NEW STUDENT CHECKLIST

Below are some tasks that you can complete to ensure a smooth transition to the university.

MUST BE COMPLETED BEFORE ORIENTATION BY ALL STUDENTS:

- RSVP for Orientation
- Set-up your NetID
- Access MyRutgers Portal
- Upload your ID Picture
- Submit Health Immunization Forms

COMPLETE BEFORE ORIENTATION, IF IT APPLIES:

- Register for Quantitative Skills Assessment
- Contact International Student & Scholar Services
- Register with Office of Disability Services
- Obtain Personal Computer
- Apply for Financial Aid
- Coordinate On-Campus Housing
- Purchase a Parking Pass
- Submit FERPA Release to Authorize Release of Records to a Third Party

MUST BE COMPLETED AFTER REGISTRATION BY ALL STUDENTS:

- Enroll in University Health Insurance OR Submit Insurance Waiver Form
- Pay Your Tuition Bill

Please submit any questions to Michael Vega, Director of Student Services, at mikevega@sph.rutgers.edu or 732-235-4535
RSVP FOR ORIENTATION ON AUGUST 14

All accepted incoming new students for any of our programs (Ph.D., MPH, Certificates, Articulated, Dual-Degree, etc.) are expected to attend new student orientation. At orientation you will receive essential information regarding the School of Public Health, your academic program, and student services available for you at Rutgers University. You will also register for your Fall courses on this day.

All incoming students must complete the following tasks BEFORE orientation:

Set up your NetID – netid.rutgers.edu
In order to access many of the electronic services available to you and your Rutgers email, you need to activate your Rutgers NetID, which is a unique identifier for you as a Rutgers student. From the link above, select NetID Activation where you will be provided instructions to set up your account. Once complete, record and remember this since you will use it to log on to the various services.

Access your MyRutgers Portal – my.rutgers.edu
This is your main student dashboard. Your myRutgers Portal will provide links and tabs for important university services and it is through here that you can update your personal information for the school.

Upload your ID Picture – http://iam-ipo.rutgers.edu/photosub.php
Your ID card is essential for you getting access to the campus facilities and the academic buildings for your classes. If you upload your picture by August 1, we will have your ID available for you to pick up at Orientation. You can also pick up your card at any of the university’s ID Card Centers. You must have a valid email address and NetID activated before submitting a photo.

Health Immunization –
In order to start courses, you will need to electronically submit your health immunization paperwork to Health Services.

For students primarily in Newark, visit https://patient-rbhs.medicatconnect.com to upload your forms and call 973-972-8219 if you have any difficulties uploading information.

For students primarily in Piscataway, visit https://rutgers.medicatconnect.com to upload your forms and email vaccine@echo.rutgers.edu if you have any difficulties uploading information.

If needed, it would be beneficial to complete the following tasks before orientation:

Quantitative Skills Assessment –
In order to take Introduction to Biostatistics (PHCO 0504) or Principles and Methods of Epidemiology (PHCO 0502), you need to take and pass the Quantitative Skills Assessment (QSA). We will be offering testing dates throughout the summer for students to take the QSA in preparation for the Fall semester. The dates, times, and locations are as follows:

- **Wednesday, May 30** from 4:30p.m. – 6:00pm (Piscataway – 3A/3B)
- **Friday, June 15** from 3:00p.m. – 4:30pm (Newark – 744)
- **Wednesday, June 20** from 3:00p.m. – 4:30p.m. (Piscataway – 3A/3B)
- **Tuesday, July 24** from 12:00p.m. – 1:30pm (Newark – 741)
- **Friday, July 27** from 1:00p.m. – 2:30pm (Piscataway – 3A/3B)

We will also be offering the exam at orientation on August 14 if you want to take it, either for the first time or as a retake. To register for QSA, please contact the testing coordinators below or indicate your test date on the Orientation RSVP link:

For a Newark testing, contact Yvette Holding-Ford at holdinys@sph.rutgers.edu or 973-972-7212.
For a Piscataway testing, contact Karen Meenan at meenanka@sph.rutgers.edu or 732-235-4317
International Students – rbhs.rutgers.edu/internationalservices
All international students are encouraged to reach out to the Rutgers Global-International Student and Scholar Services Office. Please visit their website or you can reach the office by phone (973) 972-6138 or by email ois@global.rutgers.edu.

Students with Disabilities –
All students with documented disabilities are eligible to request and receive additional services and accommodations to aid in their success at the Rutgers School of Public Health. You can complete the registration form at https://webapps.rutgers.edu/student-ods/forms/registration. Please contact the Office of Disability Services at (973) 972-5396 or odsrbhs@ca.rutgers.edu, if you have further questions.

Personal Computer – http://sph.rutgers.edu/student_life/computer_requirements.html
All students are expected to have a personal computer as it will be essential for your participation in required courses and in the completion of assignments through the usage of statistical and computer programs. Please visit the link above for specifics on computer specifications. Members of OIT will be available at Orientation if you have any questions or issues and they are also available via appointment at sphcomputing@ca.rutgers.edu.

Information regarding financial aid options for our students can be found at the link above. If you are interested in applying for financial aid, you can visit this page: https://financialaid.rutgers.edu/apply/. Here you will find instructions and information about the process. We understand that there may be plenty of questions surrounding your financial aid options, so please contact the respective offices dependent on your primary location:
For students primarily in Newark, email rbhs_nwk@ofa.rutgers.edu or call 973-972-4376
For students primarily in Piscataway, email rbhs_pisc@ofa.rutgers.edu or call 732-235-4689

Housing –
For students intending to live on campus, there are limited options for graduate students at both of our locations. Please visit the links below to gain access to information about housing options and to apply for housing.
For New Brunswick/Piscataway, visit http://ruoncampus.rutgers.edu/facilities/graduate-students/ (R-SPH is on the Busch campus)
For Newark, visit https://housing.newark.rutgers.edu/180-west-market-street

Parking – http://rudots.rutgers.edu/studentpark.shtml
If you intend on driving to classes, you must purchase a parking pass for the lots where you will be taking courses (i.e. Newark, Piscataway, or both)

Visit this link to complete a form to authorize the release of your records to a third party and submit the form to the Office of the Registrar.
All students must complete the following tasks AFTER registration:


It is university policy that each student enrolled in a program at the university on a full-time basis (9 credits or more) must have adequate health insurance coverage. All full-time students will be automatically billed for health insurance, unless you complete the online waiver form indicating you have other health insurance coverage. Full-time students who do not respond by the waiver deadline of September 30 will be automatically enrolled in the plan and will be responsible for paying the premium. When your waiver form has been successfully submitted, you will receive a waiver confirmation number and a confirmation email shortly thereafter. Please contact University Health Plans at 800-437-6448 or via email [info@univhealthplans.com](mailto:info@univhealthplans.com) if you have further questions about the university health insurance plan.

Billing –
After you have registered, visit [my.rutgers.edu](http://my.rutgers.edu) and select the Pay Your Bill link under the Banner Self Service tab.