Conducting Student Business at Rowan
Your University

COMPUTING ACCOUNTS
Banner ID vs. Network Username

Network Username & Password
- RowanSecure wireless
- Student e-mail
- Blackboard
- ProfLink
- Rowan Success Network
- Lynda.com training

Banner ID & PIN
- Self-Service Banner
  - Transfer Credit Report
  - Course Registration
  - Emergency Contacts
  - Bookstore Order
  - Financial Aid
  - Bursar Services
  - GRAD
  - My Housing
Resources that use your BANNER ID & PIN
What is Banner?

- Enterprise system for all student data
- Log in with internet access (on- or off-campus)
- Accessible 24/7
- Class registration open 7 a.m. – 11 p.m.
- Go to: www.rowan.edu/selfservice
- Log in with Banner ID and PIN
What can I do in Banner?

- Class Registration
- Student Schedule
- Grades
- Unofficial Academic Transcript
- Holds
- Bursar Account Summary
- Financial Aid Status and Acceptance
- Rowan Alert
- GRAD
- Course Catalog
- Online Wellness Link – health forms
- Student Health Insurance Waiver
- Parking Permit
- NJ Transit Student Pass
- Scholarship Application
- Apply to Graduate
Log in to Banner

1. Go to www.rowan.edu/selfservice
2. Select *Access Banner Services*
Log in to Banner

3. Log in with *Banner ID* and *PIN*
Do you know your Banner ID number?

**EXAMPLE: 910000000**

- Printed on most orientation schedules
- Used for all student records on campus
- Replaces use of SSN
- Keep this number private
- PIN initially your birthday `mmddyy`
Locate your Banner ID number

Select *Rowan Network Activation* from Self-Service Banner page
Or navigate to [https://id.rowan.edu](https://id.rowan.edu)

Log in with your Network username and password to find your Banner ID number, reset passwords and view RowanCard info.
What is the RowanCard?

The RowanCard is your official Rowan University ID. It is used for identification purposes, door access, meal plans, and other monetary needs.

The original cost of the ID is built into your tuition.
Do’s and Don’ts of the RowanCard

DO

• Keep your ID in a safe and secure location. You want to avoid leaving it unprotected or exposed in a pocket or bag.

• Know what your ISO card number is. The first 12 digits are printed on the back of your card. The final 4 can be found at id.rowan.edu. Each time you get a new student ID, your card number will change.

• Contact staff or go to rowan.edu/rowancard to deactivate your card if it is lost or stolen. The replacement fee for the card is $25.00.

DON’T

• Give your ID to any other individual – the ID is for your use only.

• Bend, bite, or twist your ID – this can damage the strip or the chip inside the card which can cause your card to stop working.

• Keep your ID by your phone – this can cause the strip or the chip inside the card to malfunction.

• Punch holes in the card.

• Wash it in a laundry machine.

• Expose it to extreme heat.
Meal Plans and Your RowanCard

- **Meal Plans**
  - All Access, 14, 10, 7 weekly
  - Time period restrictions
  - Block 60, 30 (portion can be used on Rowan Blvd.)

- **Dining Dollars**
  - Use or lose each academic year
  - On campus Dining & Rowan Blvd. food merchants

- **Rowan Bucks**
  - Carry over
  - Accepted at all RowanCard merchants on & off campus
  - Can add additional funds
  - Transfer FA credit
There are several on-campus locations that accept Dining Dollars and Rowan Bucks. Some even accept meal equivalencies.

There are locations in academic buildings as well as outdoor on-the-go options for your convenience.
What else does the RowanCard do?

• Door access
  – Exterior and interior doors (some residence halls operate purely on swipe access)
  – Computer labs
  – Library

• Printing/copying
  – Free printing allotment each academic year
  – Rowan Bucks in copy machines

• Laundry
  – The Student Center
  – Some residence halls have laundry facilities that accept Rowan Bucks (Triad, Townhouses, and Chestnut – all other residence halls accept quarters or debit/credit cards)
What else does the RowanCard do?

• Recreation Center
  – Swipe to get into the Rec
  – Use for rentals/ group classes
  – Muscle Maker Grill

• Off Campus Merchants
  – There are over 100 off-campus merchants that accept Rowan Bucks. Rowan Boulevard food merchants accept Dining Dollars.
The RowanCard website

• Go to rowan.edu/rowancard
• You can:
  – View balances
  – Suspend your card
  – Make a deposit
  – See your transaction history
  – View a list of all vendors that accept Rowan Bucks
  – View information about your RowanCard
  – Complete a close out request for your account
The eAccounts App

• Go to the play store/ the app store and type in “Blackboard Transact eAccounts.”

• Select the “Blackboard Transact eAccounts” and select “install.”

• Open the app, select “Rowan University,” and put in your student username and password to access the application.
The eAccounts App

• View your balances
• Suspend your card if it is lost or stolen
• Make a deposit to your Rowan Bucks account
• See your transaction history
• Run reports
The RowanCard Office

- Students experiencing a problem with the RowanCard should contact the RowanCard Office
  - In person: upper level of the Student Center room 203
  - Phone: 856-256-4663
  - E-Mail: rowancard@rowan.edu
# Transfer Credit Evaluation:

Banner Services > Student > Student Records > Transfer Credit Report

## Transfer Credit Report (PRELIMINARY PENDING Official Advisor Consultation)

**Student Name: Meghan E. Sickler**

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<tr>
<th>Institution</th>
<th>Transfer Number</th>
<th>Transfer Term</th>
<th>Activity Date</th>
<th>Rowan Course Number</th>
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How to register for classes
Register for Classes

1. Select *Student & Financial Aid*
Register for Classes

2. Select *Registration*
Register for Classes

3. Select *Add or Drop Classes*
Register for Classes

4. Select the Registration Term
Register for Classes

5. Use *Add Classes Worksheet* or helpful links

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</table>

Submit Changes  Class Search  Reset
```

[ View Holds | Registration Fee Assessment | Bursar Services | Order Books from Book Store ]
Emergency Contacts:
Banner Services > Personal Information > Update Emergency Contacts

Rowan Alert:
Banner Services > Personal Information > Rowan Alert
Bookstore Order:

Banner Services > Student > Registration > Order Books from Book Store

1. Select Registration Term

2. Click “Continue on to Book Store”
Bookstore Order:

Banner Services > Student > Registration > Order Books from Book Store

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</table>
How to review financial aid status
Review Financial Aid Status

1. Select *Student and Financial Aid*
Review Financial Aid Status

2. Select *Financial Aid*
Review Financial Aid Status

3. View financial aid details

Recommended Quick Links
My Award Package Overview
Accept My Financial Aid Award
How much can I borrow?
My Financial Aid Messages

Main Menu
Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.
Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.
Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.
E-Mail Rowan University Financial Aid Office
General Financial Aid
Financial Aid Application and Information Links
Scholarship Application
Apply between December 1st and mid February for Scholarships the following Fall
Federal Shopping Sheet
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education insti
Apply for Financial Aid Online Every Year

FAFSA.ED.GOV
Apply for Financial Aid Online Every Year

NJGRANTS.ORG

HESAA is pleased to introduce the New Jersey Financial Aid Management System (NJFAMS). This system is now available for all New Jersey students who apply for aid for the 2017-18 academic year. Each student will need to log in and set up an NJFAMS account. NJFAMS is a user-friendly, real-time system. To get started, click here.

The steps to applying for financial aid from the State of New Jersey are:
1. Complete the FAFSA.
2. Establish an NJFAMS account.
3. Answer the NJ state-specific questions.

HESAA Announces New Deadlines for Academic Year 2017-2018 for State Student Financial Aid!

Click on the calendar below to view new deadline dates.
Financial Aid Process

Complete your FAFSA & Submit Additional Information to HESAA

Review your SAR (Student Aid Report)

Complete Verification Process, if Selected

Review your Award Package

Accept Award Offered

Complete Loan Entrance Counseling & Sign your MPN

Apply for Parent PLUS Loan / Private Loan Only if Needed
Work Study

Federal Work Study

• Indicate desire to participate on FAFSA
• Demonstrate “financial need"
• Paid out of federal funds

Institutional Work Study

• Any student may apply
• Paid out of institutional funds
ID: 916

Dear

The Office of Financial Aid at Rowan University has reviewed your Free Application for Federal Aid (FAFSA) for the Award Year 2017-2018, and requires additional documentation before your eligibility to receive aid may be determined.

Please follow the instructions below to log in to your Rowan Self Service account to review and complete the requested information. (Google Chrome works best)

- Select the Financial Aid tab
- Click Financial Aid Status under the Main Menu section
- Choose the applicable aid year from the drop down, then click submit
- Click student requirements for this aid year
- Click Review required documentation

This will redirect you, and you will be asked to login with your Rowan Network ID. The first time you login you will be asked to confirm your student information. Information provided must match information provided on the FAFSA.

As soon as we receive this required information, we can resume processing your application. Please complete these requirements within 14 days.

Sincerely,

The Office of Financial Aid

Rowan University
Self – Service How To

Financial Aid

Recommended Quick Links

My Award Package Overview
Accept My Financial Aid Award
How much can I borrow?
My Financial Aid Messages

Main Menu

Financial Aid Status
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E-Mail Rowan University Financial Aid Office

General Financial Aid

Financial Aid Application and Information Links

Scholarship Application
Apply between December 1st and mid February for Scholarships the following Fall
Self – Service How To

Household Form

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, you will need to complete this web form. Depending on Read More

✔ Household Form

Download

<table>
<thead>
<tr>
<th>Download</th>
<th>Date Filled Out</th>
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</thead>
<tbody>
<tr>
<td>2017-2018 Independent V1 Household Web Form.pdf</td>
<td>06/06/2017</td>
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</table>

Upload Student 2015 Signed IRS Form 1040

Please note, if you are providing a copy of your filed IRS 1040 form it must be signed. If you do not have a copy of your 1040 form, a tax return transcript obtained from the IRS is acceptable.

Upload

Submit
Self – Service How To

Award Package for Award Year 2016-2017

The information listed below is a snapshot of registration data for the selected academic year, along with your financial aid award package.

⚠️ This is not a bill. For access to your official bill, if available, please click here.

Housing
Status
With Parents

Expected Enrollment
Status
Full Time

Cost of Attendance
- Books and Supplies: $1,600.00
- Loan Fees: $73.00
- Personal Expenses: $1,800.00
- Room and Board: $4,375.00
- Tuition and Fees: $13,250.00
- Transportation: $1,808.00

Total: $22,906.00

Financial Aid Award for the Award Year 2016–2017

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<thead>
<tr>
<th>Fund</th>
<th>Status Offered</th>
<th>Accepted</th>
<th>Total</th>
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<tr>
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<td>Fed. Direct Unsubsidized</td>
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<td>Federal Pell Grant</td>
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<td>Tuition Aid Grant</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$13,737.00</strong></td>
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Financial Aid Award by Term for the Award Year 2016–2017

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Rowan University
Financial Aid Office

**Location:** Savitz Hall, 1st floor

**Website:** [www.rowan.edu/financialaid](http://www.rowan.edu/financialaid)

**Hours:**
- **Summer Hours**
  Monday through Friday, 11:30 a.m. to 4:30 p.m.
- **Fall – Spring Hours**
  Monday through Friday, 8:00 a.m. to 4:30 p.m.
  *most Wednesdays until 6:00 p.m.*

**Phone:** 856.256.4250

**Email:** financialaid@rowan.edu

**Twitter:** @RowanFinAid
Bursar Services:

Student Services > Bursar Tab

Bursar Services

Official Billing/Account Statement
View updated account summary by term

ePay Center
Make a payment, add authorized users, manage eRefund account and paperless 1098-T options

Transfer Rowan Bucks via Financial Aid/Bursar Credit
Buy Rowan Bucks via Credit Card

1098-T Form

RELEASE: 8.8.1

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Tuition and Fees

Tuition and fees, including housing and meal plan charges, are due by **August 14, 2018**. The University reserves the right to cancel registration for non-payment.

For your convenience, the University offers a deferred payment plan. This plan allows students to split their payment into five (5) equal installments.

- Enrollment in the plan requires a one-time, per semester fee of $30.
- **Fall 2018** installment due dates are as follow: **8/14, 9/1, 10/1, 11/1** and **12/1**.

In addition, it is important that you complete all financial aid requirements and finalize any applicable external educational funding.
Electronic Billing

Students may access their student account information at the University’s Self-Service website at www.rowan.edu/selfservice

– This online service enables students to perform a variety of functions, i.e., register for classes, view and pay your bill, and finalize financial aid requirements.

– To view your bill, click on the “Bursar” tab and select the “Official Billing/Account Statement” link.

– This system delivers real-time information, 24 hours a day, 7 days a week.
The University will alert students when bills are initially available for viewing on Self-Service. Therefore, it is important that students monitor their e-mails closely.

- Students who enroll in the deferred payment plan will be sent an e-mail reminder to inform them of the upcoming installment due date.

- Students may also be contacted via e-mail to alert them of past due balances.
Set an Authorized User

For your convenience, the University offers students the ability to authorize a user (parent, legal guardian, et cetera) to access important financial information on the student’s account.

– To authorize a user, students can visit www.rowan.edu/epay, click on “My Account” and select “Authorized Users.”

– Access is dependent upon the students designated settings.
How to Pay your Bill?

Payments can be made online or in-person at the Office of the Bursar.

– To pay online, log into the University’s Self-Service website (www.rowan.edu/selfservice), select the “Bursar” tab and click on the “ePay Center” link.
  • We accept all major credit cards, debit cards, and e-Check.
  • Payments made by credit / debit cards will be subjected to a 2.85% convenience fee ($3.00 minimum fee when paying online).
  • With e-Check, students can make safe, secure online payments at no additional cost.
– To pay in-person, come to the Office of the Bursar during regular business hours.
  • We accept cash, checks, money orders, and credit / debit card payments.
Refunds

• If there is an overpayment on the Fall 2018 student account refunds will be processed in October 2018.
• Parent Plus refunds are always mailed to the parent directly.
• Students are **REQUIRED** to receive their refunds electronically. This ensures fast, easy and convenient processing of student account credit balances back to the student.
• To sign up for E-Refunds:
  – Go to: [www.rowan.edu/epay](http://www.rowan.edu/epay)
  – Sign in with your user ID & PIN
  – Click Refunds from the top menu
  – Click Setup account
    • Checking accounts ONLY. You cannot use a savings account.
Refunds

• Please be aware that non-institutional charges (parking tickets, judicial fines, etc.) cannot be paid using Title IV funds, unless authorized by the student.

• To authorize this, a student can log into the University’s Self-Service website (www.rowan.edu/selfservice), select the “Financial Aid” tab and click on the “Title IV Authorization” link.

• The University strongly encourages all students to complete the Title IV authorization. This ensures that all charges on student accounts are appropriately paid.

• Failure to provide authorization will result in a refund of the Title IV funds and a bill for non-institutional charges at the same time.
Student Health Insurance

All full-time matriculated students are required to have health insurance coverage.

- The University automatically charges students for health insurance coverage; however, students can waive these charges with proof of coverage.
  - The charge is assessed each Fall, and coverage is good from 8/1 to 7/31.
  - Students starting in the Spring will be covered from 1/1 to 7/31.
  - For specific plan information, go to www.XXXXXXXXX.com.

- To waive coverage, go to the University’s Self-Service website, under the Main Menu select the “Student Health Insurance Waiver” link.
  - You will be taken to the Aetna website and required to enter requested information (Insurance CARD information & DOB of parent or guardian who has the coverage is required).
  - The deadline to waive coverage is September 15, 2018.
Dining and Auxiliary Services

The University offers multiple meal plan options. All Residence Hall students are required to have a meal plan. Weekly plans include 3 guest swipes per semester.

- All-Access Plan, including $100 Dining Dollars and $100 Rowan Bucks
- 14 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- 10 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- 7 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- Block Plans (30 or 60 meals), including $75 Dining Dollars and $100 Rowan Bucks

• Students can **add/increase a meal plan** at any point during the semester. Prices are prorated from the third week forward.
• Students can **reduce meal plans** during the first two weeks of the term. For the Fall 2018 semester, reductions can be done through **September 14, 2018**.
• **All meal plan selections and changes can be processed on the Self-Service website, under the Student tab, by clicking on the My Housing link, then the Dining tab.**
Dining Dollars

Dining Dollars are funds that accompany each meal plan. The amounts vary based on the meal plan selected.

- Dining Dollars are accepted on campus and at the following eateries located on Rowan Boulevard: Ry’s Bagels, Prime, Chickie’s & Pete’s, Tony Luke’s, Pizza Hut, Domino’s, and the Café at Barnes & Noble.

- All Dining Dollars expire at the end of the Spring semester.
Rowan Bucks

Rowan Bucks are funds that accompany each meal plan and are accepted both on and off campus, including at over 100 area merchants.

- Examples include Shoprite, Barnes & Noble Rowan University Bookstore, McDonald’s, and Highway Mart for both food and fuel.
- You do not need a meal plan to purchase Rowan Bucks. You may also add funds to your Rowan Bucks account.

Rowan Bucks carry over from term to term and do not expire. There are multiple ways of adding funds to your Rowan Bucks account.

- Online via credit/debit card at myrowancard.rowan.edu;
- Online via financial aid credit or credit/debit card at the University’s Self-Service website, under the “Bursar” tab; or
- At the Office of the Bursar via check, cash, money order or credit/debit card.
1098T Tax Forms

- 1098T Tax Forms - report amounts billed for qualified tuition and related expenses, the information reported might entitle the taxpayer to an adjustment to income, or a tax credit
  - Forms will be made available January 31, 2019
Office of the Bursar

Location: Savitz Hall, 1st floor

Website: www.rowan.edu/bursar

Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.
      *Open until 6:00 p.m. on Wednesdays during the Fall and Spring semesters

Phone: 856.256.4150

Email: bursar@rowan.edu
Am I on track to graduate?

http://www.rowan.edu/provost/registrar/grad.html

YouTube: GRAD Rowan Training
My Housing:

Banner Services > Student > My Housing

Please select a MyHousing system:

ApplyOnline
Select this option if you wish to submit an online housing application.

Go to ApplyOnline

MyHousing
Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

Go to MyHousing
My Housing:
Banner Services > Student > My Housing > ApplyOnline

Welcome Andrew Tinnin (Student ID: 91E [REDACTED])

Please select the application you wish to begin:
- Fall 2013 – Spring 2014 Freshmen Student Application (Deposit Required) (Fall 2013)

Application Status

<table>
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<tr>
<th>Application Name</th>
<th>Time Frame</th>
<th>Status</th>
<th>Can Be Re-Visited?</th>
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<td>No</td>
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<tr>
<td>Fall 2013 – Spring 2014 Returning Student Application (Deposit Required)</td>
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<td>No Application on File</td>
<td>No</td>
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<tr>
<td>Fall 2013 – Spring 2014 Transfer Student Application (Deposit Required)</td>
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<td>No Application on File</td>
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</table>

Online Help
Welcome!
Which application is for me?
Returning application - This application is for current students who are looking to apply for housing for the upcoming term.
Transfer application - This application is for new students coming into Rowan who are transferring from another institution who are looking to apply for housing for the upcoming term.
Freshmen application - This application is for new freshmen students coming into Rowan who have not attended another institution who are looking to apply for housing for the upcoming term.
My Housing:

Banner Services > Student > My Housing > MyHousing

MyHousing Overview

My Info
Name: Andrew Tinnin
Student #: 9161
Email: tinnin@rowan.edu

My Assignments
You do not have any current or future room assignments.

My Dining
You do not have any current or future dining plans.

My Future Roommate Requests
You do not have any future roommate requests.

My Future Room Selection Process
You are not involved in any upcoming room selection processes.
Resources that use your
NETWORK ID & PASSWORD
RowanSecure Wireless Network

- Must have up-to-date anti-virus software installed (you can download for free from Rowan) and authenticate through ClearPass app
- Use your Network username and password as WiFi username and password

To download ClearPass, visit rowan.edu/go/connect and select the link for your operating system.
E-mail:

http://mail.students.rowan.edu

Reset your password at https://id.rowan.edu/
Blackboard Course Management:
http://rowan.blackboard.com

Lecture notes, assignments, grade book, etc.
ProfLink:

- Find clubs & organizations
- RSVP for campus events
- View your co-curricular transcript
- Record service hours

http://rowan.edu/proflink
Rowan Success Network:
http://rowan.edu/rsn

Schedule appointments & tutoring.
view office hours & resources
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http://rowan.edu/rsn

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Schedule appointments & tutoring,
view office hours & resources
Free Online Training
for Rowan Faculty, Staff, and Students

Over 5,975 courses available 24/7
Learn on the go with iOS and Android apps
Improve the quality of your class or office work
Great for professional development

rowan.edu/irt
irt-training@rowan.edu

rowan.edu/lynda
Trending now....

Microsoft® Project 2013 Essential Training
Google Analytics Essential Training (2015)
Learn Excel 2016: The Basics
Programming Foundations: Fundamentals
Photoshop CC Essential Training (2015)
Learning PowerPoint 2016
Introduction to Graphic Design
Excel 2010 Essential Training
Social Media Marketing: Facebook and Twitter
AutoCAD 2016 Essential Training
HTML Essential Training
Avid Media Composer 8 Essential Training
Learning Access 2016

Lynda.com®
A LinkedIn Company
Need help?

Contact the Technology Support Center:

support@rowan.edu
(856) 256-4400
Other

IMPORTANT WEBSITES
How to find available classes
Section Tally

1. Go to www.rowan.edu/registrar
Section Tally

2. Select Course Availability
Section Tally

3. Select Term
Section Tally

4. Choose Search Criteria
Section Tally

5. Select *CRN* to view class details

<table>
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<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sect</th>
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<td>INTRO TO AFRICANA STUDIES</td>
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<td>CULT ANTHROPOLOGY</td>
<td>Kasserman</td>
</tr>
</tbody>
</table>
6. Select View Catalog Entry to view course details
Section Tally

7. Course details are noted

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

ANTH 02202 - Introduction to Cultural Anthropology

This course presents cultural anthropology as a coherent system of data and theory designed to explain the variety of human group behavior, giving special emphasis to the structure and function of non-western cultures.

3.000 Credit hours

Levels: Graduate, Undergraduate
Schedule Types: Lecture

Geography-Anthropology Department

Course Attributes:
Catalog Course, General Education, Multicultural, Rowan Experience, Social and Behavioral Sciences, Undergrad Lvl crs 0-499