

## **General/First Year**

### **What does an advisor do?**

Academic Advisors help students navigate their academic careers by providing assistance in a number of areas, including course advisement, referrals to academic/administrative departments, and general career navigation. The advisors help students stay on track with their general education and business school requirements, often making course recommendations along the way. Advisors also help undecided students determine their major and minor, taking into account the students' interests and aptitudes. Advisors also help students experiencing difficulties or challenges, academic or personal, and connect the student with appropriate resources to resolve obstacles blocking the road to success.

Learn more by reading our [Academic Advising Syllabus](#) and [Steps for Success](#) documents.

### **Can I change my advisor?**

Once a student enrolls in RBS, they are assigned an advisor based on the student's last name. If you feel the need to change advisors, you must first discuss the situation with your advisor to see if a solution to the issue can be resolved. Advisor assignments are made to keep each advisor's workload balanced and to ensure advisors have adequate amounts of time to meet with all of their students.

### **Can my advisor tell my parents what courses I am taking?**

In accordance with protections extended by the [Family Education Rights and Privacy Act \(FERPA\)](#), your advisor is not able to discuss any information related to your academic record, including your course schedule, unless you give signed, written permission. To grant this permission, you must fill out a [FERPA waiver](#), with specifically what information can be discussed, with who, and within what time. Students are encouraged to discuss their schedules and academic records with their guardians, but ultimately the student is in charge of the direction for their academic career. If parents call or contact the advisor independent of the student without a FERPA waiver on file, the parent will be encouraged to talk to the student directly and reminded of the FERPA limitations.

### **How many credits are required to be considered full-time?**

To be considered a full-time student, an individual must be registered for at least 12 credits. A student is considered Part Time if they choose to register for 11 credits or less. If you are receiving financial aid, be sure to consult with the [Financial Aid Office](#) to ensure you are registered for the proper number of credits in order to be in compliance with your financial aid terms and conditions.

### **Why do I need to take a Placement Test?**

Placement exams are given to ensure students are enrolled in the proper courses that fit their current knowledge level. The University does not want students to enroll in courses they are not prepared for, nor do they want students taking courses that are too easy. Each incoming student, unless they will be transferring in the equivalency of English 101 or 102 and Basic Calculus MUST take a placement exam prior to registering for English or Math courses. Visit the [Placement Testing Center](#) to sign up for your

exam. Additionally, should a student choose to take a foreign language, they must test with the Languages Department to see what level they should register for.

### **What are “holds” on my academic record and how do I get them removed?**

Holds on your record can be, but are not limited to, academic holds, financial holds, library fines, parking tickets, administrative holds (“Dean’s Hold), etc. When you have a hold on your account, you do not have access to WebReg and cannot make any adjustments to your schedule. In order to have the hold removed, you will need to contact the office or department that has placed the hold. You can check for financial holds on your account by going to the [Office of Student Accounting, Billing, and Cashiering](#).

### **I’m having trouble in a class, what do I do?**

Your instructor should always be your first source to turn to if you experience any academic difficulty during your time at RBS. Go to his/her office for assistance, or send an email to request an appointment. If you are still experiencing difficulties after speaking with your professor, contact your academic advisor. It is not unusual to experience difficulties with classes – especially during the first semester. It takes time to adjust to the expectations and rigors of college-level courses. Be sure to take advantage of the FREE resources on campus, including the [Writing Center](#) and the [Learning Center](#).

### **If I receive a poor grade in a class, can I retake the course?**

This question can best be answered in two parts: one for RBS-required courses and the other for General Education Core Requirements.

For RBS-required courses, students must earn at least a C to pass the course. Courses that receive a D or F must be retaken in order for the requirement to be fulfilled. Once a student retakes a course and receives a C or better, the original D or F grade will be factored out of the student’s GPA, and the new “better” grade will factor in. Please note that the D or F will appear on the student’s transcript and academic record.

For General Education Core Requirements, students must earn at least a D. Courses that receive an F are not awarded credit and will not count toward degree requirements. Students may retake any General Education course, but the two grades will be averaged together before applying to the student’s GPA. Unlike the business school policy, grades are not replaced.

### **Does my chosen major have to relate directly to what I want to do later in life?**

In many cases, your career plan will change over time, and your major will not be directly related to it. Employers are less concerned about your exact major than they are about your skills and experiences, including your internships and co-curricular activities. Visit the [Office of Career Management](#) and the [Career Development Center](#) for more information.

### **My friend also goes to RBS so I can ask them questions about what courses to take, correct?**

Definitely do not do this. Curriculum changes happen quite often and the curriculum path you are on may be different from your friends. Always consult with your academic advisor for any questions you

have about the curriculum requirements assigned to you and to ensure the courses you are taking will fulfill your degree requirements. Remember, it is your responsibility to know your curriculum and direct your academic career. If you choose to follow your friend's advice, the potential negative consequences – including delayed graduation – fall on you.

### **Should I only register to take Business School courses and leave my Core Requirements and Second Concentration to the end?**

Remember, electives are your friends! These credits help you reach the required number of hours needed to graduate (120), while also providing a way to balance your schedule. It is best to create a balanced schedule that includes classes that fulfill Core Requirements and Business Requirements.

### **If I was a good student in high school or at my community college, will my established study habits suffice at RBS?**

This may or may not be true. Most students experience challenges in the transition to a four-year institution. You should be prepared to adjust your study methods to address the increased rigors and new demands of intense business school coursework. Do not hesitate to take advantage of the [Writing Center](#) and the [Learning Center](#). In addition to helping with course work, the Centers offer assistance with test-taking skills, time management, and relaxation.

### **Can I change my major?**

Students are welcome to change their major at any point in time during their academic career. To make a change, the student needs to complete a [Change of Major Request Form](#), and bring it to the Undergraduate Advising Office (1WP-324) for approval. Students do not need to make an appointment to change their major.

### **How do I make an appointment with my advisor?**

Appointments with academic advisors are made through the [RU-N 4 Success](#) system. By logging in, students can view their advisors' availability, and select their appointment date and time. Students must give advisors at least 24 hours advance notice prior to the appointment.

If you are running late or need to cancel your appointment, please email your advisor directly. Students who are more than 15 minutes late to their appointment will not be seen and must reschedule for a later date.

### **Are there ever any Walk-In Advising Hours?**

Normally, the answer is no. All advisors are seen by appointment only. The only exception to this policy is during the Add/Drop period at the beginning of the Fall and Spring semesters and during Priority Registration Week. During these times, advisors will have walk-in hours, seeing their assigned students on a first-come, first-served basis. Please note that lines are often long during these times and it is recommended students schedule an appointment prior to these busy times. No appointments will be accepted during Add/Drop and Priority Registration periods.

**What is Priority Registration?**

Priority Registration is the opening of registration for the upcoming semester. This week-long event allows students the first opportunity to register for classes. In the weeks leading to Priority Registration, students will receive emails detailing the breakdown for the day and time they will be able to register – which is based on total earned credits to date. It is strongly recommended that students meet with their advisor prior to the Priority Registration period in order to go over course selections. Students should also make every effort to register during this week as this is when the greatest number of courses are open and available. Once a course closes, students will not be able to register for that section.

**What is a pre-requisite?**

A pre-requisite is a course that must be taken before a student is able to take a more advanced course. For example, Financial Accounting must be completed before a student can take Managerial Accounting. Students are not able to override pre-requisites. RBS has a very sequential curriculum, meaning taking courses out of order will result in delayed graduation. It is very important to work with your academic advisor to ensure courses are being taken in the proper order and that all pre-requisites are fulfilled.