



Faculty Advising Handbook
For Undergraduate Advising

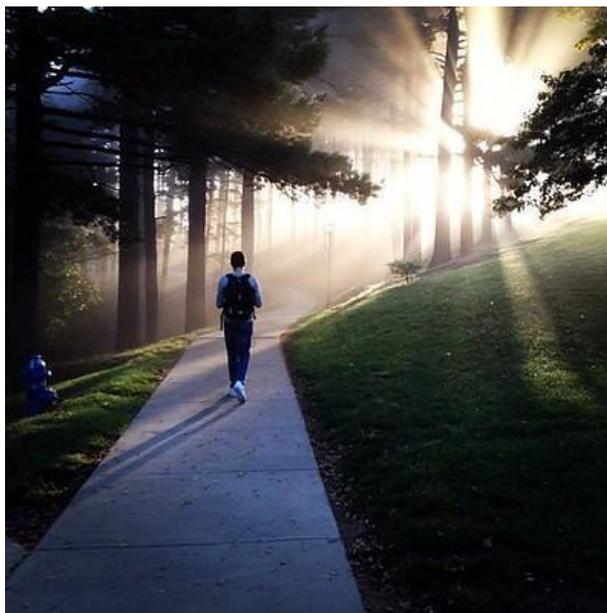
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Introduction

Academic advising is an important part of each academic program at Robert Morris University. It helps students stay on track with their program, get advice on their field, and learn about career options from an expert faculty member.

Per the CBA, a faculty member who does academic advising serves as a primary contact for scheduling. According to the CBA (p. 27): “Each full-time faculty member determined to be qualified by the academic department head shall be responsible for academic advisement of undergraduate students and, if appropriate, graduate students. Advising responsibilities include assisting students in choosing an academic program, selecting courses, and assisting with related scheduling issues.”



Academic Advisors are encouraged to be proactive in helping students with career development. Ideally, Academic Advisors will help to actively promote engaged learning opportunities, encourage internships, answer career questions, and give career advice from day one of working with the student.

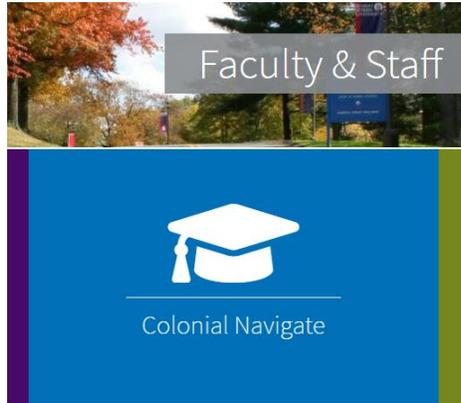
Although there is no one way to advise, this handbook attempts to put useful information about academic advising at your fingertips. Suggestions for additions to this handbook are welcome, anytime!

Advising and Navigate

The point of academic advising is to help students navigate their degree program and to give them academic and career advice. Ideally, the advisor and advisee would build a relationship that would benefit the student throughout their academic career.

It is very important to be available and responsive to communications from advisees. Although advising is a year-round activity, this is particularly true prior to registration time (prior to week 10 of the semester). Students need to meet with their adviser at least once a semester to clear them for registration.

The recommended hub for advising is Navigate. To begin the advising process, log in to the RMU website for Faculty Staff (rmu.edu/facstaff) and get into Navigate. The two options for getting into Navigate are pictured below.



<p>Sentry Secured Services</p> <p>Directory</p> <ul style="list-style-type: none"> ● Search Students ● Search Employees ● Employees by Department ● Academic Administrator Profile List ● Full-Time Faculty Profile List <p>University Policies</p> <ul style="list-style-type: none"> ● Academic Policies ● HR Policies ● IT Policies ● Student Life Policies ● Student Withdrawal Policies ● Title IX Policy ● Travel and Business Expense Policy <p>Human Resources (HR)</p> <ul style="list-style-type: none"> ● Discounts ● eBenefits 	<p>Software Applications</p> <ul style="list-style-type: none"> ● Blackboard ● CLAS User Guide ● Contract Management ● Course Load Accounting System (CLAS) ● Faculty Enight ● Gmail ● Institutional Review Board (IRB) ● Navigate ● Part-Time Faculty Course Assignment ● Revolution (OrgSync) ● RMU Reports ● Unit4 <p>University Forms</p> <ul style="list-style-type: none"> ● Academic Forms ● HR Forms <p>Forms (Faculty Use)</p>	<p>Academics</p> <p>Student Advising</p> <ul style="list-style-type: none"> ● Advisee List ● CARE Team ● Course Catalog ● Degree Progress ● Faculty Advisor Handbook ● Honors Program ● OCICU ● Online Advising ● Pittsburgh Council of Higher Education (PCHE) ● SET Processing ● Schedule of Courses ● Student Checksheet ● Student Engagement Transcript (SET) ● Student Grades ● Student Registration ● Student Withdrawal Policies
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In Navigate you will see your advisees listed. Just click on the advisee's name and his/her information will come up.

Staff Home ▾

Students	Upcoming Appointments	My Availability	Appointment Queues	Appointment Requests
----------	-----------------------	-----------------	--------------------	----------------------

My Assigned Students for Fall 2020 ▾

Actions ▾					
<input type="checkbox"/> ALL	STUDENT NAME ▾	ID	STUDENT LIST ⚡	CUMULATIVE GPA ⚡	PREDICTED RISK LEVEL ⚡

The first recommended option is to pull up the student's checksheet. Just click on the option on the lower right side of the student screen to open the student's checksheet. See the [Checksheet section](#) for more information about how checksheets can be used to help with advising.



After advising the student, you will need to submit your signature to remove the hold for the student. Students must receive academic advising to be registered for an upcoming term. Faculty advisors clear students to register for the next term by lifting their academic hold. (See the red arrow above. It will bring up the screen below.)

Academic Advisor Signature

I certify that _____ has received advisement on his/her class schedule.

Electronic By checking this box, I hereby make my electronic signature. I have read and agree to all of the conditions of the electronic signature.

Notes/Comments:

Conditions of electronic signature:

- To the best of my knowledge, all of the information submitted via this form is correct and complete.
- I am not attempting to gain access to, or modify, another person's account or personal information without their expressed permission.
- Any misrepresentation will be deemed just cause for any of the following:
 - Collegiate Judicial Hearing
 - Dismissal from the University
 - Legal prosecution

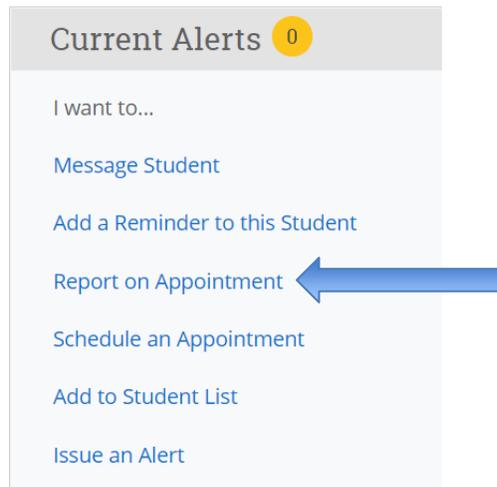
Any notes and comments can be typed in the box for the student. Once the signature has been submitted, the student receives an email notifying them that the signature has been submitted and providing them with the notes - this is why it is a good practice to put the courses you are recommending in the notes. The student will see the courses you spoke about, and it will create an additional record showing what was and what was not recommended.

Report on Appointment

One additional advising step is to submit a Report on Appointment after each advising appointment. This helps with future advising and helps to enhance student success, as

you will have access to it in Navigate for future student interactions. Other stakeholders on campus (Success coaches, Athletics, Veterans, etc.) will also have access to the reports which will help them to work with students to enhance their success. Knowledge is Power!

On the upper right of the student page, you will see an option called “Report on Appointment.”



Appointment Details

Appointment Campaign

Care Unit

Location

Service

Course

Meeting Type

Date of visit

Meeting Start Time to Meeting End Time

All times listed are in Eastern Time (US & Canada).

Appointment Summary

B *I* Paragraph

An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report.

- For more details on doing a Report on Appointment, click on the following walkthrough guide: [Report on a student’s appointment, so other parties at RMU](#)

[\(e.g. success coaches\) can see details of it](#) (make sure to include only factual information; nothing confidential)

Setting Up Meetings (Advising Campaigns)

A useful tool to use for scheduling advising campaigns is to create an appointment campaign, which is a very handy way to contact all your advisees for them to meet with you for academic advising.

Make sure you have [set your availability in Navigate](#) and then click on the Campaigns icon. As part of setting your availability, you can sync your Google Calendar with Navigate (instructions listed in hyperlink above).



A very effective way to set up advising meetings with your advisees is to create an appointment “campaign” in Navigate, particularly if you have a lot of advisees. These guides will assist you in using Navigate for this purpose:

- [Create an advising appointment campaign in Navigate](#)

Also, anytime you need help with Navigate, feel free to contact our Navigate coordinators:

CONTACT INFORMATION	
• CATHLEEN JONES	• KILLEEN SCHLEGEL
• CIT Data-Driven Advising Coordinator	• Success Coach Research, Retention, and Assessment
• Associate Professor of Marketing	• schlegel@rmu.edu
• jones@rmu.edu	• 412-397-6828
• 412-397-6364	

Areas for Advising

Prior to lifting a student’s advising hold, the advisor can make course suggestions and discuss numerous areas with the students, for example their career plans.

Advisors are not expected to have the answers to every question. Links and resources are provided below.. You can either reach out to these areas yourself or refer the student to that area with his or her questions.If advisees need information outside your area of expertise and you don't feel comfortable to provide such advice, you can refer them to the Center for Student Success and Personal Development or to other departments and colleagues.

Resource Areas

A table of who to approach for different areas is in the appendix. It shows the breakdown of areas for department heads, deans and Academic Services. Click [here](#) to view the table.

Capstone Courses

It is a good idea to discuss any capstone, or advanced, courses in the major with students, even early on, so students can have a good idea of what to expect towards the end of their program. Students need to be aware of the prerequisites for these courses and also should avoid taking these courses too early in their program.

Certificates

Many programs offer certificates in different areas. The certificates provide students with opportunities to earn additional credentials which will enhance their appeal to employers. To assist a student with opportunities for credential stacking, please refer to this list of currently offered certificates: <https://www.rmu.edu/academics/certificates> .

Credits

Students can take 12-18 credits per semester to be considered full-time, for which they pay flat rate tuition. Students looking to accelerate their education can take 18 credits a semester for the same tuition, [take CLEP tests for various core courses](#), or talk to your department head about other options. Students can shave off upwards of a whole year using a combination of these methods. This also helps students who want to participate in programs such as Accelerated Masters Programs. If a student wants to take more than 18 credits during a semester then they will have to pay extra for any credits over 18 credits, and receive permission from the dean of the school. [See the academic policies section for more information.](#)

Note: See [Center for Veterans and Military Families](#) for credit information for veterans

Holds

A student may have other holds (other than faculty advising holds) that inhibit them from registering, e.g. a financial, judicial, parking tickets, library fines, special programs like ACT 101, or even an International Student Hold. In case of a financial hold, refer the

student to the Student Financial Services Office (at 412-397-6260 and stacct@rmu.edu).

Accelerated (Formerly “Integrated”) Programs and Graduate Programs

Integrated programs require special planning since students must apply for the program and should save certain courses if they are planning to participate in this program. The best approach is to encourage the student to meet with the contact for the graduate program for the area of interest. That contact can explain the program, advise the student on any courses to keep open, and prepare the student to apply for the program. Here is the link to the listing of Accelerated Programs:

<https://www.rmu.edu/academics/accelerated>

The contacts in the table below can also provide advice about Accelerated and Graduate programs.

SCHOOL	Graduate Programs Contact	Contact Information
SBUS School of Business	Jodi Potter	Assistant Dean Graduate Programs / MBA Director Associate Professor of Management Robert Morris University 412-397-6387 potterj@rmu.edu
SEMS School of Engineering, Mathematics and Science	<u>Engineering</u> - MS in Engineering Management - MS in Healthcare System Engineering <u>Math</u> - BS Applied Math-Financial Math Concentration with MBA - BS Statistics and Predictive Analytics with MBA	Won Joo Department Head of Engineering joo@rmu.edu 412-397-4026 Jodi Potter Director, MBA Program potterj@rmu.edu 412-397-6387

	<u>Science</u> None	
SIHSS School of Informatics, Humanities and Social Sciences	Michelle Yamada	Administrative Assistant for Graduate Programs yamada@rmu.edu 412-397-6480 Wheatley Center 200
SNEHS School of Nursing, Education and Human Studies	Samantha Monda Vicki Donne Holly Hampe	Interim Department Head - Psychology monda@rmu.edu 412-397-6036 Department Head - Education donne@rmu.edu 412-397-5465 Director, Health Services Administration Program hampe@rmu.edu 412-397-5483

Internships

Each program may have different ways of coordinating internships. For some programs, the student is assigned an internship advisor or works with an internship coordinator. For other programs, students must register with the Career and Professional Development Center. Internships are ultimately approved by Department Heads. More information on the [Academic Internship Program can be found here](#).

Students may also want to reach out to their Department Head for the initial inquiry into an internship. This can eliminate unnecessary paperwork if they are not approved.

You also may want to check to see if your Department has an Internship Coordinator. Some departments do.

Minors

Advisors can discuss with their advisees options to add a minor, internships, and electives. [The list of minors is here](#).

For certain programs (ex. Education), in order for a student to add (or remove) a minor they may need permission from the department head (ex. education (and maybe a new academic advisor, if the student is changing their major). In addition, a student athlete will need permission from the Athletic Director, a veteran will need permission from the Veterans Center, and international students will need permission from the Center of Global Engagement. The form can be found [here](#). Note the form is the “Change of Major Form” but is also used for adding or dropping a minor.

Additional Support

When questions and issues come up with advising students, *the first thing to do is to turn to the department head*. For instance, in recommending classes for students to take, it is important to know the plan for which courses will be offered in the future. Department heads can assist with providing the most updated Course Scheduling Plan for classes in the department. They can also provide departmental policies, including Departmental Probation/Retention Standards for students in particular majors. More information on where to go with which questions (put link to Killeen’s link)

Academic Advising and Enrollment Coordinators (Professional Advisor)

There are also staff members who can provide help in advising students. Each school has an Academic Advising and Enrollment Coordinator. The current information is in the table below. These coordinators are available to help with all advising or registration questions/issues/etc. for undergraduates.

SCHOOL	Academic Advising and Enrollment Coordinator	Contact Information
SBUS School of Business	Vacant	N/A
SEMS School of Engineering, Mathematics and Science	Cody Latimer	latimer@rmu.edu 412-397-4039 John Jay - 283
SIHSS School of Informatics, Humanities and Social Sciences	Anne Marie Buschiazzo	buschiazzo@rmu.edu 412-397-6439 Wheatley 236

SNEHS School of Nursing, Education and Human Studies	Becca Delaney (Nursing)	delaney@rmu.edu 412-397-6804 Scaife - 136
	Darlene Sandridge (other SNEHS programs)	sandridge@rmu.edu 412-397-6025 Nicholson - 437

Co-Curricular Student Opportunities

If you have a freshman advisee who you think may be a good fit for the RMU Honors Program (rmu.edu/honors) or the Women's Leadership and Mentorship Program (rmu.edu/wlmp), please encourage them to apply to them. The Honors Program is for students who academically excel and are looking for an extra challenge -- it includes 9 capstone credits, including an honors thesis, which is a research or creative project pursued over multiple semesters. The WLMP is a mentorship program for female student leaders on campus. Both programs include excellent co-curricular opportunities and experiences for their student populations.

Student Engagement Transcript (SET Credit)

An undergraduate RMU education also includes learning and growing outside of the classroom. Those experiences often can be equally as important as time spent in class. That kind of engaged, experiential learning is documented and recognized at RMU with the Student Engagement Transcript. The SET is an official university endorsement of leadership roles, community service hours, international study trips, internships, research projects, and more. It is supplied alongside the traditional academic transcript to prospective employers or graduate schools. The Student Engagement Transcript documents engaged learning in six categories:

- Leadership
- Professional Experience
- Service
- Undergraduate Research
- Arts, Culture, and Creativity
- Global Experience

Students must complete at least **two** categories to graduate. Also, one of the two categories must be either *Professional Experience*, *Transcultural/Global Experience*, or *Undergraduate Research*.

To view an advisee's student engagement transcript, log in to Sentry, search for your advisee and click on "Student Engagement Transcript (SET)."

Students must complete their SET credit before graduating. It helps to remind students about this and refer them to the SET website: www.rmu.edu/getset

Checksheets

The Student Checksheet is the key to the successful completion of any RMU program, undergraduate or graduate. Student checksheets can be viewed within Navigate (See the Advising Basics section above [Overview of Navigate](#)).

Before clicking NEXT to view the checksheet, click the right term in order to view the applicable course offerings for that term. This will save time when advising students since it will bring up the course offerings for the term for which the student is registering.

Student Checksheet

Student:

Select a Term
When planning or registering, each course that you have not yet taken will have a link directly to the online schedule book.

Fall 2020
 Fall 2020: Doctorate
 Spring 2021
 Spring 2021: Doctora

Summer 2021 course planning will be available on 02/15/2021

Select a Major

My Current Major
Primary
Political Science (BA)

A different major
Allows you to do a What-if scenario if contemplating a change of major.
To officially change your major/degree, complete the [Change of Major](#) form.

NEXT

Also, a "what if" scenario can be selected if a student wants to change a concentration or a major, to see what requirements would be fulfilled and what would be outstanding. Click "A different major" to run a what-if scenario.

Checksheets show a student's degree program, concentration, counselor, and academic advisor at the top. The Checksheet Statistics Area provides a synopsis of all pertinent academic information and is followed by the Checksheet Requirements Area which identifies the courses needed by the student to complete their program by category, which (may) include:

- the [RMU Core](#) -- 39 credits that all students at RMU must take. Note: CSCM2040 and CSCM2050 must be taken at RMU; no transfer credit is allowed.
- Major Courses -- required courses in the major
- Concentration requirements -- courses required to attain a concentration.

- Restricted Electives -- courses in the major with options for students to choose
- Area of Interest -- courses in an area of interest set by the student in consultation with the academic advisor (for CIS majors, this should be something within the discipline broadly speaking)
- Required Minor -- an approved minor set by the student in consultation with the academic advisor
- Required Certification - an approved certificate a student has received approval for
- Open Electives -- any course at the University will count as an open elective; only 6 credits can be 1000-level, any further credits must be 2000-level or above.
Note: in the School of Business Open Electives are sometimes referred to as “Non-Business Electives.”

If there is no room for a course on a student’s checksheet, it will not apply to the degree.

Please note that every department and school is different.



When the student has taken a course on his or her checksheet, it lists their grade and the semester they took it. There are a few things to watch out for here. If a student has failed or withdrawn from a course, and then taken it again, this will not be indicated on the student’s checksheet. (The only way to check if a student has failed a class and retaken it multiple times, which may be important due to e.g. a departmental “three strikes” policy, is to look at every semester of the student’s grades.) If a student withdraws from a course, it will disappear from his or her checksheet. If a student gets an incomplete grade for a course and the

incomplete is still outstanding, i.e. it is not yet the end of the subsequent term, the record of the student taking that course will disappear from the student’s checksheet, and it will appear that the student has never taken the course. Finally, sometimes courses for which a student is registered in the summer term do not appear on the checksheet; this is rectified once grades are processed for the summer sessions.

Besides letter grades, the following notation could also appear by a course on a student’s checksheet:

P = Passing grade

When a course is taken pass/fail

T = Transfer credit

Credits are awarded. This is a college class, e.g. a College-to-High-School course. Grades earned are not computed in the RMU grade point average.

CL = CLEP

Credits are awarded when a CLEP test is taken.

AS = Advanced Standing

Credits are awarded. When an AP Test is taken in High School, or courses are taken at another institution during a study abroad semester.

AP = Advanced Placement

No credits are awarded when students take an RMU Placement test or their ACT/SAT scores get them out of a lower-level course and into an upper-level course.

When working with transfer students, please look at the transfer credits on the checksheet to ensure that they are placed appropriately on the checksheet. Checksheet adjustments may be needed. Please consult with your department head on this matter.

When registering for courses, a student may be confused as to the best way to find open electives to take. To assist with finding good open electives, students can go to the [Schedule of Courses](#), and type in the course prefix for a discipline the student is interested in to see all the courses in that discipline. Also, the prefix "WELL" shows various 1-credit wellness courses that students can take. (Taking a couple of these, along with the First-Year Experience course, will fulfill a 3-credit open elective on a checksheet.)

To view the checksheet template for the various degree programs at RMU, [click here to go the Degrees & Majors page](#). Click the desired program and scroll to the bottom to find the link to the checksheets by concentration.

Course Plans

The Course Plan for a degree shows the progression through a program of study and which course to take which semester, which is helpful for students to visualize what the program looks like. To access the course plans for all the programs, see the [website for each program](#) and refer to the red drop-down menus.

A word of caution. These course plans are suggestions only, and students who come for advising invariably deviate from these course plans. Different students may be placed into different communication skills and math classes. Some course plans do not link to the course catalog (which includes the prerequisites for courses) while others do. When planning a course of study for a particular student you will need to arrange courses for the student in a manner that adheres to the prerequisites and takes into consideration the semesters that courses are typically offered (information that your department head can provide if required).

Advising By Department

Different programs and schools handle advising differently. For example, in SIHSS, the following approaches are being used:

- **Communications** has traditionally scheduled a pre-advising meeting. Students still need to schedule to meet with their advisor individually after that meeting.
- **English** and **Organizational Leadership** have a scheduled pre-advising meeting with advisors on hand. If a student attends, he or she does not need an additional meeting with his or her advisor. If a student cannot attend, he or she needs to meet with his or her advisor individually.
- **Media Arts** has a scheduled Advising Day. All the advisors are available and students queue up to meet with their advisor. If students cannot attend Advising Day, they need to meet with their advisors individually.
- In **CIS** and **Social Sciences**, students meet with their advisor individually.

Check with your Department Head about how advising is handled for the programs in your department

Online Program Advising



Some students are considered Fully-Online Program (FOP) students. The checksheet should identify these students as FOP. They are previously advised by the RMU Online team but are now fully advised by the academic side of the university. For any questions you may have about advising a FOP student, please contact your department head. Each school may have a slightly different approach to advising FOP students.

The advising process for FOP students may begin with them filling out a survey about the courses they are interested in taking for the next term, and any questions they have.

The results of this survey are forwarded to the academic advisor to meet with them virtually or through email. *It is very important for faculty advisors to be responsive to the needs of FOP students, so that they can receive academic advising in a timely fashion.*

Other students are not considered FOP but want to take online courses. The onground students may want or need to take online courses for a variety of reasons such as changing living situations, jobs, and on-campus issues. The distinction between onground and fully online program students has certainly been blurred by the recent COVID-19 situation where onground courses were converted to online courses.

If an onground student wishes to become a FOP student, they need to complete a “change of major form.”

An onground student may have financial aid implications if they are taking online courses. This may be especially true for some of the military and international students. Some FOP students may take less than a full-time course load, depending on their circumstances. Students may be advised to check with their financial liaison about their financial aid options.

The fully online program schedule of classes is not visible to onground students. As an advisor, you should be able to view all courses, onground and online courses, through the Schedule of Courses.

Students cannot self-register for online courses. These courses must be registered through the school or program’s Academic Advising and Enrollment Coordinator. The advisor may also need to release the hold for FOP students or the Academic Advising and Enrollment Coordinator may have that ability. Students who are FOP have traditionally been given the opportunity to have the first spots in online courses.

The CBA specifies a total enrollment of an online course being offered to be 20 students but an instructor can increase the number of students up to a total of 23 students. When the class enrollment exceeds the number of slots available, students may be placed on a waiting list. Students on the waiting list will have the course marked with an X on their checksheet.

Academic Policies

The full list of academic policies is here: academicaffairs.rmu.edu/academic-policies. Some academic policies that directly relate to advising students are as follows:

- [Academic Standing](#)
- [Admission to Closed Class](#)
- [Application of Credits Earned at Other Institutions](#)
- [Change of Major/Program](#)
- [Coursework Prerequisites](#)
- [Credit by Examination \(CLEP\)](#)
- [Credit Load](#)
- [Developmental Coursework](#)
- [Directed Study](#)
- [Drop and Withdrawal](#)
- [Grading for Study Abroad](#)
- [Graduation Requirements](#)
- [Medical Withdrawal Policy](#)
- [Repeating Courses](#)
- [Residency Requirements](#)
- [Taking Graduate Courses](#)

Student Financial Ramifications on Add/Drop and Withdraw

Students needing to add/drop courses as well as withdraw from courses may do so by following University Policies and by strictly abiding by published deadlines. However, there are potential financial ramifications to these actions, especially when students make course registration decisions not guided by Universities policies and not following published deadlines. Our Online System does warn students about possible consequences that will occur if a specific decision is taken. However at times students ignore these warnings and take decisions anyway. This will result in undesired financial ramifications to our students and add to their stress.

Faculty Advisors are requested to direct students to Student Financial Services at stacct@rmu.edu or 412-397-6260 or sfs.rmu.edu and sfs.rmu.edu/withdrawal-policies when they have questions related to financial consequences. It is in the best interest of our students that we do not attempt to answer such questions ourselves.

Change of Major

Advisors are able to assist their advisees in changing majors or concentrations. The “Change of Majors” form is provided to the student in Sentry Secure, and a pdf of the form can be viewed [here](#). Advisors can help students conduct the “what if” scenario using student checksheets to counsel their charges regarding the impact of major changes to their grade point average, eligibility to graduate, course requirements, etc.

Student Checksheet

Student:

Select a Term

When **planning or registering**, each course that you have not yet taken will have a link directly to the online schedule book.

Fall 2020

Fall 2020: Doctorate

Spring 2021

Spring 2021: Doctora

Summer 2021 course planning will be available on 02/15/2021

Select a Major

My Current Major

Primary
Accounting (BSBA)

A different major

Allows you to do a What-if scenario if contemplating a change of major.

To officially change your major/degree, complete the [Change of Major form](#).

NEXT

In particular, prior to viewing a student's checksheet (on the screen shown where you can select the term you are advising the student) you can select "A different major" that will allow you and the student to explore how the courses that a student has taken might count towards different majors at RMU. The "Change of Major form" link will not work for faculty, as we don't have the ability to actually change a student's major.

However, faculty are not expected to advise students on majors outside of their expertise and, especially if the student is changing to a major in another department, should be sent to the department head in the department housing the major that the student is interested in changing to. Some concentrations cannot be done by the student electronically -- for example, the Early Law School Admission and Pre-Medicine concentrations.

Classes for Graduating Seniors

When a student is registering for their final semesters, as per the residency requirement, their last 30 credits must be RMU credits. Approved study abroad credit and credit through The Washington Center are considered RMU credit, and may be taken in the last 30 credits. [Credit Through Examination \(CLEP\)](#) credits are also RMU credit, but students within 30 credits of graduating must complete CLEP exams no later than the end of the first semester of their senior year.

If a class is not offered that a senior needs to graduate, there are a number of options:

- There could be an option to do a course substitution for the required course. Contact the department head to ask about this possibility.
- There could be an option to take a class through the Pittsburgh Council on Higher Education (PCHE, pronounced "Peachy," pche.rmu.edu) at another local institution. PCHE credits are also considered RMU credits, and could be taken -- the issue is the student logistically getting to the other institution, e.g. Pitt, parking, etc.
- There could be an option to take classes through the Online Consortium of Independent Colleges and Universities (OCICU). These are online courses from other institutions offered every semester that RMU students who need them to graduate can take. To see the schedule of OCICU courses, and to register a student for them, contact the Department Head.
- The student could complete a directed study, though this is not the preferred option.
- If a student has 9 credits remaining, then the student may still walk if the 9 credits will be completed in the summer. Students must complete a walk early form that must be signed by the Assistant Dean.



Remember to get the approval in writing before registering for courses at other universities.

Applying for Graduation

Please remind your advisees that in order to participate in Commencement, they must submit an application for the undergraduate/graduate degree *within 10 days after the beginning of the final semester of study*. They can fill out the form online here: <http://academicaffairs.rmu.edu/academic-forms/graduation-application>. Just a reminder: it is the Registrar's Office which certifies graduation.

Reporting Student Academic Issues

If a student is exhibiting behaviors and issues which may lead to failure in a class, please submit an alert in Navigate, so the Center for Student Success and Personal Development can follow up. Go to rmu.edu/colonialnavigate (you will have to sign in), search for the student's name, and click on "Issue an Alert" on the right-hand side under "Actions."

Reporting Student Behavioral Issues or Concerns

If a student is exhibiting behaviors that are concerning, as well as disrupting or threatening behavior, please submit a report here: <http://rmu.edu/careteam>.

In case of any suspicion of imminent danger, always call University Police at 412-397-2424.

The RMU Counseling Center consists of professionals trained to help students with a wide variety of stressors and mental health issues. Students can confidentially discuss their thoughts and feelings, and learn to apply new skills that will assist them in reaching their goals. Students can schedule an appointment by emailing, calling, or stopping in. The Center is located in Patrick Henry Center lower level, and the entrance is to the left of the main entrance to the Nicholson Center off the lawn. Office hours are 8:30am-5:00pm, Monday-Friday. The phone number is 412-397-5900, the email is counseling@rmu.edu, and the website is rmu.edu/counseling.

Academic Help for Students

For your advisees who need help with classes, there are some school and university resources you can recommend to them.

- In addition to a student's academic advisor, every undergraduate student is assigned a Success Coach within the Center for Student Success and Personal Development (CSSPD). The CSSPD's mission is to provide data-driven academic and career guidance in an inclusive environment by helping each student persist and thrive at RMU from orientation to graduation. It is each student's responsibility to make thoughtful decisions about their educational and career goals; it is the Coach's responsibility to help each student consider options and get connected with resources. A student's Success Coach is listed at the top of his or her Checksheet with contact information. Refer to the [CSSPD website](#) for a plethora of resources and an outline of the services they provide to students.
- Every School is assigned a [Professional Advisor \(or Academic Advising and Enrollment Coordinator\)](#) who complements the faculty academic advisors within the School. Although the specific responsibilities differ depending on the School, the primary role of all Professional Advisors will assist the school in recruitment

and career placement activities, serve as a point of contact for all students within the School in case of frequently asked questions, and matters of procedure.

- In addition to the faculty/staff Navigate platform, all undergraduate students at RMU can download the Navigate Student app. Navigate Student is a free mobile app that provides personalized information to help keep students on the path toward academic success and timely graduation at Robert Morris University. Navigate Student helps reduce the noise so students will get connected to the right resources at the right time. For more information on the student app, [check out this overview](#) for faculty.
- For assistance preparing written assignments or essays for classes, feel free to refer students to the Writing Center. Located in Wheatley 147 (next to the Part-time Faculty Office, just off the Atrium), the Writing Center welcomes any and all RMU students who have questions about writing for classes, as well as completing applications for graduate or professional school, creating documents such as personal statements or artists' statements, and developing other personal or academic writing. The website is <https://www.rmu.edu/academics/schools/sihss/writing-center>.
- For tutoring, the Center for Student Success and Personal Development (CSSPD) offers a variety of free services to undergraduate students, including peer tutoring in the Tutoring Center, located in the Nicholson Center, 277. Comprehensive peer tutoring helps students excel in their courses. The Tutors are both undergraduate and graduate students who have taken the course before and were recommended by faculty teaching that course. Tutoring is free to all Robert Morris University students on a first-come, first-served basis, and walk-ins are preferred. Tutoring is available during the Fall, Spring, and Summer terms. For more information about tutoring services, go to rmu.edu/CSS or contact the Tutoring Center at 412-397-6864 or rmututor@rmu.edu.
- The RMU library is also a terrific asset for students. The library has a [library liaison program](#), in which their librarians have specializations in particular disciplines, and are more than willing to meet with students to help them get the most out of library resources. The library has also put together subject-specific



library guides for the different disciplines on campus -- these are potentially great resources for students, and can be found here: <http://libguides.rmu.edu/>. The library has specific staff members designated as library liaisons to the different academic areas, and the liaison for each area is listed in the Lib Guide. Students can contact these library liaisons for help.

Career and Professional Development Center

The RMU Career and Professional Development Center (CPDC) is committed to the success of our students and serving the diverse needs of our vast network of employers. The CPDC team facilitates a wide array of personalized, professional development and career-related services including the academic internship program, workshops, networking opportunities, job fairs, online career resources, labor market analyses, and job search assistance. The CPDC team works closely with employers and corporate partners to create educational and professional opportunities for our students to build lasting relationships and talent pipelines that will help our students and the organizations thrive. The CPDC is located in the Benjamin Rush Center. For more information about the Career and Professional Development Center, career employment, internships, and other professional development opportunities please visit our [website](#) or contact careercenter@rmu.edu.

Students should watch for their emails, and keep their [Handshake](#) account current, as this is their primary resource to connect with employers, view available opportunities, apply for jobs/internships, register for events, and attend virtual events like career and engagement fairs. We also highly encourage students to join us on [Revolution](#), and follow us on social media to keep informed on our events and exciting employment/internship opportunities: FB [@RMUCPDC](#), IG [rmucareercenter](#), and LinkedIn [rmucareercenter](#)

The CPDC also works in close collaboration with the **Center for Student Success and Personal Development (CSSPD)**, which helps with resume writing, practice for interviewing, and other related services.

Career Resources Housed in [CSSPD](#) (student would reach out to their assigned Success Coach for additional information):

- [Academic and Career Coaching](#)
- [Student Employment Program](#)
- [Big Interview](#)
- [Career Resource Guides](#)
- [Career Tip Sheets](#) (*resume review, employment letter review, interview practice, and more*)

• [Vault](#)
Career Resources Housed in [CPDC](#) (students can contact [careercenter@rmu.edu](#) for additional information):

- [Academic Internship Program](#)
- [Handshake](#)
- [Talent Track](#)
- [Glassdoor](#)
- [Campus Recruiting and Career Fairs](#)
- [Alumni Career Services](#)

RMU Honors Program

If you have an advisee in the [RMU Honors Program](#), there are requirements that will not show up on the student's checksheet, which are however required for the student to graduate from that program. Be on the lookout for emails from the Directors of the Honors Program which detail these requirements.

Center for Veterans and Military Families

The Center for Veterans and Military Families (CVMF) provides a wide array of support and resources for our veteran, military, and military family students. We recommend all military/veteran affiliated students visit our CVMF [website](#) which is full of valuable information, points of contact, and FAQs. The rules and regulations for veteran and military benefits are constantly changing. If you or the students have any questions, please contact our Military and Veteran Benefits Specialist directly. RMU also participates in the Veterans Integration into Academic Leadership (VITAL) program with the Department of Veteran Affairs. Military/veteran affiliated students can contact the [VITAL](#) Coordinator for a variety of services including: Assistance with enrollment and care at VA Pittsburgh Healthcare System, wellness counseling, coping strategies, and collaboration with RMU's Disability Services to request academic accommodations.

ROTC Students: Advisors will need to work on [course plans](#) with ROTC students as they are required to submit an eight semester course planner to their company or squadron training officer.

International Students

International students must follow specific guidelines set by the Student Exchange Visitor Program (SEVP), to be in compliance with US immigration regulations. All

international students are aware of these guidelines. The Center for Global Engagement (CGE) works with the international student community at RMU to help keep them in compliance. The Saudi Arabian Cultural Mission (SACM) sponsors many of our Saudi students and has additional guidelines students must follow. All SACM students are aware of these guidelines.

- Who is considered an international student at RMU?
 - Any students studying on an F-1 (student) or J-1 (exchange student) Visa
 - Students on other visa types (e.g., A-2, L-2, H-4), do not report to the CGE
 - Permanent residents do not report to the CGE
 - Canadian students are international students.

- Registration
 - Required Credits
 - Undergraduate F-1 Students
 - Must be enrolled in at least 12 credits every Fall and Spring semester
 - See **online considerations** below
 - See **final semester considerations** below
 - Graduate F-1 Students
 - Must be enrolled in at least 9 credits every Fall and Spring semester
 - Must have at least one course in each of the 8 week sessions or at least one 15 week class
 - See **online considerations** below
 - See **final semester considerations** below
 - Online classes
 - Only 1 online class can count towards a students required credits:
 - Undergraduate students must have 9 credits on ground before they can enroll online classes
 - Graduate students must enroll in 6 credits on ground before they can enroll in online classes
 - Students must have a ground class all semester
 - Graduate students must either have an on ground 15 week course or a ground course in both the 1st and 2nd 8 weeks
 - SACM students cannot enroll in more than one online course per semester and must receive special permission for the class ahead of time

- SACM Undergraduate students are limited to 12 online credits in their entire degree program
- SACM Graduate students are limited to 6 online credits in their entire degree program

Note for SPRING 2021 ONLY: Due to COVID-19, both the US Government and SACM have made exceptions to this requirement, allowing continuing students to take a full schedule of online courses. New students must have at least one course with an on ground component.

- . Withdrawals
 - International students need to secure CGE permission before withdrawing from any classes.
 - This is to ensure that they are not adversely impacting their immigration status by enrolling in less than a full-time schedule (12 credits for undergraduate/ 9 credits for graduates) as required by immigration regulations (see Final Semester for the exception to the full-time schedule requirement)
 - Students complete the [withdrawal form](#) and collect the appropriate signatures before submitting it to the registrar for processing
 - CGE
 - Academic Adviser
 - Athletics
 - Final semester
 - Students can enroll in less than a full time schedule, enrolling in only the courses they need to complete their program in that semester
 - If students are enrolled in less than a full time schedule, they cannot take any online classes
 - Students must enroll in a course that begins at the start of the semester (1st 8 weeks or 15 week class)
 - Students can complete their program mid semester
 - Students MUST submit a Reduced Course Load request form (signed by student and adviser) to the CGE for approval
 - Holds
 - Students will receive holds from the CGE for a variety of reasons
 - Midterm grades meetings

- Outstanding Bill for document mailing
 - Failure to meet with CGE staff when required
- Academic Support
 - CGE office members are the College Support counselors for all F-1 visa and J-1 holders
 - CGE staff review all EAB alerts and follow up with students
 - CGE staff meet with students to discuss academic issues including:
 - Midterm/Final grades
 - Academic Probation/Suspension
 - Academic Integrity Violations
- Work/Internships
 - Students cannot work more than 20 hours per week while taking courses
 - On campus
 - F-1 students are eligible to work in on campus positions
 - F-1 students cannot do federally funded positions
 - CPT (Curricular Practical Training) - Off Campus Internships
 - Students must be enrolled in an internship class
 - Students must be related to their degree program
 - Students must have CGE permission BEFORE beginning work
 - OPT (Optional Practical Training) - Post degree employment
 - Students must apply and be approved by US Citizenship and Immigration Services (USCIS) (min 3 month processing time)
 - Work must be related to the students' degree program
 - Students must work minimum 20 or more hours a week
- Program Changes/Change of major
 - International students must receive CGE approval before making any program changes such as changing their major, adding/removing a minor, adding a major, or enrolling in RMU's 4+1 accelerated programs.
 - Non SACM Students must complete the physical change of major form
 - SACM students must work with CGE on Department and SACM approval. If approved, CGE works with the registrar to update the change.
 - Students must receive updated immigration documents upon approval of change

- Saudi Arabian Cultural Mission (SACM)
 - SACM is the financial sponsor to the majority of RMU's Saudi Arabian students
 - Not all Saudi Arabian students are SACM sponsored
 - For SACM sponsored students there are additional considerations
 - Require SACM approval before program changes
 - Require letters from CGE to SACM for most updates
 - Online class limits (see above)

Study Abroad Students

The Center for Global Engagement (CGE) advises students who wish to participate in a short-term, semester, or summer study abroad program for credit. Students must fill out an RMU study abroad application form, as well as their program application (for semester or summer programs). Deadlines for RMU forms are typically the end of September (spring semester abroad), mid-December (Faculty-Led Education Abroad Programs - FLEAPs), the end of February (summer programs), and the end of March (fall semester abroad). The CGE hosts a Study Abroad Fair each semester to promote programs, and students wishing to participate in a semester or summer abroad program must have an advising session with a study abroad advisor in the CGE before applying.

- Semester Abroad Information
 - **Eligibility:** 45 credits completed at RMU prior to going abroad (not including transfer credits), 2.5+ GPA (some programs have higher requirements), no violations of the Code of Student Conduct
 - **Locations:** Full list of program options can be found at rmu.edu/abroad
 - **Courses:** Students work with their CGE study abroad advisor and their academic advisor to make a list of 21+ credits that they may want to take while abroad. They then seek approval from the appropriate department heads to substitute the courses abroad for courses on their checksheet. Students only take 12-18 credits during their semester abroad, but they get extra courses approved to allow for flexibility when scheduling courses, which often doesn't happen until a student has arrived in their host country.
 - **Cost:** RMU tuition/fees + housing & meals abroad (cost varies by location) + airfare + health insurance (\$80-\$500) + passport/visa, if required
 - **IMPORTANT:** Students are much more easily able to study abroad and will have a wider variety of program choices if they have RMU Core courses and open elective courses available to them for their semester abroad. Introductory courses are common in most programs. If a student even thinks they may want to study abroad at some point while at RMU, it

is very helpful for them to save some of their RMU Core courses and/or open electives for their semester abroad.

- Summer Abroad Information
 - **Eligibility:** 45 credits completed at RMU prior to going abroad (not including transfer credits), 2.5+ GPA (some programs have higher requirements), no violations of the Code of Student Conduct
 - **Locations:** Full list of program options can be found at rmu.edu/abroad
 - **Courses:** Students fill out a Post-Matriculation Credit Transfer Form with their CGE study abroad advisor and get the appropriate signatures. This is the same form that students fill out to transfer a summer course from CCAC or another school to RMU after they're already an RMU student.
 - **Cost:** Full program fee (typically includes housing) + meals + airfare + health insurance (\$80-\$500) + passport/visa, if required

- Faculty-Led Education Abroad Programs (FLEAPs)
 - **Eligibility:** freshmen-seniors, 2.5+ GPA (some programs have higher requirements), no violations of the Code of Student Conduct
 - **Locations:** Full list of program options can be found at rmu.edu/abroad once programs are announced, typically in September/October for programs running in the following Spring semester
 - **Courses:** Students take one or two courses during the Spring semester and go abroad with their instructor(s) during spring break or in May, after commencement
 - **Cost:** \$2,500-\$4,000, depending on program location and length, with additional out-of-pocket costs for some meals and souvenirs and free-time activities

Transcultural/Global Experiences SET

Students with questions about the Transcultural/Global Experiences SET category can contact the CGE for options. There are options for international students, study abroad students, students who remain on campus at RMU, and students in fully online programs.

Student Athletes

Students who participate in Athletics must follow specific academic guidelines set by the National Collegiate Athletic Association (NCAA) in order to be a student-athlete. Student-athletes are assigned to a Success Coach who provides academic support and resources similar to the CSSPD Success Coach role. The Assistant Athletic Director for Academics (who is the Success Coach for student-athletes) has additional

responsibilities as it relates to the academic and athletic eligibility requirements for student-athletes.

- I. What are the academic requirements for a student-athlete?
 - A. A student-athlete must be a full-time registered student
 - B. A student-athlete must demonstrate progress towards a degree per the NCAA requirements for each academic year
 - C. A student-athlete must be in good academic standing
 - D. A student-athlete must maintain the required GPA set by the NCAA for each academic year
- II. Academic Requests
 - A. Any change of major, adding/removing a minor, adding/removing a dual major, or participating in an accelerated program request must be approved by the Assistant Athletic Director for Academics to ensure that the student-athlete can maintain his/her progress towards a degree and athletic eligibility
 1. International student-athletes also need approval from Center for Global Engagement
 2. Veteran student-athletes also need approval from the Center for Veterans and Military Families
 - B. Any schedule change or course withdrawal request must be processed by the Assistant Athletic Director for Academics to ensure that a student-athlete maintains full-time registration status.
 1. Withdrawal requests also require approval from either the Center for Global Engagement or Center for Veterans and Military Families.
- III. Academic Support
 - A. The Assistant Athletic Director for Academics monitors and communicates with faculty regarding all progress reports provided on Sentry Secure as well as any case alerts provided through the Colonial Navigate system.
 - B. Faculty members can also reach out to the Assistant Athletic Director for Academics any time regarding feedback, concerns, or questions about student-athletes.
 - C. The Assistant Athletic Director for Academics works with the Tutorial Coordinator from CSSPD to provide academic tutoring through Colonial F.o.c.u.s. (Free Opportunity to Collaborate, Unite, and Succeed) where student-athletes have access to peer tutoring support.
- IV. Athletics Travel
 - A. Each student-athlete receives a travel letter from the Assistant Athletic Director of Academics to provide to each faculty member. It is the student-athlete's responsibility to provide the travel letter to each instructor.
 - B. The travel letter provides the dates, times, and location when a student-athlete will travel with his/her athletic team for competition. Hotspots are provided to each team for internet access for long distance travel.

- C. It is the student-athlete's responsibility to communicate with their instructor to make arrangements for any missed class, assignment, exam, quiz, test, or presentation as listed on the travel letter. Students cannot miss class for practice.
- V. Employment Advising
 - A. Student-athletes are eligible to work once approved by the Office of Compliance in the Athletics department
 - B. Student-athletes who participate in year round competition athletic teams may only be able to complete an required internship, practicum or co-op during the summer session
 - C. International student-athletes need to communicate with CGE regarding a potential employment opportunity

Any communication from a faculty member is greatly appreciated by the Athletics department, so that the academic well-being of the student-athlete can be addressed. The Assistant Athletics Director for Academics communicates with all departments on campus, faculty members, department heads, and school deans to resolve any concerns, conflicts, or issues with a student-athlete. A student-athlete is always encouraged to communicate with his/her Academic Advisor and instructor depending on the concern expressed by the student-athlete.

Contact Information

Nicole Law

Assistant Athletic Director for Academics

phone: 412-397-6815

email: law@rmu.edu

Dr. John McCarthy

Faculty Athletics Representative (contact for academic concerns)

phone: 412-397-5412

email: mccarthy@rmu.edu

First-Year Studies Program

Robert Morris University First-Year Studies Program (FYSP) is a 1-credit course all incoming freshmen take in their first semester. It provides a program of freshman orientation, skills-based courses, advisement and counseling, and access to university resources to ease their transition from high school to college and thereby increase student admissions and retention.

Communication Skills Program

All RMU graduates are expected to master a wide range of communications skills, strategies, and principles. This consists of a series of communications skills courses, required as part of the RMU Core, and a communications skills intensive instruction, required in each major. The 12 credits of communications skills classes that a student has to take as part of the RMU Core Curriculum depends on placement testing scores; students will first take either CSEN1010 or CSCM2050, then take CSEN1020, CSCM1030, and CSCM2040. Recall, CSCM2040 and CSCM2050 are the only two courses students cannot CLEP. Upon completion of the above CSEN and CSCM courses required as part of the RMU Core, students may also have to then complete additional communication skills intensive course work in their major. The form of this additional course work depends on the major, and if you are unsure of how this is handled in your department then you should consult with your department head.

In the past the required communication skills intensive course work consisted of four sections of courses at the 3000-4000 level in the major that were designated "Communications Skills Intensive". These courses were labeled communication intensive through the "C" section letter in the class schedule. This is still how many degrees on campus continue to meet the communication skills requirements. If this is the case for the degree program in which you are advising, then you will have to ensure the student meets this requirement. In particular, you should ensure the student can take four "C" section classes in addition to the 4 core Communication skills classes. Consult with your department head if you are unsure when and how frequently these communication skills courses are offered within your department.

However, recently a number of degree programs across the campus have opted to meet the required upper-level communications skills intensive instruction through a wide variety of classes. Typically, a chart showing which classes in the program meet specific requirements is used to demonstrate how the entire program contributes to meeting the requirements. If the degree for which you are advising students does not require communications skills intensive sections then this is something you do not need to be concerned about, as the required communication skills intensive course work will be completed by the student simply by completing their degree program.

Engaged Learning & Office of Student Involvement

RMU has [over 150 student clubs and organizations](#), so there are plenty of opportunities for students to get involved on campus. Student organization questions can be directed to the Office of Student Involvement in Student Life.

Students can study abroad through Faculty-Led Experience Abroad trips for two weeks, or study abroad for a semester at a partner institution. Students should start planning for a semester study abroad early, so it works with their major's course plan. The Center for Global Engagement can help in this planning process: rmu.edu/global

Students can also do a semester in Washington, D.C., interning on Capitol Hill or in a variety of other settings through The Washington Center. Students need to apply by February 1 to be accepted as an RMU candidate for TWC. For more information: rmu.edu/TWC.

Discussing Student Academic Records

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was passed by Congress in 1974 and is a Federal law that protects the privacy of student education records. FERPA gives eligible students certain rights with respect to their education records. Generally, an education record means those records that are (1) directly related to a student; and (2) maintained by RMU. In order to release information contained in an education record to third parties (generally, including parents), RMU must obtain written permission from a student or rely on a statutory exception.

As a faculty member, you have a legal responsibility under FERPA to protect the confidentiality of student education records in your possession. You have access to student information only for legitimate use in the completion of your responsibilities as a university employee. What you need to know is this basic principle: Your access to student information, including online directory and public information, is based on your role within the university. Student education records (other than online directory or public information) are considered confidential and may not be released without written consent of the student. Student information stored in electronic format must be secure and available only to those entitled to access that information. Student academic performance (or any other student education record) should never be discussed with third parties beyond internal University administration who have been identified by the University as having a need to know such information. It is important to note that you should not release any information to third parties, even with consent, without first discussing the disclosure with your Department Head.

If you're in doubt about a request for student information, please contact your Department Head and / or the Office of the Registrar at registrar@rmu.edu.

It's Important to Remember...

- Do not use the University ID number of a student in a public posting of grades or any other information.
- Do not link the name of a student with that student's University ID number in any public manner.
- Do not leave graded materials for students to pick up in a stack that requires sorting through the papers of other students.
- Do not hand grade information back to the group once it has been graded if it is a group grading situation.
- Do not share the progress of a student with anyone other than the student without the student's written consent.
- Do not provide anyone with lists or files of students enrolled in your classes.
- Do not provide course schedules or assist anyone - other than university employees - in finding a student on campus.
- Do not access the records of any student for personal reasons.
- Do not store confidential information on any computer, unless that information is required and secure from intrusion.
- Do not include student's grades, GPA, classes, etc. in a letter of recommendation without written consent of the student.

Academic Transcript

If your student advisee needs a copy of their official transcript, they can go to rmu.edu/transcripts. Current students can log in using the "Sign-in" option. Otherwise, use the Student Search option on the right-hand side of the screen.

Student Registration Process

Students may self-register for on-ground classes. To view a presentation on the registration process for students, [click here](#), or download the PowerPoint walkthrough guide [here](#).

Below is a step-by-step guide for students on how to register for classes:

Students should meet with their advisor 2-3 weeks before registration opens in Week 10. To find classes, log into Sentry (rmu.edu/myrmu). Under the "Academic" menu, select "Student Checklist":



Sentry Secured Services

To Do List <ul style="list-style-type: none">● Student Insurance● Parking Permit● Degree Progress	Academic <ul style="list-style-type: none">● Student Checksheet● Student Registration● Student Grades● Library● Academic Policies● Change of Major● Online Advising● Transcripts● Student Verification Letter● Undergraduate / Graduate Degree Application● Submit SET Activity/Check SET Progress● Student Engagement Transcript (SET)● Pittsburgh Council of Higher Education (PCHE)
Communications <ul style="list-style-type: none">● Directories● View Bulletin Board● Revolution (OrgSync)	

Click on the appropriate term, and then “Next” to view your checksheet. Click the green button, “Register for Courses You Still Need” to see all the course offerings that would apply to your checksheet in the term you have selected:

Checksheet Requirements Area

[Register for Courses You Still Need](#)

Click on a course you want to take. All of the available sections will populate. Take note of session length (8 vs.15 weeks), onground vs. online, days/time, instructor, etc. When you find the best option for you, select the “plan” button and the course information will be placed in your Registration Planner. Follow this process for all the courses you want to take. Have a few alternatives, as classes will fill up and close.

Determine when the registration system opens for you. Some student groups have priority registration, and the rest are assigned in credit order. Log into Sentry. Under the “Academic” menu, select “Registration.”



Sentry Secured Services

To Do List <ul style="list-style-type: none"> ● Student Insurance ● Parking Permit ● Degree Progress 	Academic <ul style="list-style-type: none"> ● Student Checksheet ● Student Registration ● Student Grades ● Library ● Academic Policies ● Change of Major ● Online Advising ● Transcripts ● Student Verification Letter ● Undergraduate / Graduate Degree Application ● Submit SET Activity/Check SET Progress ● Student Engagement Transcript (SET) ● Pittsburgh Council of Higher Education (PCHE)
Communications <ul style="list-style-type: none"> ● Directories ● View Bulletin Board ● Revolution (OrgSync) 	

Then, under the “Preparing and Planning” menu, select “Registration Status” to see your registration time and check for any holds. Work to clear any holds. Holds include the advising hold, judicial, parking tickets, library fines, special programs like ACT 101, or even an International Student Hold. In case of a financial hold, the Student Financial Services Office can assist (412-397-6260 and stacct@rmu.edu).

Periodically log into your planner and check to see if the classes you want still have openings.

Five minutes before your registration time, log into Sentry. Under the “Academic” menu, select “Registration.” Under the “Preparing + Planning” menu, select “Registration Planner” to pull up the courses/sections you have identified. Check to see that the courses you want are still available. At your registration time, hit refresh. Select the “Schedule” button next to the course/section you wish to add. After the last class has been added, review the list in the viewer, scroll to the bottom and hit “Submit.” You should see a green check mark. If you don’t see this, you need to try again. You will also receive a confirmation email from Sentry.

An overview of the registration process is in the following graphic:

RMU COURSE REGISTRATION

TO FIND YOUR REGISTRATION DATE AND TIME
CLICK "REGISTRATION STATUS" IN YOUR "MYRMU" ACCOUNT



REMOVE HOLDS

- Access your MyRMU account at rmu.edu/login
- Click "Registration"
- Click "Registration Status"
- Anything listed in red is a "hold" and will prevent you from registering
- To remove holds, contact the department(s) listed in green



FIND CLASSES

- Click "CheckSheet"
- Locate your Academic Advisor & Success Coach at the top
- Contact your Advisor to discuss recommended classes
- Both your Advisor and Success Coach are available to you as resources during the registration period



REGISTRATION PLANNER

- Click "CheckSheet"
- Select the semester you plan to register for then click "Next"
- Follow the clickable links within the CheckSheet to search for classes
- Add desired courses to your Registration Planner by clicking "Plan" next to each course for easy access on the day of registration



REGISTER

- On the day of registration, log in to MyRMU
- Click "Registration"
- Click "Registration Planner"
- Click "Schedule" for each class
- Click "View/Submit" in the black pop-up box once the last class is added
- Review the draft schedule, then click "Submit" to finalize
- See a green check? You did it!

Office of the Registrar

Contact information and areas of responsibility for the Office of the Registrar are in the table below:

OFFICE OF THE REGISTRAR INFORMATION

Daniell Matthews <i>Registrar</i>	Donald Lane <i>Associate Registrar</i>	Rachel Farrell <i>Assistant Registrar & Data Specialist</i>	Erin DelRusso <i>Degree Audit Specialist</i>	Tracey Englert <i>Catalog & Curriculum Specialist</i>
x. 6232 matthews@rmu.edu	x. 5492 lane@rmu.edu	x. 6241 farrell@rmu.edu	x. 6237 delrusso@rmu.edu	x. 6233 englertt@rmu.edu

Academic Calendar Mgmt	Course Evaluations Ordering & Distributing	Academic Integrity requests	ACT 48 credit bearing	Classroom Scheduling
Commencement Planning	Cross Registration PCHE/OCICU	Athletic Certification	Change of Majors	Course Book Production
Curriculum & Course Management	Degree Audit & Course Substitutions	Degree Audit for Athletes	Internal Transcript Processing	Final Exams
Grade processing & changes	Grade change processing	PT faculty announcements	Post-matriculation	Checksheet updates
Roster Confirmation	Independent study processing	Transcript Evaluation & Processing	Verification of Enrollment	Transcript Evaluation & Processing
Student Academic Standing				

All are responsible for general registration and withdrawals.

FAQ

How many credits can a student take in a semester?

- Twelve credits or more is considered full time. 12-18 credits can be taken at a flat rate (one price). [Credits section](#)

Can a student take more than 19 credits?

- If permission is granted from the Dean of the student's school. Most schools have a minimum GPA needed for permission. For example, a GPA of 2.5 is required for the School of Business (minimum GPA dependent on the School). Students will be charged per credit above the flat rate.
<http://academicaffairs.rmu.edu/academic-policies/undergraduate/credit-load>

How do students declare a dual major?

- Students should use the [Change of Major](#) form to change majors or to sign up for a second major, a minor, or a certificate.

How does a student know he/she has completed the Communication Skills graduation requirement?

- The [Communication Skills Program](#) section explains the different approaches used by different schools. For most, if not all, students will complete these requirements simply by finishing out their checksheets.

How does a student apply for an Internship?

- See the [Internship](#) section. The Career and Professional Development Center is a great starting point to guide students to for any and all internship related questions.

What are the requirements for SET Credit?

- See the [Student Engagement Transcript \(SET\)](#) section.

What credits are counted toward graduation on the Checksheet?

- Only the Applied Credits on the Checksheet are counted toward total credits required for graduation.

How do students CLEP, and what courses are students able to CLEP?

- CLEP information can be found under [Credits](#) above.

Where should a student go with specific academic issues? (ex. Why didn't a course transfer to my Checksheet?)

- Please refer to the table in the [appendix](#) as a starting point for where to guide students.

How can students get a copy of their transcript?

- Students are able to order their official transcript online through the [Registrar's Office](#). By logging into Sentry, students follow the prompts in order to have them sent directly to another institution or themselves.

When can students find out more information on applying to an RMU Accelerated Program?

- Check the [Accelerated Programs](#) section.

Can students be on a waitlist for a class?

- Be careful with the wait list as you could be notified at a very late date that you did NOT get into the class. Remember that students who are waitlisted for a class does not guarantee them a spot in the course, nor does it count towards their registered credits for financial aid. Meaning, if a student was registered for nine credits and waitlisted for another three, they would be considered a part-time student by the University's definition. Students should be encouraged to register for at least twelve credit hours before they would waitlist for a class. Students should direct all waitlist questions to the corresponding department head.

Can senior-level students participate in the graduation ceremony even though they still have nine credits remaining on their Checksheet?

- Students can participate in the graduation ceremony with up to nine credits remaining that MUST be completed during the following semester (summer) and MUST apply through the Dean's Office. Refer to the Registrar's commencement policy [here](#).

Does Sentry allow students to register for the same class twice (two different sections) in case one gets full?

- Sentry will not allow students to register for two different sections of the same class.

How can you find what courses are available during a particular semester? Is there a course catalog online? Ex. How can you get a list of what Marketing electives are available in a given semester?

- The course schedule for the upcoming semester is released around week eight of the current semester. Students can browse what courses are offered and when by utilizing the Schedule of Courses listed in Sentry under the "Student Registration" menu. Students and faculty can also utilize the "Course Catalog" link in Sentry under the "Student Advising" menu. This way, they can continuously plan and design their schedules for registration up until the new semester begins

What is a simple checklist that a new advisor could use to understand the advising process?

- Contact your advisees a few weeks prior to registration about meeting with you to discuss their courses for the next semester.
- Meet with your advisees before their scheduled registration date.
- Release the advisor hold in Sentry by entering their plan into Navigate/Sentry.
- Document the appointment notes ([Report on Appointment in Navigate](#), although be careful to not include any confidential information (optional).
- Notify the Academic Advising and Enrollment Coordinator (Professional Advisor) from your school to have the student registered for online courses that might not be available to them for self-registration,
- Consult your Department Head with any questions about courses or policies.

What special requirements do international students have?

- International students have special requirements regarding credits, online courses, changes in their major, and internships. See [International Student Section](#).

Advice from Budda

Dr. David Budziszewski (Budda) served at RMU for many years in many different capacities, most recently as the Professional Advisor for the SBUS. Universally loved, Budda retired at the end of December 2020, but he left us with some wonderful nuggets of advice which are listed here. He will be greatly missed.

Never turn away a student that asks for help. When you see students, you know that your paycheck is going to cash.

Always be willing to write a recommendation letter if possible. Many times you are the only one that will respond in a timely manner. Always ask them for a current résumé.

Get a list of transfer students when they come to the University on those particular transfer days. Many times, they are not given an advisor, and as a result they are helpless at registration time. This is very important!!!

Don't forget to let students know that they can graduate a semester early if they take 18 credits for a number of semesters. Their parents will shower you with gifts :-)

Perhaps most importantly, always keep your sense of humor.

Appendix I

[Return to Resource Areas](#)

Academic Approval Process

		Department Head	Dean	Academic Services
Enrollment Permissions	Exceed term credit limits		D	D
	Closed Class	D	D	
	Late Registration	D	D	
	Late Withdrawal	R	D	D
	Taking classes outside RMU	R	D	
	Undergrad residency exceptions (final 30 credits)	R	D	
	Degree completion arrangements (after leaving university)	R	D	
	Internship registration	D		
Checksheet Changes	RMU Core Substitutions	D		
	Major/Minor Course Substitutions	D		
Other Academic Matters	Grade Changes	R	D	
	Exceptions to Academic Forgiveness Policy	R	R	D
	Appeals of Academic Suspension/Dismissal, Reinstatement		D	D
	Medical Withdrawal		R	D

R = Recommendation

D = Final Decision

END

