PROGRAM/ACADEMIC INFORMATION

Special Permission Numbers

All special permission numbers for HRM Courses (37-533) are issued by Grace Tien and any requests for SPN's should be made via email and NOT in person to stien@smlr.rutgers.edu.

Requests for SPN's for Labor Studies Courses (37-575) should be addressed to: sp@work.rutgers.edu

Add/Drop Period

Add/Drop Period: September 6-14, 2016
nbregistrar.rutgers.edu/undergrad/f16ugcal.htm

Where to add/drop classes:
webreg.rutgers.edu
6:30 a.m. – midnight (weekdays), 6:30 a.m. – 2:00 p.m. (Saturday)
sis.rutgers.edu/soc
View open and closed courses if it's before your day to log into Webreg or when Webreg is closed.

When to add/drop classes:

ADDING CLASSES: Tuesday, September 6 – Wednesday, September 14
DROPPING CLASSES: Tuesday, September 6 – Tuesday, September 13

Add/Drop Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Who Can Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 6</td>
<td>60 or more credits</td>
</tr>
<tr>
<td>Wednesday, Sept. 7 – Wednesday, Sept. 14</td>
<td>All Students</td>
</tr>
</tbody>
</table>

TUESDAY, SEPTEMBER 13 IS THE LAST DAY TO DROP A COURSE WITHOUT A "W"

Students who wish to add an HRM course after the add/drop period will need to gain the permission of the course instructor and then contact Rebecca Tinkham for a special permission number.
Internship Applications

Eligible students wishing to receive academic credit for an internship through the HRM Department should be aware that the deadline for applications is Tuesday, September 6. No applications will be accepted after this date. For more information on the HRM internship program, please visit our website at: smlr.rutgers.edu/hrmug.

Honors Program Applications

Students who are planning on entering the Honors Program for their senior year should be aware that completed applications must be in by Tuesday, September 6.

Counseling

Students within their last or second to last semester should ensure that they are on track for completion of either the HRM major or minor. Degree navigator can at times be confusing and it is easy to misread the program. If you would like to make an appointment for counseling on the HRM major or minor, please email Rebecca Tinkham at tinkham@smlr.rutgers.edu and include your RUID, along with some dates and times when you are available.

EVENTS

SAVE THE DATE!

SMLR FALL 2016 Career Fair
Friday, September 30th, 2016
10:00 am – 3:00 pm
Livingston Student Center
Questions? Email us at smlrcareerservices@smlr.rutgers.edu

Undergraduate SHRM First General Body Meeting
Wednesday, September 21st, 2016
5:00 pm – 7:00 pm
Livingston Campus
Janice H. Levin Building, Room 003
No RSVP required
All are welcome!

This is a great opportunity to get involved in a club that shares your interests and to develop as an HR professional! Contact undergrad.rutgers.shrm@gmail.com to be added to their listserv or for information.
# SMLR CAREER SERVICES

## WORKSHOPS

### September 2016

<table>
<thead>
<tr>
<th>Events and Workshop List</th>
<th>Date/JLB</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CareerKnight Training</td>
<td>September 9, 2016 Room: JL103</td>
<td>@ 2.00-2.30pm @4:00 -4:30pm</td>
</tr>
<tr>
<td>SMLR Career Service Open House</td>
<td>September 15, 2016 Room: JL 217</td>
<td>@ 3.00-5:00pm</td>
</tr>
<tr>
<td>Resume Writing Strategies</td>
<td>September 15, 2016 Room: JL 004 and JL 106</td>
<td>@2.00-3.30pm @ 5.00-6.30pm</td>
</tr>
<tr>
<td>Off Campus Employment Workshop for International Students</td>
<td>September 20, 2016 Room: JL 003</td>
<td>@ 3.30-4.30pm</td>
</tr>
<tr>
<td>MEGAFAIR</td>
<td>September 21-22, 2016 Sonny Werblin</td>
<td>@10.00-4.00pm</td>
</tr>
<tr>
<td>Career Day Success Workshop Day</td>
<td>September 27, 2016 Room: JL 003 (for both)</td>
<td>@ 3:00 – 4:00pm @ 5.00-6.30pm</td>
</tr>
<tr>
<td>Mentorship Program Kick-off</td>
<td>September 28, 2016 Room: JL 107 C</td>
<td>@9.00-11.00am</td>
</tr>
<tr>
<td>Get the Job Series: Mock Interviews</td>
<td>September 29, 2016 Room: JL 107 C</td>
<td>@3.00-6.00pm</td>
</tr>
<tr>
<td><strong>SMLR CAREER FAIR</strong></td>
<td><strong>September 30, 2016 Room: LSC</strong></td>
<td><strong>@ 10:00am - 3:00pm</strong></td>
</tr>
</tbody>
</table>

Do you need some directions in your HR career path? Does your resume need updating? Are you interested in obtaining an internship/job but not sure where to start?

SMLR students have their very own career services!

**SMLR Career Services**

Schedule an appointment through careerknight or email smlrcareerservices@smlr.rutgers.edu
School of Management & Labor Relations

HRM Undergraduate Programs
Janice H. Levin Building
94 Rockafeller Rd., Suite 104
Livingston Campus

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848-445-9434

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