

OFFICIAL NOTICES DECEMBER 2008

The Dean's Office of the School of Business, Camden (SBC, School 52) will list new policies, procedures and/or changes for the benefit of the University community. **It is the students' responsibility to be informed.** This effort is designed to make this information available to the broadest possible audience in the widest possible forum available to the campus community. Please pay careful attention and make every effort to comply. Official notices will be published in the Gleaner the first week of the month. Please direct your questions regarding these notices to asksbc@camden.rutgers.edu.

(1) Adding a Closed Course

Students who would like to add a closed School of Business (52) course must register on the computer kiosk at the Academic Services reception area (BSB 2nd Flr). Students will be notified of their enrollment status, via email, on Dec. 15th and Jan. 12th. Students are encouraged to monitor the course enrollment status via the Class Schedule website (<http://soc.ess.rutgers.edu/soc>), for an opening before the notification dates. **Do not contact the office or the Academic Services staff of your enrollment status prior the notification dates!**

(2) Updated Curriculum Worksheets

Curriculum worksheets for all freshmen (1st year) students, beginning September 2008 have been updated. Please stop by the Academic Services Office to obtain a new one or it can be downloaded at: <http://camden-sbc.rutgers.edu/ProspectiveStudent/ugrad/worksheets2.htm>

(3) Business Policy Enrollment (Effective January 2009)

Only students who have completed the Business Core (See Below) and have completed at least 90 credits will be permitted to enroll in Business Policy (52:620:450). Students should meet with an Academic Services staff member to adjust graduation plan to comply with this policy, if needed. There will no exceptions or considerations for special circumstances!

Business Core Courses

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| 1 Organizational Behavior (52:620:303) | 2 Principles of Finance (52:390:301) |
| 2 Management Science (52:620:321) | 4 Operations Management (52:620:325) |
| 5 Management Information Systems (52:623:334) | 6 Principles of Marketing (52:630:201) |

(4) Intra-University (School to School) Transfers to the School of Business

All students who plan to transfer to a different college within the University must do so using the School to School (S2S) intra-university transfer application process. Please refer to the S2S web page for more information, deadlines and instructions <http://admissions.rutgers.edu/collegetocollege/>

(5) Lampitt Eligible Transfer Students

Fall 08 transfer students who graduated from a NJ Community College with an **AA or AS degree May 2008 or after** may be eligible for the provisions of the "Lampitt Law." Students must present proof of graduation to the Academic Services Office to confirm eligibility