

WISE Courses

This page contains answers to the most frequently asked questions we receive from students considering WISE courses. Please use the table of contents below to navigate the page.

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What are WISE courses?

Rutgers SCI is a member of the WISE Consortium, a collaboration of accredited universities who offer online masters programs in library and information science. Each semester these institutions make a few spaces in some of their online courses available to students at other institutions. The Rutgers faculty pre-approves some of these available courses for Rutgers MI students to use as transfer credits into their degree program (with the approval of an advisor. These WISE courses count as specialization/elective courses (not lead or central) and each use three of your six allowable transfer credits.

For more information about WISE, please see the [WISE website](#).

How many WISE courses can I take?

Students at Rutgers may be able to register for one or two online courses at another university through WISE, with permission of an adviser. Typically a student may only take one WISE course in a semester. WISE courses count as transfer credits into the MI program; note that a maximum of 6 transfer credits in total may be counted towards an MI degree so it is important that you verify that you have not already exceeded this amount BEFORE you request space in a WISE course.

How do I view the list of available WISE courses and request space?

To view the available WISE courses for a particular semester, please visit <http://www.wiseeducation.org>.

On the top right of the page, please log in using the following information:

username: ru-student

password: rumlis

- Once you log in, select the semester from the drop down menu and click "view classes"
- You will see a list of available courses that have been pre-approved by Rutgers for you to take as elective/specialization courses towards your Rutgers MI degree
- To view detailed course information, click on the "View Details" link in the right column of each course listing.
- Be sure to double check the course start and end dates, times (synchronous or asynchronous), and requirements as they may be different from Rutgers (i.e. residency at the host school, etc.)
- From the detailed course view, you may request a space in the class by clicking on the green link "Request Enrollment in this Class" at the top of the page
- You will be prompted to enter your name, e-mail address, RU ID#, phone number where you may be reached in necessary, and (if you are requesting space in more than one course) the rank of that class based on your preference (i.e. out of the 3 courses you are requesting, this is your 1st choice, etc.)
- Click submit
- Then see the instructions below regarding registering for and accessing your WISE course

Once I request space in a WISE course, when will I hear if I get the space?

Dates will be provided each semester. There is typically a start date and deadline for priority course requests. Because WISE institutions have different advising/registration periods, the priority course request period is usually about 2 weeks long so students from each institution have the opportunity to request space in WISE courses. The deadline for priority course requests is also usually the day when students will be notified by WISE of their enrollment status. Any requests submitted after the priority deadline will be considered on a space-available basis (and you will hear from WISE regarding your status usually within one business day).

NOTE: We love your enthusiasm but greatly appreciate your patience as you really will be notified of your enrollment status on the specified date. Students from all WISE institutions follow the same course request procedures as detailed above so please do not contact the WISE instructor (or WISE support) directly to request space in a course.

I requested space, but how do I actually register for a WISE course?

After you view the available courses and request space in a WISE course:

- **Online MI students** need to contact Jay Stefanelli (j.stefanelli@rutgers.edu) to gain approval to take the course (no faculty e-mail is required)
- **On-campus MI** students need to have their faculty advisor e-mail Jay Stefanelli (j.stefanelli@rutgers.edu) with their approval for you to take the WISE course you selected
- WISE will contact our office to ensure that all Rutgers students who have requested space do indeed have approval for the course(s) they requested (so the above steps are important)
- WISE will then notify you by the indicated date regarding your enrollment status

If you receive space in the WISE course you requested, you will then need to contact Jay Stefanelli so we can register you for an online individual study here at Rutgers for that semester (this ensures that you receive Rutgers credit towards your degree and only pay Rutgers tuition for the course)

PLEASE NOTE: Do not contact WISE support or the WISE instructor with Rutgers-specific registration questions.

What does it mean that I was waitlisted for a course?

Each institution reserves a certain number of spaces in each online course for WISE students. If there are more requests than available spaces, you may be informed that you've been added to the waitlist. Being on the waitlist does not mean that you must take the course if a space becomes available. It just means that you will be given the opportunity to enroll in the course if a space later becomes available. You will remain on the waitlist until space becomes available or until the deadline to enroll in the course expires (the deadline varies from course to course and is listed under course details).

How do I get Rutgers credit for a WISE course?

By registering for an online individual study at Rutgers (you need to contact us so we can get you registered), you will get Rutgers credit towards your degree for the WISE course. We need to register you for the course (meaning you cannot register online in WebReg) because individual studies and WISE courses are the only online MI courses that require department permission for online MI students at this point.

How much do WISE courses cost?

Because you register at Rutgers for an online individual study (and the host institution provides you with access to the course), you will pay Rutgers tuition and fees. If you are billed in error by the school hosting your WISE course, please contact Jay Stefanelli. Just as with Rutgers courses, you may

need to purchase books, particular software, or supplies for your WISE course. You will receive course-specific information from the host institution about a week before your course start date.

What happens if I need to drop a WISE course?

If you choose to drop a course, please be sure to notify Jay Stefanelli at Rutgers, support@wiseeducation.org, and the WISE course instructor. Please be aware of the Rutgers drop/add dates available in the [Registrar's Graduate Calendar](#) so you understand what dropping the course at a particular date means (if you'll get any refund, if you'll get a W on your transcript, etc.).

How do I access my WISE course?

About a week before your course starts, you will receive your WISE course login information from the host institution. In rare cases, you may receive this information 2 weeks prior to the start of the course—but don't panic if you don't see it until the week before class (this is more typical). If you do not receive your login information a week before the course start date, please email support@wiseeducation.org for assistance.

For synchronous courses, how do I figure out the course time where I live?

Some WISE courses run on a synchronous schedule, meaning there is a specified day/time you must be “at class.” [View the time-zone calendar](#) so you can figure out what that time means where you live.

What does “residency” mean?

When you read through WISE course details, pay special attention to the indicated course requirements as they may be different than the requirements at Rutgers. Some WISE courses, for example, run on a synchronous schedule, meaning there is a specified day/time you must be “at class.” Other WISE courses have residency requirements (the institution will note if it is mandatory or optional). Residency requirements mean that you will need to be on the host institution’s campus for an indicated period of time—especially if it is listed as a mandatory requirement. It is important to ensure you can meet the course requirements BEFORE you request space in a course. Please contact support@wiseeducation.org if you need any clarification about a course requirement.

Need more WISE information?

Check out the [WISE student FAQs](#) page.

WISE course-specific questions should be directed to support@wiseeducation.org.

Rutgers-specific registration questions should be directed Jay Stefanelli (j.stefanelli@rutgers.edu).

WISE Students at Rutgers

Welcome to Rutgers! We hope your experience with us will be academically challenging and personally rewarding. This page has been designed to provide WISE students from other institutions with 24/7 access to the information and resources we've found WISE students most frequently request when taking a course with us.

- [Access your Rutgers Course](#)
- [Contact Your Instructor](#)
- [Drop Your WISE Course](#)
- [Get Help with Technical Issues](#)
- [Anything else?](#)

Access Your Rutgers Course

eCollege is the web-based course delivery system you will use for your Rutgers online courses. Like on-campus courses, **online courses at Rutgers are not available until the first day of class**. Prior to the first day of class, you may login, however, to go through the tutorial. Please follow the directions below when logging into [eCollege](#).

- From eCollege, please select "Student Login"
- You will be taken to a Student Login page
- You must select **Login with your assigned eCollege / RutgersOnline.net Login ID**
- When you do, you will be directed to the Rutgers Instructor and Student Login with Assigned eCollege Login page where you will be prompted to enter your Login ID and password
- Please enter the Login ID and password we assigned you
- Once you do, click Go to Class
- Once you are logged in, click on the "Academics" tab on the top left side of the screen. Your screen will refresh. Then look to the center of your screen. In the top middle, you'll see "Special courses," which if you click on them will show you some orientation material for how to use eCollege. In the bottom middle, you'll see your eCourses listed by term (i.e. "Summer 2009 eCourse"). If you click on the little plus sign next to that, the area will expand to show you the list of your course(s). On the first day of classes, you'll be able to access your courses in full as the course titles will become links to your course pages.

*Please note, you may or may not be able to see your upcoming semester courses prior to the first day of class. If you can, the links will not become active until classes actually begin.

If you'd like to change the password we assigned you or the e-mail address on file, please do so through the "My Profile" tab of eCollege, which is located at the top right of the screen when you login.

Contact Your Instructor

We typically send the name and contact information of your instructor before the start of the semester.

Your instructor will determine the books and supplemental reading requirements (and suggestions) for the course you will take. Please contact the instructor directly for required reading lists and course specific information.

Before classes start, please use the contact information we sent you. If you can't find the contact information of your instructor, please try the Rutgers people search function <http://search.rutgers.edu>.

Once classes begin, please use the method of communication specified by your instructor (using the eCollege e-mail, journal, threaded discussion, etc.)

Drop Your WISE Course

Should you need to drop the course you are taking at Rutgers, please be sure to notify:

1. [Kevin Ewell](#) at Rutgers;
2. support@wiseeducation.org;
3. your course instructor; and
4. your home institution (if necessary)

Please also be aware of your home institution's drop/add dates and policies so you understand what dropping the WISE course at a particular date means (if you'll get any refund from your home institution, if you'll get a W on your transcript, etc.) as these would not be controlled by Rutgers.

Get Help with Technical Issues

Should you run into any eCollege technical problems such as computer compatibility issues, forgetting your password, understanding the courseware, uploading or downloading documents, contact the Rutgers eCollege helpdesk via e-mail: help@ecollege.rutgers.edu (guaranteed 24 hour response) or via telephone: the 24/7 toll-free number is 877-778-8437.

Anything else?

For anything else that comes up that you're not sure about, contact Kevin Ewell at ewell@rutgers.edu or call 848-932-8741, Monday-Friday.