are usually based not only on passing examinations but also on completing a certain number of hours in class.
Critical thinking: the trained ability to think clearly and dispassionately; critical thinking is logical thinking based on sound evidence, involving the ability to gather and analyze information and solve problems.

Cultural literacy: knowledge of the culture in which one lives—not only its vocabulary and idioms but also references to specific events, individuals, places, institutions, literature, myths, folktales, advertising, and other “insider” information that would be familiar to those who have lived in the culture but that would be unknown to those who have not lived in the culture.

Diversity: degree of variation in terms of race, ethnicity, gender, first language, disability, social class, sexual orientation, economic status, and other factors within a given group, such as a faculty or student body. Schools sometimes initiate programs or reforms to promote diversity or to increase understanding among different parts of the school population.

Elementary School: a unit of schooling for young children, usually beginning in kindergarten or 1st grade and continuing through 5th or 6th grade.

Experiential learning: education that emphasizes learning from firsthand, personal experiences rather than from, books, and other secondhand sources.

Extracurricular Activities: any activities that take place outside the regular academic program of the school or outside the regular school schedule, such as clubs, sports teams, or volunteer work.

Facilitation: the process of creating the circumstances in which something can take place, rather than taking direct action to make the thing occur. It is common in American college classrooms, for students to lead facilitated group discussions where everyone is expected to participate.

Fraternities and Sororities: (from the Latin words ‘frater’ and ‘soror’, meaning "brother" and "sister" respectively) are fraternal social organizations for undergraduate students. The term refers mainly to such organizations at colleges and universities in the United States whereby membership is through invitation and/or “pledging” only.

Grading Curve: a grading technique that assigns grades in such a manner as to approximate a normal, or bell curve, distribution.

Graduate Assistant (GA): a graduate assistant is a person who serves in a support role (assistantship) at a university, usually while completing their graduate education. This individual typically assists with instructional responsibilities: coaching an athletic team, assisting a university department such as housing, academic advising or working in another entry-level capacity.

Helicopter parents: parents who hover over their children and become intensely involved in every aspect of their lives. Such parents pester college counselors, complain to teachers about their children’s grades, and otherwise attempt to protect their children from any setbacks.

High School: an academic institution that may include grades 9–12 or grades 10–12. It is the final segment of compulsory secondary education in students’ educational experience.

Holistic Education: education that focuses on the whole person not just on the cognitive skills and knowledge.

Honors (Program): a program of studies during undergraduate designed for high-achieving students who are qualified to take rigorous academic courses.

Independent Study: an assignment or a program of study carried out by an individual student outside any regular course and usually supervised by a teacher.

Inner-city School: an urban, generally public school in a high-poverty area.
International Baccalaureate (IB): a rigorous international program of study that has an explicit syllabus, which is the basis for the IB examinations. Students must be enrolled in a school that has been accredited through the IB accreditation process and must take the IB courses that are the basis for the exam. High achieving scores may earn students college credit.

Internship: a temporary position in which an individual learns to perform a job or an activity by working under the supervision of an experienced person in the field. Internships can be paid or unpaid.

Jumpstart: a program to promote the social development and literacy of preschool children by pairing them with trained college students in a one-to-one relationship.

Kindergarten: a class where young children, around age 5, prepare for 1st grade. Kindergarten is a place where children learn basic social skills through play, exercise, handicrafts, and the arts.

Learning Abroad: The Rutgers-Camden Learning Abroad program is an alternative opportunity to a traditional semester or yearlong study abroad program. Our emphasis is on integrating brief periods of travel with regularly offered courses in our university curriculum at Rutgers-Camden.

Learning style: the mode of learning that is most effective for a given student. Advocates of learning style theory claim that people learn through various channels—visual, tactile, auditory, written, or kinesthetic, for example—and that one or more of these will be the dominant learning style for a particular student.

Lecture: instruction given by a teacher to impart information directly to a class.

Liberal Arts Education: education that places a high value on learning for its own sake rather than for vocational or utilitarian ends.

MLA: MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities.

Multicultural education: an approach to education that draws on the historical, cultural, and scientific contributions and experiences of a wide variety of racial, ethnic, national, and cultural groups.

Objectives: stated desirable outcomes of instruction.

Open-Ended Question: a question that allows students to give an answer in their own words and that does not have a single correct answer, such as an essay question

Paradigm: a pattern or an example. Also, a large philosophical framework or way of thinking that deeply influences assumptions, decisions, policies, and actions

Peer Pressure: the subtle but strong influence that a group has on the behavior of individuals who want to be accepted or admired by the group.

Plagiarism: a form of academic theft, stealing the words of someone else and trying to pass them off as one’s own.

Primary Source: an original, firsthand document, photograph, interview, set of data, record of an event, or other source of information that originates from the time being studied and that is often the basis for further study.

Professional development: training intended to teach teachers, students or administrators the knowledge and skills they need to perform their jobs well.

Registrar: The Office of the University Registrar is dedicated primarily to the service of faculty and students through scheduling, registration, record keeping and reporting. Registrar administers transcripts and enrollment verification.
**Residence Life:** Residence Life is the terminology used to describe the comprehensive program that surrounds the experience of living "on-campus" in a residence hall at a college or university in Canada and the United States. Residence Life is usually structured with planned events (called "programming"), a code of conduct and/or ethics, and a relatively large array of staff.

**Self-esteem:** confidence in or satisfaction with oneself.

**Service Learning:** teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

**STEM (S.T.E.M):** an abbreviation for the fields of study in Science, Technology, Mathematics, and Engineering.

**Teacher’s Assistant (TA):** a teaching assistant (TA) is an individual who assists a professor or teacher with instructional responsibilities. Students at the Graduate level are sometimes the sole instructor of general education courses.