

RUTGERS - The State University of New Jersey
Cook College / School of Environmental and Biological Sciences,
Office of Academic Programs,
New Brunswick, NJ 08901-8525 (932-3000 x512)

MEMO TO: Class of 2010

Due Date: April 1, 2009

FROM: Penny Carlson
Assistant Dean
Academic Programs

Room 205 Martin Hall
Cook Campus

PLEASE REVIEW YOUR DEGREE NAVIGATOR PROGRAM BEFORE YOU MEET WITH YOUR ADVISOR!

RUTGERS DEGREE NAVIGATOR IS CURRENTLY BEING USED TO TRACK GRADUATION REQUIREMENTS FOR ALL MAJORS OFFERED EXCLUSIVELY BY THE SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCE. STUDENTS SHOULD MAKE SURE THAT THEIR DEGREE NAVIGATOR INFORMATION IS ACCURATE. THE PURPOSE OF THESE WORKSHEETS IS TO UPDATE ANY INFORMATION THAT IS NOT CURRENTLY SHOWING UP IN DEGREE NAVIGATOR PROGRAMS. PLEASE MAKE SURE YOU CAREFULLY REVIEW DEGREE NAVIGATOR INFORMATION BEFORE YOU SUBMIT THE WORKSHEET.

The following forms must be returned by the due date:

1. The Senior Worksheet "[Checklist and Verification of Meeting with Advisor](#)". To avoid being blocked from registering for the Fall 2009 semester, return the checklist even if you are changing your class year.
2. The Senior Worksheet "[Request to Update My Individual Program in Degree Navigator](#)" (if needed).
3. [Minor and/or Certificate Program Completion Form](#) if you are completing one of the following majors (Chemistry (160), Communication (192), Exercise Science and Sport Studies (377), Geography (450), Geological Science (460), and Journalism and Media Studies (567). Other students may elect to complete minors but are not required to fill out a worksheet at this time.

STUDENTS WILL NOT BE CONSIDERED FOR GRADUATION IN 2010 UNLESS WE RECEIVE THE REQUIRED SENIOR WORKSHEET(S)!!!

INSTRUCTIONS FOR COMPLETING SENIOR WORKSHEETS:

1. Use a **Dark** pencil or pen to complete the form.
2. Obtain a copy of your transcripts at the following web site:
<https://transcripts.rutgers.edu/transcripts/index.html>
3. Log on to Rutgers Degree Navigator at: <http://nbdn.rutgers.edu/> to check remaining requirements. Make sure you access your combined program in Degree Navigator in the portion that lists "All (or Final) Degree Requirements" If you are not familiar with using Rutgers Degree Navigator instructions can be found at the following web site: <http://sebs.rutgers.edu/evaluations/>
If you are listed with an incorrect major or option please come to Martin Hall, Room 205 to complete a Change of Major/Option Form.
4. **Check carefully to make sure that Degree Navigator accurately reflects your remaining coursework. If you have course substitutions or waivers that do not show up on Degree Navigator YOU MUST COMPLETE THE "REQUEST TO UPDATE MY INDIVIDUAL PROGRAM IN DEGREE NAVIGATOR".**
5. Have your advisor review and sign the worksheet(s). **SUBSTITUTE COURSES OR OPTION ELECTIVES NOT LISTED IN THE CATALOG MUST BE APPROVED IN WRITING BY YOUR ADVISOR.** This may be accomplished by advisors initialing approval next to courses listed on the worksheet titled "Request to Update Individual Program in Degree Navigator".

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT COURSES YOU INTEND TO TAKE TO FILL REQUIREMENTS ARE OFFERED AND WILL ACTUALLY FILL THE REQUIREMENTS YOU LIST. PLEASE CHECK DEGREE NAVIGATOR AFTER UPDATES HAVE BEEN COMPLETED TO MAKE SURE IT IS ACCURATE.

6. Sign and Date all required worksheets then return them to Martin Hall, Room 205 by April 1, 2009.

NOTES:

- **A minimum of 128 credits are required to graduate from Cook College/School of Environmental and Biological Science.** Credits for repeated courses with a passing grade cannot be counted twice toward degree credits. It is **YOUR RESPONSIBILITY** to **CHECK CAREFULLY** to be sure you are **NOT DEFICIENT IN DEGREE CREDITS**. If credit totals in Degree Navigator do not agree with your Rutgers transcripts, check for duplicate coursework.
- "E" credit courses do NOT count toward Degree credits.
- To declare Communications, Journalism and Media Studies, Biological Sciences, Public Health or Exercise Science and Sport Studies, you must meet departmental requirements.
- If you **DO NOT PLAN TO COMPLETE DEGREE REQUIREMENTS IN 2010** or **DO NOT PLAN TO RETURN TO COOK COLLEGE IN SEPTEMBER 2009**, please fill out a **CHANGE OF CLASS FORM*** (<http://sebs.rutgers.edu/forms/change-degree-date.pdf>) or a **CANCEL REGISTRATION FORM** (<http://sebs.rutgers.edu/forms/withdrawal.pdf>). Forms must be returned to Martin Hall Room 205
- 30 of your last 42 credits must be completed at a division of Rutgers University.

***PLEASE NOTE THAT STUDENTS WHO CHANGE THEIR CLASS YEAR IN ORDER TO AVOID TURNING IN REQUIRED, ADVISOR SIGNED, SENIOR CHECKLISTS WILL NOT BE PERMITTED TO PARTICIPATE IN THE MAY 2010 GRADUATION CEREMONY**

Students who have 12 or less credits remaining after the Spring 2010 semester and will complete all remaining coursework during Summer Session 2010, are permitted to walk in the 2010 graduation ceremony. In order to be eligible to walk in graduation, you must turn in the required Senior Worksheets now. Please also fill out a Change of Class Form <http://sebs.rutgers.edu/forms/change-degree-date.pdf> and list your graduation date as October 2010.

******IMPORTANT******

STUDENTS WHO DO NOT COMPLETE THE SENIOR WORKSHEETS AND/OR THE CHECKLIST BY APRIL 1, 2009 WILL NOT BE CONSIDERED FOR GRADUATION 2010 AND WILL BE BLOCKED FROM REGISTERING FOR THE FALL 2009 SEMESTER!
