ADVISING OUTLINE

1. Find out some preliminary information about the student:
   a. Year of study, areas of interest, what the student wants to know from you.
   b. Satisfaction with grades, progress, level of comfort, etc.
   c. How consistent experience is with expectations

2. Review Transcript:
   a. Completion of the Math Basic Skills Requirement (Found under heading Non-Course Milestones). To complete: Math portion of SAT-1 must be 480 or greater (ACT Mathematics sub score of 20 or better), Satisfactory completion of Mathematics Assessment Examination (scores of 16 or better out of 25), Satisfactory completion of MATH 010 or its equivalent, or transfer in an equivalent to Math 177 or higher.

   b. Completion of the College Writing Requirement (Found under heading Non-Course Milestone). To complete: Minimum grade of C- (may be changing to C proposal being considered) in WRTG 100. Transfer in an equivalent to WRTG 100, or pass the English Composition with Essay CLEP exam with a score of 50 or better.

   *Please note: Students who receive a score of 430 or below on either the SAT-1 Critical Reading or the SAT-1 Writing (or Writing sub score of 17 or less on the ACT) must take a Writing Placement Exam. This placement examination will determine the student’s readiness for WRTG 100. As a result of the placement examination, some students will be required to enroll in ENGL 010/CC101 prior to taking WRTG 100.

   FAILURE TO COMPLETE EITHER NON-COURSE MILESTONE COULD PLACE ON STUDENT ON ACADEMIC PROBATION.

   c. General Education Requirements: Four core courses (ENGL 161 (C1), HIST 161 (C2), (C3), (C4). Cores 1, 2, 3 can be taken in any order but must be completed before Core 4. Distribution Requirement: 2 - Social and Behavioral Requirements (from different disciplines – they are denoted in the Course Bulletin with an SB next to the courses that qualify), 1- Visual and Performing Arts (they are denoted in the Course Bulletin with an A next to the courses that qualify), 1- Lab Science (they are denoted in the Course Bulletin with a LS next to the courses that qualify), 1 – Mathematics (they are denoted in the Course Bulletin with an M next to the courses that qualify), 1 additional Math or Science from the courses identified under the LS or M category or a course that is
denoted by the letters SM in the Course Bulletin
*Please note that program requirements may cause substitutions in these courses. See program exceptions on the back of the attached General Education Brochure.

c. Review major requirements (each program can include course called Specialized Requirements, Cognates, Professional Requirements). Please make sure students understand the sequence of these courses and any prerequisites. The Catalog of Rhode Island College will indicate a prerequisite for courses. Generally speaking, 100 or 200 level courses are beginning courses in programs, followed by 300 and 400 levels in Junior of Senior years.

d. Check that the student is on track to graduate: 120 credits are the minimum amount necessary for graduation. Completion of the General Education requirements, non-course milestones, and all major requirements do not add up to the total necessary for graduation. Students may need to take free elective credits (in Liberal Arts majors this number is large) to reach the 120. It is good to help students to select free electives that round out their experience and will help them to be more marketable in the world today. Languages, Computer Science or Computer Information Systems courses are helpful. Second majors or minors are also very appropriate. Students need to have at least 45 credits at Rhode Island College to receive a degree from the College. Students must complete 30 credits in their major with at least 15 credits on the 300 level in their major as well. To qualify for Latin Honors for graduation a student must complete 54 credits at the College with the minimum prerequisite GPAs for each level of Honors.

e. Check that the student is achieving the minimum GPA for the amount of credits that they have achieved so far. Probation (an official warning that they are not satisfactorily proceeding) and dismissal standards are on pages 46 and 47 of the Catalog. Probation can occur after every semester a requirement (grades, math and writing requirement) have not been satisfied, while dismissal occurs once a year in the spring.

The next paragraphs are possible optional conversations you may need to have with a student.

f. If a student wishes to take courses elsewhere, please note that they need to file a form to get permission to take that course elsewhere (once a person is a Rhode Island College student they are not allowed to take certain courses elsewhere, for example Core 1 or 2 – they can transfer them into the College prior to Admission, but once they are our students they must take those courses at the College). The form is called an “Authorization of Credit” form and it is signed by the Chair of the Department out of which a student wishes to take the course. If it is during the fall or spring semester and the student will be a full time student (12 credits or more), and the student wishes to take a course at URI or CCRI, they are allowed to use what is called the Inter Institutional Agreement
form. The requirements for this process are outlined on page 17 of the College Catalog. This agreement allows them to take the credit(s) for free at those State Institutions of Higher Education.

g. Course Substitutions are used when you as the advisor (this will need final approval of the Department Chair) feel that the student has taken a course at the College or elsewhere that might satisfy the “spirit” of a requirement in a major. That form must have the Chair of the Department (or appropriate Dean) of the Major approval before it will be processed.

h. When discussing grades with a student it is a good idea to show them how a GPA is calculated. Grade values are located on page 44 of the Catalog. GPAs are based only on the work done at Rhode Island College. A student is allowed to repeat a course one time. The course needs to be repeated at Rhode Island College for the grade to be fixed on the transcript. If a student needs to repeat a course for a third time it can only be done with the permission of the Academic Standing Committee. Students look at grades as an all or nothing concept. Remind them that sometimes it is a good idea to request and “Incomplete” from a professor if they are missing only a paper or two or a test or two. But it is not appropriate if the student has missed substantial amount of work for whatever reason. If a student experiences problems during a semester, they should be encouraged to discuss those issues with their faculty. A lot of students will think that an issue might not matter or a faculty will think that they are using the information as an excuse. But most faculty would prefer to know what the problem is rather than it appear as if the student doesn’t care about their own academic progress. If there are extenuating circumstances after the last day a student may withdraw on their own from classes they may wish to request a withdrawal from the professor. Students may need to withdraw for a semester or two and they should be referred to the Office of Student Life, Dean of Students is Dr. Scott Kane, 401-456-8061, Craig-Lee 127, skane@ric.edu. If you feel a student has significant issues, remind them that we have a Counseling Center, it is a high quality, confidential free service to them. The Counseling Center is located in Craig-Lee 130, 401-456-8094. Extensive academic support is also available to every student at the College for no fee through the Office of Academic Support and Information Services (OASIS) located in Craig-Lee 154, 401-456-8083, oasis@ric.edu. It includes all kinds of tutoring, both the Writing Center (Craig-Lee 227, 401-456-8141) and the Mathematics Learning Center (Craig-Lee 153, 401-456-9763) are part of OASIS, the Biology (Fogarty Life Science) and Physical Science Learning Centers (Clarke Science) are also part of OASIS. As well as individual tutoring not represented by the Centers mentioned above, special work for students who may have a disabling condition particularly a learning disability, or a student who has English as a Second Language.
i. Other Items: Resources to use include but are not limited to the General Education Checklist, the College Catalog, The Transfer Guide (available in the department office or on line at www.ribghe.org/transfer08.htm, departmental checklist and revised Advising Manuals.

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