



# Graduate Studies @ RIC

Volume 5, Issue 1

Fall 2015

## 2 Graduate Assistantship Positions Open for 2015-2016

**Office of Communications and Marketing** - full time GA to design print and social media materials, advertising and other communications.

**The Health Care Administration program** - full time GA to assist with initiatives on education and training for health care professionals and on strategies to grow and create jobs in health care.

For application, full posting and contact info, see <http://www.ric.edu/graduateStudies/opportunities>

**See page 3 for a graduate student employment opportunity in the Admissions Office**

## Student Services

### Disability Services \* Veterans Resources \* Student Health Services

**The Disability Services Center (DSC)** is the central location on campus for disability-related services for students and is committed to providing accommodations for students with disabilities and supporting them in achieving their academic goals.

The DSC serves students with all types of disabilities: mobility, hearing, vision, motor, psychological, learning, attention, speech, medical, developmental and other conditions. Students who self-identify and provide appropriate documentation of their condition may be eligible to receive reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and analogous state laws.

Support services may include classroom and testing accommodations, advisement, referrals, and use of assistive technology. Students with disabilities who wish to request reasonable accommodations must meet with a member of the Disabilities Services Center's staff. (Cont'd on p. 2)

Greetings Graduate Students,

I hope your first week has been rewarding and you have found your classes stimulating, your colleagues enthusiastic and your professors ready to create an exciting learning environment.

There isn't a secret formula for juggling the variety of commitments that most of you have in addition to your graduate work. However, many graduate students insist that their success is based in part in the construction of a schedule that carefully charts out their semester coursework. Be sure to include time for regular rest and recreation.

Please contact me if I can help in any way.

Best, Leslie Schuster  
Interim Dean of Graduate Studies  
[lschuster@ric.edu](mailto:lschuster@ric.edu)

## Navigating RIC

- **Copying Privileges for Grad Students**

Graduate students have copying privileges in the computer labs. With a RIC student ID, graduate students can copy journal articles and reserve reading materials at the Horace Mann and Whipple 102 computer labs. The limit for graduate students is 500 pages.

- **Download Software free of charge**

Matriculated students can download Microsoft Office 2013 and Windows 7 to their home or office computer free of charge. Find instructions at Student Toolbox, from the main RIC webpage.

- **Studying late?**

Need a place to catch up on work or meet with colleagues after class? Adams Library is open M-Th until 10 pm (12pm after Oct 11) and 8 pm on weekends. The Café on the lower level of the Student Union is open until midnight S-Th and The Galley, a smaller venue in Building 3 on East Campus, is open until 8 pm during the week.

To make an appointment, call **401-456-2776** or **TTY (via RI Relay) 711**. Clarification of policies and procedures for disability-related services is available in the *Policies and Procedures Manual for Students with Disabilities*. Copies are available at DSC and at [www.ric.edu/disabilityservices](http://www.ric.edu/disabilityservices)

**The Veterans Resource Center** is a clearinghouse for information on programs and services available to veterans. The VRC provides guidance and advice to student veterans in adjusting to higher education. Visit the VRC for assistance and resources related to veterans education benefits and other benefit programs for military members, veterans, and their families. <https://www.ric.edu/studentveterans/> East Campus, Bldg 5, Lower Level, 648-1597

**The Student Veterans Organization** is a support network for military veterans and their families. The association provides a valuable resource for the college community and assists the administration in identifying the needs of current student veterans and prospective student veterans. [studentveterans@so.ric.edu](mailto:studentveterans@so.ric.edu) 456-2707, Student Union 419

**RIC Health Services** provides confidential, primary care services to all students attending the College. Students are treated with a holistic approach emphasizing prevention, risk reduction and education to assist in making life-long healthy choices.

Visits are available on an appointment basis. Acute care or illness visits are generally scheduled for the same day. There is no charge for services provided by Health Services staff although you or your insurance company may be billed for outside lab, X-ray or specialty services.

Available Services include:

- Physical Exams (including sports, annual, and pre-employment exams)
- Management of acute illnesses and injuries
- Women's Health Care including:
  - GYN exams and pap smears
  - Birth control
  - Pregnancy testing (cont'd below)
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- **The Writing Center**

The Writing Center provides assistance to graduate Students in all disciplines from graduate peer tutors who have completed a 10-week seminar.

Students who use the Writing Center on a regular basis usually develop a heightened awareness of their writing process, discover a variety of strategies for working through their papers, and develop stronger pieces of writing.

The Writing Center, CL 225, is open Monday-Thursday, 9 a.m. -7 p.m.; Fridays, 9 a.m. – 4 p.m. (walk-in-appointments); Saturday and Sunday by appointment. Contact information; 456-8141 or Claudine Griggs at [cgriggs@ric.edu](mailto:cgriggs@ric.edu)

- **Extended hours for first two weeks**

The Records Office will be open from 8:30 a.m. until 7:00 p.m., Monday through Thursday for walk-ins and callers (Fridays until 4:30 p.m.).

The Bursar's Office will be open from 8:00 a.m. until 5:30 p.m., Monday through Thursday and Fridays from 8:00 a.m. until 5:00 p.m. for walk-ins and callers.

- **Accessing MyRIC**

Network accounts provide logon access to campus computers, email, library databases and personal storage.

Student accounts are created automatically. Network and email accounts are issued after matriculation at the College. Please contact the Information Services Help Desk at [helpdesk@ric.edu](mailto:helpdesk@ric.edu) with questions about network and email accounts. Please see the following website for details:

[http://www.ric.edu/USS/nAccounts\\_students.php](http://www.ric.edu/USS/nAccounts_students.php)

Your network account consists of two parts, a username (User ID) and password.

Your username is constructed from your first initial and your last name, followed by an underscore "\_" and the last four digits of your student ID. For example, Denise C. Brown's student ID is 1234567, so her username is dbrown\_4567.

Your default password is the three letters of your birth month in lowercase followed by the day of your birth, followed by the last four digits of your social security number. (cont'd below)

## RIC Health Services (cont'd)

Available Services include:

- Referral and coordination with specialty medical resources
- Smoking cessation services
- Lab services including on-site blood tests, throat cultures, urine tests and STD (sexually transmitted disease) screening for both males and females
- Mental health referral and collaboration with RIC Counseling Center
- PPD skin testing for student teachers and nursing students

For example, Denise Brown was born on 01-18-1984 and her social security is xxx-xx-1230 so her password will be jan181230.

Your password is case sensitive so please remember to use lowercase letters when you type in your password for the first time. You should change your password when you log on to the system for the first time. Your new password must contain at least 1 character, 1 digit, and be a minimum of 8 positions in length. Select a password that you can remember, but will not be easily guessed by others.

Information on registration, your schedule, billing, and financial aid can be found by accessing MyRIC - instructions are in the link below:

[http://www.ric.edu/peoplesoft/portalhelp/myric\\_portal\\_sign\\_in.pdf](http://www.ric.edu/peoplesoft/portalhelp/myric_portal_sign_in.pdf)

**BRING YOUR FAMILY TO RIC PERFORMING ARTS. TICKETS ARE \$5.00 FOR RIC STUDENTS**

## **RIC PERFORMING ARTS SERIES FALL 2015**

### **American Shakespeare Center - *Julius Caesar***

When: Wednesday, September 30, 2015, 7:30 p.m.

Where: Sapinsley Hall in the Nazarian Center

### **National Circus and Acrobats of the People's Republic of China**

When: Thursday, October 15, 2015 at 7:30 p.m.

Where: The Auditorium in Roberts Hall

### **Compania Flamenca Jose Porcel**

When: Tuesday, October 27, 2015 at 7:30 p.m.

Where: The Auditorium in Roberts Hall

### **“Spirit of India” featuring the Masala Orchestra and Dancers of India**

When: Tuesday, November 10, 2015 at 7:30 p.m.

Where: The Auditorium in Roberts Hall

### **The Muir String Quartet I**

When: Monday, November 16, 2015 at 7:30 p.m.

Where: Sapinsley Hall in the Nazarian Center

**EMPLOYMENT OPPORTUNITY**  
**FOR**  
**RHODE ISLAND COLLEGE GRADUATE STUDENTS**



The Office of Undergraduate Admissions is seeking to fill vacant Graduate Aide positions. Graduate Aides provide the admissions professional staff with assistance and support for the effective administration of the College's admissions program. The successful candidate should be available to work between fourteen (14) and twenty (20) hours per week. Beginning salary is \$13.00 per hour.

**Primary responsibilities:**

- Processing applications for counselor review
- Responding to email, walk-in and telephone inquiries
- Perform related duties as assigned

**Graduate Aide Qualifications:**

- Strong knowledge of computer software packages (I.e. Excel, Word, etc.)
- Good communications skills
- Ability to work independently on assigned task
- Must be a current RIC graduate student enrolled in a minimum of **six credit hours**
- First or second semester graduate students are given preference
- Candidates with good attention to detail and the ability to work well in a team environment are a plus

**Interested in an Interview?**

**Contact:**

Amy Vanover  
Office of Undergraduate Admissions  
Forman Center (East Campus)  
(401) 456-8236  
E-mail: AVanover@ric.edu