

FREQUENTLY ASKED QUESTIONS

Continuing Education in Historic Preservation at Rutgers University-Camden

What is your COVID-19 operating status?

We are currently operating online only due to COVID-19. We will likely offer a mix of in-person classes and workshops in the spring of 2022, pending public health status and Rutgers operations status. We value in-person, site-specific learning opportunities and know you do too! Thank you for your understanding and flexibility as the pandemic evolves.

Who takes classes and workshops from the Continuing Education Program in Historic Preservation?

Our participants come from a variety of backgrounds. Some work for large, government-owned historic sites; others volunteer at historic house museums. Some participants run their own preservation- or history-related consulting firms; others own old homes and are working on restoring or learning more about them. Some of our participants sit on local planning or preservation commissions in their municipalities; many just want to learn more about history, historic architecture, and historic preservation. This variety makes for lively, engaging learning environments in our classes and workshops!

Do I have to have a background in historic preservation to take a class or workshop?

No! Everyone is welcome. The variety of participants our classes and workshops attract makes them lively and fun.

Who teaches classes and workshops?

Our instructors are the region's experts in the field of historic preservation. Most of our instructors are practicing professionals in the field. Their biographies are always included with course listings so you can learn more about them prior to registering.

Who funds the program?

The program is run out of the [non-profit Mid-Atlantic Regional Center for the Humanities \(MARCH\) at Rutgers University-Camden](#). Overhead is provided by MARCH at Rutgers-Camden, and our partner, [the New Jersey Trust for Historic Preservation](#), provides a subsidy to help support some of our costs (instructors, space, food, etc.). Occasionally, we partner with other organizations. [You can learn about who is on our Advisory Committee here](#).

Is the Certificate program a degree program?

No, the continuing education certificate program is not a degree program. That said, it can be used as professional development

to supplement a participant's work (paid or volunteer) in history, architecture, public history, museum work, planning, and more.

For more information about degree programs and careers in the public history field, broadly defined, take a look at [Resources for Students provided by the National Council on Public History](#).

How do I register for a class or workshop?

Option 1:

[Visit the Continuing Education catalogue when our registration is open and active.](#)

Select our "department" from the pulldown menu (Historic Preservation at MARCH) and click "search."

Click the title class or workshop you want to learn more about.

At the bottom right of the next page, click "Need to register for someone else?" or "Register/Sign In Now." Proceed through the registration process.

Contact us if you have questions about registering:
nicole.belolan@rutgers.edu, or 856-225-6878.

Option 2:

Or, [visit our current class and workshop listings site, available through our home page when registration is open and active.](#)

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Identify the class you want to take. At the bottom of the description, click the "register" link.

At the bottom right of the next page, click "Need to register for someone else?" or "Register/Sign In Now." Proceed through the registration process.

Contact us if you have questions about registering:
nicole.belolan@rutgers.edu, or 856-225-6878.

[How do I register and pay for a class or workshop using a check or purchase order \(PO\)?](#)

If you prefer to pay by check or PO, email Nicole Belolan at preservation@camden.rutgers.edu or call at or 856-225-6878 with your name, the course(s) and/or workshop(s) you want to take, and your intention to pay by check or PO, and we will provide you with instructions for completing your registration.

[Do you have to pursue the certificate to take a class or workshop?](#)

No, you do not. All participants are welcome to take classes or workshops they might find helpful or interesting without having to pursue the certificate from our continuing education program in historic preservation. If you want to learn more about pursuing the certificate, [you may do so on our web site](#).

Is there a cost to declaring I want to pursue the certificate in historic preservation?

No, there is no cost to declare pursuing the continuing education certificate in historic preservation. If you want to learn more about pursuing the certificate, [you may do so on our web site](#).

Does Rutgers provide students with a 1098-T Tax form if they take a continuing education historic preservation class?

Students in noncredit, continuing education classes do not receive 1098-T tax forms from the University. Please consult a tax professional if you have additional tax questions.

If my class or workshop takes place at Rutgers University-Camden, how do I get there?

Please see Rutgers University-Camden's [travel information for cars](#). Or, please see Rutgers-Camden's [travel information for public transportation](#). Our campus is conveniently located just ONE stop over from Philadelphia via PATCO and is accessible via NJ Transit's RiverLine, which connects Trenton and Camden via stops along the Delaware River. Logistical instructions will be emailed if the class or workshop meets elsewhere.

Where can I park at Rutgers-Camden?

Option 1:

You can usually find metered parking, particularly on 5th and 3rd streets near the University's core. Meters accept payment via phone and credit card. [You can find a map here.](#)

Option 2:

You can also drive into the Camden Technology Center Parking Garage and pay for parking there. The address is 622-698, Penn St, Camden, NJ 08102. (Note: This garage is not open on weekends.)

Option 3:

If you would like to explore visitor pass options, [please get in touch with the Parking Office](#). The Parking Office handles accessible parking, but there is also an accessible parking spot behind our building at 325 Cooper Street.

Travel – Other

If you would like to reference a map of the Rutgers-Camden campus, [you can find one by clicking here.](#)

If you would like a security escort while you walk on the Rutgers-Camden campus, you may request one through the non-emergency number: 856-225-6111. For updated information on this security escort service, [please visit the Public Safety web site.](#)

What if I cannot travel in inclement weather?

Always stay safe! If you cannot make it to class due to snow, rain, etc., and the class or workshop is not already cancelled or rescheduled, simply notify your instructor. They will give you opportunities to make up the class. If you ever need to check the University's operating status, reference this web site.

What is your attendance policy?

Participants risk failing the class and losing the opportunity to earn CEUs if they miss more than two sessions of a ten-week class or one session of a five-week class. Instructors reserve the right to assign make-up assignments. Participants must attend the entirety of half-, one-, one and a half-, and two-day workshops to pass and receive CEUs. Participants must pass the class or workshop for it to count toward the Certificate.

Do you accept transfer credit for classes taken from other historic preservation continuing education programs?

If you would like the program Advisory Committee to consider accepting transfer credit, please submit a letter with your request and official transcript recording the classes taken and grades received. The Committee will not accept credit for courses or workshops taken more than five years ago. The Committee meets twice a year and will consider such requests at that time. Acceptance of transfer credits is not guaranteed.

Why don't you offer more classes or workshops where I live?

We are dedicated to serving the Mid-Atlantic region (NJ, NJ, PA, DE, MD, and Washington, D.C) to the best of our abilities and try to provide learning opportunities throughout the region. Most of our classes and workshops take place in the greater Philadelphia region and at Rutgers in Camden since that is where the program is housed and based. We will consider expanding online offerings, but we value in-person, place-based learning and know you do too!

What is your refund policy?

Students may cancel their registration up to one month prior to the start of the class for a full refund, minus a 15% administrative fee. Registration payments for cancellations or withdrawals less than one month before the class start date, or after the class begins, will not be refunded. Half-day, one-, one and a half-, and two-day workshops are non-refundable. Registration is non-transferable to another person.

What is your cancellation policy?

Rutgers may cancel a class or workshop and refund all tuition payments if minimum enrollment is not met before start of the class or workshop.

Do you permit participants to audit or sit-in on classes?

Free audits are not permissible. In another words, participants may not sit-in on a class or workshop at no cost.

May I get proof of participation/passing a class or workshop?

Yes! Please contact Nicole Belolan at nicole.belolan@rutgers.edu with your request.

How many reading groups may I count toward the Certificate?

Participants may not count more than two Reading Group CEUs (four reading groups total) toward the completion of a Certificate. In addition to class or workshop registration, are there additional program costs?

Additional costs associated with classes or workshops might include but are not limited to: travel and parking or books and other supplies. Instructors do their best to minimize these costs, and we list them with class and workshops descriptions when we can. Let us know if you have questions about a specific class or workshop.

Who should I contact if I have a question or comment about the Program?

Please send comments or questions to the Program Director, Nicole Belolan, PhD, at nicole.belolan@rutgers.edu. You may also call at 856-225-6878.



I have an accommodation request. Who should I contact?

Please send comments or questions to the Program Director, Nicole Belolan, PhD, at nicole.belolan@rutgers.edu. You may also call at 856-225-6878. We strive to make our offerings as accessible as possible.

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