

Is Your Mailing Address Correct?

For prompt delivery of registration materials, grade reports and billing information, please submit a Change of Address form in the Registrar's Office when your mailing address has changed. The form can be downloaded at <http://registrar.rwu.edu/>. You can also change your address on-line via your myRWU account.

E-mail

Your e-mail address is the official system of electronic communication between RWU and students. Students will be held responsible for any information or action needed that may be communicated via this means. Check your e-mail often! If you prefer to use some other e-mail system you should have your RWU mail forwarded. User Services will help you if you have questions as to how to do this.

Incomplete Grades

An Incomplete "I" is automatically converted to an "F" unless the Office of the Registrar receives a Change of Grade form before the conclusion of the next regular

Transfer Credit

Matriculated students who plan to take courses at other regionally accredited institutions and transfer credit to Roger Williams must obtain prior approval from the dean of their college by completing a Transfer Course Pre-Approval form available at the Office of the Registrar. There is no effect on the RWU cumulative grade point average (GPA). For the full transfer credit policy please see the University Undergraduate Catalog.

When course work has been completed students must request that an official transcript be sent to the Registrar's Office from the previous university attended. Transcripts that are stamped "student copy" or "unofficial copy" are not acceptable even if they are in sealed envelopes.

Unofficial Transcripts

Students who need access to an unofficial transcript at no charge can do so through their myRWU account. From the RWU home page click on myRWU in the lower left and log in. Then go to the Services tab. The menu on the left will indicate where to access your transcript.