

# myRUN101: Enrollment Services Resources

## Rutgers University–Newark



In Newark, *of Newark*

# myRUN One Stop

**Website:** <http://myrun.newark.rutgers.edu>

**Web Form:** <https://go.rutgers.edu/myrunsupport>

- Offer cross-functional services in the areas of financial aid, the registrar and student accounting, billing, cashiering and RU ID services
- Strive to provide our campus community with efficient service through prompt and reliable information
- To ensure we meet the needs of our students, we have created a contact center and a website to help you navigate through available resources

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## myRUN Contact Center

- ✓ 30 student workers (Federal Work Study)
- ✓ Students trained to answer questions and uphold customer service satisfaction
- ✓ Supervised by professional staff
- ✓ Call **973-353-1766 ext. 1**
- ✓ Text **973-556-7779**
- ✓ Web Form <https://go.rutgers.edu/myrunsupport>
- ✓ Webchat via [myrun.newark.rutgers.edu](http://myrun.newark.rutgers.edu) between 8:30am - 4:30pm from Monday, Tuesday, Thursday, Friday & Wednesday 10-4:30pm

## myRUN Website

- ✓ [myrun.newark.rutgers.edu](http://myrun.newark.rutgers.edu)
- ✓ Easy to access, mobile friendly
- ✓ Provides access to relevant information in one location
- ✓ Constantly updated by professional staff
- ✓ All language is approved by our student workers before publication
- ✓ Chat feature now available

# myRUN Website






<https://myrun.newark.rutgers.edu/>



## ANNOUNCEMENTS

- RU-N to the TOP Program expands to include Greater Newark. [Learn more.](#)
- All Enrollment Services & Experience Offices (Admissions, Financial Aid, PreCollege Programs, Registrar, Student Accounting) will be **operating remotely** from January 30, 2022. During this time, students can access offices with
  - Virtual Counter Options,
  - myRUN Supportal,
  - Call Center (973.353.1766, ext. 1) and/or
  - Text (973.556. 7779)
- Masks are required in all Rutgers-Newark buildings and/or where posted
- COVID-19 RU-N Student Resources for Spring 2022 (office hours, contact information, etc.)
- COVID 19 vaccination information for Winter 2022 & Spring 2022
- Registering for Spring 2022 if you were not Enrolled for Fall 2021
- NJ Transit Discount- Online Process
- Connecting you to campus and off-campus financial resources
- Technology resources for students
- Supplemental Nutrition Assistance Program (SNAP)

## IMPORTANT DATES

-  Winter Session 2022: RUHere Confirmation of Attendance Deadline
-  Winter Session 2022: Final Withdrawal Period w/ No Refund (January 4-7, 2022)
-  Winter Session 2022: Make-Up Date (if necessary)
-  Winter Session 2022: Classes End
-  Winter Session 2022: Make-Up Date (if necessary)

[View All](#)

### MY MONEY >

Make the most of your education by understanding our costs and your funding options.

#### QUICK LINKS

- Tuition, Fees, & Costs >
- Funding Your Education >
- Accessing Your Term Bill >

### MY GRADES & RECORDS >

Interested in what your student record includes? Find out how to access that information.

#### QUICK LINKS

- View Grades >
- Get a Transcript >
- How to Calculate Your GPA >

### MY DEGREE & CLASSES >

Success starts with preparation. Understand which classes and credits you need to stay on track.

#### QUICK LINKS

- Registration >
- Degree Planning >

### MY RUTGERS NEWARK >

Look no further for everything beyond the classroom, from student life to health services.

#### QUICK LINKS

- Fall 2021 Planning >
- RU-N COVID-19 Updates >
- Social Justice Support and Action >

# myRUN Website

<https://myrun.newark.rutgers.edu/>

## RESOURCES FOR

[I'm a new student >](#)

[I'm an international student >](#)

[I'm a veteran >](#)

[I'm an undocumented student >](#)

[I'm interested in taking summer courses >](#)

[I want to transfer to Rutgers-Newark >](#)

[I commute to campus >](#)

[I'm interested in EOF, TRIO, Precollege >](#)

# Enrollment Dashboard

Go to → [my.rutgers.edu](http://my.rutgers.edu) → click on *My Dashboard* tab

The screenshot shows the myRUTGERS My Dashboard interface. At the top, the navigation bar includes 'My Apps', 'Welcome', and 'My Dashboard' (circled in blue). A blue box in the top right corner says 'Add Widgets here' with a plus icon. The main dashboard is divided into several sections:

- My Money** (circled in black): Shows a total balance of \$7,087.45 and a payment due on Monday, July 17th, 2017. It also displays billable credit hours of 12.0 and various payment options like 'Online Term Bill', 'Raider Dollars', and 'Payment Options'.
- My Courses**: Lists 'My Fall 2017 Schedule' with three courses: Principles of Neurobiology, University Physics I, and Tpc.Risk.Hlth&Safety.
- My Degree**: Shows the major 'BIOLOGY' at the 'SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES'. It displays GPA (3.2 Cumulative, 3.86 Last Term) and Degree Credits (82.5). Below are icons for 'PLAN for ACADEMIC PROGRESS (DEGREE NAVIGATOR)', 'REQUEST for TRANSCRIPT, VERIFICATION, TERM GRADE', 'APPLY for SCHOOL TO SCHOOL TRANSFER', and 'APPLY for GRADUATION (DIPLOMA)'.
- My Alerts**: Lists personal alerts such as 'Grade Change Alert', 'Financial Hold - Outstanding Balance Spring 2017 (\$2,887)', and 'Meeting Time/Room Change Notification'.
- My Grades**: Shows a table of grades for Fall 2017.
- My Financial Aid** (circled in black): Shows 'Financial Aid Requirements for: July 2016 - June 2017' with a table of requirements and their completion status.
- Course Registration**: Includes a form to 'Select a Location', 'Select a Level', and 'Select a Term', along with a 'submit' button and icons for 'Course Schedule Planner (CSP)', 'Web Registration (WebReg)', 'Schedule of Classes (SOC)', and 'Bookstore'.

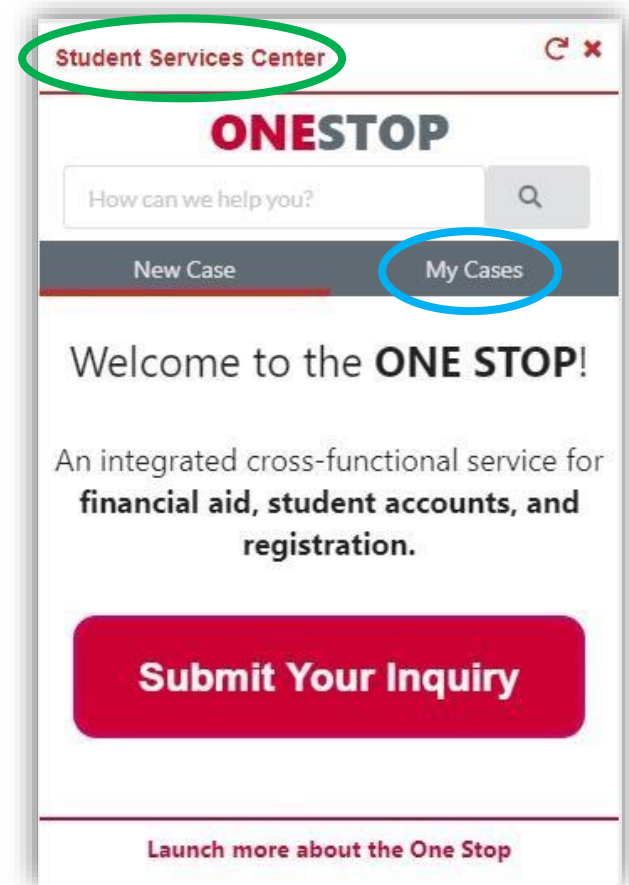
Other visible widgets include 'My Alerts' (Personal Alerts, unacknowledged), 'My Alerts' (Event Notification, Winter Session 2018 Term Bills are Due December 4, 2017), and 'My Alerts' (change password, update Phone Number, ID Card, Health Services, FERPA release, Directory privacy).

# myRUN *Supportal*

The **myRUN *Supportal*** is a tool created for our students to be able to reach the myRUN One Stop Offices and be able to track those conversation for future reference.

Once an inquiry is sent in, students will receive an email with a case #. The offices you can reach via this portal are:

- my**RUN** team
- Office of Financial Aid
- Student Accounting, Billing, Cashier and RU ID Card Services
- Office of the Registrar



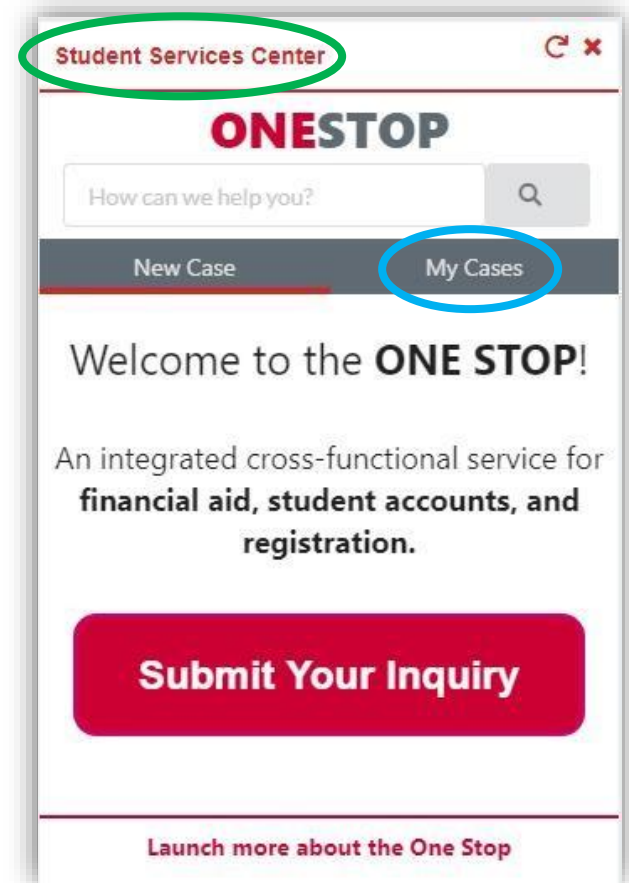
# Submitting a Case through the myRUN *Supportal*

**Step 1:** Sign into your myRutgers Portal ([my.rutgers.edu](https://my.rutgers.edu)) with your Net ID and password.

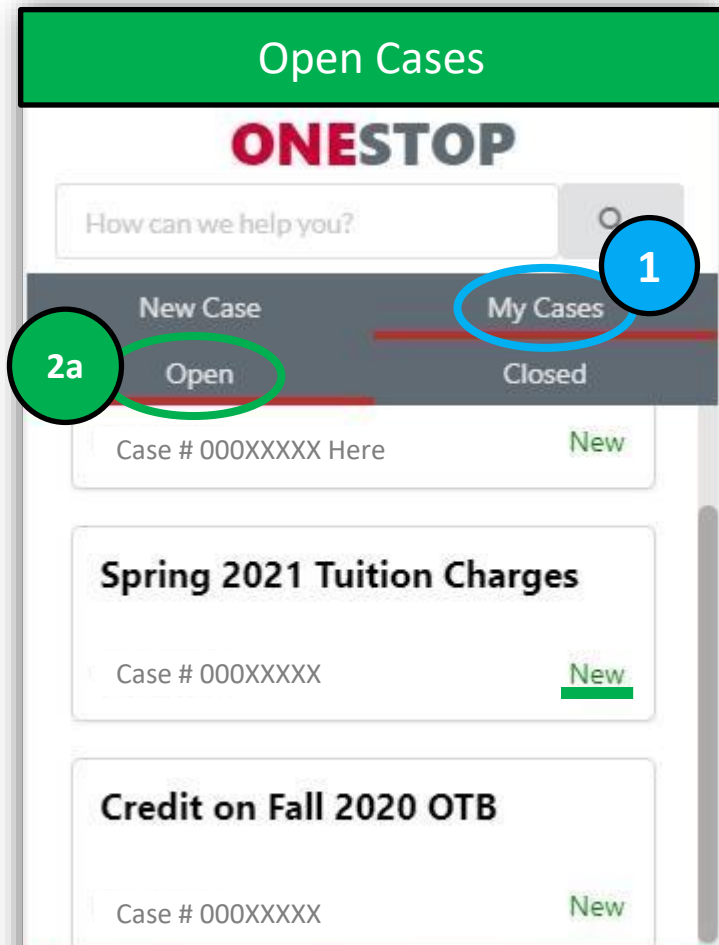
**Step 2:** Click on the “Dashboard” tab.

**Step 3:** Go to the “**Student Service Center**” widget.

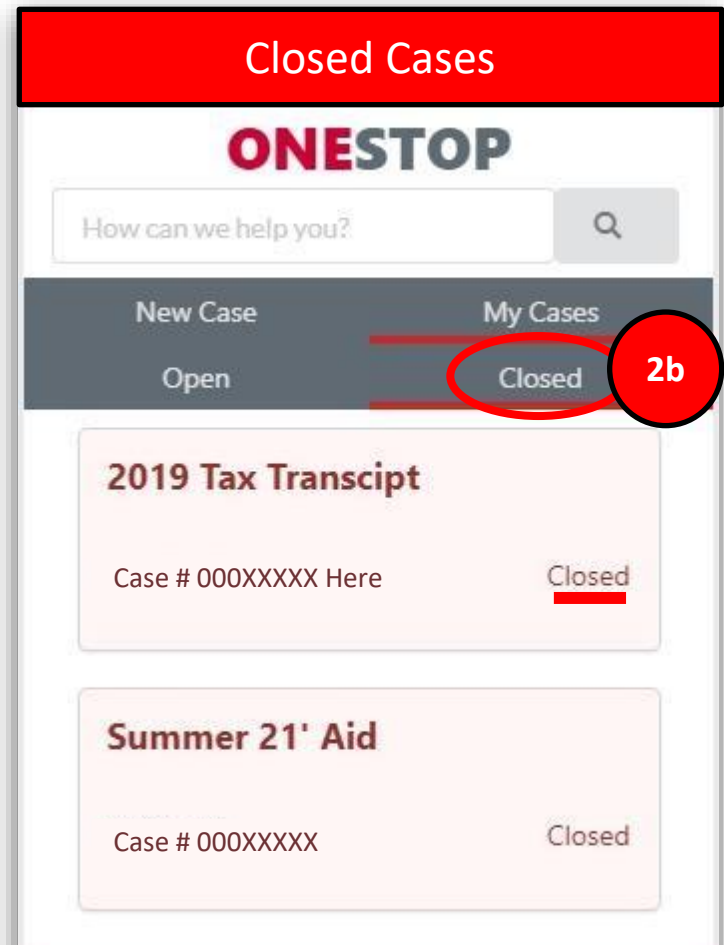
You will either click on “**Submit Your Inquiry**” button to create a new case (web form), or click on “**My Cases**” to view the status of an open case, or to view older cases that have already been resolved.



# Tracking Your Cases



Here you can view your open cases to check their status. It may be in “new,” “in-progress” or “escalated” mode.




Here you can view closed cases if you need to access information that has already been shared with you in a specific case.




# Alternative way to submit a case through the myRUN *Supportal*


Welcome to the myRUN *Supportal* at Rutgers University Newark!  
The myRUN One Stop offers cross-functional services in the areas of financial aid, the registrar and student accounting.  
If you are a current student of Rutgers University, please [login](#) to submit your inquiry.


**NetID Login** 



Having Net ID log in issues? Please complete and submit the form below.  
Parents and guests (including alumni and prospective students), please complete the form below.


Submit Inquiry


\* Subject 


\* Case Reason 

\* Contact Type 

\* First Name  \* Last Name 

\* Rutgers ID, Net ID, or A Number 

Description 

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Submit

If you are a student,  
please make sure to log  
in before submitting a  
new case. Logging in  
automatically inputs  
your name, campus, RU  
ID# and email.

Parents & Guests can  
also use the Supportal  
this way as well.

# my**RUN** One Stop Virtual Counter

The my**RUN** One Stop offers a *Virtual Counter* via Zoom for students to access and speak directly to a staff member within the Offices of Financial Aid, Registrar and Student Accounting, Billing and Cashier Services.

**Visit our website for hours of Virtual Counter Operation**  
<https://myrun.newark.rutgers.edu/onestop>

# FERPA – Privacy of Student Records

- Family Educational Rights and Privacy Act (FERPA)
  - Federal law since 1974
  - Provides for confidentiality of student records
  - With only a few exceptions, your educational records may not be released without your consent
- **Please be cautious with information you give out**
  - **Do not share your RU ID, Net ID and password, Social Security Number (SSN) or other personal information with friends or family or via unsecure platforms.**
- Want to grant someone access to certain record information?
  - You can access this tool on the myGuest Dashboard which you can find by logging in to your myRutgers Portal at [my.rutgers.edu](https://my.rutgers.edu)
- For more information: **myRUN > My Grades & Records > Privacy of Students and FERPA**



Home / My Grades & Records

## MY GRADES & RECORDS

Grading Policies >  
Learn about incomplete grades, repeating courses, and the grade forgiveness policy

How to Calculate Your GPA >  
A quick way to figure out your GPA

NJ Tuition Eligibility >

Personal Information >  
RU ID, Net ID, and how to change info

**Privacy of Students and FERPA >**  
Understand our commitment to keeping your information private

RUHere >

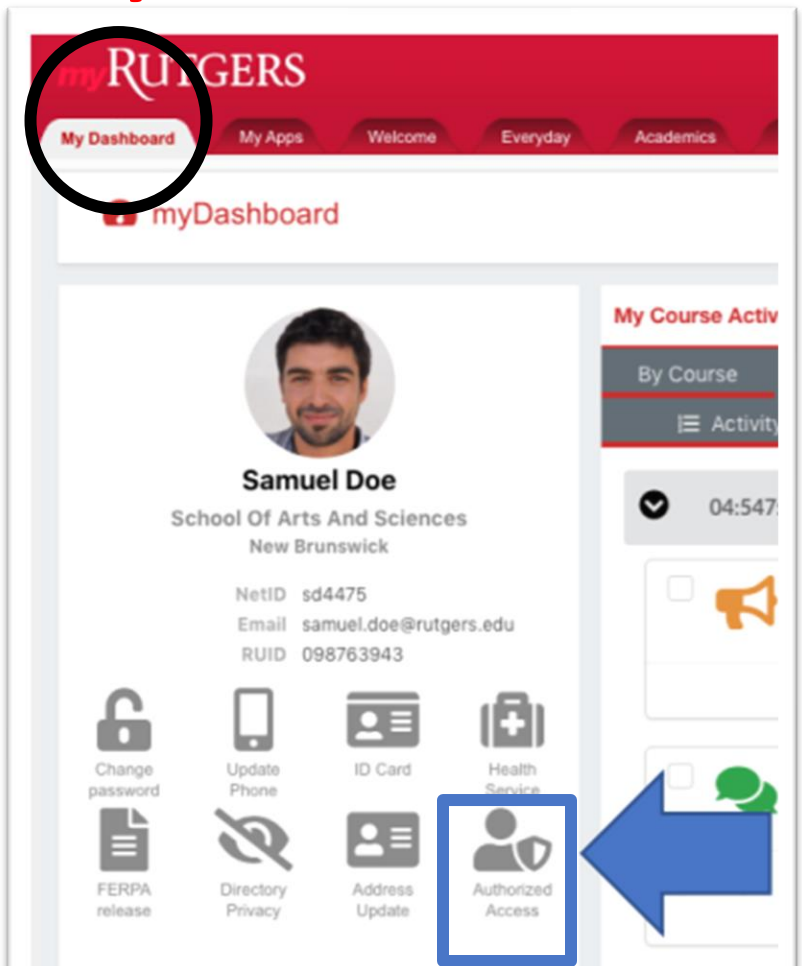
Transcript Request >  
Get your unofficial transcript, official transcript, or apostille

Verifying Your Enrollment >  
Obtain verification for student loan deferment, employment, and more

Viewing Grades >  
Know when to access your grades and how to interpret them

Find help understanding how you are doing in your classes and how to share that info with others.

# myGuest Dashboard – Privacy of Student Records



You can access this tool on the myGuest Dashboard which you can find by logging in to your myRutgers Portal at [my.rutgers.edu](https://my.rutgers.edu)

- The myGuest Dashboard feature of the myRutgers Portal allows students to give parents, guardians, and third parties access to view content and services related to their experience at the university, such as class schedule, financial aid awards and term bill
- While the university is offering this service, access will not be granted without the students permission due to the protection of student rights under the Family Educational Rights and Privacy Act (FERPA)
- [Here are how-to guides and videos for students and authorized users](#)
- **Reminder: Please be cautious with information you give out**
  - **Do not share your RU ID, Net ID and password, Social Security Number (SSN) or other personal information with friends or family or via unsecure platforms**
- For more information: **myRUN > My Grades & Records > Privacy of Students and FERPA**

# RU Here?

RU Here pop-up takes place during fall + spring semesters and winter + summer sessions.  
For ALL students.

Once you log in to any **RU website that requires Net ID and password login**, you will be presented with a pop-up window where you will be able to confirm your enrollment plans. You will either select the "Yes, I am attending..." option OR the "No, I am not attending" option, which will drop you from all your registered courses for that semester.

If you answer "yes...", you will also be asked to fill out the address in which you will be physically residing for the term. **This will NOT be used to update your permanent address.** This will be used for contact tracing and emergency purposes.

If you answer "no...", another pop-up will appear asking to "confirm your action." So, if you made a mistake, you can select "go back." If your intention was to select "no," then select "I am not attending."

# RU Here? – Cont'd

The Financial Responsibility Statement (FRS) is a mandatory agreement accepting financial obligations and responsibilities for attendance. **If you have a valid FRS on file, you will not be prompted to "Agree" to the terms of the FRS.**

**2**

**RUTGERS**

**ACTION REQUIRED**

You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials

**FINANCIAL RESPONSIBILITY STATEMENT(FRS) FOR THE FALL 2019 SEMESTER**

By registering for class(es), I acknowledge that I have read, understand, and agree to the terms and conditions of the Financial Responsibility Statement(FRS). I understand that I am agreeing to a legally binding contract to pay all tuition and fees assessed to my student account and all additional costs and expenses related to my enrollment at Rutgers University ("Rutgers"). These costs and expenses include, but are not limited to, housing, meal plans, flex dollars, health insurance and all other departmental or school costs processed through my student account.

To view the complete Financial Responsibility Statement(FRS), [click here](#).

Click Agree to accept the terms of the Financial Responsibility Statement(FRS).

**Reason(s) why you may not see this part of the pop-up is because you already accepted your Financial Responsibility Statement (FRS) upon either**

- Course registration through [webreg.rutgers.edu](http://webreg.rutgers.edu), **OR**
- Online term bill payment

Please do not log out of the system early. If you do not receive a message confirming completion of the process, then you have not reached the end of the process, and must start again.

**3**

**RUTGERS**

Thank you for completing the RUHere process.  
You can now login to the service you initiated or you will be redirected to the [myRutgers Portal](#) in 10 seconds

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).  
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

**4**

Please note that you will also receive a confirmation email that will be sent to your RU email account.

# Unable to see the RU Here pop-up?

Here are some reasons why you may not be able to see the RU Here pop-up

## 1. Logging in with RU ID # instead of Net ID

- A couple of our online web platforms provide you with the option to log in with either your 9-digit RU ID number or your Net ID and password. **Please make sure you are signing in with your Net ID and password.**

## 2. You need to disable the pop-up blocker

- Disabling your pop-up blocker with then allow the RU Here pop-up to appear when you log in with your Net ID and password

## 3. You are not yet registered for classes

- Students who are registered for classes for the semester in which they are looking to answer the RU Here pop-up should be able to get the pop-up. If you are not yet registered for classes. You won't see it.

## 4. The pop-up hasn't gone live yet

- The pop-up goes lives around 5 days before classes start. This date differs between undergraduate, graduate and law school students. Exact dates have not been published yet, but you will be notified.
- **For Important dates, visit: <https://myrun.newark.rutgers.edu/ruhere>**

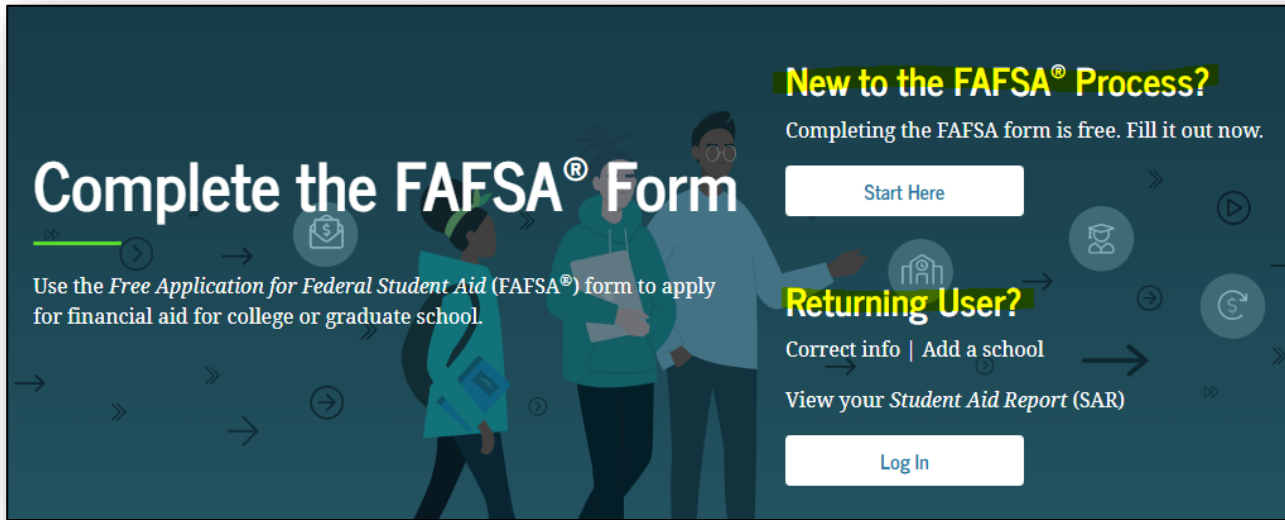
# RU Here

## Important Dates:

- **A week before classes begin** – RU Here goes live for ALL students
- **Two weeks into the semester** – **DEADLINE** to complete RU Here
- Students who have not completed RU Here by the deadline will be **deregistered**
  
- **EVERY TERM : Year Round – even for Summer & Winter**
- **Example: Spring 2023**
  - RU Here went live: January 4 (GR) - January 11 (UG)
  - RU Here Deadline: February 1
  - Deregistration: February 2



# RU Applying for Financial Aid?



## COMPLETE the Free Application for Federal Student Aid (FAFSA)

- Website: <https://studentaid.gov/h/apply-for-aid/fafsa>
- Rutgers School Code: **002629**
- FAFSA 2022-2023 uses **2020 tax return data**
- FAFSA 2023-2024 uses **2021 tax return data**
  - Use the IRS Data Retrieval Tool to avoid errors, and possibly be exempt from verification

# Office of Financial Aid

**Website:** <https://scarlethub.rutgers.edu/financial-services/>

**Web Form:** <https://go.rutgers.edu/myrunsupport/>



## Federal Eligibility Requirements

- Enrolled at an Eligible Institution in a Degree or Certificate Program, i.e., Matriculating
- Half-time Enrollment – at least 6.0 credits in RBS
- Valid Social Security Number
- U.S. Citizen or Eligible Non-Citizen
- Cannot Be in Default on a Federal Student Loan or Owe Repayment on a Federal Grant

# Office of Financial Aid

Website: <https://scarlethub.rutgers.edu/financial-services/>

Web Form: <https://go.rutgers.edu/myrunsupport/>

- Federal Direct Unsubsidized Loan
  - Maximum:           \$20,500 Annual (\$10,250/semester)  
                          \$138,500 Aggregate
  - Principal Deferred while In School + 6-month Grace
  - Interest Accrues
- Federal Direct Graduate PLUS
  - Can Borrow up to Budget Minus Resources
  - Apply at <https://studentaid.gov> (Need separate PLUS MPN)
  - Must be Creditworthy
- Interest Accrues on All Loans While In School

# Aid Breakdown – Special/non-traditional programs

## MBA - Professional Accounting [Not MACCY PA]

- The 2023-24 FAFSA funds Summer 2023, Fall 2023, Spring 2024.  
\$6833/semester Direct Unsubsidized loan
- The 2024-2025 FAFSA funds Summer 2024  
- \$10,250 Direct Unsubsidized loan

## MACCY FA

- The 2023-24 FAFSA funds Summer 2023 & Fall 2023 -  
\$10,250/semester.

## Summer starting PT-MBA & Supply Chain Management

- The 2022-23 FAFSA funds summer 2023 [any remaining loan  
eligibility]
- The 2023-24 FAFSA will fund Fall 2023, Spring 2024  
\$10,250/semester for Fall & Spring. Unused eligibility can be used in summer

Students generally supplement the above with Grad PLUS or Private Education loans

# Financial Aid Portal

Once your financial aid is offered, you will receive an email with a link to your Offer Letter

1

[My.Rutgers.edu](https://my.rutgers.edu)



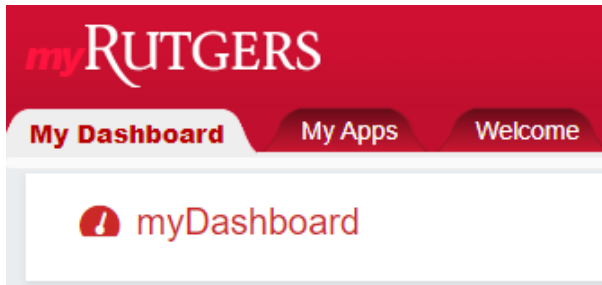
2

Login with your NetID and password

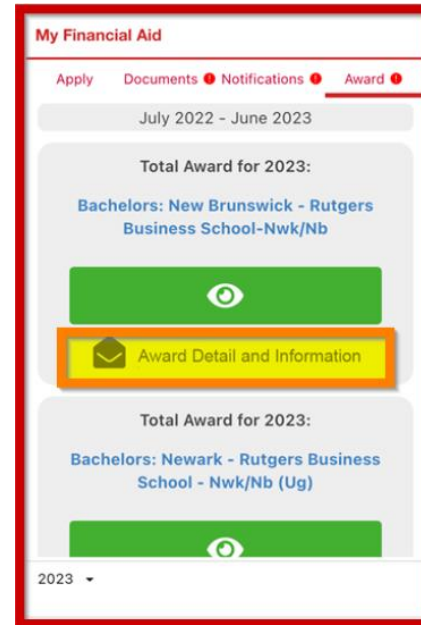


3

OPEN DASHBOARD



4



Find the "My Financial Aid" tab.

Click "Award Detail and Information" to be taken to the portal.

# RU Awarded?

An offer letter indicates the types and amounts of aid you have been offered for the academic year.

Click "Financial" to view your aid offer

HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES

Budget information.

Aid OFFERS [Academic Year]

SEP 2022 - MAY 2023 (Current)

Your financial aid summary for Academic Year Sep 6, 2022 - May 10, 2023

1. How much does my education cost?

Cost of Attendance	\$52,235.00
Tuition and Fees	\$21,240.00
Estimated Living and Other Expenses	\$30,995.00

2. How much Financial Aid can I receive?

Award Name	Award Status	Offered to You	Amount you'll receive	Update/Edit
Federal Direct Unsubsidized Stafford Loan	Awarded	\$20,500.00	\$10,250.00	
Federal Direct Graduate Plus Loan	Awarded	\$31,735.00	\$15,884.00	
		\$52,235.00	\$26,134.00	

The costs and awards displayed above are **estimated** based on the information reported on the Free Application for Federal Student Aid (FAFSA). Eligibility for these awards may change if new information is received.

Actual charges and costs differ from student to student.


This is provided so students can plan their finances and make smart loan decisions.

# RU Pending Any Documents?

Verification is the process the school uses to confirm the data reported on the FAFSA. Students can be selected for verification if we spot an error, or you can be randomly selected. The school will request additional documentation to support the data.

**To find out if you still need to submit a document, visit the financial aid widget on the dashboard at [my.rutgers.edu](https://my.rutgers.edu)**

Student will be presented with a list of outstanding documents and/or forms

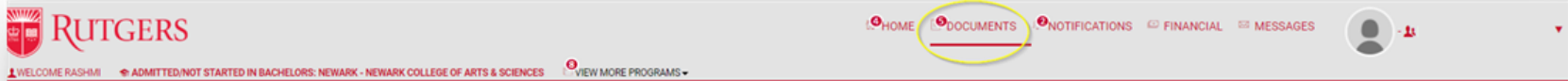
- Click red "Submit" button to provide requested information 
- The [latest version of Adobe Acrobat Reader](#) is necessary to complete each form
- Forms MUST be submitted online
- ONLY submit documents that are requested
- Upon review of initial verification documents, additional documentation may be requested
- Your aid will be finalized after all documents are submitted and reviewed

**Video and Visual Tutorials are Available:**

<https://scarlethub.rutgers.edu/financial-services/tools-resources/financial-aid-student-portal-library/>

# Submitting Documents

Click "Documents" to view & submit documents





## Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

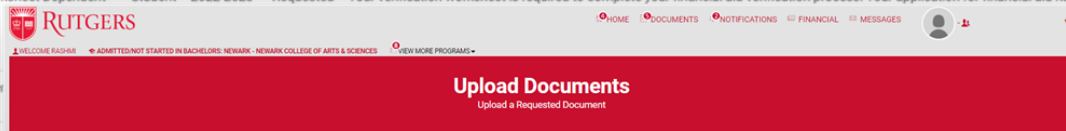
### Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

#### 1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
US Tax Return Transcript	Parent1	2022-2023	Requested	Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <a href="https://scarlethub.rutgers.edu/financial-services/tax-transcript/">https://scarlethub.rutgers.edu/financial-services/tax-transcript/</a>	
Verification Worksheet Dependent	Student	2022-2023	Requested	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been	

1



Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Requested	<input type="button" value="CHOOSE A FILE"/>

2

Enter Document Data

Tax Form Type \*

Select One

ADJUSTED GROSS INCOME PER COMPUTER \*

INCOME TAX AFTER CREDITS PER COMPUTER minus EXCESS ADVANCE PREMIUM TAX CREDIT REPAYMENT AMOUNT \*



# RU Student Loans – Accept/Reduce/Decline

1

 **ADJUST MY FUNDING**

Award Name	Award Eligibility	Accepted Amount	Acceptance Status	Acceptance Check
Federal PELL Grant	\$6,895.00	N/A	No Acceptance Required	☑
NJ Tuition Aid Grant	\$10,344.00	N/A	No Acceptance Required	☑
EOF Academic Year Undergraduate Article III Newark	\$1,700.00	N/A	No Acceptance Required	☑
Federal Direct Subsidized Stafford Loan	\$5,500.00	\$0.00	Fund Not Accepted	⚠
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	\$0.00	Fund Not Accepted	⚠


2 **START LOAN ACCEPTANCE**

Note: Grants and scholarships do not require acceptance.  
Loan decisions *must* be made. Accept/reduce/cancel

# RU Student Loans – Accept/Reduce/Decline

3


## I would like to Accept

- \$0.00, the amount to fully cover my remaining Tuition and Fees
- Another amount  Help me calculate my living expenses
- I would like to decline my funds that require acceptance

Review the amounts of each loan and decide which option works best for you


- The 2nd option will allow you to adjust the amount of the loan you receive. Enter the amount you'd prefer, up to the full amount of the loan, and then click "Continue."
- The 3rd option will allow you to decline your loan. Then click "Continue."

4

\$2,250.00	\$2,750.00	
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- Confirm the loan/award amounts in your package. Use the pencil icon to adjust funding further, such as how much you want disbursed per term. The totals should add up to the award amount you've selected.

# RU Student Loans – Accept/Reduce/Decline

Award Name	Award Eligibility	Your Award	Amount you'll receive per Term		Edit
			Term 11	Term 12	
Federal PELL Grant	\$6,895.00	\$6,895.00	\$3,448.00	\$3,447.00	
NJ Tuition Aid Grant	\$10,344.00	\$10,344.00	\$5,172.00	\$5,172.00	
EOF Academic Year Undergraduate Article III Newark	\$1,700.00	\$1,700.00	\$850.00	\$850.00	
Federal Direct Subsidized Stafford Loan	\$5,500.00	\$5,000.00	\$2,250.00	\$2,750.00	
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	\$0.00	\$0.00	\$0.00	

5

Review the amounts of each loan a final time, and click "Continue"

## Step 4 – E-Sign your Awards Letter

Please **review** your Award Letter/Disclosure information for Academic Year **Sep 6, 2022 - May 10, 2023**.

Please view your current Award Letter from the Messages tab.

### Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you had signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Rutgers Office of Financial Aid. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

6

< BACK

7

Enter Student ID

Enter Student ID

Enter Last Name

Enter Last Name

8

SIGN & FINISH

"Accept" your changes, enter NetID & Last Name, and "Sign & Finish"

# Student Loan Requirements

- Students and their families may find they need to borrow loans as a supplemental way to finance their education. No separate application OR credit check from a bank or other lender is needed to receive Federal Direct Student Loans.
- **Students must complete Federal Direct Loan Entrance Counseling and a Master Promissory Note.**

The screenshot shows the StudentAid.gov website interface. At the top, there are four navigation tabs: 'Considering School' (with the subtext 'I'm thinking about going to college or a career school.'), 'In School' (with the subtext 'I'm in the process of earning a degree or certificate.'), 'Parent' (with the subtext 'I want to help my child pay for college.'), and 'In Repayment' (with the subtext 'I have loans I need to repay.'). Below the tabs, the main content area features a heading 'We're here to help you access and manage your financial aid.' followed by a paragraph: 'If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a Direct Loan, you must complete counseling and sign a Master Promissory Note (MPN). Before you receive a TEACH Grant, you must complete counseling and sign an Agreement to Serve or Repay (Agreement) each year in which you receive a TEACH Grant.' To the right of this text is a section titled 'POPULAR TOPICS' with a list of links: 'Renew Your FAFSA® Form', 'Apply for a PLUS Loan for Graduate School', 'Complete a Loan Agreement (Master Promissory Note/MPN)', 'Complete Loan Entrance Counseling', 'Complete the Annual Student Loan Acknowledgment', 'Use Loan Simulator', and 'Complete TEACH Grant Counseling and Agreement'. The 'Complete a Loan Agreement' and 'Complete Loan Entrance Counseling' links are highlighted in yellow.

1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Login with your FSA ID
3. Select complete Entrance Loan Counseling
4. Select complete Master Promissory Note and then Subsidized and Unsubsidized
5. Completion timeframe is about 45 minutes

# Federal Student Loans

## Federal Direct Unsubsidized Loan

- Principle is deferred while enrolled
- Interest **WILL** accrue while the student is in school.
- Payments are not required until after 6 month grace period
- Loan fee charged by Department of Education is 1.057%. Subject to change.
- Interest rate is for loans disbursed after 07/01/2022 is fixed at 6.54%



6.54%

**Federal loan rates update every July 1.** These are the *current* rates.

## Federal Graduate PLUS loan

- Requires a separate Grad PLUS application *and* PLUS promissory note.
- Is subject to a credit check.
- If denied, student can appeal or add an endorser
- Student can borrow up to the maximum Cost of Attendance/Budget
- Also requires at least half-time enrollment [all federal student loans do]
- Interest rate is for loans disbursed after 07/01/2022 is fixed at 7.54%



7.54%

# Resource: Private Education Loans

- Based on Creditworthiness
- Interest Rates, Terms & Conditions Vary by lender
- Some Loan Programs Allow Borrowing for Less-than-halftime Enrollment, Non-Matriculation
- Maximum Amount: Cost of Attendance [Budget] minus Estimated Financial Assistance
- International Students: May Apply for Certain Loans with U.S. Co-Signer
- Private Loan Info:  
<https://scarlethub.rutgers.edu/financial-services/types-of-aid/loans/private-loans/>

# Student Accounting, Billing and Cashier Services

Website: <https://businessoffice.newark.rutgers.edu/>

## Three areas of the office:

1. **Student Accounting** – term billing and account management
  2. **Cashiers** – payment processing
  3. **RU ID Card Service Center** – issue new or replacement cards
- 

## **Financial Responsibility Statement**

- Upon course registration through Webreg
- Upon online term bill payment

## **22-23 Tuition and Fees**

- You can access current tuition and fees rates for the 2022-2023 academic year tuition here: <https://studentabc.rutgers.edu/tuition-fees/tuition-fees-rates>
- Fees descriptions can be found here: <https://studentabc.rutgers.edu/payments/fees>

# Accessing Your Term Bill

Please note that payments can take up to 3 business days to be processed

The screenshot shows the myRUTGERS My Dashboard interface. At the top, the 'My Dashboard' link is circled in blue. A yellow box with a black arrow points to the 'Online Term Bill' icon in the 'My Money' section. The dashboard is divided into several sections:

- My Courses:** Lists courses for My Fall 2017 Schedule, including Principles of Neurobiology, University Physics I, and Tpc-Risk, Hlth.&Safety.
- My Degree:** Shows Major(s) as BIOLOGY, School as SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES, GPA as 3.2, and Degree Credits as 82.5.
- My Money:** Displays a Total balance of \$7,087.45 and a payment due date of Monday, July 17th, 2017. The 'Online Term Bill' icon is circled in black.
- My Alerts:** Includes Personal Alerts such as Grade Change Alert, Financial Hold - Outstanding Balance Spring 2017 (\$2,887), and Meeting Time/Room Change Notification.
- My Grades:** Shows a table of grades for Fall 2017.
- My Financial Aid:** Displays Financial Aid Requirements for July 2016 - June 2017, with a 'Track' button highlighted.
- Course Registration:** Includes dropdown menus for Location, Level, and Term, and a search bar.

[Student Accounting, Billing and Cashier Services:](#)

Call 973.353.1766 ext.1 | [Web Form https://go.rutgers.edu/myrunsupport](https://go.rutgers.edu/myrunsupport)

myRUN101



# Accessing Your Term Bill

[finservices.rutgers.edu/otb](https://finservices.rutgers.edu/otb)

1

Student Account Login Options

NetID Login \* or RUID Login

\* Required for Electronic Refund setup.

RBHS Student Account Login

NetID Login

Authorized User(s) Account Login

CommunityID Login

2

Choose Semester help

View Student Account for

Spring - 2022 ▼

Continue

3

Your Student Account Status

- You do not have balance due.
- Your Term Bill is due on 8/16/2018.
- Financial Holds \$0.00
- Term Billable Credit Hours 14.5
- Financial Responsibility Statement accepted on Thursday July 26, 2018 at 11:16 AM from user [REDACTED]

Outstanding Balance help

Total Charges \$8,342.20

Total Payments \$10,222.00CR

**Total Balance: \$1,879.80CR**

Charges	Payments / Account Credits
COMPUTER FEE \$166.50	FIN AID DSUB OFFERED \$1,732.00CR
PIRG \$11.20	FIN AID DUNSB OFFERED \$990.00CR
CAMPUS FEE \$1,050.00	FIN AID XOEL OFFERED \$7,500.00CR
SCHOOL FEE \$89.50	
TUITION \$6,122.00	
Tuition & Fees: \$7,439.20	
Student Healthcare Plan \$903.00	
<b>Total Charges: \$8,342.20</b>	<b>Total Payments: \$10,222.00CR</b>

Adjust Your Payment

RU BOOK ADVANCE FOR FINANCIAL AID STUDENTS IN NEWARK

If you are a full-time student with a financial aid refund of greater than \$500, \$500 of your financial aid refund will be automatically transferred to a RU Book Advance Account for [REDACTED]

**Payment Options**

**Pay Online By Electronic Check**

You may pay by e-check, which is an electronic withdrawal from your checking or savings bank account. No additional fee is charged for the e-check, unless the electronic payment is returned as unpaid from your bank to the university. If your e-check is returned as unpaid from the bank, a \$60.00 returned payment fee is assessed. The \$60 fee consists of a \$50 administrative fee and a \$10 returned check charge assessed by our payment processor when a payment fails. You may also be assessed additional late fees if you fail to make payment by the due date indicated on your student statement of account.

**Pay Online By Credit Card**

MasterCard, Visa, American Express and Discover Card may be used to pay tuition and fees online. A service fee will be assessed to your credit card for this convenience. In-person credit card payments are no longer accepted by the Cashier's Offices at the University.

NOTE: Any payments made online will be reflected on your account within three to five business days.

**Authorized user access must be granted by the student after login to their myRutgers (<http://my.rutgers.edu/>) dashboard. Once granted access, the third party (parent/guardian/other) can visit [finservices.rutgers.edu/otb](https://finservices.rutgers.edu/otb)**

FYI

# Understanding Your Term Bill

## 1 Your Student Account Status

- Term Bill has been received.
- Your Term Bill is due on 1/26/2022.
- Financial Holds \$0.00
- Term Billable Credit Hours 6.0
- Financial Responsibility Statement accepted on Wednesday December 15, 2021 at 09:45 AM

1

**Student Account Status:** This shows an overview of your account, including your basic information, any amounts due, financial holds, academic credits and your financial responsibility statement acceptance status.

## 2 Outstanding Balance

Total Charges	\$3,000.50
Total Payments	\$4,177.00CR
<b>Total Balance:</b>	<b>\$1,176.50CR</b>

2

## Outstanding Balance:

This shows your total charges billed and any payments made. 'CR' stands for credit. A 'CR' in "total payments" represents any payment made including financial aid. A 'CR' in "Total Balance" means that a possible refund is due to you due to overpayment. An overpayment may include a financial aid credit or out-of-pocket payment.

## 3 Charges

TECHNOLOGY FEE	\$136.00
PIRG	\$5.50
STUDENT FEE	\$302.00
COURSE/OTHER FEES	\$50.00
SCHOOL FEE	\$83.00
TUITION	\$2,424.00

3

## Payments / Account Credits

FIN AID PELL OFFERED	\$811.00CR
Scarlet Promise Grant OFFERED	\$2,500.00CR
Federal Direct Loan - Unsubsidized OFFERED	\$866.00CR

4

**Payments/Account Credits:** This shows any payments made, financial aid and refunds. If the phrase "Financial Aid Offered" appears on your term bill, it means that the aid has not yet been disbursed or credited to your account. You should check with the Office of Financial Aid for information regarding missing documents or entrance interview requirements.

## Charges:

This shows your tuition charges and mandatory fees applied to your bill. These may also include other fees and (unpaid) prior year charges.

Total Payments: \$4,177.00CR

If you are a full-time student with a financial aid refund of greater than \$500, \$500 of your financial aid refund will be automatically transferred to a RU Book Advance Account for

NOTE: Any payments made online will be reflected on your account within three to five business days.

# Understanding Your Term Bill

## **i** Your Student Account Status

- Term Bill has been received.
- Your Term Bill is due on 1/26/2022.
- Financial Holds \$0.00
- Term Billable Credit Hours 6.0
- Financial Responsibility Statement accepted on Wednesday December 15, 2021 at 05:45 AM

**Payment Options:** This shows the various payment options available to you. This includes, e-check, credit card and in person or by mail.

5

## Outstanding Balance ? help

Total Charges	\$3,000.50
Total Payments	\$4,177.00CR
<b>Total Balance:</b>	<b>\$1,176.50CR</b>

Charges		Payments / Account Credits	
TECHNOLOGY FEE	\$136.00	FIN AID PELL OFFERED	\$811.00CR
PIRG	\$5.50	Scarlet Promise Grant OFFERED	\$2,500.00CR
STUDENT FEE	\$302.00	Federal Direct Loan - Unsubsidized OFFERED	\$866.00CR
COURSE/OTHER FEES	\$50.00		
SCHOOL FEE	\$83.00		
TUITION	\$2,424.00		

<b>Total Charges:</b>	<b>\$3,000.50</b>	<b>Total Payments:</b>	<b>\$4,177.00CR</b>
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6

[Adjust Your Payment](#)

Here is where you can adjust your payment and continue to make payments with the available payment options (credit card or e-check).

## Payment Options

### Pay Online By Electronic Check

You may pay by e-check, which is an electronic withdrawal from your checking or savings bank account. No additional fee is charged for the e-check, unless the electronic payment is returned as unpaid from your bank to the university. If your e-check is returned as unpaid from the bank, a \$60.00 returned payment fee is assessed. The \$60 fee consists of a \$50 administrative fee and a \$10 returned check charge assessed by our payment processor when a payment fails. You may also be assessed additional late fees if you fail to make payment by the due date indicated on your student statement of account.

### Pay Online By Credit Card

MasterCard, Visa, American Express and Discover Card may be used to pay tuition and fees online. A service fee will be assessed to your credit card for this convenience. In-person credit card payments are no longer accepted by the Cashier's Offices at the University.

NOTE: Any payments made online will be reflected on your account within three to five business days.

# Payment Options

## Credit Cards (online only)

- A nonrefundable 2.7 percent service fee of the total amount paid is assessed by the credit card company.
- Visa, MasterCard, American Express, and Discover cards are accepted for online payments.

## Electronic Checks (recommended + online only)

- E-check transactions are electronic withdrawals from either your checking or savings bank account.
- [Click to view](#) instructions for completing the e-check payment process via your online student account.

## Paper Checks (recommended to mail)

- Personal checks are accepted through the mail. Indicate the student's name, telephone number, and RUID number on the front of the check.

## Cash and Money Orders (in-person only)

- In-person cash payments at the Cashier's Office: <https://myrun.newark.rutgers.edu/onestop>

## International Payments <https://finance.rutgers.edu/student-abc>

More on payment options: <https://finance.rutgers.edu/student-abc>

# Payment Plans

## Payment Plans

- The table below shows Spring 2023 payment plan options.
  - The plans are monthly with automatic deductions from a personal bank account via e-check, credit card or debit card payment.
  - Plan payments are automatically processed on the 15th of each month
  - **All credit card payments processed will incur a 2.7% service fee.**
  - **Additionally, there is a \$50 enrollment fee per semester** which is nonrefundable and due at the time of enrollment.
- You can view a step-by-step payment plan sign-up guide (PDF) or a how-to sign-up video here: <https://finance.rutgers.edu/student-abc/payments/rutgers-tuition-payment-plans>

### Spring 2023 Semester

First day to enroll online	Last day to enroll online	Required down payment	Number of payments	Months of payments
October 5, 2022	November 5, 2022	25%	6	November-March
November 6, 2022	December 5, 2022	25%	5	December-March
December 6, 2022	January 5, 2023	25%	4	January-March
January 6, 2022	February 5, 2023	25%	3	February-March

### Tuition Protection Insurance Plan (GradGuard)

- Helps students and their families overcome the financial losses that may result from events which force students to withdraw from the semester due to a covered medical reason.

- **For more information:**

<https://studentabc.rutgers.edu/refunds/tuition-protection-plan-gradguard>

# Remission

## TA /GA/ Fellow Remission

- Eligible TA/GA's receive remission for tuition, campus fee, school fee, technology fee, new student fee, and course fee ( when applicable). All other charges the student is responsible to pay.
- Eligible graduate fellows or students receiving departmental scholarships will receive remission for tuition only. All other charges the student is responsible to pay.
- **Note: most departments will cover the mandatory**

## Faculty/Staff Remission

- Eligible staff/faculty will receive remission for tuition only. All other charges are the responsibility of the staff/faculty member using tuition remission

## Dependent Tuition Remission

- Eligible dependents will receive remission for tuition only. All other charges are the responsibility of the students using tuition remission.
- Students in a 4 year undergraduate program are eligible for 10 terms of remission, including 1 summer.
- Students in a 5 year undergraduate program are eligible for 12 terms of remission, including 1 summer.

# Student Health Insurance

- Rutgers University requires **all students enrolled full time** and all **F & J** Rutgers visa sponsored students to waive or enroll in the Student Health Insurance Plan **each semester**. The Health Insurance premium is automatically added to the term bill every semester.
- **Student Health Insurance Premium is automatically added to the term bill every semester**
- **Students *must* waive or enroll online each semester** (Fall and Spring) at [www.universityhealthplans.com](http://www.universityhealthplans.com)
  - **Waiving?** If a student has comprehensive health insurance, they may complete the waiver form each semester *before* the deadline to get the premium removed from their term bill.
  - **Enrolling?** Paying the premium on the term bill is not enrolling. A student must complete the enrollment form each semester *before* the deadline to finalize the process.
- **Students should wait 3 business days** after registering for classes to complete the waiver or enrollment process
- **Must waive or enroll before the deadline.**
  - **Spring 2023 Deadline: February 10, 2023**
    - **Coverage from 1/15/23 – 8/14/23**

<https://riskmanagement.rutgers.edu/student-health-insurance>

**\*\* Can be extended after graduation!\*\***

(This is done directly with the Health Plan company)

# Barnes & Noble (B&N) Book Fund

- **Eligibility:** Financial aid recipient with expected refund of \$500+
- Provided when total offered aid exceeds directly billed charges by \$501. This first \$500 is sent to campus bookstore so students can purchase their books without having to wait for a refund
- Students are automatically opted in and must opt out if they don't do not want the book fund
- Students can opt out by logging in to your student account and checking your status
- B&N will price match through Amazon, bn.com and local competition

## How to Change Your RU Book Advance Status

<https://finance.rutgers.edu/node/197>



# Refunds

- Students may receive a refund based on financial aid, loan credits or overpayments to their term bill.
  - Students who are receiving financial aid will have their aid applied to their term bill. If the financial aid award exceeds the balance due, students may receive a refund
  - **Refunds will be sent via direct deposit (recommended) or paper check (7-10 business days to receive) by mail.**
- **Note:** All Parent PLUS loan credit balances that are refunded to the parent borrower will be mailed by paper check to the parent's address listed on the PLUS loan application.

**For more on refunds**

<https://finance.rutgers.edu/student-abc/refunds>

# Direct Deposit

- Rutgers University can electronically deposit student refunds directly into the checking or savings bank account provided.
- Student can set up direct deposit for their refunds online. Instructions for how to register for direct deposit can be found here: <https://finance.rutgers.edu/student-abc/refunds/setting-direct-deposit>
- We encourage all students to sign up for direct deposit in order to receive refunds faster.
- **Note:** All Parent PLUS loan credit balances that are refunded to the parent borrower will be mailed by paper check to the parent's address listed on the PLUS loan application. **Please keep in mind that even if the student is signed up for direct deposit with the Parent's account information, PLUS refunds will still be sent to the Parent via paper check.**

# RU ID Card Service Center

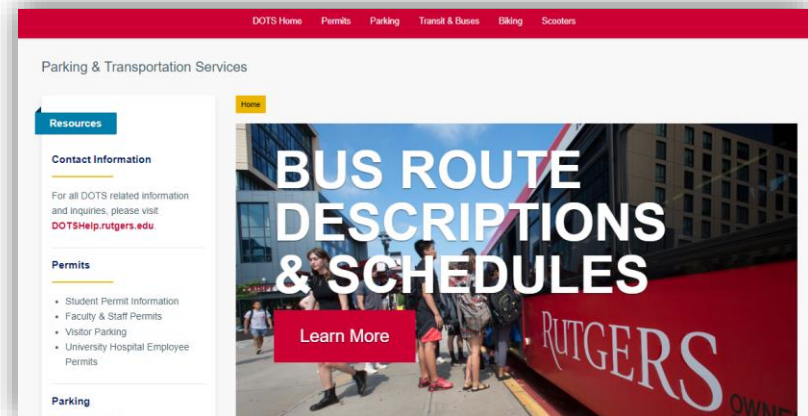
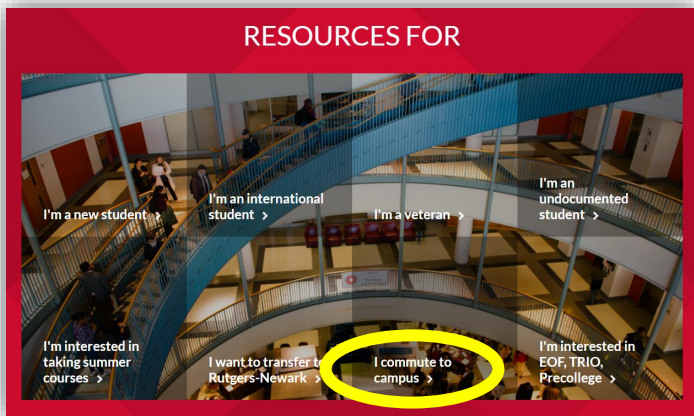
- The RU ID card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses.
- RU ID cards will be issued by mail for all eligible **students** seeking a new ID card.
- Newly admitted first year and transfer students will have their RU ID card mailed to the address on record after attending their respective school's orientation session.
- To confirm or update your mailing address, students can log in at <https://personalinfo.rutgers.edu/>

For more on RU ID cards

<https://businessoffice.newark.rutgers.edu/ru-id-card>

# Parking and Transportation Resources

- Located on myRUN under [“I commute to campus”](#) resources box
- Mass Transit schedules | RU-N bike, bus and shuttle routes
  - RU Commuter Reward Program | NJ Transit 25% Student Discount
- (Driving to Campus?) Log in using NetID to purchase parking e-permit
  - **Spring 2023 parking rates now available:** Economy - \$90 | Premium - \$312 | Resident - \$575 | Off-Campus Living - \$575



<https://ipo.rutgers.edu/dots>



# The Official RU-N App



The Official App of  
Rutgers University–Newark

*Learn how the Rutgers Newark App is elevating your campus experience.*

## Stay on top of your assignments

The app links with your NetID, allowing information from your Canvas portal to filter directly into the app.



## Connect with your peers

You can search for a peer's name, send them a friend request, and start messaging without ever leaving the app.



## Receive Important Notifications

With in-app push notifications, you receive important emergency notifications from the university.



## Preview Campus Events and Important Enrollment Deadlines

Never worry about missing another registration deadline or campus event again!

You can preview upcoming events and academic deadlines, linking them directly to your calendar.



*Download the  
RU-N app TODAY!*


[runewark.campusapp.com](https://runewark.campusapp.com)

# Follow myRUN on Social Media

Beyond emails, stay connected with updates on our social media platforms

Scan the QR code below to access our links!

 Twitter:  
[@myrun\\_onestop](https://twitter.com/myrun_onestop)

 Instagram:  
[@myrun\\_onestop](https://www.instagram.com/myrun_onestop)



 myRUN:  
[myrun.newark.rutgers.edu](https://myrun.newark.rutgers.edu)



# Important Dates

<https://myrun.newark.rutgers.edu/important-dates>

Date	Important Item
Varies (log into term bill)	Term Bill Due Date(s)
January 11, 2023	<b>RU HERE</b> goes live for ALL <b>undergraduate</b> students
January 15, 2023	Rutgers priority deadline for 2023-24 FAFSA
January 17, 2023	Spring 2023 semester begins
January 17, 2023	Add/Drop Begins
January 26, 2023	Last Day to Add or Drop
February 1, 2023	<b>DEADLINE</b> to complete <b>RU HERE</b> (ALL STUDENTS)
February 2, 2023	Students who have not completed <b>RU HERE</b> by the deadline will be <b>deregistered</b>
March 11-19, 2023	<b>Spring Break (No Classes   Offices regular hours)</b>
March 20, 2023	Classes resume post spring break
April 17, 2023	Fall 2023 registration
May 4-10, 2023	Spring 2023 exams begin

# myRUN Hours of Operation

<b>Spring Semester</b>	<b>Through May 1, 2023</b>
Mon, Tues, Thur, Fri	8:30am-4:30pm
Wednesdays	10:00am-4:30pm
*Cashiers close at 3:30 all week	
<b>Virtual Counter</b>	
<b>*BY APPOINTMENT ONLY*</b>	
Mondays & Thursdays	1:30pm-3:30pm
Wednesdays	2:30pm-5:30pm
<b>After May 1, 2023</b>	
<b>*No Virtual or Late options until Add/Drop</b>	
Mon, Tues, Thur, Fri	8:30am-4:30pm
Wednesdays	10:00am-4:30pm
*Cashiers close at 3:30 all week	