Dear Winter Summer Session Instructor:

Welcome to the 2017 Rutgers New Brunswick Winter Session faculty!

By teaching an intensive session, you make it possible to offer students immersion in a single subject, smaller class sizes, greater interaction with instructors and classmates, and an opportunity to earn critical credits toward graduation.

We hope that the Winter Session experience will be successful and fulfilling for both you and your students. On the following pages you will find basic information about resources, services, and general Winter Session policies. Please let us know if you have questions, concerns, or suggestions for future summer terms.

Thank you for your commitment and service to our students. I look forward to working with you during the 2017 Winter Session, and in the years to come.

Cordially,

Elizabeth H. Beasley
Director, New Brunswick Summer & Special Projects
Rutgers, The State University of New Jersey
beasleyliz@docs.rutgers.edu
848/932-7565
# Table of Contents

## I. Winter Session 2017 Calendar ................................................................. 4

## II. Faculty Resources .................................................................................. 5
   - Professional Development ....................................................................... 5
   - Winter Session Faculty Best Practices Workshop .................................. 5
   - Online Learning Management Systems .................................................. 5
   - Pearson Learning Studio ....................................................................... 6
   - Sakai ....................................................................................................... 6
   - Teaching Improvement Training for Rutgers Instructional Staff ............. 6
   - Resource Articles .................................................................................. 6
   - Teaching Improvement Training for Rutgers Teaching Assistants and Graduate Students .......................... 6
   - Instructional Support ........................................................................... 6
   - Media Support for Winter Courses ....................................................... 6
   - Library Services ................................................................................... 7
   - Library and Computer Lab Access ......................................................... 7
   - Book Store ........................................................................................... 7
   - Photocopying ....................................................................................... 7
   - Supplies ............................................................................................... 7
   - Equipment Requests ............................................................................. 7

## III. Policies and Procedures for Winter Session Faculty .................................. 8
   - Course Management ............................................................................. 8
   - Minimum Contact Hours ..................................................................... 8
   - Making Class Meeting Schedule Changes ........................................... 8
   - Requesting a Classroom Change ......................................................... 8
   - Class Rosters ....................................................................................... 8
   - Field Trips ........................................................................................... 9
   - Final Exams ......................................................................................... 9
   - Student Identity Verification ................................................................ 9
   - Class Evaluations ................................................................................ 10
   - Class Management .............................................................................. 10
   - Instructor Absence ............................................................................. 10
   - Inclement Weather Operating Status .................................................... 10
   - Contingency Teaching Plan ................................................................. 11
   - Academic Integrity ............................................................................. 11
   - Academic Counseling/Advising ............................................................ 11
   - Student in Crisis .................................................................................. 11
   - Student Registration and Withdrawal ................................................... 111
   - Student Grades ................................................................................... 12
   - Grading System ................................................................................... 122
   - Submitting Grades ............................................................................. 13
   - Student Notification of Grades ............................................................. 133
   - Change of Grade ................................................................................ 133
   - Parking ............................................................................................... 13

## IV. Office of Summer and Winter Sessions ..................................................... 133
   - Office Hours During Winter Session .................................................... 133
   - Course Marketing ................................................................................ 144
   - Contract and Salary ............................................................................ 14
### Winter Session 2017 Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Student Registration Inquiry Form is available</td>
<td>Mon, Sept 26, 2016</td>
</tr>
<tr>
<td>Last Day to register and pay without a late fee</td>
<td>Mon, Dec 5, 2016</td>
</tr>
<tr>
<td>Late Registration Period Begins Subject to $125 late fee</td>
<td>Tues, Dec 6, 2016</td>
</tr>
<tr>
<td>Last Day for Visiting Students to submit a Visiting Student</td>
<td>Tues, Dec 20, 2016</td>
</tr>
<tr>
<td>Registration Form</td>
<td></td>
</tr>
<tr>
<td>Last day to add a course using WebReg</td>
<td>Thurs, Dec 22, 2016</td>
</tr>
<tr>
<td>Last day for course cancelation with 100% refund</td>
<td></td>
</tr>
<tr>
<td>Winter Session Begins</td>
<td>Fri, Dec 23, 2016</td>
</tr>
<tr>
<td>Last day for &quot;W&quot; grade and 50% refund for courses that begin in December†</td>
<td>Fri, Dec 30, 2016</td>
</tr>
<tr>
<td>Last day for &quot;W&quot; grade and 50% refund for courses that begin on January 3</td>
<td>Tues, Jan 3, 2017</td>
</tr>
<tr>
<td>Last day for &quot;W&quot; grade and no refund for courses that begin on January 3</td>
<td>Wed, Jan 4, 2017</td>
</tr>
<tr>
<td>Last day for &quot;W&quot; grade and no refund for courses that begin on December 23†</td>
<td>Fri, Jan 6, 2017</td>
</tr>
<tr>
<td>Make up day (in case of inclement weather or unforeseen circumstances)**</td>
<td>Sat, Jan 7, 2017</td>
</tr>
<tr>
<td>Winter Session ends</td>
<td>Fri, Jan 13, 2017</td>
</tr>
<tr>
<td>Make up day (in case of inclement weather or unforeseen circumstances)**</td>
<td>Sat, Jan 14, 2017</td>
</tr>
</tbody>
</table>

* WebReg is accessible for registration from 6:30 am until 11:59 pm, Monday through Friday and 6:30 am through 6:30 pm, Saturday and Sunday.

** In the event of an official campus closing only. Make up classes will meet at the original time and location.

† Withdrawals between December 24 and January 3 may only be submitted by email

(summerreg@rci.rutgers.edu(link sends e-mail) or fax (732-445-0700) to the Registrar's Office.
II. Faculty Resources

Professional Development

Teaching in the Winter Session presents unique opportunities and challenges for instructors. In order to effectively deliver a full semester course in only three weeks, you will need to chunk and present material differently than you would during the fall or spring term. Long class periods require varied, activity-centered instructional strategies; short breaks between class meetings necessitate inventive student assignments.

To support your success in this endeavor, the university offers a number of resources to Winter Session faculty members:

**Winter Session Faculty Best Practices Workshop**
Each year, the Office of Summer and Winter Sessions hosts a Winter Session Faculty Best Practices Workshop. The workshop focuses on the successful implementation of courses in the intensive winter term. Topics addressed include resources and services for Winter Session instructors, Winter Session policies and procedures, a demonstration of current technology online instruction tools, and an exchange between new and veteran instructors about challenges and best practices.

New Brunswick Winter Session instructors are required to attend the Faculty Best Practices Workshop if they have not previously taught a Winter Session course or attended a Best Practices Workshop in the past. However, it is highly recommended that all Winter Session instructors attend.

This year’s workshop is scheduled for December 15, 2016. To register, click [http://events.constantcontact.com/register/event?llr=v5qgs5bab&oeidk=a07ebvhjeo7c4cc6b2b](http://events.constantcontact.com/register/event?llr=v5qgs5bab&oeidk=a07ebvhjeo7c4cc6b2b)

**Online Learning Management Systems**
In highly compressed terms like Winter and Summer Sessions, familiarity with an online learning management system (LMS) is a necessity. You’ll need to know how to build on online course shell:

- To deliver first-day assignments and syllabi in advance of your first class meeting;
- Enrich the classroom experience with chats, threaded discussions, additional readings, and other assignments;
- As back-up instructional delivery method, in case of class cancellation due to inclement weather or other emergency.

The most commonly used LMSs at Rutgers – New Brunswick are:
• **Pearson Learning Studio**
  Regular hands-on training sessions are conducted by the Center for Online and Hybrid Learning and Instructional Technologies (COHLIT) of the Division of Continuing Studies (DoCS). Email help@ecollege.rutgers.edu or call 848-932-4702 for assistance.

  To enroll in a free training session, please visit the web at [https://onlinelearning.rutgers.edu/ecollege](https://onlinelearning.rutgers.edu/ecollege).

• **Sakai**
  The Office of Instructional and Research Technology provides training in the Sakai course management system, podcasting, blogs, wikis, and other instructional technologies. Individualized assistance is also provided to faculty members who are interested in using technology more effectively in their courses. For additional information, visit [http://oirt.rutgers.edu](http://oirt.rutgers.edu), email oirt@rutgers.edu, or telephone 848/445-8721

**Teaching Improvement Training for Rutgers Instructional Staff**
As part of its mission, the Center for Teaching Advancement and Assessment Research provides resources and information on the improvement of teaching for the university community. Workshops on pedagogical topics, instructional technology, group learning, active learning, and other related subjects are offered throughout the year. For information about upcoming workshops, visit the web at [http://ctaar.rutgers.edu](http://ctaar.rutgers.edu) or contact the Center at 848/932-7466.

**Resource Articles**
For links to resource articles on effective teaching practices for the summer and winter terms, please visit [http://winter.rutgers.edu/faculty](http://winter.rutgers.edu/faculty).

**Teaching Improvement Training for Rutgers Teaching Assistants and Graduate Students**
The Teaching Assistant Project (TAP), a project of the Graduate School-New Brunswick, is a multi-tiered initiative designed to promote excellence in undergraduate and graduate education at Rutgers, New Brunswick, through the professional development of the graduate student teaching staff. TAP is, by necessity, a flexible endeavor, working to meet the changing needs of teaching assistants. The fundamental components upon which this project is built include an annual orientation, certificate programs and special issues seminars, web-based publications, and discipline-specific training.

Visit [http://taproject.rutgers.edu](http://taproject.rutgers.edu) for an overview of resources available through TAP, or view a calendar of upcoming events at [http://taproject.rutgers.edu/calendar](http://taproject.rutgers.edu/calendar). You may also contact the office of the Graduate School-New Brunswick at tapweb@rci.rutgers.edu or 848/932-7747.

**Instructional Support**

**Media Support for Winter Courses**
The Rutgers University Libraries Media Center maintains a collection of visual resources, along with the audio recordings of the Laurie Music Library. To arrange classroom use of media or music library titles, please visit [http://libraries.rutgers.edu](http://libraries.rutgers.edu) and click on “faculty services”. Faculty can request that short sections of audio and moving image material be made available as streaming files on Reserve. For more information on streaming files visit
http://www.libraries.rutgers.edu/rul/lib_servs/reserve_services_faculty.shtml#streaming_media. Questions about access to media materials may be addressed by email to mediaser@rci.rutgers.edu or by calling 848-932-5034.

Library Services
You may request that certain books be placed on reserve in the library for use by your classes. This service should be requested well in advance of the date when the books will be needed. Forms may be obtained at the library circulation desk. A schedule of winter library hours can be seen at http://www.libraries.rutgers.edu.

Library and Computer Lab Access
An RU Connection Card is needed in order to gain access to the university libraries and computer labs. An RUconnection ID Card Request Form can be accessed online at http://ruconnection.rutgers.edu. The form should be signed by your department chair, center director, or dean. To obtain the card, the signed form needs to be presented in person, with a form of government issued photo ID (driver license, passport, etc.), at the RU Express/Board Plan Office, Records Hall, College Avenue Campus. The office is open Monday – Friday, 8:00 am to 8:00 pm. Please note the office will be closed December 22, 2014 thru January 2, 2015.

Book Store
If you plan to order books through the Rutgers University Bookstore, orders must be placed at least two weeks in advance. For more information call 732/246-8448 or visit http://rutgers.bncollege.com.

Photocopying
Under Responsibility Center Management (RCM) budgeting, all requests for copies should be submitted to your department and all copies should be made by the department.

Supplies
Requests for blue books, Scantron sheets, transparencies and other supplies should be made to your academic department. Academic departments can also authorize the purchase of other course-related supplies. Reimbursement requests and approved invoices for authorized items must be submitted to your academic department by January 16, 2015.

Equipment Requests
Please verify that your assigned classroom contains the audio-video equipment needed for your course. You can view the equipment assigned to your classroom online at https://dcs.rutgers.edu/classrooms/find-a-classroom. Requests for additional equipment can be made online by https://dcs.rutgers.edu/contact-dcs/request-equipment. Equipment requests should be submitted at least two business days prior to when it will be needed.
III. Policies and Procedures for Winter Session Faculty

Course Management

Minimum Contact Hours
To comply with the terms of the university’s accreditation, all credit-bearing courses are required to meet a minimum number of contact hours. For example, a three-credit course is required to meet for a minimum of 41.25 hours. However, because the Winter Session is an intensive, compressed term and class periods are long, winter term class meeting times are extended to include appropriate breaks. You are encouraged to use meeting times effectively by planning a mix of engaging and varied classroom instructional activities. Winter term courses must be as rigorous and complete as courses offered during fall and spring terms.

Making Class Meeting Schedule Changes
Students often plan their spring courses and their work schedules around the information available on the Winter Session website. Course cancellations or schedule changes may have a serious effect on their planning and academic progress. Once courses have been announced on the website, they should not be changed unless it is absolutely unavoidable. Course changes made before registration begins must be approved by the department chairperson and by the Office of Summer and Winter Sessions. Once the registration opens, approval from the department chairperson, the Office of Summer and Winter Sessions, and all currently registered students is required.

Requesting a Classroom Change
Class meeting locations, days, and times are posted with the course listing in the University Schedule of Classes at http://sis.rutgers.edu/soc/. Department administrators should contact the Office of Summer and Winter Sessions to request a room change. Be sure to specify any special room requirements. We will work with the scheduling office to find a room that best accommodates your needs. Please note that with few exceptions, Winter Session courses are scheduled on the College Avenue campus. Scheduled renovations and maintenance may further limit Winter Session classroom availability.

Class Rosters
Class rosters are available to instructors in REGIS, the online roster and grading system, at http://sims.rutgers.edu/rosters. Your department will grant you access the website after you are in the payroll system. You will need a NET ID and RCI password to log into the system. If you do not have an RCI account and wish to establish one, go to http://oit.rutgers.edu/services/account/quick.html to create one. Contact your department chair if you have a question or need clarification.

If a student attending class is not on the roster, please send him/her to the Cashier’s Office with your written permission to add the course. Students who initially appear on the roster may be dropped for non-payment. Please advise these students that they must pay their tuition bill in order to continue their attendance.

Field Trips
Instructors are encouraged to incorporate field trips related to course content into their winter offerings. When planning a field trip, please consider:
• **Student Trip Expenses** – Contact the Office of Summer and Winter Sessions to set a trip fee to cover student expenses for domestic field trips. This fee must be set **before** registration opens in October. Students will be charged the trip fee along with their Winter Session tuition and student fee. Fee revenues will be used to pay student trip expenses.

Please note: If you intend to incorporate international travel into your Winter Session course, you will work with the Center for Global Education (formerly Study Abroad) to establish the trip fee.

• **Risk Management** – Please contact the Office of Risk Management for advice on drafting participant permission forms and on any other actions that may be required to minimize risk to participants and liability for the university.

**Final Exams**

- Final exams will take place on the last scheduled meeting day of the course unless a change is requested and approved prior to the beginning of registration. The course classroom is used unless a change is arranged by the instructor. If there is no final examination in a course, please announce that the last class meeting will be held at the time the final exam would have been given. Proposed deviations from the final exam schedule must be submitted by the instructor in writing for approval by the Director of the Office of Summer and Winter Sessions. Changes will only be permitted if all students agree to it and it will not result in a scheduling conflict for any student.

**Student Identity Verification**

In face-to-face courses, all students' identities are confirmed by photo ID prior to sitting for each exam, and their activities are monitored throughout the exam period. To meet accreditation requirements and comply with federal law, a comparable process must also take place for online courses.

The 2008 Higher Education Opportunity Act (HEOA) requires institutions with distance education programs to have security mechanisms in place that ensure that the student enrolled in a particular course is in fact the same individual who also participates in course activities, is graded for the course, and receives the academic credit. According to the Department of Education, accrediting agencies must require distance education providers to authenticate students' identities through secure Learning Management System log-ins and passwords, proctored exams, as well as "new identification technologies and practices as they become widely accepted."

Our Winter Session online courses must be offered in compliance with this law. Each school can determine how students taking examinations in online courses will be authenticated. There are several options available for instructors' use:

- Local students can come to campus for live, proctored exams where photo identification is checked;
- Remote students can
  - Take tests at testing centers on campus, off campus, or out of state. A list of testing sites is available at [https://onlinelearning.rutgers.edu/campus-and-campus-testingproctoring-centers-new-jersey](https://onlinelearning.rutgers.edu/campus-and-campus-testingproctoring-centers-new-jersey);
  - Take tests online with proctoring provided through technology tools such as Proctortrack (machine-driven) and Examity (with live remote proctor).
It is important that students are informed in advance of these requirements. A student registering for an online course will have no expectation that s/he must come to campus to take an exam unless this expectation is spelled out well before classes begin.

Each school will also determine whether the cost of the authentication option selected will be covered by the school (through tuition revenues) or by the individual student. Online proctoring services and testing centers carry costs that must be covered by the academic unit or the students, themselves. Academic units may require that students using these services pay for them directly. However, if students incur any additional expenses as part of the authentication process, they must be notified of these before the course begins. Students who choose to avoid this additional expense must have the opportunity to make adjustments to their academic schedule before classes start.

For the 2017 winter term, please have your department administrator work with their assigned course manager in the Office of Summer and Winter Sessions to list such authentication requirements and any associated expense in the course notes section of the Course Scheduling System (CSS). In addition, you must list this requirement and cost in the course syllabus shared on or before the first day of class.

Class Evaluations
All faculty members are asked to notify students about the online Student Instructional Rating Survey (class evaluations). Registered students will receive an email giving them directions on how to complete the survey. This rating system will only be open to students enrolled in the class as per the official roster. For more information, please visit http://ctaar.rutgers.edu/sirs/.

Class Management
An instructor’s effectiveness is directly related to his or her ability to manage the classroom. Well-prepared lesson plans and clearly articulated expectations will minimize disciplinary problems. Consistency, fairness, and respect for students will aid in developing positive relationships in the classroom. In rare instances, you may encounter a student whose behavior is unusual or alarming. If you feel an individual might be a threat to him/herself or others, contact Public Safety (732/932-7211) immediately and alert the Office of Summer and Winter Sessions (848/932-7565).

Instructor Absence
Absences from Winter Session teaching commitments are not permitted. If, during the session, you fall ill or have an emergency, please work with your academic department to meet your classroom responsibilities, and inform the Office of Summer and Winter Sessions of your plan. If a replacement instructor is required due to absences, this may affect your salary.

Inclement Weather Operating Status
Information regarding class cancellation due to inclement weather will be available at http://campusstatus.rutgers.edu. In the event of cancellation, a makeup class should be held in person or online (see section below regarding a contingency teaching plan). Please contact the Office of Summer and Winter Session if a classroom is needed for a makeup session.
Contingency Teaching Plan
Winter Session instructors must prepare a contingency teaching plan before the course begins. This may include the use of online instructional tools such as the Pearson Learning Studio or Go To Meeting. For more information visit the web at http://onlinelearning.rutgers.edu.

Academic Integrity
The academic integrity policy can be found at http://academicintegrity.rutgers.edu. Please become familiar with the policy. All instructors are expected to behave in accordance with all applicable guidelines and procedures.

Academic Counseling/Advising
Counseling and advising are available to Rutgers undergraduates through their colleges and schools. If you feel that a student requires counseling or advising, refer him or her to the appropriate Dean’s Office. Visiting students should be referred to the Office of Summer and Winter Sessions.

Student in Crisis
If you are aware of a student in a crisis situation – for example, illness or hospitalization, family emergency, or any situation in which the health or well-being of the student is in jeopardy – Counseling and Psychological Services (CAPS) offers short-term psychological counseling, crisis intervention, psychiatric consultation and evaluation, and alcohol and substance abuse treatment programs. Students may seek help for a wide range of reasons, including difficulty with motivation or concentration on academic work, depression, anxiety, concern about substance abuse, and difficulty in relationships with friends or family. All Winter Session students are eligible to receive free, confidential services. Further information is available on the web at http://health.rutgers.edu.

Student Registration and Withdrawal

Registration
Winter Session courses are supported by student tuition revenues. Therefore, it is essential that all students attending classes officially register and pay tuition, regardless of whether they wish to audit a course or take it for credit. Please do not permit any student to attend class who has not officially registered. It is unfair to students who have paid tuition to allow others who have neither registered nor paid tuition to attend class. In addition, the university and the faculty member can be placed at liability risk by an unregistered student.

Withdrawal
Please inform those students who wish to withdraw from your course that they must formally withdraw at the Registrar’s Office for the withdrawal to be official. Indicate the last day of their attendance in the Remarks Column on your grade roster; leave the grade blank. Refund policies vary based on the date of the withdrawal. Refer students to http://winter.rutgers.edu/dates-deadlines for complete details. Students facing extenuating circumstances should visit http://winter.rutgers.edu/appeals to request exceptions to the stated deadlines.
Student Grades

Grading System
Please note that not all grades listed below are used by all university departments. Please consult the grading instructions provided by the Registrar. Students are graded at the end of each course by the following symbols.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding 4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good 3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory 2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor 1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing 0.0</td>
</tr>
</tbody>
</table>

Other Grade Symbols:  S (Satisfactory), U (Unsatisfactory), used with graduate research or official audit.

P/NC (Pass/No Credit): A grade of Pass (equivalent to grades of A, B+, B, C+, and C) or No Credit (equivalent to grades of D and F) is assigned to a student who has registered for his or her course on that basis. Visiting students are not permitted to take courses on a P/NC (Pass/No Credit) basis. Only Rutgers University students may take courses on a P/NC basis, when such registration is in accord with the regulations of the student’s college and the faculty offering the course. Request for P/NC grading must be made at the time of registration by inserting the symbol P or NC in the “credit hour prefix” column on the registration form. This option may not be made or changed after registration is completed.

T (Temporary): Grades of TB+, TB, TC+, TC, TD, and TF are used for incomplete and temporary grades in undergraduate courses. Temporary grades are given at the discretion of the instructor when the student has not properly completed the course work requirements, i.e., major assignments or examinations. The letter grade following the T represents the grade the instructor would assign if the outstanding work were to remain uncompleted. The temporary grade becomes permanent if the work is not completed as required. In no case is the permanent grade poorer than the assigned letter grade. T grades must be completed by the end of the following academic term.

TZ (Temporary Grade): The TZ grade should only be assigned when a student is unable to finish his/her course work due to a verifiable emergency situation. The student and faculty member should endeavor to reach an agreement as soon as possible as to how the course should be completed. The TZ will have no immediate effect on a student’s GPA, however, if the situation is not resolved within the following semester, the TZ will convert to an F, and the GPA will be recalculated accordingly.

NG: Where no grade is assigned on the final grade roster by the faculty member, the Registrar shall assign a NG (No Grade Given). The NG will have no immediate effect on a student’s GPA, however, if the situation is not resolved within the following semester, the NG will convert to an F, and the GPA will be recalculated accordingly.

IN (Incomplete): May be assigned at the discretion of an instructor of a graduate course who believes that an extension of time is warranted for a student whose work is incomplete at the end
of the course. (Unresolved incomplete grades may convert to failing grades in some courses. Consult the course instructor.) Incompletes assigned in a Summer Session must be completed in accordance with the regulations of the faculty offering the course. The **IN (Incomplete)** grade is not used in undergraduate courses.

**W (Withdrawal):** Used when a student officially drops a course prior to the seventh calendar day preceding the ending date of the course. This grade is assigned by the Registrar upon formal withdrawal from a course.

**Submitting Grades**
Final grades should be submitted using REGIS, the online roster and grading system at [https://sims.rutgers.edu/rosters](https://sims.rutgers.edu/rosters). Your electronic roster is updated daily and contains photographs of the Rutgers students in your course. You must be authorized to use online grading by your department chair or dean’s office. You need a NET ID and RCI password to log into the system. If you do not have an RCI account and wish to establish one, go to [http://oit.rutgers.edu/services/account/quick.html](http://oit.rutgers.edu/services/account/quick.html) to create one. Contact your department chair if you have a question or need clarification. The grading period dates and a list of valid grades appear on the top of the online roster. A PowerPoint presentation on use of the REGIS online roster and grading system is available at [http://nregistrar.rutgers.edu/facstaff/REGIS_Grading.pdf](http://nregistrar.rutgers.edu/facstaff/REGIS_Grading.pdf). **Grades must be submitted within 48 hours of your final exam or last class meeting.**

**Student Notification of Grades**
All registered students can access their grades online via [my.rutgers.edu](http://my.rutgers.edu). Grades will not be posted for students that have not completed the registration process and paid in full for the course.

**Change of Grade**
After your grade roster has been submitted, subsequent grade changes require the approval of an academic dean of the unit sponsoring the course. This regulation applies to both Rutgers and visiting students. Please visit [http://sims.rutgers.edu/rosters](http://sims.rutgers.edu/rosters) to access the electronic change of grade system (EGCS). If you need assistance in connection with grade changes, please call the Registrar’s Office, Transcripts Section, 732/445-3536.

**Parking**
A permit is required to park in university parking lots during Winter Session. For those instructors who do not already have a University parking permit, please visit the Department of Transportation Services, Public Safety Building, 55 Commercial Avenue, New Brunswick (848-932-7744) and bring a copy of your Winter contract. Visit [http://parktran.rutgers.edu/](http://parktran.rutgers.edu/) for current hours and information. To avoid potential parking issues at the start of Winter Session, please obtain your parking permit by the start of the first class session.

**IV. Office of Summer and Winter Sessions**

**Office Hours During Winter Session**
The Office of Summer and Winter Sessions will operate on the following schedule during Winter Session:
Friday, December 23: no classes and limited office hours
Monday, December 26: Closed
Tuesday, December 27: 8:30 a.m. – 6:30 p.m.
Wednesday, December 28: 8:30 a.m. – 6:30 p.m.
Thursday, December 29: 8:30 a.m. – 6:30 p.m.
Friday, December 30: Closed
Monday, January 2: Closed
Tuesday – Friday, January 3 – 13: 8:30 a.m. – 6:30 p.m.

In an emergency, you can reach Winter Session administrators:
• Liz Beasley, director: beasleyliz@docs.rutgers.edu or 530-220-3991
• Barbara Rusen, assistant director: brusen@docs.rutgers.edu or 908-295-7177

Course Marketing
The Winter Session staff markets winter courses through the Winter Session website, digital, print, and social media marketing, direct- and e-mail, press releases, and other communication channels. We encourage you to help build course enrollment:

• Please mention your Winter Session course to students in your fall classes. Also, ask your colleagues, in their capacity as faculty advisors, to recommend it whenever appropriate.
• It is often helpful to develop a simple flyer and then post it in your department and in other departments and areas where potential students will see it. We suggest including, at minimum, the name of the course, the credits, the session, the URL for your course website, and a contact name or e-mail.
• Your department should have access to a RAMS e-mail list of major and minor students. Consider sending these students an e-mail announcement.

Contract and Salary
Winter appointments cannot be processed until we receive your signed contract. Remember to send back your contract as soon as possible so we can process your appointment in our payroll system.

Winter Session pay dates remain on the same pay schedule that is posted on UHR’s website. If your course falls outside of the typical 4-week Winter Session, the pay dates may vary.

We recommend instructors sign up for direct deposit to receive their pay. Once you are in the payroll system, please visit www.rias.rutgers.edu to set up direct deposit, where you can also view your paychecks.