

Welcome to Rutgers University–Camden!

The Chancellor’s Office has compiled this guidebook as a reference tool to help you find correct office information for yourself and for students.

**Academic Advising**

Academic Advising assists students with meeting their academic requirements from the time they are accepted until graduation. Advisors provide guidance to all students on general education, major, and graduation requirements.

Faculty of Arts and Sciences

Contact: Danyelle Thurman, Assistant Dean

Phone: 856.225.6043

Email: ASadvise@camden.rutgers.edu

Website: advising.camden.rutgers.edu

Location:  336 Friends Street

School of Business

Contact: Kandace Diedrick, Assistant Dean

Phone: 856.225.6216

Email: diedrick@camden.rutgers.edu

Website: business.camden.rutgers.edu/academicservices

Location: Business and Science Building; 227 Penn Street

School of Nursing

Contact: Karen Montalto, Assistant Dean and Director, Office of Nursing Student Success

Phone: 856.225.6226

Email: km948@camden.rutgers.edu

Website: nursing.camden.rutgers.edu/links.html

Location: Camden Residence Hall; 215 N 3rd Street

School of Social Work

Contact: Dr. Antoinette Y. Farmer, Associate Dean

Phone: 848.932.5358

Email: yvetta@ssw.rutgers.edu

Website: socialwork.rutgers.edu/Home.aspx

Location: Graduate School of Social Work Building; 536 George Street, New Brunswick

**Academic Integrity**

studentconduct.rutgers.edu/academic-integrity

**Academic Calendar (copy provided)**

<https://registrar.camden.rutgers.edu/sites/registrar/files/AcademicCalendar2015-16a.pdf>

**Admissions**

All Graduate and Undergraduate Schools (except Law):

Contact: Vikki Toomer, Director of Admissions

Phone: 856.225.6104

Email: vikki.toomer@camden.rutgers.edu

Website: camden.rutgers.edu/page/undergraduate-admissions

Location: 1st floor 406 Penn Street

School of Law

Contact: Camille Spinello Andrews, Associate Dean of Enrollment and Projects

Phone: 856.225.6550

Email: admissions@camlaw.rutgers.edu

Website: camlaw.rutgers.edu

Location: 3rd floor 406 Penn Street

**Athletics/Fitness Center**

Our facilities and programs provide many opportunities to play, get fit, socialize, compete, or just have fun. Faculty may attend all athletic events, use the facilities, and sign up for recreation classes.

Contact: Jeffrey Dean, Director of Athletics and Recreational Services

Phone: 856.225.6197 (Main Athletic Number)

Fitness Phone: 856.225.2740

Email: jldean@camden.rutgers.edu

Website: athletics.camden.rutgers.edu/

Location: Athletic and Fitness Center; 301 Linden Street

**Bookstore**

Barnes & Noble College Bookstore is the official campus bookstore that offers textbooks for purchase or rent as well as a wide array of Rutgers apparel. For ordering textbooks, go to their website, click on the faculty “enlight” icon, and begin the ordering process.

Contact: Dan Knittel, Bookstore Manager

Phone: 856.968.1200

Email: sm8006@bncollege.com

Website: universitydistrict.bncollege.com

Location: University District Bookstore; 601 Cooper Street

**Campus Center**

A hub of daily campus activity, the Campus Center includes a Multi-Purpose Room, clubs and organizations, and dining services.

Contact: Patrick Wallace, Associate Director, Campus Center

Phone: 856.225.6161

Email: pwallace@camden.rutgers.edu

Website: campuscenter.camden.rutgers.edu

Location: Campus Center; 326 Penn Street

**Campus Involvement for Students**

If you know of any student wanting to get involved or may be interested in starting something new, contact OCI and we'll provide you with the information and/or contact(s) to make things happen.

Contact: Patrick Wallace, Associate Director, Campus Center

Phone: 856.225.6163

Email: involved@camden.rutgers.edu

Website: oci.camden.rutgers.edu/index.html

Location: 3rd floor Campus Center; 326 Penn Street

**Career Center**

Comprehensive career development program provided for students and alumni. Key services:

career coaching, assessment inventories, on-campus recruiting, job and graduate school fairs, graduate/professional school advising, credentials service, career resource center, internship listings/course credit, web based postings via RaptorNet, and resume critiques.

Contact: Cheryl A. Hallman, Assistant Dean/Director of Career Center

Phone: 856.225.6046

Email: careercenter@camden.rutgers.edu

Website: cc.camden.rutgers.edu

Location: Room 006, Lower Level Campus Center; 326 Penn Street

**Catalogs**

Search for schools at Rutgers–Camden on this website: rutgers.edu/academics/catalogs

**Center for Learning and Student Success (CLASS)**

A central academic success resource for students, CLASS is located on the second floor of Armitage Hall (room 231). Students have access to Disability Services, EOF, Learning Center, Off-Campus Programs, and TRiO Student Support Services. For more information, visit the websites of the individual offices listed above.

Contact: Julie Amon, Associate Chancellor for Undergraduate Education and Student Success

Phone: 856.225.6108

Email: julie.amon@camden.rutgers.edu

Location: Room 231 Armitage Hall; 311 North Fifth Street

**Chancellor’s Office**

***Phoebe Haddon, Chancellor***

Phone: 856.225.6095

Email: chancellor@camden.rutgers.edu

Website: camden.rutgers.edu/page/office-chancellor

Location: 303 Cooper Street

***Michael A. Palis, Provost***

Phone: 856.225.6077

Email: palis@camden.rutgers.edu

Location: 303 Cooper Street

***Larry Gaines, Vice Chancellor for Finance and Administration***

Phone: 856.225.6174

Email: gaines@camden.rutgers.edu

Location: 303 Cooper Street

***Nyeema Watson, Assistant Chancellor for Civic Engagement***

Phone: 856.225.6738

Email: ncwatson@camden.rutgers.edu

Website: camden.rutgers.edu/page/civic-engagement

Location: 303 Cooper Street

***Michael Sepanic, Associate Chancellor for External Relations***

Phone: 856.225.6026

Email: msepanic@camden.rutgers.edu

Website: camden.rutgers.edu/node/215

Location: 303 Cooper Street

***Craig Westman, Associate Chancellor for Enrollment Management***

Phone: 856.225.6510

Email: craig.westman@rutgers.edu

Location: 406 Penn Street

***Mary Beth Daisey, Associate Chancellor for Student Affairs***

Phone: 856.225.6044

Email: daisey@camden.rutgers.edu

Website: studentaffairs.camden.rutgers.edu

Location: 303 Cooper Street

***Julie Amon, Associate Chancellor for Undergraduate Education and Student Success***

Phone: 856.225.6108

Email: julie.amon@camden.rutgers.edu

Website: Under Construction

Location: 303 Cooper Street

**Civic Engagement**

Faculty in any discipline interested in exploring opportunities for integrating civic engagement into their teaching or research are encouraged to contact our office.

Contact: Nyeema Watson, Assistant Chancellor for Civic Engagement

Phone: 856.225.6738

Email: ncwatson@camden.rutgers.edu

Website: camden.rutgers.edu/page/civic-engagement

Location: 303 Cooper Street

**Communications Office**

The Communications Office is the primary source of external and internal communications. The department actively promotes the accomplishments of students, faculty, staff, and alumni and is responsible for advertising, media relations, web development, publications management, and much more.

Contact: Michael Sepanic, Associate Chancellor for External Relations

Phone: 856.225.6026

Email: msepanic@camden.rutgers.edu

Website: camden.rutgers.edu/node/215

Location: 303 Cooper Street

**Computing**

**See “Technology Assistance”**

**Corner C-Store**

The Corner is a convenience store and a recreational area with wireless access. The “Corner” has four pool tables, comfortable tables and chairs, and a workspace. It is located within the Campus Center.

Contact: Kadeem Williams, Business Assistant

Phone: 856.225.6342

Email: the.corner@camden.rutgers.edu

Website: campuscenter.camden.rutgers.edu/corner\_store

Location: Campus Center; 326 Penn Street

**Dean’s Offices**

*Faculty of Arts and Sciences*

Contact: Dean Kriste Lindenmeyer

Phone: 856.225.6097

Email: kriste.lindenmeyer@camden.rutgers.edu

Website: fas.camden.rutgers.edu

Location: Room 379 Armitage Hall; 311 N. Fifth Street

*School of Business*

Contact: Dean Jai Ganesh

Phone: 856.225.6800

Email: jganesh@camden.rutgers.edu

Website: business.camden.rutgers.edu

Location: Room 212 Business and Science Building; 227 Penn Street

*School of Law*

Contact: John Oberdiek, Acting Dean

Phone: 856.225.6513

Email: oberdiek@camlaw.rutgers.edu

Website: camlaw.rutgers.edu

Location: Law School; 217 North Fifth Street

*School of Nursing*

Contact: Dean Joanne Robinson

Phone: 856.225.2776

Email: jprobins@camden.rutgers.edu

Website: nursing.camden.rutgers.edu

Location: Camden Residence Hall; 215 N. 3rd Street

*School of Social Work*

Contact: Dean Cathryn Potter

Phone: 856.225.6346

Email: cpotter@ssw.rutgers.edu

Website: socialwork.rutgers.edu

Location: 217 North Sixth Street

Contact: DuWayne Battle, Program Director, Camden BASW

Phone: 856.225.6346

Email: dbattle@ssw.rutgers.edu

Website: socialwork.rutgers.edu/Prospective/Camden.aspx

Location: 217 North Sixth Street

**Dean of Students**

The Dean of Students Office (DOS) provides supportive services, advocacy, and education in an effort to ensure students to be successful both personally and academically. DOS staff also responds to student emergencies and crisis situations and serve as a resource to faculty and staff who have concerns about students.

To report a student of concern, please use this form:

http://deanofstudents.camden.rutgers.edu/report or call 856.225.6050

Contact: Tom DiValerio, Dean of Students

Phone: 856.225.6050

Email: deanofstudents@camden.rutgers.edu

Website: deanofstudents.camden.rutgers.edu

Location: 3rd Floor, Campus Center

**Dining (on-campus)**

All locations are open to faculty and accept cash or you can put money on your Rutgers ID card via RUexpress (food.rutgers.edu/ru-express).

* Camden Dining/Gateway Cafe
* The Bridge Café (Law School)
* Starbucks Coffee (Campus Center)
* Main Dining Room (Campus Center)

Contact: Kris Solt, Assistant Director

Phone: 856.225.2935

Email: ksolt@rci.rutgers.edu

Website: food.rutgers.edu/places-to-eat/eateries/5

Location: Campus Center; 326 Penn Street

**Directory**

Please use our “People Search” website:search.rutgers.edu/people.html

**Disability Services**

The Office of Disability Services provides students with confidential advising and accommodation services in order to allow students with physical, mental, and learning disabilities to successfully complete their course of study at Rutgers University–Camden. In order to allow accommodations for a student in your class, the student must provide you with an official accommodation letter from the Rutgers–Camden Disability Services office.

Contact: Timothy Pure, Assistant Director / Coordinator of Disability Services

Phone: 856.225.2717

E-mail: tpure@camden.rutgers.edu

Website: learn.camden.rutgers.edu/disability-services

Location: Room 231 Armitage Hal1; 311 North Fifth Street

**Email**

**See “Technology Assistance”**

**EOF**

EOF is a state-funded program providing undergraduates opportunities for higher education to New Jersey residents who would not be able to attend college without the program's financial assistance and special services.

Contact: Marsha Besong, Director

Phone: 856.225.6107

Email: marsha.besong@ rutgers.edu

Website: eof.camden.rutgers.edu/

Location: Room 231 Armitage Hall; 311 North Fifth Street

**Events Office**

The events office is the central office for all events on our campus. If you would like to organize an event, start here!

**Rutgers University–Camden Events Calendar: *ems.camden.rutgers.edu/calendar***

Contact: Kristin Walker, Director of Events Services

Phone: 856.225.6162

Email: reserve@camden.rutgers.edu

Website: events.camden.rutgers.edu

Location: 1st floor 211 North Fifth Street

**Facilities**

Maintains buildings, grounds, classrooms and facilities on campus.

Contact: Rona Lehtonen, Associate Director of Facilities

Phone: For service request 856.225.6300

 For general information 856.225.6000

Email: rlehtonen@facilities.rutgers.edu

Location: 409 North Fourth Street

**FERPA**

Family Educational Rights and Privacy Act

Rutgers Policy information can be found here: compliance.rutgers.edu/ferpa

Contact: Terri Cristofaro, Registrar

Phone: 856.225.6053

Email: camreg@camden.rutgers.edu

Location: 1st floor Armitage Hall; 311 North Fifth Street

**Financial Aid**

Our primary objective is to assist students and families in planning for and meeting expenses associated with attendance at the University. *Federal School Code: 002629*

Contact: Linda Taylor-Burch, Director of Financial Aid

Phone: 856.225.6039

E-mail: finaid@camden.rutgers.edu

Website: studentaid.rutgers.edu

Location: Lower Level Armitage Hall; 311 North Fifth Street

**Health**/**Counseling Services**

Health Care Services provides student’s with health insurance, medical, psychological, drug/alcohol/nicotine assistance. Off-hours nurse answering line.

**For emergencies, please call RUPD at x6009 OR 8 OR 911 from any campus telephone.**

Phone: 856.225.6005

24-hours: 1.800.424.5090

Website: healthservices.camden.rutgers.edu

Location: 2nd floor Campus Center; 326 Penn Street

**Human Resources**

Rutgers University–Camden Human Resources provides access to resources in benefits, classification and recruitment, compensation, policies, professional development, and personnel services.

Contact: Greg O’Shea, Human Resource Manager

Phone: 856.225.6475

Email: hrcam@camden.rutgers.edu

Website: campus website under construction; university website: uhr.rutgers.edu

Location: Room 354 Armitage Hall; 311 North Fifth Street

**Identification Card**

Please visit the Impact Booth (see below) located in the Campus Center main lobby.

**IMPACT Booth**

The Hub for all Student Activities and the place to obtain your Rutgers ID!

Contact: Kadeem Williams, Business Assistant

Phone: 856.225.6211

Email: ruimpact@camden.rutgers.edu

Website: campuscenter.camden.rutgers.edu/impact

Location: Main Lobby Campus Center; 326 Penn Street

**Inclement Weather**

KYW News Radio 1060 AM: #605 for day session classes 8 a.m. to 6 p.m.

 #2605 for evening session classes 6 to10:30 p.m.

Or visit our campus website (camden.rutgers.edu). You can also sign up for emergency text notifications using your NetID and password: https://ess.rutgers.edu/ens/

**International Student Services**

The Office of International Students provides services to students with F-1, F-2, J-1 and J-2 Visas and assists them in their transition to campus.

Contact: Elizabeth Atkins, Assistant Dean

Phone: 856.225.2521

Email: atkins1@camden.rutgers.edu

Website: studentaffairs.camden.rutgers.edu/international.html

Location: Room 324 Campus Center; 326 Penn Street

**Learning Center**

The Rutgers University–Camden Learning Center is dedicated to the academic assistance of the Rutgers-Camden student population. The office provides a wide range of services such as individual course content tutoring, peer-led review sessions, academic coaching and learning assistance, services for students with disabilities, planning, organizing and writing papers, writing assistance for students for which English is a second language, and study skills workshops.

Contact: Robert Ciervo, Director

Phone: 856.225.6442

Email: rciervo@camden.rutgers.edu

Website: learn.camden.rutgers.edu

Location: Room 231 Armitage Hall; 311 North Fifth Street

**Library (Paul Robeson Library)**

Contact: Gary Golden, Director

Phone: 856.225.2828

Email: gary.golden@camden.rutgers.edu

Website: camden.rutgers.edu/page/libraries

Faculty: libraries.rutgers.edu/services\_faculty

Reserve: libraries.rutgers.edu/reserve\_services\_for\_faculty

Location: Paul Robeson Library; 300 North Fourth Street

**Mail Room (Campus)**

Hours: Monday through Friday, 8 a.m. to 3 p.m.

Phone: 856.225.6447

Location: Fourth and Lawrence Streets

**New Student Programs**

The Office of New Student Programs facilitates the transition, adjustment and connection of new first-year and transfer students to our campus community. The office supports new students and their family members through the various processes in order to ensure academic and social success at Rutgers University–Camden.

Contact: Amanda Holloway, Assistant Director

Phone: 856.225.6689

Email: new.students@camden.rutgers.edu

Website: newstudents.camden.rutgers.edu

Location: 3rd floor Campus Center; 326 Penn Street

**Off-Campus Programs**

Rutgers offers some undergraduate and graduate degree programs at off-campus locations. Rutgers University-Camden offers degrees at the following locations:

* Atlantic Cape Community College
* Brookdale Community College
* Camden County College
* Joint Base McGuire-Dix-Lakehurst
* Mercer County Community College
* Raritan Valley Community College
* Rowan College at Burlington County College

If you are teaching at one of these locations and have questions about directions, resources, services, and degrees offered, please contact the Director of Off-Campus and Outreach Programs, Nathan Bullock.

Contact: Nathan Bullock, Director of Off-Campus and Outreach Programs

Phone: 856.225.6135

Email: Nathan.bullock@camden.rutgers.edu

Website: http://www.camden.rutgers.edu/off-campus-programs

Location: Room 231 Armitage Hall, 311 North Fifth Street

**Parking/Transportation**

Mass transit is highly encouraged!

For various transportation options visit: parking.camden.rutgers.edu/mass\_transit.

**If you plan to drive to campus and park your car, you need to purchase a parking permit.**

Please visit the website for details.

If you invite visitors to campus, they will need a guest pass. Please contact the parking office to arrange or ask your unit administrator for assistance.

**Parking**

Contact: Beverly Wilson, Parking

Phone: 856.225.6137

Email: bev.wilson@rutgers.edu

Website: parking.camden.rutgers.edu

Location: 409 North Fourth Street

**Transportation/ Field trip services**

To schedule the use of a bus (up to 34 passengers) or van (up to 7 passengers):

Contact: Beverley Wilson, Parking

Phone: 856.225.6137

Email: bev.wilson@rutgers.edu

Website: parking.camden.rutgers.edu/shuttle.html

Location: 409 North Fourth Street

**Police**

The RUPD is on patrol 24/7 to ensure the safety and security of the campus. For non-emergencies, call x6009 from any campus phone.

Contact: Guy Still, Chief of Police

Phone: 856.225.6009. For emergencies dial 9-1-1 or 8 from a campus phone

Website: rupd.camden.rutgers.edu

Location: 409 North Fourth Street

**Policy Library**

policies.rutgers.edu

**Registrar**

The Office of the Registrar at Rutgers University–Camden serves as the custodian of student academic records. Services provided include enrollment verifications and transcripts, diploma orders, final exam schedules, contact and address changes, posting of final grades, change of grades, course registration, withdrawals, leave of absences, classroom scheduling and VA certification.

Contact: Terri Cristofaro, Registrar

Phone: 856.225.6053

Email: camreg@camden.rutgers.edu

Website: registrar.camden.rutgers.edu

Location: 1st floor Armitage Hall; 311 North Fifth Street

Class Rosters and Grade Submission: sims.rutgers.edu/rosters

Undergraduate Grading Information: registrar.camden.rutgers.edu/undergraduate\_grading.html

Graduate Grading Information: registrar.camden.rutgers.edu/graduate\_grading.html

**Residence Halls**

Information about undergraduate, graduate/post-graduate housing as well as off-campus housing.

Contact: Brandon Chandler, Director

Phone: 856.225.6473

Email: housing@camden.rutgers.edu

Website: housing.camden.rutgers.edu

Location: 215 North Third Street

**Risk Management**

If you are thinking about planning a student trip, dinner, or off-campus activity, you may need to think about insurance, waivers, etc.

Contact: Patrick Wallace, Assistant Director

Phone: 856.225.6163

Email: pwallace@camden.rutgers.edu

Website: campuscenter.camden.rutgers.edu

Location: 3rd floor Campus Center; 326 Penn Street

**Safety-Escort Services**

The Rutgers University Police Department will provide a walking security escort for individuals to their cars; campus housing; the PATCO Hi-Speed Line station at Fifth and Market Streets; and the Walter Rand Transportation Center on Broadway.

Phone: 856.225.6009

Website: rupd.camden.rutgers.edu/escorts

Location: 409 North Fourth Street

**Sakai**

**See “Technology Assistance”**

**Sponsored Research**

Assists faculty with funding for research.

Contact: Camie Morrison, Director of Sponsored Research

Phone: 856.225.2949

Email: cammor@camden.rutgers.edu

Website: https://www.camden.rutgers.edu/node/200

Location: Room 351 Armitage Hall; 311 North Fifth Street

**Student Accounting**

The Student Accounting Office will answer any questions regarding term payments/adjustments, changes in accounts, as well as alternative ways to pay term bills.

Website: camden.rutgers.edu/Financial

Location: 1st floor Armitage Hall; 311 North Fifth Street

Students with last names A-L:

Contact: Susanne Blaylock

Phone: 856.225.6021/6913

E-mail: susanneb@camden.rutgers.edu

Students with last names M-Z:

Contact: Lisa Vargas-Long

Phone: 856.225.6021/6910

Email: lavargas@camden.rutgers.edu

**Technology Assistance**

E-Mail, Hardware and General Support

Contact: Tom Ryan, IT Director

Phone: 856.225.2343

Email: support@camden.rutgers.edu

Website: rcit.rutgers.edu

Location: Suite 213 West Law School; 217 North Fifth Street

NetID

Creating a NetID is crucial to access university computer programs such as email, Sakai/eCollege, rosters, grade submissions, etc. Please visit computing.camden.rutgers.edu/help/center/netid to get started.

Sakai, eCollege & Other Learning Management Systems

[Sakai](http://sakai.rutgers.edu) is many things too many people, but at the very least it can be a clear and simple way for faculty in Camden to offer course materials to their students online. Posting your course description, syllabus, class notes, assignments, readings, and/or research links on a secure but easy-to-use, web-based system can help your students work wherever they may be. The eCollege Learning Management System is a comprehensive, on-demand, online learning solution available for the delivery of fully online, hybrid, and face to face courses.

Contact: Emily Corse / Christie DeCarolis

Phone: 856.225.6090

Email: corse@rutgers.edu; christie.decarolis@camden.rutgers.edu

Website: idt.camden.rutgers.edu

Location: 227 Penn Street, Room 110, Business and Science Building

Smart Classroom Assistance

General Information: computing.camden.rutgers.edu/facilities/classrooms

Mobile audio, video or projection equipment reservation:smartclassrooms.camden.rutgers.edu/MobileEquipmentRequestForm.html

Student Computing

Computing Services maintains the campus IT student help desk, public computing labs, campus wireless and wired networks, campus email, and more.

Phone: 856.225.6065

Help desk: 856.225.6274

Email: help@camden.rutgers.edu

Website: computing.camden.rutgers.edu

Location: 1st floor Paul Robeson Library; 300 Linden Street

**TRiO Student Support Services**

TRiO Student Support Services is a federally-funded student success program designed to increase the retention and graduation rates of undergraduates who are low-income, first-generation college students, or students with disabilities.

Contact: Pamela Clark, Director

Phone: 856.225.6229

Email: sssprog@camden.rutgers.edu

Website: trio.camden.rutgers.edu

Location: Room 231 Armitage Hall; 311 North Fifth Street

**Veteran Services**

The Rutgers University–Camden Veterans Affairs Office acts as a liaison between the service members/veterans and the registrar’s office to ensure the benefit process is successful.

Contact: Fred Davis, Director

Phone: 856.225.2791

Email: frdavis@camden.rutgers.edu

Website: veterans.camden.rutgers.edu

Location: Room 17B Campus Center; 326 Penn Street