

Faculty Advisor Quick Guide

Our Mission

The mission of the Advising and Peer Mentorship Office is to promote student success by empowering undergraduate students to take responsibility for achieving their academic goals.

Our Philosophy

We believe students to have a unique set of skills, talents, and goals. Using holistic advising approaches, we help students identify and use their strengths to achieve short- and long-term goals.

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Academic Advising

1. Take an interest in advisees and keep in frequent contact with them.
2. Establish a genuine and open relationship.
3. Display empathy, helpful intent, and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information. Keep a record of conversations.
6. Be available! Keep office hours and appointments.
7. Provide accurate information.
8. Know how and when to make referrals.
9. Help students make their own decisions.
10. Focus on strengths rather than limitations.
11. Follow up on commitments made to advisees.
12. Discuss reasons for academic challenges and direct advisees to appropriate resources.
13. Inform advisees of industry-specific trends, relevant co-curriculars, and research opportunities.

Advising Special Populations

Athletes

- Must be enrolled in 12 credits or more (minimum required to be full-time).
 - Students-athletes who are graduating are not required to be full-time during their final semester if their graduation requirements are otherwise fulfilled.
- Must be in good academic standing.
- Must have good time management skills to balance academics and athletics.
- Consideration should be taken for practice and game schedules, however, academics come first.

International Students

- International students are required to have a minimum of 12 credits per semester. A maximum of **3** of those credits may be taken online.
- Apply sensitivity to course selection for international students with weaker English proficiency.
- Early intervention is critical since international students have little flexibility to drop or withdraw from courses.
- International students become eligible to participate in internships after one full academic year, but internships must be required for credit and related to their major.
- Be aware of student career goals. Many international students could stay in the U.S. to work, either concurrent to their studies, or after earning their degree.
- The student must notify DSO of any change in major/minor or other information.

Contact:

Aradhana Mehta. Senior Advisor International Student & Scholar Services, DSO
401-254-3400, amehta@rwu.edu

First-Generation Students

- Students whose families never attended college may not have familiarity with university processes, jargon, and available resources. When advising these students, please try to do the following:
 - Connect students to campus resources early and often.
 - Encourage campus involvement, both co and extra-curricular.
 - Give validation and assurance that degree attainment is possible.
 - Take the time to explain university processes and student responsibilities, and check for understanding.

Pre-Health Professions Students

- RWU defines Pre-Health students as students who wish to obtain a graduate degree in the health professions after graduation (MD, PA-C, DPT, etc.).
- Pre-Health students predominantly trend toward the sciences, but any student can be Pre-Health.
- Pre-Health students need to ensure they are completing prerequisite courses for their desired pathway. These courses may not be a part of their curriculum, and they often work with advisors to plan when they can take them. Prerequisites can be found on the RWU [Pre-Health website](#).
- Prerequisite courses should be taken during Fall/Spring semesters whenever possible.
- Many students begin their college career as Pre-Health, but some may pivot to other areas. Resources like the Pre-Health office and CCPD are helpful for students who may not be trending in the right direction for more competitive pathways.
- Many health professions schools will not accept AP Credit as prerequisites for admission. Students should make sure they take at least one course in a pre-requisite subject field at RWU. (For example, if a student receives AP PSYCH credit for PSYCH 100, they ought to take an additional PSYCH course).

Contact:

Jon Albert, Director of Pre-Health Programs, 401-254-5231, jalbert@rwu.edu

Transfer Students

- Review transfer credit evaluation that students receive from the Registrar's Office to ensure they are getting the most out of their transfer credits.
- Map out remaining semesters so the student is aware how many semesters they have remaining to complete their degree*.
- Encourage campus involvement to help with their sense of belonging.
- On a case-by-case basis, review university policies and practices, as they may differ from the student's previous institution.
- Connect with Senior Academic Advisor to clarify any transfer questions.

* Note: They may have already drafted a map with the Senior Academic Advisor which can be edited as needed.

Contact:

Catherine Baker, Senior Academic Advisor, 401-254-3188, cbaker@rwu.edu

Students on Academic Management

- Students not making Satisfactory Academic Progress (SAP) may be assigned an academic status of Academic Management. Academic Management serves as a formal warning that the student's academic performance must improve.
- Students on Academic Management are not allowed to serve as a student club/organization officer, resident assistant, peer mentor, or participate in NCAA or club sports teams.
 - Students can participate in co-curricular activities but may not hold a leadership role.
- Students on Academic Management should connect with campus resources early and often to best position themselves for a successful semester.
- Some students on Academic Management may have additional requirements imposed by their dean. Be aware of these requirements so you can include in your conversations with your advisee.
- Academic Skills Enrichment Program (ASEP):
 - This program (spring semester only) is for **first-year students** who have been placed on Academic Management. The student will be assigned an ASEP advisor who they will work with for the duration of the spring semester. The student will be required to meet with their ASEP advisor weekly to review their academic performance.
 - Contact: Tracey McDonnell Wysor, ASEP Coordinator, twysor@rwu.edu

Students Receiving Accommodations

- Students registered with SAS are expected to adhere to academic and behavioral standards established for all RWU students.
- It is the student's responsibility to connect with SAS and notify faculty of their approved accommodations each semester.
- Reasonable accommodation is provided for housing assignments; academics (ex. classroom and testing accommodations); dietary needs; and transportation (getting around on campus).
- SAS cannot provide a list of students receiving accommodations, and it is the student's right to refrain from disclosure.
 - SAS recognizes non-disclosure may impede an open dialogue about a student's needs.
 - If a student discloses a disability, refers to a medical condition, mentions accommodations they've had in the past, or tells you they had an IEP or 504 plan in high school, you may respond with: "Thank you for letting me know. The Student Accessibility Services Office works with students who have had similar experiences. I can provide their contact information if you'd like it."
- Some SAS students may disclose a need to create a class schedule that supports their cognitive, neurological, and academic profile. For some, this may mean having gaps between classes, classes that meet for 50 minutes, or taking late morning classes when their medications are fully activated. Please do what you can to help students create a schedule that is compatible with the characteristics of their disability, and trust that they know what will optimize their strengths.
- The "IEP" (individual education plan) and "504 Plan" refer to their high school's written plan for accommodations and modifications. The IEP and 504 Plan expire upon high school graduation, which is why it is critical for students to connect with SAS if they wish to receive accommodations and other supports in the post-secondary environment.

Contact:

Brenna Toland, Director of SAS, btoland@rwu.edu

General Advising Considerations

Advising Students with Academic Difficulties

- Students who have not demonstrated successful academic gains should consider taking less credits, not more. Attempts at large GPA improvements or credit gains in one semester often result in poorer work because of the multiplying effects of classwork. A student who earns more average grades makes less GPA improvement than the student who earns fewer, but higher grades.
- Students should repeat failed courses as soon as possible. Should the student change their major and the failed courses are no longer required, careful consideration should be given to whether repeating these courses is in their best interest. If the faculty advisor is unsure of the best course of action, a referral to the Advising & Peer Mentorship Office should be made.
 - Students with below average grades (C- and below) should consider repeating the course.
 - When repeating a course, the higher grade replaces the lower grade in both the term and cumulative GPA calculation.
- Students experiencing academic or personal difficulty often seek help too late in the semester. They believe if they are not totally “independent,” they are somehow unfit or unqualified for the rigor of college. Students need to know about resources available on campus and be assured that using support services is expected and encouraged as part of the academic experience.

Engaged Learning/FSL Requirement

- The Engaged Learning requirement can be fulfilled through one or more of the following:
 - An internship or co-op
 - Original research project (undertaken with a faculty sponsor)
 - A community engaged course (list of courses can be found in Roger Central)
 - An intensive volunteer experience (40-50 hours)

Contact: school dean

Catalog

- Ensure the advisee is reviewing curricular requirements under the catalog year in which they matriculate. This is especially important since the revision to the general education requirements effective for the 2023-2024 student cohort.
- You can view your advisee’s catalog year under the Progress tab in Roger Central.

Double Majors & General Education

- The general education minor can be waived for a student double majoring, IF one of the majors is a general education approved minor.
- The general education minor also needs to be declared for an accurate degree evaluation.

Double Majors vs. Dual Degrees

- Double majors: one diploma will be awarded. If one major leads to a BA and the other BS, the student selects either the BA or BS. Both majors will appear on the transcript.
- Dual degree: students pursuing two baccalaureate degrees (ex. B.A. and B.S), must complete at least an additional 30 credits in residence and all requirements (minimum 150 credits). The second degree is recorded on the student’s transcript.

Dropping Below Full-Time

- Students requesting to be part-time (anything under 12 credits) are required to meet with an advisor in the Advising & Peer Mentorship Office.
- Impact to financial aid, housing, athletics, SAP, or immigration status may occur and are discussed with the student.

General Education

- Students frequently feel compelled to complete all general education courses as quickly as possible, to “get them out of the way.” The general education curriculum is designed to guarantee every student a balanced education grounded in the Liberal Arts, so students should be advised to prepare a schedule that combines general education and major coursework each semester. Since the new general education curriculum allows students to meet requirements by taking courses from a variety of programs, students should be encouraged to see these requirements as opportunities to explore second majors and/or minors in their areas of interest.
- Students who are following the 2022 or older catalog now have open choice for the core concentrations and are no longer restricted by major; however, the core concentration must be different than the major.

Incompletes

- Students should resolve incomplete grades as soon as possible, and within the time limit.
 - Grades for incompletes are to be submitted by the end of the following term, or by a deadline prescribed by the faculty. Unresolved incomplete grades turn into an F grade.
 - In general, work for incompletes should be completed PRIOR to the start of the upcoming term. If the student is enrolled in five classes for the current term and still has outstanding work from a previous term, the workload could be overwhelming.

Intercession Courses

- Taking intercession courses is a great way for students to catch up or accelerate through their requirements. Students taking intercession courses, should be advised of the following:
 - Cost. For the most up-to-date rates, visit the [Bursar](#).
 - On-Line 3-credit course and Directed Seminar is \$1300, 4-credit course is \$1732
 - Day Program in-person 3-credit course is \$1908, 4-credit course \$2544
 - Co-Op Education (3-credits), Independent Study (3-credits), and Internship is \$1398
 - Students should be aware of the drop/withdrawal deadlines. Since intercession courses are accelerated, so are the deadlines to drop or withdraw from the course. Refer to the [academic calendar](#) for dates.
 - Students should be aware of the refund policy.

Time of Withdrawal	Refund
Prior to first class meeting	100% of tuition and fees
Prior to second class meeting	50% of tuition; fees non-refundable
Prior to third class meeting	25% tuition; fees non-refundable
After third class meeting	No refund

- For online, asynchronous courses, a 100% refund can only be given BEFORE the class session starts. For example, if a winter intercession class starts on January 2, the student must drop the class no later than January 1 to receive the 100% tuition refund.

Internships

- Remind students if they have a required internship for credit and discuss where it fits in their academic plan.
- Students should begin searching for internships at least one full semester before they intend on taking the internship.
- For assistance with the search process, students can schedule an appointment to meet with a designated career advisor through Handshake (rwu.joinhandshake.com).
- Drop in assistance is available in the Career Lab (GHH 117) from 10:00 am – 3:00 pm.

Contact:

Rena Piller-Thurston, 401-254-3240, rpiller-thurston@rwu.edu

Bachelor Plus Programs

3+3 Bachelor/Juris Doctorate

Contact: Sarah Smith, 401-254-3001, ssmith@rwu.edu

3+1, 4+1 MBA

Contact: Mark Wu, 401-254-5732, markwu@rwu.edu

Architecture

Contact: Greg Laramie, 401-254-3743, glaramie@rwu.edu

Biotechnology

Contact: Avelina Espinosa, 401-254-3137, aespinosa@rwu.edu

Criminal Justice

Contact: Sean Varano, 401-254-3738, svarano@rwu.edu

Cyber

Contact: Shakour Abuzneid, 401-254-3504, sabuzneid@rwu.edu

General Psychology

Contact: Alejandro Leguizamo, 401-254-3834, aleguizamo@rwu.edu

Mathematics Education

Contact: Evgenia Tsankova, 401-254-5354, jtsankova@rwu.edu

Preservation Practices

Contact: Stephen White, 401-254-3607, swhite@rwu.edu

Special Education

Contact: Lindsey Pike, 401-254-3078, lpike@rwu.edu

STEM Education

Contact: Katherine Blagden, kblagden@rwu.edu

General Education Curriculum

Beginning in Fall 2023, all entering RWU undergraduates will be required to meet the requirements of the new General Education Curriculum, which presents students with two options:

Option with Minor:

- 2 Seminar courses: First-Year Seminar, Senior Seminar
- 2 Writing courses (WTNG 102 and WTNG 200+).
- 1 course from each of the following domains:
 - Quantitative and Mathematical Reasoning
 - Social Inquiry and the Humanities
 - Creativity and the Arts
 - Systems Thinking and the Sciences
 - Global Perspective
- Declare and complete an approved general education minor (full list can be found in the [catalog](#))
- 1 DEI approved course (for students on the 2024-2025 catalog and after). A course with DEI designation can fulfill both DEI and domain requirement, eliminating the need to take a separate DEI course.

Option A with Minor

Student Seminars	Writing	Creativity & the Arts	Global Perspectives	Systems Thinking & Natural Sciences	Humanities & Social Inquiry	Quantitative Inquiry & Mathematics	DEI	Minor (approved by GECPC)
First-Year Seminar (FYS)	WTNG 102	1 course	1 course	1 course	1 course	1 course	(1 course)	4-6 courses
Senior Seminar (CORE 400+)	WTNG 200+							
6 credits	6 credits	3 credits	3 credits	3 credits	3 credits	3 credits	(3 credits)	15-18 credits

Option without Minor:

- 2 Seminar courses: First-Year Seminar, Senior Seminar
- 2 Writing courses (WTNG 102 and WTNG 200+)
- 1 course from each of the following domains:
 - Quantitative and Mathematical Reasoning
 - Social Inquiry and the Humanities
 - Creativity and the Arts
 - Systems Thinking and the Sciences
 - Global Perspective
- 1 DEI approved course (for students on the 2024-2025 catalog and after). A course with DEI designation can fulfill both DEI and domain requirement, eliminating the need to take a separate DEI course.
- In lieu of a minor, students take an additional course from 4/5 domains.

Option B without Minor

Student Seminars	Writing	Creativity & the Arts	Global Perspectives	Systems Thinking & Natural Sciences	Humanities & Social Inquiry	Quantitative Inquiry & Mathematics	DEI
First-Year Seminar (FYS)	WTNG 102	1 course	1 course	1 course	1 course	1 course	(1 course)
Senior Seminar (CORE 400+)	WTNG 200+	1 course	1 course	1 course	1 course	1 course	
6 credits	6 credits	3 credits	3 credits	3 credits	3 credits	3 credits	(3 credits)

Contact: Jennifer Pearce, Faculty Director of General Education, 401-254-3566, jpearce@rwu.edu

Advising Technologies

Roger Central

Roger Central is a centralized platform where students can:

- Register for classes
- View unofficial transcripts and request official transcripts
- View progress to degree completion (Progress tab)
- Access financial information, including financial aid and bill
- Complete FERPA waiver
- Complete housing processes
- Access employment records: earnings statements, tax information, and bank information

Advisors use Roger Central as an important tool in the advising process. Advisors can:

- View progress to degree completion (Progress tab)
- Add advising notes that are viewable by the advisee
- View unofficial transcripts
- Search for courses by term
- View if advisee completed the graduation application
- Advise complete so the student can register for classes
- Develop and archive an academic plan

*Students unfamiliar navigating Roger Central may request assistance at the Advising & Peer Mentorship Office.

Civitas

Civitas is an advising platform meant to enhance the work of the advisor. Advisors can:

- Schedule student appointments in the calendar system.
 - Students can book independently using the Meet with Me link (advisor must create availability).
 - Appointments are logged in the student profile.

- Auto generated appointment confirmation emailed to student and advisor.
- Email reminder to the student the evening before appointment.
- No show email sent if student misses appointment.
- Advising notes
 - Advising notes viewable only to the advisor and pro staff with access to the student record.
 - Advisors can view notes made by other faculty or staff.
- Academic Alerts & Commendations
 - Faculty can raise an Academic Alert for students in their course(s) who is experiencing academic difficulties.
 - Alerts are viewable at any time to the referring instructor, assigned advisor, and the Advising & Peer Mentorship Office.

Contact:

Elizabeth Niemeyer, Civitas Administrator, 401-254-3281, eniemeyer@rwu.edu

Academic Policies

Class Absence Policy

Regular attendance in classes is expected of all students. The attendance policy for each course is described in the course syllabus and provided by the professor.

It is the student's responsibility to notify their professors if they miss class for an illness, injury, or other extenuating circumstances. The decision to excuse an absence is at the discretion of the faculty.

Faculty Notifications for Extended Absences

Sometimes, there are circumstances which necessitate a student miss several classes or important deadlines. In cases such as these, please refer the student to the following option.

- Faculty Notifications
 - If it is determined a student will be out of class for 3+ class sessions for extenuating circumstances, they can contact the Director of Student & Family Assistance to have a faculty notification sent to instructors. All notifications are vetted before being sent.
 - Students are advised they need to discuss appropriate arrangements with their faculty. However, individual faculty have discretion on whether they will provide accommodations for an extended absence.

Contact:

Deborah Knapman, Director of Student & Family Assistance, dknapman@rwu.edu

FERPA

Roger Williams University complies with the Federal Family Educational Right and Privacy Act (FERPA) of 1974 which affords eligible students certain rights with respect to their educational records. An eligible student under FERPA is a student who is 18 years of age or who attends a postsecondary institution. FERPA regulates a wide range of privacy-related activities, including:

- Management of student's education records maintained by Roger Williams University.
- Management of who has access to student education records.
- Management of for which purposes access to student records is granted.

FERPA also:

- Permits Roger Williams University to release limited directory information without a student's consent.
- Guarantees students access to their educational records.
- Allows students to restrict access to their education records.
- For additional information, please contact the [Registrar's Office](#).

Satisfactory Academic Progress (SAP)

There are two criteria students must meet to remain in good standing:

1. Students must earn the minimum cumulative GPA at the end of each fall and spring semester based on the cumulative credits they have completed as detailed in the chart below. Cumulative credits include all credits earned, including transfer credits and credits by examination.

Cumulative Credits Completed	Required Minimum Cumulative GPA
0-12	1.70
13-24	1.80
25-36	1.90
37+	2.0

2. Students must also complete 67% of their attempted cumulative credits to remain in good academic standing. Attempted credits are the number of credits students were enrolled in, this includes W and I grades.

Students who are not meeting SAP guidelines may be in jeopardy of receiving academic and/or financial aid sanctions.

- It is critical that students in a precarious academic situation connect with campus resources.
- Students should be referred to the Advising & Peer Mentorship Office in cases that involve financial aid.

Academic Standing

Dean's List

- Students who earn at least 12 credits per semester and earn a term GPA of 3.4 or higher qualify for the Dean's List, provided they have not received any of the following grades: F, I, or NS.

Academic Guidance

- Students who are in good academic standing (cumulatively), but whose most recent semester's performance resulted in earning less than 67% credit completion and/or whose semester GPA is less than the term GPA prescribed in the table above, will be assigned an academic guidance status.

Academic Management

- Students who fail to achieve the required credits and/or cumulative GPA will be placed on Academic Management. Students on Academic Management are permitted to continue in their studies under formal warning that their academic performance must improve.
 - Academic Skills Enrichment Program (ASEP): first-year students placed on Academic Management are enrolled in ASEP. The student is assigned an ASEP Advisor who provides guidance regarding academic resources and suggestions for improving their performance.

Academic Hiatus

- Students who are not able to make SAP after at least one semester of Academic Management may be placed on Academic Hiatus. Students on Academic Hiatus will be withdrawn from the university for the following semester. Students with that status are eligible to return after one semester away.

Academic Dismissal

- Students that were previously placed on Academic Hiatus (AH) and fail to return to good academic standing after their return from AH will be dismissed. An Academic Dismissal is a permanent separation from the university.

Repeating Courses

- Students who complete a course with a C- or below may repeat it in a subsequent semester.
- Repeating courses with low or failing grades will increase both the term and cumulative GPA.
- Students who want to repeat a course at another institution should be aware of the following:
 - Grades awarded from another institution do not transfer.
 - Student must earn a C or higher for the course to transfer to RWU.
 - The grade from the RWU course will be removed from the RWU GPA calculation but will not be replaced with the transfer grade.

Taking EXT online courses

- Bristol day students are only permitted to take one online Extension School course per semester.
 - Exceptions can be made for extenuating circumstances by contacting the school Dean, Allison Chase Padula, or Liz Niemeyer.

Undergraduate Students Taking Graduate Courses

- Undergraduate students with senior status are permitted to take up to three graduate courses.
 - Students must contact their school dean or program coordinator to enroll.

Dropping vs. Withdrawing

Dropping a Class

- When a student drops a course, it is completely erased from their class schedule and does not appear on the student's transcript.

- Students can drop a course during the add/drop period by emailing the Registrar, registrar@rwu.edu (or in-person, Administration Building, 1st floor), in Roger Central during the add/drop period, or by going to the Advising & Peer Mentorship Office.
- The deadline to drop a course without a W grade can be found on the academic calendar.
- If the student is requesting to drop below full-time (12 credits), they are required to meet with an advisor in the Advising & Peer Mentorship Office to discuss potential impacts.
- If the course is a prerequisite for future term courses, discuss options for repeating the course as soon as possible.

Withdrawing from a Class

- After the drop deadline, students can withdraw from a course with a W grade marked on the transcript.
- The deadline to withdraw from a course with a W grade can be found on the academic calendar.
- W grades are not calculated in the semester or cumulative GPA, and no credits are earned.
- If withdrawing from a course result in the student being enrolled in less than 12 credits, they are required to meet with an advisor in the Advising & Peer Mentorship to discuss potential impacts.
- If the course is a prerequisite for future term courses, discuss options for repeating the course as soon as possible.
- W grades are considered attempted but not earned credits and are calculated in the credit completion rate.

Academic Policy Appeal

The University has an Academic Policies Committee that serves as the appeal committee for students requesting exceptions to academic policy. Appeals can be submitted for the following reasons:

- Extend drop deadline (without a W grade)
- Extend withdrawal deadline (with a W grade)
- Extend course audit deadline
- Extend pass/no pass deadline
- [Academic Policy Appeal Form](#)

Appeals must be submitted no later than one semester after the course was taken. Unless an appeal is filed within this period, it will not be considered.

Students requesting to add a class past the deadline would do so through their dean.

Commonly Used Forms

Major/Minor Adjustment Form (formerly MAF)

- Change or add a major, minor, core concentration, advisor, or catalog year.
- Students who are unsure of their major or want to explore other academic options, should be referred to the Advising & Peer Mentorship Office.
- The Major/Minor Adjustment Form can be found in the student's Roger Central, under the Academic tab. Only students can submit MMAs.

Day Program Transfer Course Pre-Approval Form

- Students who wish to take courses at another regionally accredited institution can transfer the credits back to RWU.

- The following should be discussed:
 - Student must pass the course with a C or better
 - GPAs do not transfer, only the credits from the transfer course will be added to the student's record
 - Repeating a RWU course at another institution does not replace the lower grade; however, the RWU grade will be removed from the GPA calculation.
 - Students are allowed a maximum 75 transfer credits.
 - [Day Program Transfer Course Pre-Approval Form](#)

Leave of Absence

- Students who want to take a semester or more away from the university can request a leave of absence by contacting the Advising & Peer Mentorship Office. This might include:
 - Students who are studying abroad in a non-affiliated RWU program.
 - Students who want to take off from their studies for employment.
 - Students who want to take time off for personal reasons.

Medical Leave of Absence

- Students who are enrolled in an active term and need to withdraw from their studies due to medical reasons should contact the Director of Student and Family Assistance to complete the medical leave application.
 - Medical leaves can only be taken during the semester. Requests for medical leave outside of the traditional fall or spring semesters would instead complete a regular withdrawal.

Contact:

Deborah Knapman, 401-254-3009, dknapman@rwu.edu

Reinstatements

- Students who have withdrawn, taken a leave of absence, or placed on an Academic Hiatus should contact the Advising & Peer Mentorship Office to complete the reinstatement process.

Reinstating from a Medical Leave of Absence

- Students placed on a medical leave of absence should contact the Director of Student and Family Assistance to initiate their reinstatement to the university.

Withdrawal

- Students who want to permanently separate from the university must contact the Advising & Peer Mentorship Office to complete the withdrawal documentation.

Campus Resources

Center for Career and Professional Development

Career Counseling & Student Support

- Career Counselor are available to provide tailored guidance throughout a student's professional journey, from career exploration to connecting academics with meaningful career opportunities. Students are encouraged to make appointments via rwujoinhandshake.com to jumpstart their professional success.

- Peer-to-Peer Career Lab: Students can begin their professional development in the Career Lab (GHH 117 | Mon-Fri, 10:00 am – 3:00 pm), staffed by trained Career Peer Advisor. Here, peers help peers with internships and job searches, resume and cover letter building, and mock interview preparation.

Career Development Resources

- CCPD Website: A comprehensive hub offering scaffolded resources and interactive life design modules that guide students in navigating their college experience and career path.
- Career Tools Library: Step-by-step guide on resumes, interviewing, graduate school planning, job search strategies, and salary/offer negotiations, designed to give students confidence and clarity in every stage of the process.

[CCPD](#)

Contact:

Mary Santoro, Senior Director of Career Services, msantoro@rwu.edu

Sierra Zschirnt, Director of External Relations, szschirnt@rwu.edu

Maisie Jelley, Assoc. Director of Career Services, mjelley@rwu.edu

Rena Piller-Thurston, Asst. Director of Experiential Learning, rpiller-thurston@rwu.edu

Gisele Egenberger, Career Advisor, gegenberger@rwu.edu

Rian Jackson, Career Advisor, rjackson@rwu.edu

Michelle Spreda, Career Advisor, mspreda@rwu.edu

Center for Student Academic Success (CSAS)

CSAS promotes student success by offering a wide range of academic support services. The Center is comprised of the following offices:

Advising & Peer Mentorship

- Advisors provide general academic advice and/or consultation for students and faculty.
- First-Year advisors for opt-in majors.
 - Graphic Design, Undecided, all new transfer students – Catherine Baker
 - Psychology – Jon Albert
 - Construction Management, Cybersecurity, Information Technology – Angela Raymond
 - Legal Studies, 3+3 Bachelor to JD – Sarah Smith
 - All GSB majors – Ryan Concannon
- Helps students explore majors, minors, and other pathways.
- Promote academic skills development.
- Serves as a resource for students with academic and financial aid issues.
- Resource for academic policy and SAP (financial aid) appeals.
- Oversight of [Peer Mentor Program](#).

[Advising & Peer Mentorship Office](#)

Contact:

Elizabeth Niemeyer, Director, Advising & Peer Mentorship, 401-254-3281, eniemeyer@rwu.edu

Sarah Smith, Asst. Director, Advising & Peer Mentorship, 401-254-3001, ssmith@rwu.edu

Catherine Baker, Senior Academic Advisor, 401-254-3188, cbaker@rwu.edu

Angela Raymond, Academic Advisor & Placement Coordinator, 401-254-3188, araymond@rwu.edu

Ryan Concannon, Academic Advisor, 401-254-3188, rconcannon@rwu.edu

Student Accessibility Services (SAS)

SAS works with students and faculty to ensure learning and living inclusiveness in all aspects of the student's experience.

- Students with disabilities who need accommodations in order to fully participate in their classes are urged to contact SAS.
- Accommodations should never alter the central functions of a course, reduce the standards of course requirements, nor alter the requirements of the major.

[Student Accessibility Services Office](#)

Contact:

Brenna Toland, Director, SAS; btoland@rwu.edu

Tutoring Center

- The Tutoring Center is located on the 2nd floor of the Main Library and is open Monday – Thursday 9am – 8pm; Sundays 5pm-8pm.
- The Tutoring Center offers curriculum-based tutoring in Math, Science, Writing, Architecture, Modern Language, Music, Economics, Finance, Accounting, Business, Engineering, Computing, Construction Management, and more!
- Students can go the Tutoring Center website to check the peer and faculty tutoring schedules. Students can walk in and see a peer tutor; appointments for faculty tutors are encouraged.
- We also offer a second option for writing tutoring; an email tutoring system call [WritingHelp](#). The WritingHelp email system is not in-person tutoring (for in-person, come to the Tutoring Center); it provides a form to email your paper to a tutor for help.
- Students are encouraged to visit the Center to ask questions, whether it's about a course-specific in-person tutoring, specialized study groups, or how to get the most out of tutoring.
- All services offered through the Tutoring Center are provided to students for free.

[Tutoring Center](#)

Contact:

Tracey McDonnell Wysor, Director, Tutoring Center; twysor@rwu.edu

Genette Merin, Writing Center Coordinator, Tutoring Center; gmerin@rwu.edu

International Student & Scholar Services

- Provides F & J immigration support.
- Oversight of the International Ambassadors Program.
- Primary DSO for the university.

Contact:

Aradhana Mehta, Senior Advisor of International Student & Scholar Services, amehta@rwu.edu

Diversity, Equity, & Inclusion

Intercultural Center (IC)

- Supports students through academic coaching, mentoring, referrals, resource navigation, and connections to campus resources that promote access, belonging, retention, persistence, and

academic success. The IC provides culturally competent programming, events, resources, literature, and student support services for the whole RWU community.

- Provides intercultural programs, events, education, and leadership opportunities focused on identity development, dialogue, belonging, and community building.
- Supports the Intercultural Leadership Ambassador Scholarship (ILA) and the Strive, Overcome, Achieve, Rise Program (S.O.A.R.) as part of the Center's broader student success and engagement work.
- Offers a multipurpose space where students can study, socialize, connect, participate in programs, and build community. The Center also includes a prayer and wellness space and a full-size kitchen available for student and campus use.
- Partners with Residence Life and Housing to support specialty housing through student leadership development, education, programming, community meetings, and referrals.

[IC Website](#)

Contact:

Michael Walsh, Director of Institutional Diversity, Equity, & Inclusion, mwalsh@rwu.edu

Queer and Trans Resource and Advocacy Center (QTRAC)

- Supports queer, trans, nonbinary, gender nonconforming, questioning, asexual, intersex, and allied students through mentoring, resource navigation, education, leadership development, and connections to campus resources.
- Provides LGBTQIA+ programs, education, resources, Safe Zone education, signature events, wellness initiatives, and community-building opportunities.
- Supports student organizations and student leaders connected to QTRAC, including SAGA, Feminists United, and the Kinship Collaborative, through advising, mentoring, leadership development, program planning, and resource navigation.
- Partners with Residence Life and Housing to support specialty housing through student leadership development, education, programming, community meetings, and referrals.

[QTRAC Website](#)

Contact:

Michael Walsh, Director of Institutional Diversity, Equity, & Inclusion, mwalsh@rwu.edu

Health and Wellness

Counseling Center

- The Counseling Center provides confidential therapeutic care for students to enhance their psychological well-being.

[Counseling Center Website](#)

Health Services

- Health Services provides treatment for common illnesses and injuries, preventive care, basic lab services, and health and wellness education. Services are available to all full-time students (both residential and commuters).

[Health Services Website](#)

Health Education

- The Health Education Office provides education on healthy behaviors and practices for the campus community. The office promotes the 10 dimensions of wellness, which include physical,

emotional, intellectual, social, occupational, financial, environmental, creative, digital, and spiritual wellness.

- Health Education is also home to the Health and Wellness Educators (HAWEs) Program, which is comprised of 8-10 student leaders.

[Health Education Website](#)

Contact:

Cristelle Garnier, Director, Student Health & Wellness Education, cgarnier@rwu.edu

Referrals

Academic Alerts

Faculty can submit an academic alert for a student that is experiencing academic challenges. Reasons for submitting a referral include:

- Missing significant number of classes.
- Concerns about SAP.
- Considering transferring or taking time off.
- In danger of failing the course.
 - Missing extensive coursework
- In need of further academic support or other assistance you cannot provide.
- Academic Alerts can be submitted by logging into [Civitas](#).
- [How to Submit an Academic Alert](#)

Students of Concern (SOC)

- Faculty, staff, or others who are concerned about a student's behavior or well-being may submit a Students of Concern referral.
- A referral should be considered when you believe that a student's problems go beyond your experience and expertise, or you are uncomfortable with a particular issue.
- This form should only be submitted for non-urgent situations. Emergency situations should be reported immediately to Public Safety

[Students of Concern Form](#)

Study Abroad

- While it is common for students to study abroad for a semester long program (or longer) during their junior year, depending on a student's major and qualifications, second semester of their second year may be the earliest opportunity to do a semester abroad.
- In some cases, students participating in a semester-long program may satisfy certain general education requirements as well as some major related courses and electives.
- Students who express interest in studying abroad need to plan months in advance of their intended time abroad.

[Study Abroad Website](#)

Contact:

Kevin Hayden, Director of Study Abroad Program, khayden@rwu.edu

Becky Denson, Study Abroad Program Manager, rdenson@rwu.edu

Patria Komiega, Admin Assistant, pkomiega@rwu.edu

Campus Involvement

Student Programs and Leadership

- Engages students in meaningful and complex co-curricular activities that foster individual and peer development through leadership and experiential opportunities.
 - Roger Link is an app that connects students to events, organizations, and departments on campus. Students interested in researching and connecting with student groups can search through Roger Link for more information. Student can also access their Event Pass in Roger Link for attendance at events.
 - Students, Faculty and Staff should be advised to download the Roger Link app to view campus events.
 - Home to 80+ clubs and 7 organizations that are chartered under Student Senate; and providing support for those club advisors.
 - Coordinates the New Student and Family Orientation program; including hiring students to serve as Orientation Advisors
 - Coordinates Weeks of Welcome (Our Weeks of Welcome (WOW) program is our opening programming series at the beginning of each fall semester. We encourage students to get involved and attend one of the many opportunities) and Homecoming and Family Weekend.
- [Student Programs, Leadership, & Orientation Website](#)