

Congratulations and Welcome to the School of Social Work

Some information you will need

Campus Card

You will need a Campus Card – it is your official Rhode Island College Photo ID. You can obtain your ID in the Campus Card Office in the Student Union building. Your Card will be needed for Adams Library privileges and access to computer labs and the Recreation Center. **Stop by Campus Card as soon as possible with a valid photo i.d.**

Adams Library

All students, faculty, and staff of Rhode Island College may borrow materials from the James P. Adams Library. A **valid Campus Card** must be presented at the Library's Circulation Desk to establish borrowing privileges. You may also borrow a laptop for use within the library and photocopy while you are there.

Bookstore

The Bookstore is located in the Student Union Building. Find out about weekly specials, sales and all the news about when and what books are available for the semester at www.ric.edu/campus-store

Computer Labs

Walk-in labs are available to faculty, staff and students. If you don't have access to a computer, please use the computers in the walk-in labs in Adams Library (Assistive Technology Lab); Technology Center at Horace Mann Hall; and Whipple Hall 102. **Don't forget your Campus Card.**

Computer Purchases

A number of vendors have offered to sell personal computers and related service programs to RIC faculty, staff, and students at rates discounted below the normal published prices. As a convenience to the campus community, the College has placed links to these vendors at www.ric.edu/uss/studentPurchases.php

While these vendors are authorized to offer competitive pricing based on master price agreements or other discounts, the College makes no warranty or endorsement as to any specific vendor or the products or services being sold.

Food

Donovan Dining Center's main dining room (Mall area) open for **breakfast, lunch, and dinner**;

- **East Campus Café Building 3**
- The **Convenience Store** across from the Bookstore in the Student Union;
- The **Café** in the lower level of the Student Union;
- **Vending machines** in the School of Social Work, lower level;
- **Refrigerator and microwave** in the School of Social Work student lounge, room 128.

Office of Student Life

The Office of Student Life (Craig-Lee 127) coordinates services for **students with disabilities, multicultural affairs (the Unity Center), international students, women's issues, health promotion, and career development**.

Disability Services

Rhode Island College is committed to integrating students with disabling conditions into the campus community. The Disability Services Office at Rhode Island College requires verification of a disability in order for students to receive accommodations based on a disabling condition. **Students requiring accommodations must register with Disability Services** (Craig-Lee 127, ext. 8061).

Counseling Center

The Counseling Center (Craig-Lee 130) offers a wide range of services including individual counseling and short-term psychotherapy for **personal, career, and educational problems**. Also available are a variety

of group workshops and programs, vocational interest and personality testing, substance abuse evaluation, crisis intervention, self-help literature and audiotapes, and a stress management laboratory.

Campus Police

Reports related to crimes, accidents, lost/found property or other issues for which police involvement may be needed may be made twenty-four hours a day by contacting the **Campus Police Department at 456-8201**.

Social Work Student Lounge is located in **Room 128** of the School of Social Work building.



Mailboxes

BSW and **MSW** student mailboxes are located in the School of Social Work student lounge. Check your box regularly as you will be receiving communications from faculty, staff and other

students. **Some students will be sharing mailboxes** so you should put confidential communications in an envelope and respect the privacy of students.

Parking



Students should observe parking restrictions carefully across campus. Please note that on the East Campus, **the parking lot in front of the School of Social Work is for staff only**. **Campus Security will issue tickets to unauthorized vehicles**.

Student parking will be available in the lot beyond the School of Social Work, up the hill and to the right. Please follow signs carefully as construction is underway and this lot may temporarily be closed.

Photocopying/ computer services/ printing

The School of Social Work staff is unable to provide these services to students. Photocopy machines are available in Adams Library. Computers are available in the School of Social Work student lounge on a first-

come basis. Wireless internet service is accessible in the Atrium of the School of Social Work building. Laptops may be borrowed at Adams Library for use on-site. There are also three walk-in computer labs on campus.

Health Requirements

All full-time students and all international students are required to meet immunization requirements mandated by the Rhode Island Department of Health. A completed Immunization Record, signed by a health care provider, must be returned to Health Services before a full-time student is allowed to register for classes. **You will be unable to register for second semester classes if Health Services does not receive your immunization record. Students whose records are not up-to-date may also jeopardize their field placements.**

Bursar's Office

The Bursar's Office (Building 4) can provide information related to tuition rates and fees, as well as payment options and billing deadlines. Student loan information is also available.

Changes to Personal Information

Students are required to **notify the Records Office (Building 4)** of any changes to personal information, including name and address and change to student status (e.g., from full-time to part-time).

In addition, you must **notify the department secretaries at the School of Social Work.**

In the **MSW** program, contact: Eileen Ryan at eryan@ric.edu

In the **BSW** program, contact: Doreen Stanley at dstanley@ric.edu

The Recreation

Center features programs and activities that are available to faculty, staff, alumni, and the community on a membership-fee basis.

Health Insurance

Health Insurance is available to full-time undergraduate students as well as part-time, non-degree, and graduate students carrying a minimum of six (6) credits. International students are required to carry insurance.

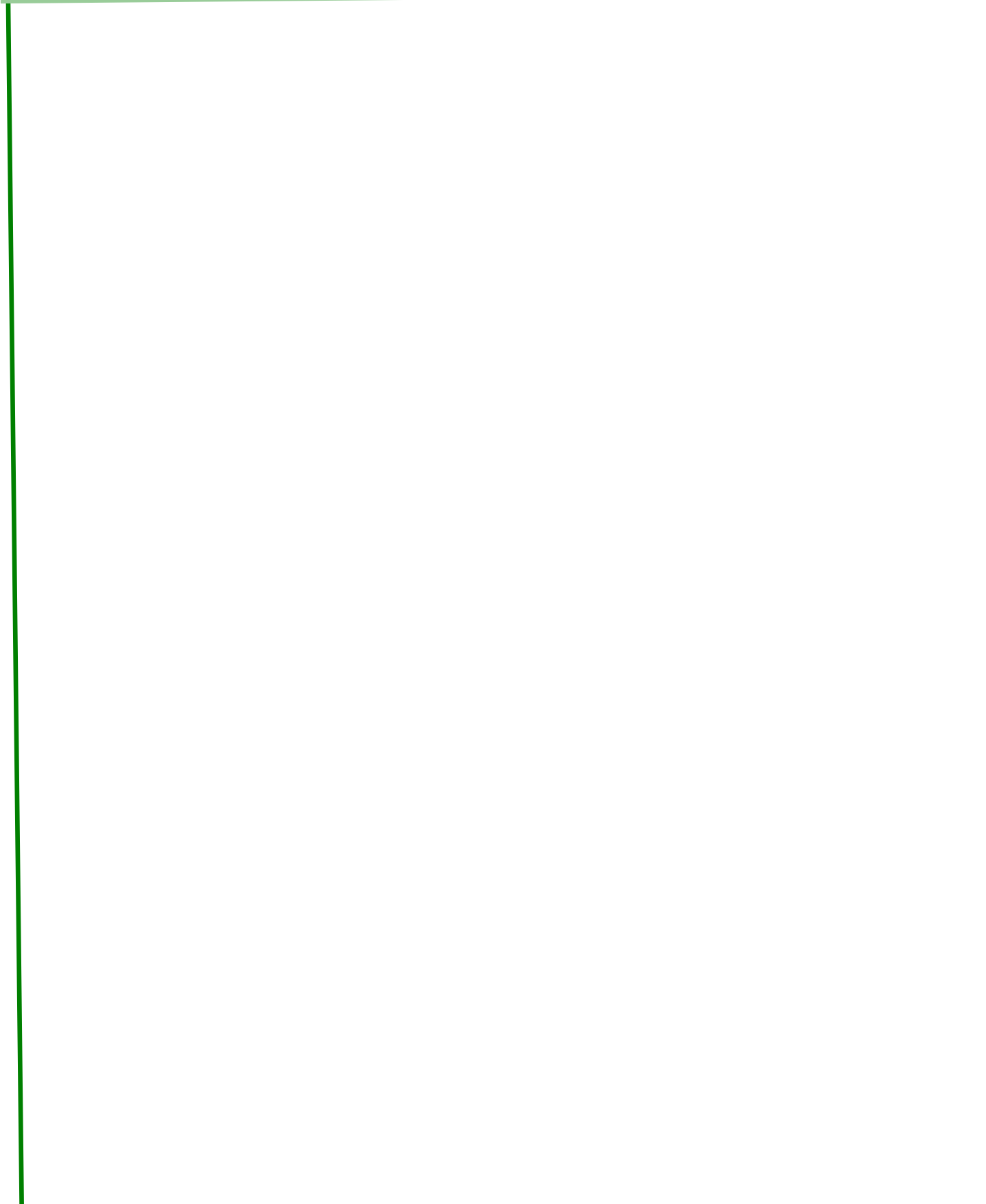
To purchase coverage, you may enroll on-line at universityhealthplans.com and click on "Rhode Island College." Please note enrollment deadlines.

Student RConnect/ Network Account Information

User Support Services oversees the creation and maintenance of network/ email accounts on campus. Network accounts provide logon access to campus computers, email, library databases and personal storage. Network accounts are automatically created for full-time faculty, staff and active students.

Students must be connected to RConnect for registering, viewing your schedule or grades, requesting transcripts, and checking financial aid status. Since faculty and staff will be communicating with students via e-mail throughout the school year, **students are required to activate their e-mail account before the semester begins.** To set up RConnect and e-mail, log on to www.ric.edu/uss/nAccounts_students.php Contact the Help Desk at 456-8803 for support.





Document Title