The RMU Undergraduate Student Handbook was created for all current and new students to use as a way to learn about and get connected to resources on campus that can enhance and support your experience at RMU. In this handbook you can click on any section headline and you will be connected to the resources website or to more information about how the resource can help you.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discover RMU</td>
<td>5</td>
</tr>
<tr>
<td>University History</td>
<td>5</td>
</tr>
<tr>
<td>RMU In the News</td>
<td>5</td>
</tr>
<tr>
<td>RMU Strategic Plan</td>
<td>5</td>
</tr>
<tr>
<td>University Policies</td>
<td>6</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>6</td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Residence Life Policies</td>
<td>6</td>
</tr>
<tr>
<td>Student Life Policies</td>
<td>6</td>
</tr>
<tr>
<td>Title IX Policy</td>
<td>6</td>
</tr>
<tr>
<td>Campus Services</td>
<td>7</td>
</tr>
<tr>
<td>Frequently Used Campus Services</td>
<td>7</td>
</tr>
<tr>
<td>Campus Map</td>
<td>7</td>
</tr>
<tr>
<td>Dining Service Hours of Operation</td>
<td>7</td>
</tr>
<tr>
<td>Yorktown/Braddock Shuttle Schedule</td>
<td>7</td>
</tr>
<tr>
<td>Colonial Central</td>
<td>8</td>
</tr>
<tr>
<td>Dining Services</td>
<td>8</td>
</tr>
<tr>
<td>Freedom Card Office</td>
<td>8</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>8</td>
</tr>
<tr>
<td>Res Tech: Student IT Services</td>
<td>8</td>
</tr>
<tr>
<td>RMU University Police Department</td>
<td>8</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>8</td>
</tr>
<tr>
<td>Student Mail Center</td>
<td>8</td>
</tr>
<tr>
<td>Academic Schools</td>
<td>9</td>
</tr>
<tr>
<td>School of Business</td>
<td>9</td>
</tr>
<tr>
<td>School of Communications &amp; Information Systems</td>
<td>9</td>
</tr>
<tr>
<td>School of Education &amp; Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>School of Engineering, Mathematics &amp; Science</td>
<td>9</td>
</tr>
<tr>
<td>School of Nursing &amp; Health Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Academic Resources</td>
<td>10</td>
</tr>
<tr>
<td>Frequently Used Academic Resources</td>
<td>10</td>
</tr>
<tr>
<td>Faculty Directory</td>
<td>10</td>
</tr>
<tr>
<td>Tutoring Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>10</td>
</tr>
<tr>
<td>Colonial Guide App</td>
<td>11</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>12</td>
</tr>
<tr>
<td>Center for Student Success</td>
<td>12</td>
</tr>
<tr>
<td>Barnes &amp; Noble Bookstore</td>
<td>12</td>
</tr>
<tr>
<td>Honors Program</td>
<td>13</td>
</tr>
<tr>
<td>Office of Scholar Development</td>
<td>13</td>
</tr>
<tr>
<td>RMU Colonial HUB</td>
<td>13</td>
</tr>
<tr>
<td>RMU Library</td>
<td>13</td>
</tr>
<tr>
<td>The Writing Center</td>
<td>13</td>
</tr>
<tr>
<td>Student Life Resources</td>
<td>14</td>
</tr>
<tr>
<td>Frequently Used Student Life Resources</td>
<td>14</td>
</tr>
<tr>
<td>Find a Job/Internship</td>
<td>14</td>
</tr>
<tr>
<td>Fitness Class Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Reslife Housing Contract</td>
<td>14</td>
</tr>
<tr>
<td>Join the Revolution</td>
<td>15</td>
</tr>
<tr>
<td>Campus Ministry Association</td>
<td>16</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>16</td>
</tr>
<tr>
<td>Career &amp; Professional Development</td>
<td>16</td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td>17</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>17</td>
</tr>
<tr>
<td>Engaged Learning &amp; Community Involvement</td>
<td>17</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>17</td>
</tr>
<tr>
<td>Diversity, Inclusion, &amp; Equity</td>
<td>17</td>
</tr>
<tr>
<td>Greek Life</td>
<td>17</td>
</tr>
<tr>
<td>Multicultural Student Services</td>
<td>17</td>
</tr>
<tr>
<td>Parent &amp; Family Programs</td>
<td>17</td>
</tr>
<tr>
<td>Residence Life</td>
<td>18</td>
</tr>
<tr>
<td>RMU Bands</td>
<td>18</td>
</tr>
<tr>
<td>Services for Students With Disabilities</td>
<td>18</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>18</td>
</tr>
<tr>
<td>Student Activities</td>
<td>19</td>
</tr>
<tr>
<td>Student Health Services - UPMC</td>
<td>19</td>
</tr>
<tr>
<td>MyHealth@School</td>
<td>19</td>
</tr>
<tr>
<td>Student Life</td>
<td>19</td>
</tr>
<tr>
<td>Women’s Leadership &amp; Mentorship Program</td>
<td>19</td>
</tr>
</tbody>
</table>
DECLARATION OF INTEGRITY

As students at Robert Morris University, we believe in a set of ideals and standards that can help guide our behavior toward one another and all members of the University Community.

We, the Community of Robert Morris University, believe in a set of ideals and standards to guide us – students, faculty, staff, and alumni alike – onward. Hand in hand we proclaim, with one voice, the following declarations:

- I will promote a professional environment and strive to achieve my greatest academic potential.
- I will do this while also working towards becoming a productive and active member of the Robert Morris University community and society in general.
- I will devote myself to becoming an upstanding member of this institution by making decisions that maintain the academic integrity of the Robert Morris University community.
- I will conduct myself in a manner that upholds the University’s core values.
- I recognize that technology is a powerful tool and a pivotal part of the learning experience.

Therefore:
- I vow to respect the power of technology and never use it to promote discord or gain an unfair advantage.
- I promise to use technology as a resource to aid in the creation of original student work, and not to use it as a means of plagiarism or other forms of academic dishonesty.
- I will foster an environment of respect and compassion where students, faculty, and staff of all nations, races, beliefs, sexual orientations, and genders can coexist and develop in a diverse global community.

- I recognize that the resources provided by the University belong to everyone in the Robert Morris University community and will respect these valuable assets.
- I acknowledge that my status as a member of the Robert Morris family does not end upon my departure, but rather continues to reflect upon me throughout life.

We recognize that this is a living document intended to evolve over time. We encourage members of the Robert Morris University Community to heed these declarations and abide by them with morality and respect.
University policies are listed on the website of the university department which oversees the policy. Policies are subject to change, and students will be responsible to comply with the most current published policy on the respective websites.
Colonial Central

This office supports the university by answering the main telephone line providing customer service to students, employees, and the general community. Contact Colonial Central 24/7 to submit maintenance service requests. If you’re not sure who to call, call us! We are the "search engine" for RMU!

Reachable by phone 24/7
412-397-4343
colonialcentral@rmu.edu
Open 24 Hours

RMU Dining Services

The RMU Dining Service is committed to providing a best-in-class dining experience for the RMU community at six unique locations. Please contact this office to request special dietary needs or to offer suggestions to improve the RMU dining experience.

Six unique locations
412-397-6480
diningservices@rmu.edu
Click here to check available hours

Freedom Card Office

This office oversees the RMU Student Identification Card. Services include new and replacement cards and adding Colonial Cash to you account.

Revere Center, Lower Level
412-397-5496
freedomcard@rmu.edu
Mon – Fri 8:30AM to 5:00PM

IT Help Desk

This office is a resource for student and staff information technology issues.

Hale 308
412-397-2211
help@rmu.edu
Mon - Thurs 8:00AM to 7:00PM, Fri 8:00AM to 5:00PM

ResTech: Student IT Services

Supports resident students with technology problems, including cable, wifi, and software issues. Walk-ins to ResTech are always welcome.

Lexington Hall 1st Floor & Yorktown Hall 1st Floor
412-397-2299
restech@rmu.edu
Click here to check available hours

RMU University Police & Parking Department

The RMU Police Department is a resource for all safety, security, and parking for all RMU properties.

Barry Center
412-397-2424
publicsafety@rmu.edu
Open 24 hours

Student Financial Services

The Student Financial Services Office provides information to students and their families about the financial aspects of a student's enrollment at RMU.

Revere Center 116
412-397-6260
stacct@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Student Mail Center

This center is where students can receive and send mail and packages. Each resident student will be assigned a campus mail box.

Nicholson 281
412-397-5430
studentmail@rmu.edu
Click here to check available hours
Guide is a mobile app for RMU students to provide easy access to important information at your fingertips. Not only does it generate a path to success compiled by RMU experts, but it also features a career exploration feature, a comprehensive list of campus resources, and the ability to add your own to-do list.

We recommend using the Guide app as your daily planner! Set reminders, link to your phone's calendar, and access quick links to communicate with your campus advisors. Using the app regularly is likely to keep you on track to graduate.

**DOWNLOAD THE GUIDE APP BELOW!**
Academic Affairs
This office is where the registrar is located. Students can also use this resource for questions about transcripts, CLEP, and graduation.

Patrick Henry 202
412-397-6230
Mon – Fri 8:30AM to 5:00PM

Barnes & Noble Bookstore
Textbooks, school supplies, RMU apparel and swag, gifts, and so much more!

Nicholson Lower Level
412 - 262-2757
Mon - Fri 8:30AM to 4:00PM

Center for Student Success
Through the Center each undergraduate student is assigned a Collegiate Support Coordinator to provide students academic support, including counseling, advising, tutoring, and services for student with disabilities. It is recommended that every student meet with their Coordinator at least once a semester.

Nicholson 137
412-397-6862
center4success@rmu.edu
Mon - Thurs 8:30AM to 6:00PM, Fri 8:30AM to 5:00PM

Honors Program
The University Honors Program offers undergraduates the chance to enhance their education through honors courses, opportunities to get involved in honors activities, and the experience of working closely with a faculty mentor on a thesis project.

Franklin Lower Level
honors@rmu.edu
Mon - Fri 9:00AM to 5:00PM
Office of Scholar Development

Organizations around the world offer fellowships and scholarships to students who want to pursue a graduate degree or conduct undergraduate research. The RMU Office of Scholar Development helps RMU students seize the scholarly opportunities they need to achieve their personal, professional, and intellectual goals.

412-397-5406
michalenkoj@rmu.edu
Meeting by appointment only

RMU Colonial HUB

The HUB is a central location for students to access registration services, including transfer credits, registration assistance, and adding and dropping classes.

Patrick Henry 332
412-397-5500
colonialhub@rmu.edu
Mon - Fri 9:00AM to 5:00PM

RMU Library

The RMU Library is designed to give students access to literary resources, computers, printers, and study areas.

Patrick Henry
412-397-6882
library@rmu.edu
Mon - Thurs 7:30AM to 10:00PM, Fri 7:30 AM to 5:00PM, Sat 10:00AM to 3:00PM

The Writing Center

This center is a resource for students who need assistance with class assignments, papers, speeches, oral presentations, or other written work.

Wheatley Center 147
412-397-5966
Walk in only, hours posted in office
STUDENT LIFE RESOURCES

- FREQUENTLY USED
- FIND A JOB/INTERNSHIP
- HOUSING CONTRACT
- FITNESS CLASS SCHEDULE
INVOLVED? JOIN THE...

REVOLUTION

rmu.edu/revolution

rmu.edu/revolution is the online home of our student clubs and organizations! Sign in with your RMU credentials, and find all the opportunities that await you at RMU. REVOLUTION is the home of the student events calendar, club portals, student government association news, and much more!
Campus Ministry Association

Through the Campus Ministry Association, students can actively participate in their faith through a variety of worship and spirituality program and services.

Programs throughout campus
412-397-5408
campusministry@rmu.edu
Click here to check events calendar

Robert Morris University offers over 130 student clubs and organizations. Each student has a unique experience at RMU, and the wide variety of activities and events ensures there is a place for you to get involved.

Career & Professional Development Center

This center is where students will find resources and services for academic internships, graduate and professional school, and full time career opportunities.

Benjamin Rush Center
412-397-6333
careers@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Campus Recreation

This office is home to all recreation facilities, fitness classes, intramural programs, and club sports.

Student Recreation Center
412-397-5446
recsports@rmu.edu
Click here to check available hours
Center for Global Engagement (CGE)

Visit this office and discover opportunities to study, research, or intern abroad and learn about on-campus Global SET credit programs. The CGE also provides services and resources for RMU's international student population.

Colonial Village #2 (Teetz Alumni House)
412-397-4243
internationaloffice@rmu.edu
Mon - Fri 9:00AM to 5:00PM

Diversity, Inclusion, & Equity

The Office of Diversity and Inclusion seeks to promote and grow a diverse and inclusive campus community. This office exists to lead diversity related initiatives, research and analyze diversity data in order to enhance the inclusive spirit on campus.

412-397-6482
diversityandinclusion@rmu.edu
Meetings by appointment only

Greek Life

RMU has a thriving Greek Life community committed to service, scholarship, and leadership.

Nicholson 261
412-397-6487
irlbacher@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Multicultural Student Services

This office seeks to enhance the college experience for all RMU students by introducing them to the benefits of diversity. The office also provides social, educational, and leadership opportunities that are designed to help students celebrate different cultural experiences.

Nicholson 277
412-397-6488
multicultural@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Parent & Family Programs

RMU recognizes that parents and families of its students are an important member of the Colonial community.

Nicholson 260
412-397-6483
studentlife@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Counseling Center

The Robert Morris University Counseling Center is committed to addressing the mental health needs of students via clinical services and psycho educational programming, in order to increase resilience and help students to develop strategies for success.

Patrick Henry, Lower Level
412-397-5900
counseling@rmu.edu
Mon-Fri 8:30AM to 5:00PM

Engaged Learning & Community Involvement

This office houses the Student Engagement Transcript (SET), Community Service, Alternative Spring Break, the Nonprofit Leadership Certificate Program and Voter Registration.

Nicholson 266
412-397-5956
set@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Dean of Students

This office oversees all student life departments and services. Students who need assistance with, any part of their college experience can contact our office for guidance and direction.

Nicholson 260
412-397-6483
studentlife@rmu.edu
Mon - Fri 8:30AM to 5:00PM
Residence Life

This office coordinates the living-learning experience and housing for all residential students.

Washington Hall Lower Level
412-397-5252
reslife@rmu.edu
Mon - Fri 8:30AM to 6:00PM

RMU Bands

Robert Morris University bands and performance ensembles appear at concerts, athletic events both at home and throughout the United States, parades, and national dance competitions.

Gus Krop Gym
412-397-6018
charles@rmu.edu

Services for Students with Disabilities (SSD)

SSD connects qualified students with necessary accommodations and resources to have an equal access to their education.

Nicholson 280
412-397-6884
SSD@rmu.edu
Mon - Fri 9:00AM to 5:00PM

Student Conduct

This office helps ensure an university atmosphere that is conducive to meeting the academic, living/learning, and social goals of our students and university.

Nicholson 261
412-397-6487
irlbacher@rmu.edu
Mon - Fri 8:30AM to 5:00PM
Student Activities & Leadership Development

Through this office, students can join one of the 130 clubs and organizations at RMU. Student Activities also coordinates many educational and entertaining events for the campus community.

Nicholson 270
412-397-6489
studentlife@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Student Health Services - UPMC
MyHealth@School Center

The UPMC MyHealth@School Center is an onsite health and wellness clinic that serves all RMU students.

Jefferson Center
412-397-622
girimonti@rmu.edu
Mon - Fri 8:30AM to 5:00PM

Women’s Leadership & Mentorship Program (WLMP)

The WLMP seeks to attract, retain, and empower women students so they can achieve leadership roles both at RMU and in their lives after graduation.

Franklin Lower Level
412-397-5916
wlmp@rmu.edu
Mon - Fri 9:00AM to 5:00PM