



SAS JUNIOR MEMO

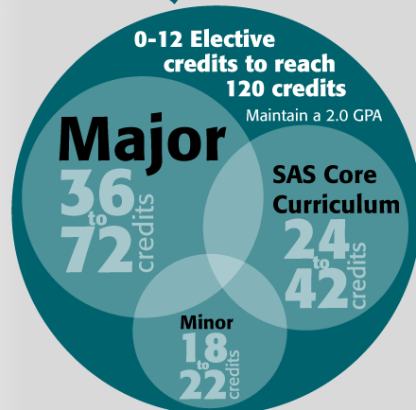
EVERYTHING FOR ADD/DROP SUCCESS AND BEYOND
OFFICE OF ADVISING & ACADEMIC SERVICES - SEPTEMBER 2021

IMPORTANT DATES

SEPT 1	First Day of Classes	SEPT 4	Saturday Classes Begin	SEPT 6	Labor Day - RU Closed	SEPT 8	Attend MONDAY Classes	SEPT 10	Last Day to Add Classes & Drop w/o "W"	SEPT 14	Last Day to Withdraw Totally for 100% Refund
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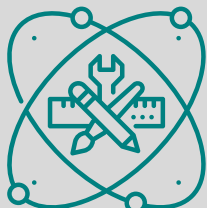
TIPS FOR SUCCESS!

1. KNOW YOUR DEGREE REQUIREMENTS



<https://www.sas.rutgers.edu/cms/oas/degree-requirements/requirements>

2. DECLARE YOUR MAJOR & MINOR



mymajor.sas.rutgers.edu

3. SEEK ASSISTANCE EARLY

LIVE CHAT

Chat with SAS Advisors
Weekdays
9 AM - 5 PM (EST)



Free Tutoring,
Coaching & Workshops
through the RLCs



SAS CAREER EXPLORATIONS MINI
Try the 1.5 credit minicourse designed to chart your path to success (01:090:210).



HANDSHAKE
Create your [Handshake](#) account to get up-to-date info on networking events, career fairs & more!

JUMPSTART YOUR CAREER



RESEARCH
The [Aresty Research Center](#) offers many opportunities to get hands-on experience in a variety of fields.



CES CAREER ADVISING
Visit the [Office of Career Exploration & Success](#) for help with interview skills & resumes.

EMAIL LIKE A BOSS

DO

1. USE THE SUBJECT LINE TO EXPRESS YOUR POINT.
2. USE THE PHRASE "TIME SENSITIVE," INSTEAD OF "URGENT," IF THE MATTER HAS AN IMPENDING DEADLINE.
3. USE THE FORMAL NAME AND TITLE OF THE RECIPIENT.
4. USE A RESPECTFUL TONE AND REMEMBER TO SPELL/GRAMMAR CHECK BEFORE CLICKING THE SEND BUTTON.
5. ADHERE TO NORMAL BUSINESS HOURS WHEN EXPECTING A REPLY - TYPICALLY MON - FRI, 9 AM - 5 PM.

DON'T

1. MARK THE EMAIL "URGENT," SINCE IT COULD BE FLAGGED AS SPAM.
2. WRITE "HEY," OR "WHAT'S UP?" INSTEAD USE SEMI-FORMAL OR FORMAL LANGUAGE IN YOUR MESSAGES.
3. SEND AN EMAIL FRIDAY AFTER 5PM AND EXPECT A REPLY BY MONDAY MORNING AT 9 AM. ALLOW YOUR RECIPIENT 1 - 3 BUSINESS DAYS FOR A REPLY.