

**Rowan University Passport Program Student Guide for Fall 2019**

*There’s a lot going on at Rowan – and the more you participate, the sooner you’ll feel comfortable on campus!*

**What is the Rowan University Passport Program (RUPP)?**

You will attend at least 5 campus activities across at least 4 categories that will introduce you to many members of our community and parts of our campus. It’s like having a passport to travel the world, but in the RUPP, you’re traveling the campus and collecting experiences that will show you a wide range of Rowan’s rich events and activities. It’s a great way to see how getting involved on campus can enhance your first-year experience at Rowan. Many *Rowan Seminar* and *Rowan 101: College Success* classes participate in this program.

**What activities or events will I attend?**

Your Rowan Seminar or Rowan 101 instructor will let you know whether you will choose your own activities or whether you will participate in activities specified for the class. If you choose your own, strive to choose activities that you would not otherwise have done – stretch yourself and your Rowan experience!

**How can I find activities or events to attend?**

* Connect with us on , , and  **@RowanSSP**. We will post Passport events throughout the semester
* Learn more about different clubs, organizations and events at [www.rowan.edu/proflink](http://www.rowan.edu/proflink) (will redirect to the link <https://rowan.campuslabs.com/engage/>
* Watch for announcements in classes, on bulletin boards, or in your Rowan email about on-campus events

**How do I document that I attended an activity or event?**

Be sure to obtain and save documentation for every event you attend. This may be a ticket stub; photo of yourself at the event; signed note from a faculty or staff member; or something else approved by your Rowan Seminar or Rowan 101 instructor.

It is the student’s responsibility to ensure that all documentation is included and turned in on time. Your instructor will let you know how the Passport Program fits into your overall course (grades, etc.) and how to turn in the documentation.

**What types of activities will I attend?**

The goal is to complete a total of FIVE events in at least FOUR categories, as described in the following chart:

**Rowan University Passport Program Event Categories**

|  |  |  |
| --- | --- | --- |
| Category | Sample Activities | This will enable you to: |
| Artistic | * Exhibit at the Rowan University Art Gallery * Theatre or dance performance * Concert | Learn more about the arts and see why the arts are important at Rowan. |
| Athletics | Sample Activities:   * Attend a sporting event on campus * Participate in an athletic/fitness event at the Rec Center (exercise class, etc.) | See the Profs in action and experience athletics and fitness at Rowan. |
| Student Success | Sample Activities:   * See your advisor * Go to a professor’s office hours * Go to the Office of Career Advancement * Attend an Academic Success Center event * Attend a Study Abroad info session | Build your academic skills while learning about Rowan’s resources to support your success, all four years. |
| Academic Enrichment | Sample Activities:   * Departmental speaker/film/research presentation offered by an academic department (not in class) | Learn more about an academic topic of interest and experience first-hand how Rowan values ideas and research. |
| Community Engagement | Sample Activities:   * Disability Awareness Week activity * Multicultural activity * Student Life or residence hall event such as Rowan After Hours * Student organization event or club meeting | Get involved at Rowan while having fun and getting to know other students. See the wide range of activities happening at Rowan. |

*Note: Events must take place on or after the first day of the semester and must be organized by a faculty or staff member, campus office, or recognized student organization.*

**How do I submit my Passport events?**

1. Log into [**ProfLink**](http://www.rowan.edu/proflink). Click on RU Passport Program – Fall 2019 under Paths on the right side of the page. ***If you do not see RU Passport Program – Fall 2019 under your Paths, please email Hannah Simmons at*** [***simmonshm@rowan.edu***](mailto:simmonshm@rowan.edu) ***so that we can add RU Passport to you ProfLink account.***
2. Select the event category. (Please note that you should select “**self-reported**” for events where you did not swipe your student id or use Event Pass to enter. If you did swipe your student id or use Event Pass, select “**tracked through ProfLink**.” If you aren’t sure if the event was tracked through ProfLink, select “self-reported.”)
3. Click “Report Experience” and select “Passport Program Event Attendance.” Be sure to answer all of the required questions before clicking save.
4. When you are sure that you have answered all of the questions, click submit. ***Please note that events may not automatically appear on your progress report.***
5. To print your co-curricular transcript, click Print View on the RU Passport Program Path homepage. (The Print View icon is located above the Overall Progress bar to the right and if you are saving as a PDF - Press Print and select Save as PDF as the destination.) Please refer to your professor regarding when your co-curricular transcript is due in class.

**Questions? Contact us anytime:**

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