How to Obtain an Unofficial Transcript?

- Log into myRWU Campus Portal
- Click on Services tab
- Click on Academic Profile link
- Click on Transcript Link

How do I Update my Change of Name?

To update your legal name you will need to submit supporting documentation and complete the Name Change form and return to the Registrar's Office.

http://rwu.edu/sites/default/files/downloads/registrar/change_of_name_form.pdf

How do I Update my Contact Information?

To update your address and telephone information you will need to complete the change of Address/Telephone Number form and return to the Registrar's Office.

http://rwu.edu/sites/default/files/downloads/registrar/changeofaddresstelephone.pdf

Where can I Find Information on FERPA?

http://rwu.edu/site-policies/student-information-disclosure

Where do I Find the Parental Release FERPA Form?

- Log into myRWU Campus Portal
- Click on Services tab
- Click on Student Service link
- Click on Student form
- Click on FERPA Waiver
- Click Submit button
- Select Year
- Fill-out PARENTAL RELEASE form

Office Location

Administration Building
One Old Ferry Road
Bristol, RI 02809-2921
Phone: (401) 254-3510
Fax: (401) 254-3363
E-mail: registrar@rwu.edu

Academic Year Hours

Monday – Thursday: 8:30 a.m. – 5:00 p.m.
Friday: 8:30 a.m. – 4:30 p.m.

For dates when the office will be closed, Please visit:

http://rwu.edu/about/university-offices/registrar/academic-calendar

Where to Find Technology Help?

Telephone: 401.254.6363
Walk-in: Library Learning Commons 1st Floor
E-mail: mediatech@rwu.edu
Web Ticket: http://mediatech.rwu.edu

Web: http://mediatechservices.rwu.edu

Registration Tips & Procedures

- Make an appointment with your advisor to review course requirements and discuss your academic plans.
- Undergraduates MUST meet with their advisor and they will lift your advisor hold to enable you to register
- Prior to registering, all financial, disciplinary, medical, and housing holds must be resolved with the Bursar, Student Affairs, Student Health Center, and Housing
- Have an alternative schedule plan in case a desired class is closed or canceled.

Registrar Office
Roger Williams University
http://www.rwu.edu/about/university-offices/registrar

Roger Williams University

OFFICE OF THE REGISTRAR

More than just "Records"

Introduction

The Office of the Registrar maintains the official academic records for current and former students. Additionally, the office performs the following:

- Publishes the course schedule
- Facilitates registration
- Schedules classrooms
- Produces the final exam schedule
- Handles all corrections to student data
- Supports faculty advising through the production of degree audit reports
- Verifies enrollment and degrees
- Processes transcript requests
- Ensures that graduates have fulfilled all requirements
- Implements applicable academic policies and procedures
- Prepares and mails diplomas

The office staff is committed to providing courteous and effective service for the RWU community. We maintain the integrity of academic student records, protect students' right to privacy and use available technology to deliver efficient registration into classes.
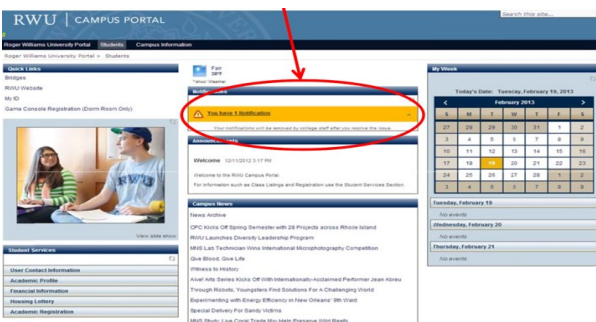
How do I Registrar for Courses?

- Go to www.rwu.edu
- Click on the myRWU link
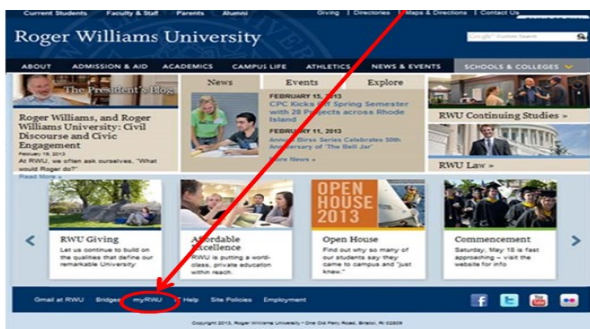
Or:

- Go to portal.rwu.edu
- Enter your username, domain and password
- Click the Log On button
- Click on the Students Link

Note: If you have a restriction on your record you will be prevented from self-registering. Look for a message in the Notifications location.

- Click once on the notification message and the restriction description will appear.
- Click on the Academic Registration Link.

## How to Search for Available Classes

- Log into myRWU Campus Portal
- Click on Academic Registration Link

Two options: Search for Available Classes or Express Registration.

Note: It is recommended that you utilize the Express Registration function. The synonym # that you'll need to use Express Registration is located on the course schedule.
shown below

- Type in Synonym # and Term (per course)
- Click Submit
- Click the drop down menu under **Action**
- Select either Register or Remove From List for each course
- Verify your changes under My Class Schedule
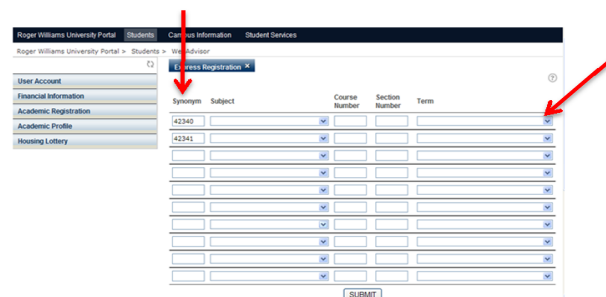
Dropping vs. Withdrawing from a class?

You can drop a class online via myRWU during the first week of a semester. Deadlines are printed in the University's Academic Calendar. When you drop a class during Add/Drop, there is no record kept that will show on an official transcript.

After the deadline has passed, you will be removed from a class by withdrawing. A grade of "W" is assigned to that course, and the withdrawal becomes part of your permanent record.

** Withdrawing from courses can have implications for financial aid and your graduation date .

How do to Drop a Class?

- Log into myRWU Campus Portal
- Click on Search and Register for Classes
- Select the checkbox next to the course to drop
- Select Submit
- Verify your changes under My Class Schedule
- Click Log Out button

How do I Change Program of Study?

Any changes to your program (major, minor, second major, core concentration) will require you to complete a Curriculum Declaration Form and submit it to the Registrar.

http://rwu.edu/sites/default/files/downloads/registrar/curriculumdeclaration.pdf

* It is strongly recommended to discuss any program changes with an Academic Advisor, or your Faculty Advisor, beforehand.

How to Request an Official Transcript?

You may obtain a copy of your Roger Williams University transcript in person, by mail, FAX or by e-mail using registrar@rwu.edu and attaching a completed Transcript Request form.

To download the Transcript Request Form please visit:

http://rwu.edu/sites/default/files/downloads/registrar/rwutranscriptrequestform.pdf

To Learn more about Transcript Requests, please visit:

http://www.rwu.edu/about/university-offices/registrar/transcript-requests

- Click on Academic Profile link
- Click on Transcript Link