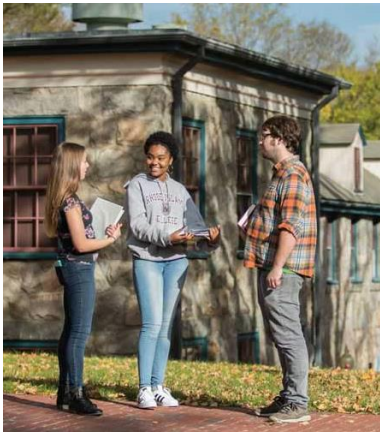# RHODE ISLAND COLLEGE

Academic Advising 750: Topics & Tips for Advising at RIC
-a short guide for faculty/staff advisors and department chairs

"Good advising may be the single most underestimated characteristic of a successful college experience." Light, R.J.

Prepared by
Holly L. Shadoian
Vice Provost, Undergraduate Affairs

Michelle Brophy-Baermann
Director of Faculty Advising

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Foreword

As an academic advisor, you have an incredibly important role helping students connect with the college, navigate the maze of academic requirements, and ultimately see the path to graduation.

Your communication with your advisees may be face-to-face, by email or phone, and each interaction provides an opportunity for providing excellent student service. The connections and interactions between a student and his/her academic advisor are a key ingredient of student success. Helping students stay on track enriches the overall academic community, leads to improved graduation rates, and strengthens the college's achievement of its mission.

Developed in support of the college's strategic plan, this guide is meant to serve as a resource to the members of the college community who provide academic advising. When information exists in another easily accessible format (such as the college catalog or web), the appropriate links or location will be provided rather than duplicating copy.

This guide will require updates, revisions and additions over time. Please feel free to send me comments and suggestions as well as additional topics to be addressed.

In addition to this manual, you will find resources including past Advising Tips, How-To Videos, and FAQs on the Faculty Advising Page at: http://www.ric.edu/advising/Pages/For-Faculty.aspx. Please contact me at facadvisingdirector@ric.edu or ext. 8720 with any questions or suggestions, or to schedule training.

Michelle Brophy-Baermann
Director of Faculty Advising

Graduation Requirements

From the college catalog:
The following requirements must be completed by undergraduate degree candidates at RIC in order to graduate:

1. All curriculum requirements, including general education requirements, requirements in the major(s) or concentration(s), and, if applicable, requirements in the minor(s). Note: if students don't complete a major, minor or program listed on their transcript and they are ready to graduate in another major, they need to have the "old" program removed so the degree audit doesn't show it as an outstanding requirement.

2. The college mathematics competency (separate from Gen Ed mathematics requirement) For details on how to meet the requirement, see the Manual of Academic Policies & Procedures (MAPP): http://www.ric.edu/academics/Documents/AcademicPoliciesProceduresrev8-18.pdf section 10.4

3. A minimum of 120 credit hours, with a minimum of 45 taken at RIC. Of the 45 credits, a minimum of 15 must be in the major (12 of which must be at the 300- or 400-level).

4. A minimum cumulative GPA of 2.0 and a 2.0 in the major.

NOTE: Courses in the Gen Ed Core (First Year Seminar, First Year Writing and Connections) may *only* be taken to fulfill Gen Ed requirements, and may not be counted as elective credits, or credits in a major or minor.

It is impossible for a student to graduate in four years if he/she takes the minimum for full-time status each semester (12 credits). Summer session or Early Spring courses may be necessary or desirable to stay on track for graduation.

REMIND ADVISEES WHAT IS NEEDED TO GRADUATE IN 4 YEARS WITHOUT SUMMERS: 15, Gen Ed, Major, 120
(15 credits per semester, complete Gen Ed, a major and a minimum of 120 credits along with a minimum cumulative GPA of 2.0 and for FAS majors, a minimum 2.0 in the major)

MyRIC
MyRIC is the College's web-based administrative system that gives you access to your advisees, transcripts, rosters, class schedule, room assignments, and more. Access the system with the username and password provided to you by MIS via the college's home page, MyRIC Online Services (upper right of home page). You can access the system on or off campus.

Navigation to the panels you need as an advisor is included throughout this guide.

TIP: "Favorites" are navigational short-cuts you can create in MyRIC to save on the number of clicks you need to access various panels. You set them up just once for each navigation you use. Navigate to the panel you want, go to the left side Menu and click My Favorites; then click Add to Favorites. You'll see the default name for the panel you are viewing. You have the option to rename it if you wish. Then click OK and you have decreased the number of clicks you need for access. The next time you need the panel, click "My Favorites" and you will see the list you have created. It is *well worth* the little effort it takes to do this.

Universal Advising

Advising is ***mandatory*** for all undergraduate degree candidates at RIC. Students starting their first semester at RIC (newly accepted and enrolled freshmen and transfers) will be advised and registered at their respective orientation programs by faculty or OASIS advisors, then in subsequent semesters, by their advisor within their declared major. Nearly all new students attend

orientation in the summer before classes start. All new undergraduates need to be assigned advisors by the appropriate department chair (based on the student's indicated major). See Department Chair's Role in Advising on page 10 for additional information.

The Records Office places the advising hold (UAD) via a service indicator symbol on each student's record following the add period of the fall and spring semesters (not required for summer registration). Currently enrolled undergraduates receive an email each semester from Records informing them to consult with their advisor to ensure course selection suitability and to have the advising block removed. Students are reminded that their advisor's name is listed on their "Details" page in MyRIC and are advised to contact the chair of their major if no advisor is listed. Double majors are assigned two advisors and should be encouraged to see both (although either can lift hold).

Note on Service Indicators: Service indicators are designated by a symbol and students may have more than one (positive or negative) attached to their record. **Advisors *and* students can simply double-click on any service indicator symbol to see the type of hold.** In your advisee list in MyRIC, you will see the specific hold(s) listed.

🚫Negative service indicators include universal advising hold, rubella immunization, past-due financials or fines, ethnic data validation, disciplinary action, etc. Several negative service indicators affect the student's ability to register for classes even if you lift the advising hold:
- Financial hold: refer student to the Bursar's Office (blocks registration)
- Immunization hold: contact Health Services 456-8055, Browne Hall (can block registration)
- Failure to declare major: All undergraduate students must declare a major by the time they have earned 45 credits (includes all earned and test credits).
- FYS, FYW or math competency not met by required number of credits
- Probation

⭐A positive service indicator is most often used in specific cases to retain a student's current registration so he/she is not dropped from classes. A positive service indicator is also applied for students in good academic standing (2.0 or higher cumulative GPA).

Who Advises Whom?

1. Department chairs assign faculty advisors to declared majors (a few departments with a small number of advisees have assisted larger departments).

2. OASIS (which includes faculty advisors and professional staff) advises Exploring (formerly undeclared) students. Exploring students fall under one of five meta-major areas: Arts, Business, Humanities, Science/Math, and Social and Behavioral Sciences.

NOTE: OASIS does *not* advise declared majors on Gen Ed requirements; this is the role of the faculty advisor.

How Do You Access Your List of Advisees?

Sign into MyRIC.
Navigation: *Advisor Center>My Advisees*

A partial list of your advisees will be displayed. Click "View All" to see all. You can email individual advisees by checking the "Notify" box or create a mass email message for all of them very easily using "notify all advisees." Email advisees three to four weeks before fall or spring registration opens to remind them to set up an advising appointment with you.

The Academic Advisor's General Role and Responsibilities

1. Major: Become familiar with your major/program requirements, including pre-requisites, cognates, and those courses which your program may double-count for Gen Ed. Find program requirements for majors in the college catalog or using RhodeMaps. Students need your advice on the correct sequencing of courses so they don't get behind (especially prerequisites). They also need to know about the minimum 120 credits needed for graduation as well as minimum GPA cutoffs for the college and major.

NOTE: Students must follow the catalog requirements from the term they were admitted to the college. Be aware that some of your advisees who have been around for a while may need to follow earlier requirements—unless the student is a readmit. Readmits follow the degree requirements based on the term they are readmitted to the college. Requirements based on the student's admit term are incorporated into the student's academic advisement report (listed in Advising Center as "Academic Requirements").

2. Milestones: All undergraduate degree students must complete the college writing requirement (may appear under the name FYW 100, FYW 100H, or 100P, or the old name of WRTG 100) before 30 attempted credits, and the college mathematics competency before 15 attempted credits. These show as Milestones on the student's transcript (and will be listed as Complete or Incomplete). Students who have not completed these requirements before attempting the indicated number of credits will have a registration hold (**regardless of GPA**) until they register for the appropriate class. For details on how to meet these requirements, see the Manual of Academic Policies & Procedures (MAPP) at
http://www.ric.edu/academics/Documents/AcademicPoliciesProceduresrev8-18.pdf section 10.4

NOTE:
- College mathematics competency: Fulfillment of the College Mathematics Competency is distinct from and does not substitute for completion of the math category of General Education.
- College writing requirement: Students who receive a C-, D+, D, or a D- in WRTG 100 or FYW 100 (also FYW 100H and 100P) will receive the college credit but will **not** have fulfilled the college writing requirement (minimum grade required in Writing 100 is a C). The *only* way to improve the WRTG 100 or FYW 100 grade (or any grade earned at RIC) is to retake the course at RIC. Students in FSEHD are required to earn a B in Writing 100 or FYW 100.

3. Second Language Requirement: Students are expected to communicate in and understand a language other than English at a novice-mid proficiency level. There are a variety of ways that a student can fulfill the second language requirement. For a list of these, please go to:
http://ric.smartcatalogiq.com/en/2018-2019/Catalog/General-Education/Second-Language-Requirement.

4. Gen Ed: Become familiar with the college's Gen Ed requirements since you will be advising students on completing those as well as major and program requirements. The Gen Ed requirements are listed at http://www.ric.edu/generaleducation/. They appear on the student's academic advisement report (AAR) listed in MyRIC as Academic Requirements **AND** the student's unofficial transcript listed in MyRIC as Transcript: View Unofficialindicates if the student is to follow old Gen Ed or new. RIC degree students admitted before fall 2012 will follow the old general education program. However, several of the old Gen Ed courses no longer exist (ENGL 161, HIST 161 and Core 4). Students following old Gen Ed who have not yet fulfilled these requirements may do so by taking ENGL 120, 121, 122 or 123 for ENGL 161; HIST 101, 102, 103, 104, 105, 106 or 107 for HIST 161, and a Connections course for a Core 4. The general education link www.ric.edu/generaleducation describes and lists appropriate substitutes.

⬛▶ **IMPORTANT NOTE:** Transfer students from CCRI, URI, BCC and QVCC who were enrolled in their respective schools before fall 2012 will follow the old general education program. This

accommodation will last for five years. (ending with transfer students who enter RIC beginning in fall 2017). "Old Gen Ed" transfers will not have a language requirement. Some transfers attended multiple schools. The designation for old or new Gen Ed is based on their *last* school attended and is listed on the advising transcript.

▶ **Transfers with GEN 100 listed as a "course" on their transcript will follow new Gen Ed; those with GEN 298 follow old Gen Ed.** If you are unsure about which Gen Ed is to be followed, contact the associate dean of arts & sciences, Dr. Joan Dagle.

▶ **OLD COMPACT:** All Gen Ed requirements will be considered completed for transfers who began at CCRI prior to the fall of 1994, and have since graduated with an Associate in Arts, Associate in Science in Business Administration, or Associate in Applied Science in Radiography WITH a minimum cumulative GPA of 2.4.

5. Academic policies: Become knowledgeable about the college's academic policies and procedures listed in the Manual of Academic Policies & Procedures (MAPP) at http://www.ric.edu/academics/Documents/AcademicPoliciesProceduresrev8-18.pdf

NOTE: Additional information on policies and procedures (i.e., taking courses elsewhere, repeating courses, earning credit through testing, changing major, calculating GPA, withdrawing) appear later in this guide.

6. Schedule sufficient advising appointments: Add additional office hours to accommodate the number of advisees you have. The advising module of PeopleSoft is one way to schedule appointments. Post your available times and days and students can select an appointment time (these can be for individuals or group times). Students can access MyRIC whenever it's convenient for them to choose one of your appointment times. No more email or phone tag. The system automatically generates an email to both of you confirming the date and time. Please keep in mind that some students handle this earlier than others, and it is likely that you will need to accommodate some late appointments.

Faculty should contact their advisees by email three to four weeks before registration opens. Consider a reminder email one week before registration to those who have not yet scheduled. Advisees should not be sent to OASIS for Gen Ed advising (faculty advisors need to cover major as well as Gen Ed advising, which is easy using http://www.ric.edu/generaleducation/Pages/default.aspx and RhodeMaps. Students who cannot reach their advisor will be told to contact the appropriate department chair.

To access the Appointment Scheduler:
Navigation: *Advisement Module>Set Up My Appointment Schedule*
The panels allow you to select dates and times you are available for advising, the length of time for appointments, and whether or not you are scheduling individual or even group appointments. Unless you are scheduling just one day for advising, you should use the "Set up Recurring Appointment Schedule" at the top of the page and avoid "Set up Appointments on Specific Date(s)" below. Once you have created a schedule, students will be able to easily schedule an appointment with you from MyRIC. You will receive an email when a student has chosen a time slot. The scheduler is not particularly intuitive to set up, however, the results of doing so are well worth the trouble. Please see the How-To video, "Using the Appointment Scheduler in MyRIC," at http://www.ric.edu/advising/Pages/For-Faculty.aspx for instructions on how to create a schedule.
NOTE: you may have better success setting up your appointment schedule if you arrive at the Scheduler by clicking on the Staff/Admin tab on the main MyRIC page, then choosing "Campus Solutions (On Campus)" on the right-hand menu, then RIC Custom Applications, then Advisor (under RIC Advisement), then Set Up My Appointment Schedule.

▶ **TIP:** Students need an appointment with their advisor *before* their assigned registration time – otherwise, they risk classes they need being closed. This is why some who are late contacting you

will be somewhat desperate for an appointment. Please try to be sensitive to the need for some additional appointment times.

7. Academic Advisement Report or AAR (listed as Academic Requirements in MyRIC)
This is a great tool for advising. The academic advisement report (AAR) follows the regular transcript listing and displays which requirements have been met or not met for graduation including major, Gen Eds, writing, math, second language requirements, number of credits, and required GPA. The report is based on the correct catalog and admit term for any student you are advising. Bring the report up on your computer when your advisee comes in.

Navigation: *Advisor Center>My Advisees* (use your "Favorites" to navigate here)
Page opens, "My Advisees"
- Click "View Student Details" for the advisee's transcript (to the right of student's name)
- Select "Transcript: View Unofficial" from drop down box labeled "other academic" (left center)
- Click the small blue arrow button (go)
- Select "Academic Advisement Transcript" in blue "Report Type" box
- Click green "go" button. It may take a few minutes for the process to run

The academic advisement report (AAR) follows the regular transcript listing. It is easier to use because requirements that have been met will have a green triangle pointing right, while those unmet will have a green triangle pointing down. Keep in mind that the Records Office must approve and manually enter course substitutions; they may not appear on the student's advising transcript.

NOTE: To access the unofficial transcript from home or from your smart phone, you have to disable off Block Pop ups in your browser settings.

8. Training: Participate in advising training opportunities as offered. Contact the Director of Faculty Advising, Dr. Michelle Brophy-Baermann at facadvisingdirector@ric.edu or 8720 for advising questions/training, and the Help Desk (8803) for help navigating/working with PeopleSoft in MyRIC.

The Advising Meeting

A first advising appointment with a student will likely take longer than subsequent meetings, where you may be simply checking progress. Your advisee may have entered RIC as a declared major in your field or be one who has changed majors multiple times. A positive experience students report at RIC is a caring, accessible faculty. Ask questions, and be an active listener. Always welcome your advisee by name.

TIP: At each advising meeting, please stress the importance of using/checking RIC email regularly, as it is the official form of communication for the college. Also ask, "When do you plan to graduate?"

Note on FERPA*:* The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that protects the privacy of student education records. By law, you may **not** share information with parents/guardians about a student's progress, grades, or even attendance. This situation may be difficult for a parent to accept ("I pay the tuition"), but you'll need to explain that you cannot share this information; instead, encourage the parent to keep open lines of communication with their son or daughter. A one-time use FERPA form is available on the Records website at http://www.ric.edu/recordsoffice/documents/StudentConsenttoReleaseInformation.pdf. Please note that the student must be willing to come in person to complete and sign the form. You may want to download the form on your desktop to keep it handy.

1. Confirm major. Verify that the major you see listed on the academic advisement report or unofficial transcript is indeed the correct/current major (use most recent effective date on the transcript if multiple majors are listed). If the student declared a new major within the past week of your meeting, the new major may not be in the system yet, which you can explain to the student.

NOTE: Nearly all majors now have RhodeMaps accessible on the departments' web pages (all are posted on http://www.ric.edu/academics/Pages/majors_programs.aspx). These are meant to provide guidance to incoming first year students, although they may also prove useful to transfer students or more advanced students. The RhodeMap shows students how they can graduate within four years. However, not all students are able or desire to graduate in four years.

2. Check the student's advising transcript. Stress the need to earn a minimum of 120 credits in order to graduate; look for missing requirements or sequential courses (pre-requisites, etc.) needed to stay on track. At orientation, students are told to remember the following four words (three words and a number): Gen Ed, Major, 120. We've added "15" as a reminder of the minimum number of credits needed each semester to graduate in four years without summer classes.

3. Ask questions. Are you familiar with the major? How are things going? Encourage advisees to seek out resources provided by other departments if appropriate (see appendix for a listing of offices and services). At the end of your appointment, ask the student if he/she has any questions for you. If you are unsure of an answer, rather than send the student on a "walkabout," make a call to be sure you're directing the student to the right person or office. Students also have access to an advising guide similar to the one for faculty, but focused on students. Feel free to refer students to the guide: http://www.ric.edu/advising/Documents/Advising-Guide-for-General-Education-2018.pdf.

4. Course selection. The student should have some choices in mind for a schedule (unless totally new to your major), and you should review these to see if they are appropriate for the major, gen ed or electives. If you have an up-to-date department checklist or other information about the major, please share with the student. See "Removing the Advising Hold" (UAD) for your next step.

5. Warning Signs. (low GPA, multiple W's, F's and D's). Students need to know the fastest way to improve their GPA is to repeat courses in which they earned a poor grade – and to do that before taking on new courses. Repeats (allowed once) must be taken at RIC. The repeat grade replaces the first attempt whether a higher or lower grade. Multiple W's may signal something else is going on with the student.

6. Document advising contacts. Doing so protects and supports you as the advisor, benefits the student, and provides a reference for others. Undocumented advice relies on interpretation and memory. The advising module in PeopleSoft provides a secure and efficient way to document advising. At the end of any advising session, start or add to the advising Contact Log for the student. Very little typing is needed, and then only if you want to add a comment (which you would be comfortable having colleagues read should the student change majors, meet with the chair, etc.). A drop-down menu lets you select the areas you discussed (such as discussed major, reviewed Gen Eds, etc.). See "Navigating the Advisement Module" for easy navigation instructions.

Removing the Advising Hold (UAD)

Once you have reviewed and approved the student's course selections, you need to remove the student's advising hold. This very simple process (three clicks once you're in the My Advisees panel which you've now made a Favorite) begins with the same navigation you use to see a list of your advisees.

Log on to MyRIC.
Navigation: *Advisor Center>My Advisees*
Click red symbol 🚫 in UAD column for the advisee whose hold you wish to release
Page opens: "Edit Service Indicator"
Click blue "Release" button (top right of screen)
Page opens: "Are you sure you want to release this Service Indicator?"
Click "yes"

⏵ **TIP:** Covering for a colleague? Yes, you can still access his/her student's record and release the hold once the student has been advised. Simply click on the green "View Data for Other Students" and enter either EMPLID or the student's name (be sure you have found the correct advisee by checking the major so you don't remove the hold for a biology major if you are in history).

Navigating the Advisement Module

Log on to MyRIC
To create a contact log (you can set this up as a Favorite as well):
Navigation: *Advisement Module>Create Contact Log*
- Page opens, "Create Contact Log"
- Enter EMPLID or student name, click "Search"
- Page opens: "Create Contact Log"
- Use drop-down menus and comment boxes to record info (self-explanatory)
- Click "Save"

To work with a colleague's advisee:
Navigation: *Advisor Center>My Advisees*
- Click green "View Data for Other Students" button (below your list of advisees)
- Page opens: "Advisee's Student Center"
- Enter EMPLID or student name, click "Search"
- Click tab labeled "general info" when student's record appears
- Follow directions above to remove hold or to create contact log for any student

The contact log is even more important if you have assisted an advisee who is not your own. See #6 in The Advising Meeting section on previous page for more information.

NOTE: If you need additional training on using the advising module or running queries, please contact the MIS Help Desk at x8803.

The Department Chair's Role in Advising

1. **Assign advisors** to declared majors. This is critical for timely advising, removing of the advising hold, and allowing students to register for classes during their assigned registration time.

2. Run PeopleSoft queries regularly for **lists of majors** in your department. Once in MyRIC, click on Staff/Admin tab, then Campus Solutions (On Campus) then:
Navigation: *Reporting Tools>Query>Query Viewer*
Type in the first few characters of the query name (i.e., ZRSR_ST).
The following PeopleSoft query lists all of your declared majors with advisor name:
ZRSR_STDNT_ADVISORS_BY_ADVISOR
The following query, **ZRSR_STUDENTS_WITHOUT ADVISOR**, will show you which majors have no assigned advisor. The query should ideally be run once a month. Minimally, run it before the start of a term the start of a term, during the week before advising is to begin, and daily the week before registration opens to catch new majors in order to assign advisors.

Unfortunately, students who have a double major or are in an Ed program with a content major will NOT turn up in this query because they *do* have an advisor – just not one in each program. Therefore, you should also run the **ZRSR_STUDENTS_WITH_ADVISOR** query early each term and look through the results (i.e., to be certain that all English majors have English advisors).

3. For majors listed on your queries without an assigned advisor, you can simply assign an advisor.
Navigation: *Records and Enrollment>Student Background Information>Student Advisor*
Enter name of student or EMPLID. On the advisor panel, enter partial name of advisor you wish to assign, search and select. Save. Department chairs can do this for their majors only.

4. Meet with students who wish to declare a major within the department. If you approve, complete the electronic Change of Major form. The form has been updated to include a place to list the assigned advisor in addition to entering the new major within your department. Once submitted, the form goes to Records for inputting. The paper form is no longer in use.
Navigation: *RIC Custom Applications>Academic Departments>Use>Change Major Request Form.*

5. Determine the best method to accommodate the number of majors with the available faculty, so that each major has an assigned advisor. Students must have an assigned advisor prior to the advising hold being placed. Departments that are well over capacity for advising loads may wish to consider adopting group advising for particular groups of students. Ex.: an advisor named "Psychology Group Advisor" can be set up for you by the Director of Records. Maybe this is appropriate for your freshmen or sophomores who need to sequence early course selections carefully to stay on track. A faculty advisor would see these students as a group rather than as individual appointments and would be authorized to release their advising holds.

6. **Sign Authorization of Credit Form**(s) as appropriate in advance of the student registering for or completing a course elsewhere. This includes courses taken at URI or CCRI because a student may be making a request that cannot be approved, such as retaking a RIC course in which a low passing grade was received or trying to take a course that does not have a RIC equivalent. The form is available at http://www.ric.edu/recordsoffice/documents/authorcreditform.pdf. The Records Office Recorder/Advisors check the forms to ensure that the course can be approved (i.e., not a repeat of a RIC course, not a credit/no-credit course, not an unaccredited school, etc.). See section on Transfer Credit (section II) for additional information.

7. **Sign course substitution requests** (except for Gen Ed substitutions, which go to the associate dean of arts & sciences, Dr. Joan Dagle) If an appropriate request, sign and submit to Records. Link to form: http://www.ric.edu/recordsoffice/documents/coursesubstitution.pdf. See section on Transfer Credit (section III) for additional information. Because these have to be entered manually in PeopleSoft, don't hold substitution requests – submit them to Records as soon as approved – otherwise it could hold up approval for a student to graduate.

When and How to Make Referrals

Changing/Declaring a Major
If a student wants to change/declare a major, he/she should contact the chair of the department in which he/she is interested.

If a student needs options for other majors, or wants to learn about a major here are two sources:
- All majors in FAS, SOM, SON and SSW have Program Goals on the web which describe their majors (visit specific department and click Program Goals in left side navigation)

- Career Development has resources for students who are unsure about their major including a useful online tool called Type Focus. The Career Development Center is located in Roberts Hall near the lobby and their number is X8031

Financial Aid Issues

Advisees may share issues related to financial aid (purchasing books, losing aid, etc.). Several important things to know:

- Student *must* reapply each year for financial aid.

- Deadline for undergraduates is March 1. Late applicants may lose out on aid.

- Students receive an aid package and *must* sign to accept it or the award will not be made.

- Refer students to their financial aid counselor if necessary (they can find the name of their counselor online at http://www.ric.edu/financialaid/Pages/Financial-Aid-Counselor.aspx.

- The financial aid FAQ page at the above link provides answers to a number of common questions that faculty and students have about financial aid. It also provides an explanation of the federal regulation that limits financial aid for students repeating a previously passed course.

- To award aid, there are federal financial aid guidelines for determining satisfactory academic progress (in addition to GPA, there are limits on total credits attempted including transfer credit, W's and F's). Visit http://ric.smartcatalogiq.com/en/2018-2019/Catalog/General-Information-Undergraduate/Financial-Aid-Undergraduate/Standards-for-Measuring-Satisfactory-Academic-Progress-for-Undergraduate-Financial-Aid-Recipients if you would like to see Standards for Measuring Satisfactory Academic Progress (SAP) of Undergraduate Financial Aid Recipients. Refer students with issues to their financial aid counselor.

   IMPORTANT NOTE: Financial aid awards for an upcoming semester may **NOT** be used to pay a past due balance from a previous semester.

Holds (negative service indicators)

Financial: Refer student to the Bursar's Office (Building 4 on the East Campus, 456-8130.
Immunization: Refer student to Health Services in Browne Hall or call 456-8055.
Probation I or II hold: Refer student to OASIS.

Ready for Graduation

Students should apply for graduation **one year** before they intend to graduate. Records sends a reminder email to students with 90 earned credits informing them about applying online for graduation. Applying for graduation triggers the official degree audit. Students may think completing their major means they are all set to graduate and forget Gen Ed requirements, GPA requirements and that a total of 120 credits is needed (and for transfers, completing at least 45 credits at RIC).

Students must also indicate if they want to be reviewed for May, August or December graduation. The student who has 9 or fewer outstanding credits to complete at the end of the spring semester must apply as an August grad, not May. The student must be able to complete the remaining 9 credits in Summer Session I and/or II. Here is the link to use for more information: http://www.ric.edu/recordsoffice/Pages/Graduation.aspx#3.

Students who have an additional major or a minor listed on their transcript and are able and/or choose to graduate *without* completing the additional major or minor, need to have it removed from their transcript. Otherwise, the degree audit will reflect all unfinished courses and graduation will not be approved for the month requested (May, August or December). Dropping a major or minor is done through the Records Office.

Student Issues

An advisee who reports **personal problems or issues** may be referred to either the Dean of Students Office in the Student Union Room 408, x8061) or Counseling Center in Browne Hall, Suite 100 at x8094). Faculty who are concerned about when and how to refer a student to the Counseling Center can find more information at http://www.ric.edu/counseling-center/Pages/For-Faculty-and-Staff.aspx.

Advisees dealing with **academic issues** (grades, requirements, graduation, number of credits of courses, etc.) may be referred to Dr. Holly Shadoian, Vice Provost, Undergraduate Affairs (Roberts 113, x8884).

The following link provides information for faculty on accommodating **students with disabilities**: http://www.ric.edu/disabilityservices/. Refer a student to Disability Services if he/she shares that they think (or know) that they have a disability or disabling condition.

Learning for Life (L4L) is another campus resource which can link students to a wide range of services, supports, and opportunities that will fortify them for college success and remove any challenges and obstacles that may prevent education from remaining a priority in their lives http://www.ric.edu/learningforlife/.

The **Behavioral Engagement Team**, a cross-department team chaired by Dr. Tamika Wordlow-Williams, AVP and Dean of Students, supports student success and retention through outreach to students of concern attending the college. Faculty and staff may refer a student to the team when you would like a specific department (e.g., Residential Life, Counseling) to check-in with a student; a student is repeatedly missing academic courses and you have non-imminent concerns about the student's well-being; a student experiences a death and is seeking additional support. (e.g., housing, food, funding to purchase books). The online referral form may be found here: http://www.ric.edu/behavioral-engagement-team/Pages/default.aspx.

If you have an immediate concern regarding the safety of yourself, a student or other members of the RIC Community, please call 911 and then contact the Campus Police X8201 (available 24/7).

Withdrawing from RIC
Refer student to Dr. Tamika Wordlow-Williams, Dean of Students, in the Office of Student Life (Student Union, Room 408, X8061).

Transfer Credit
To award transfer credit, college policy requires a grade of "C" or higher from a regionally accredited institution. Ungraded courses (credit/no credit) will not be awarded transfer credit, because it cannot be determined if the grade would have been a "C" or higher. The only exception for minimum grade is part of the articulation agreement among RIC, CCRI, and URI, which allows a grade of "D" to be transferred as elective credit only.

Grades from other colleges are *not* calculated in the RIC GPA. Transfer credits count towards attempted and earned credit at RIC. The majority of our transfer students come from CCRI. Advisors can easily access the Transfer Evaluation System (TES) to see how and if a course transfers to RIC. This system also includes a number of courses from other colleges and universities.

Use http://www.ritransfers.org/ and click on How Courses Transfer. Choose Rhode Island College and on the next page, you can default to CCRI or URI, or type in the name of another college/university. **TIP:** When you enter a course, click the radio button for "Both" before you

search. For example, RIC uses PSYC and URI uses PSY for psychology courses. If you type PSYC and hit search using "Transfer course," you'll get no matches, but if you click "Both," you will see 21 equivalencies. This helps in cases where a college uses a different department name (ex. RIC uses PSYC and URI uses PSY.

In addition, chairs from RIC, CCRI and URI meet annually to review and approve articulation of their courses. Any approved additions or changes are then added to TES by the Admissions Office.

NOTE: Only approved course equivalencies may be awarded transfer credit, and all transfer credit is "year-specific," that is, based on the transfer guide for the year the student entered RIC.

Transfer credit falls into two distinct categories for process, approval, and posting:

I. Transfer credit earned *prior* to the student's enrollment at RIC
Refer to Undergraduate Admissions.

Admissions staff evaluate and post transfer credit earned prior to enrollment (for colleges listed on the student's application to the college). Generally, specific course credit will be awarded for Gen Ed equivalents, lower level courses, and those courses which are part of articulation agreements. Staff only award elective credit for upper level courses or those that require portfolio review such as art. Once the student is matriculated at the college, he/she may see the appropriate chair to request specific course credit for upper level classes.

NOTE: If an advisee's transfer credit does not appear on the advising transcript (for credit earned prior to enrollment) or if your advisee questions award of credit:
- Students sometimes forget to submit a final transcript to Admissions and may question why certain courses are not posted on their RIC transcript. Official transcript must be sent to admissions for posting.
- Refer student to Admissions if they want to question how their credits were evaluated (sample in appendix).

II. Transfer credit earned after the student has become enrolled at RIC
Refer to Records (via Authorization of Credit Form)

If a current RIC student wishes to take a course at another college while enrolled at RIC (including URI or CCRI), an Authorization of Credit Form must be filed with the Records Office *prior* to the student enrolling in the course. The form is available at
http://www.ric.edu/recordsoffice/documents/authorcreditform.pdf.
The form must be signed by the chair of the department in which the course will be taken – not necessarily the advisee's department. Completing and submitting the form in advance ensures that the student will receive the appropriate transfer credit upon successful completion.

Two important considerations:
- If a student received a passing grade (D- or higher) for his/her work at RIC and repeats the course at an external institution, **no** transfer credit will be awarded.
- If the student earned an "F" in the RIC course and retakes it elsewhere, the credit may transfer, but it will **not** adjust the original grade of "F."

An official transcript must be sent to Records for posting of credit.

III. Course Substitution
Approving a course substitution is different than Authorization of Credit.
Chairs may approve a course substitution for a course already appearing on the student's RIC transcript (i.e., one RIC course for another requirement in the major, a transfer course which may not be articulated as such). When considering approval for a course substitution, a guiding question should be the following: Would I approve the same for any other student with the same

request? The associate dean of arts & sciences, Dr. Joan Dagle, handles all Gen Ed substitution requests.

Approved course substitutions appear only in transcript notes on the student's unofficial and advising transcripts. When the student applies for graduation, any course substitutions must be updated manually by the Records Office recorder/advisors to complete the degree audit process.

Test Credits

CLEP (College Level Examination Program)
Students may take CLEP exams to earn college credit. See TES for a list of approved CLEP exams and RIC equivalents: http://www.ritransfers.org/. Click the arrow next to "How Courses Transfer" and select "How Courses Transfer for AP/CLEP." Select Rhode Island College then click AP/CLEP and hit "search." This returns a list of AP and CLEP equivalencies (CLEP equivalencies begin on the 2nd of 3 pages). The "view" button next to each test shows the number of credits awarded.

A minimum score of 50 is required for a credit award. Students sometimes find a CLEP exam useful if they are just short of credits needed for graduation. However, a student will not receive CLEP credit if he/she has already received credit for an equivalent course. The student must submit an official score report to the Records Office for posting. CLEP credit appears on the student's transcript as "test credit." CLEP tests cannot replace a poor grade earned at RIC.

CLEP exams are offered through CCRI (nearest testing site). Exams are online and students have the results immediately (current cost per test is $115). Students can visit http://www.ccri.edu/advising/clep/ to register for CLEP exams.

Repeating a Course

Students are allowed to repeat a course **once**. Any request for an additional repeat must be made to the Academic Standing Committee. The form for petitioning the Academic Standing Committee is available at:
http://www.ric.edu/recordsoffice/documents/PetitiontoAcademicStandingCommittee.pdf.
When a student repeats a RIC course, the repeat grade replaces the first attempt, even if it is lower.

NOTE: Students will not receive credit if they repeat a RIC course at another institution (if the course at RIC had a passing grade of D- or higher). They can repeat a course at another institution and get credit if the grade at RIC was an "F." However, it will not adjust the grade of the first attempt at RIC.

GPA

A student's GPA is generally calculated by dividing total quality points by total attempted credits. Quality points (QP) are the number of credits for a course TIMES the numeric value of the letter grade. Transfer grades are not considered in calculating GPA.

Letter grades and quality points

A	4.00		C	2.00
A-	3.67		C-	1.67
B+	3.33		D+	1.33
B	3.00		D	1.00
B-	2.67		D-	0.67
C+	2.33		F	0.00

Transcripts have three columns under each semester (right side):
- Attempted credits (all credits including transfer credit, W's, F's, I's)
- Earned credits (completed courses with grades, earned transfer credit, earned test credits such as CLEP or AP)
- Quality points

What If?

For students who may be wondering if they will make Dean's List or have a less than desirable GPA, you may be asked "what if" scenarios (how much will my GPA go up if I earn a "B+" in your class?). You can point them to online GPA calculators, or help them calculate their GPA. They will need to: Divide the Quality Points (QP) by the cumulative GPA to get the number of attempted credits the student has without any W's or repeats. Take those attempted credits and add the number of expected credits for the semester. Calculate the expected (or hoped for) quality points and add to current quality point total. Divide total QP by total attempted credits.

TIP: The best way to improve GPA is to re-take those courses in which a "D" or "F" was earned and to do so in the following semester rather than taking all new courses. Courses cannot be retaken more than once (although students may petition the Academic Standing Committee to be allowed one additional attempt).

Probation and Dismissal

In May 2018, the college approved a new policy on academic standing. Rhode Island College defines good academic standing as a minimum cumulative grade point average (GPA) of 2.0. The academic standing policy applies to all degree and nondegree undergraduates once they have attempted a minimum of 12 credits at the college.

For the full policy, see http://www.ric.edu/academics/Documents/AcademicPoliciesProceduresrev8-18.pdf, Section 9.5.

NOTE:
- Probation notices are emailed to students at the end of each semester (fall and spring).

- Students placed on probation (Probation I and Probation II) will 1) have a registration hold requiring the completion of an Academic Improvement Plan. 2) be limited to 12 credits for the upcoming semester; 3) may not hold office in a student organization. Financial aid and NCAA eligibility may be affected.

- Dismissals will now occur at the end of the fall and spring semesters. Students are notified by email and letter.

Appendix/References
Useful Resources for Advisors and Chairs

Office of Academic Support & Information Services (OASIS) www.ric.edu/oasis, Lower Level, Adams Library, x8083
- First-year and transfer orientation for new students
- Academic advisement for Exploring Majors
- First-year students' midterm progress reports
- SAILS (Student Assistance and Intervention for Learning Success), an alert system faculty can use when a student is exhibiting behavior likely to inhibit academic success. For more information and the online Alert Form, see: http://www.ric.edu/oasis/Pages/SAILS.aspx
- In person tutoring for current degree students, see http://www.ric.edu/oasis/Pages/Tutorial-Services.aspx
- Smarthinking, free online tutoring for math, bilingual math, chemistry, physics, Spanish, accounting, finance, economics, computers and technology, writing, and ESL/writing, see: http://www.ric.edu/oasis/Pages/Smarthinking.aspx
- Test taking skills, college-level learning strategies and support, reading and vocabulary enhancement
- Writing Center, Math Learning Center
- Writing and math placement testing
- ESL conversation group
- National Student Exchange Program

Office of Undergraduate Admissions www.ric.edu/admissions, East Campus, Forman Center, x8234
- Admissions information & requirements (first-years, transfers, readmits, second degree)
- Campus tours and information sessions, interviews
- Open House for prospective students
- Transfer credit evaluation appointments

Behavioral Engagement Team
- Referral source for students of concern
- Online form and additional information available at www.ric.edu/behavioral-engagement-team/Pages/default.aspx

Career Development Center http://www.ric.edu/careerdevelopment/Pages/default.aspx, Roberts Hall 117, x8093
- Majors and careers counseling
- Student employment on campus (work study/non-work study)
- Assistance with resume and job search cover letter preparation
- Assistance with job search skills in networking and interviewing
- Graduation school application process advice
- Job fairs, graduate school fairs and other events
- Special internships and fellowships

Counseling Center http://www.ric.edu/counseling-center/Pages/default.aspx, Browne Hall, x8094
- Individual counseling and short term psychotherapy for personal, career, and educational problems
- Workshops and programs
- Vocational interest and personality testing
- Substance abuse evaluation
- Crisis intervention
- Self-help literature and audiotapes
- Stress management laboratory
- Anonymous online alcohol screening
- Anonymous online depression screening

Disability Services Center http://www.ric.edu/disabilityservices/Pages/default.aspx, **Fogarty Life Science, Room 137, x2776**
- Primary resource to educate, train, and guide the college community in understanding disability access, rights, and responsibilities
- Support students with disabilities with academic goals and self-advocacy skills
- Provide reasonable accommodations for students with disabilities
- Questions about disabilities documentation

Financial Aid www.ric.edu/financialaid, **East Campus, Building 3, x8033**
- Questions about FAFSA
- Understanding the aid package
- Financial Aid programs, publications
- Assigned financial aid counselor

Learning for Life(L4L) http://www.ric.edu/learningforlife/Pages/default.aspx, **Lower Level, Adams Library, x6320**
- Links students facing challenges that inhibit their ability to complete college to services, supports, and opportunities
- Connects L4L Scholars with Navigators who help them build individualized Scholar Plans
- Scholar Plans help Scholars address key areas critical for student success: academic planning, career goals, financial needs, and social connections

Records Office www.ric.edu/recordsoffice, **East campus, Building 4, x8213**
- Registration issues
- Certifying attendance
- Transcripts
- Final exam schedule
- Grades
- Information on academic policies
- Post transfer credits earned after admission
- Probation and dismissal notification and questions
- Degree audit for graduation
- Veterans' assistance
- Authorization of Credit Form
- Withdrawal from RIC

AVP/Dean of Students, Office of Student Life, Dr. Tamika Wordlow-Williams, SU 408, x8061 (personal issues)
- Extended absences due to illness/medical issues
- Temporary withdrawal from classes/RIC
- Problems with another student
- Problems with a faculty member
- Problems with an office on campus

Vice Provost for Undergraduate Affairs, Dr. Holly Shadoian, Roberts Hall 113, x8884
- Academic issues and concerns
- Grades and requirements
- Graduation issues