Employment Guide for On Campus Supervisors

Prepared by the

Career Development Center

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Introduction

This guide has been prepared to facilitate the process of hiring and supervising student employees. Student Employment is overseen by the Career Development Center (CDC). We are here to assist you throughout the hiring process.

STUDENT WORKERS ARE EMPLOYEES covered by Rhode Island labor laws and the federal Fair Labor Standards Act (FLSA) employment laws that include, but are not limited to minimum wage, overtime , and record keeping requirements. Our student workers are primarily non-exempt, At—Will employees.

The Career Center gathers information about jobs from all potential campus employers and posts openings on *Handshake*, RIC's online job portal. Every effort is made to ensure equal access to opportunities for all undergraduate and graduate students. Students who qualify for Work-Study Awards (based on their FAFSA results) will have received award letters from the college's Financial Aid Office and may apply for any job listed as Work-Study. Students not eligible for Work-Study Awards may work on campus, but only in positions funded by department funds and designated Non-Work-Study. Some departments administer grants that allow for students to be hired.

The role of the Career Center in the process of student employment is to serve as a bridge between the Financial Aid Office and the Payroll Office. Once a job is posted and an applicant has been interviewed and hired by a department, the CDC ensures that all of the proper documents have been submitted and approved. It then forwards completed paperwork to the Payroll Office for final processing.

Contacts

Demetria Moran

Director

Career Development Center

Brenda Bocchini

Coordinator

Student Employment

If you have questions during the hiring process that are not answered in this guide, please contact Brenda Bocchini at studentemployment@ric.edu or at 401-456-8031.

Payroll Office
Building 5
East Campus
401-456-8695
Attn: Kathi Gonsalves

Financial Aid Office
Building 3
East Campus
401-456-8033
Attn: Christine Karpinski

Career Development Center

Adams Library, Level 1A, Collaborative Study Space
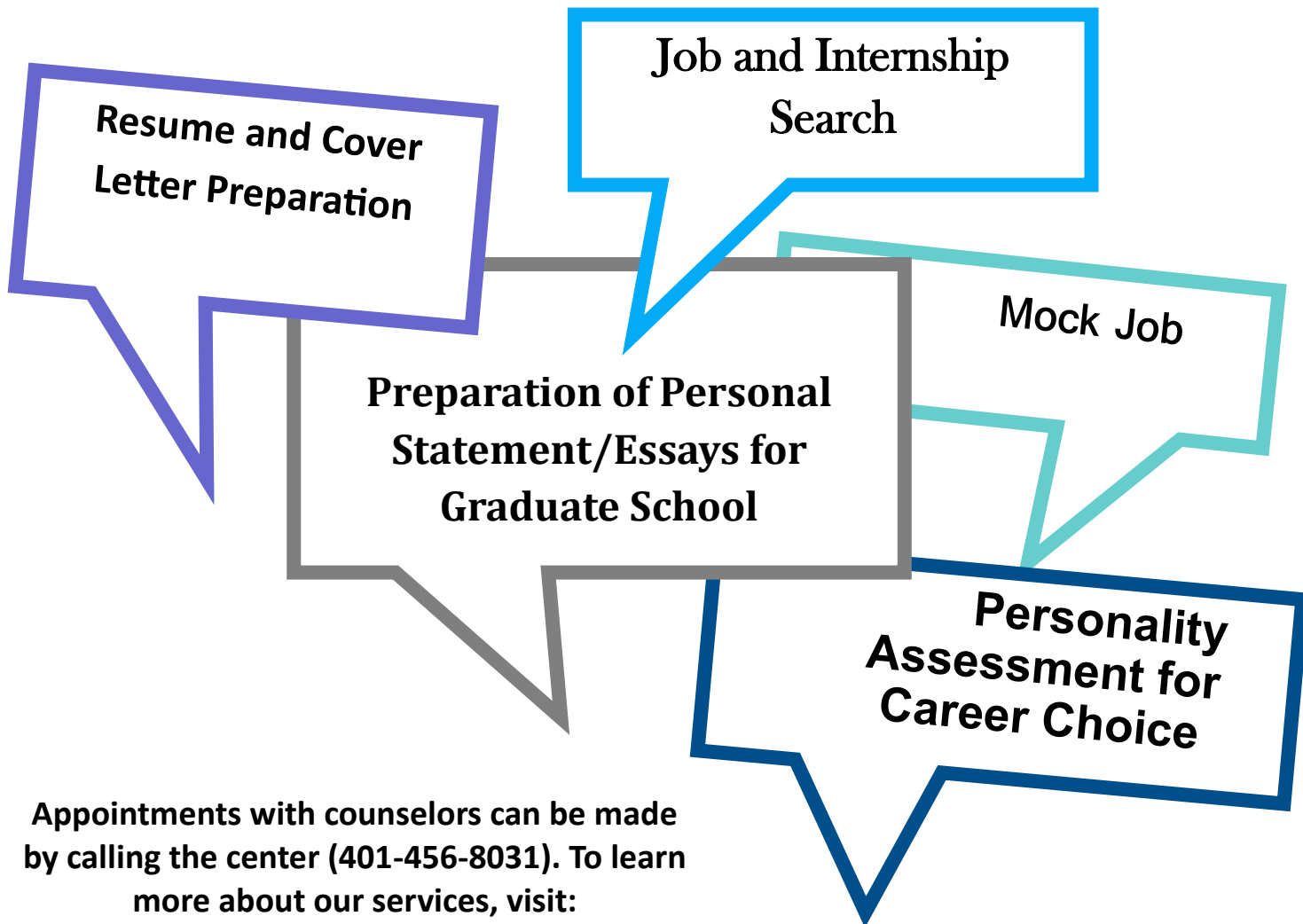**careerdevelopment@ric.edu**
Front Desk: 401-456-8031

FAX: 401-456-8093

Career Development Services
In addition to facilitating student employment, the Career Development Center offers the following services to both current students and alumni of the college:

Resume and Cover Letter Preparation

Job and Internship Search

Mock Job

Preparation of Personal Statement/Essays for Graduate School

Personality Assessment for Career Choice

Appointments with counselors can be made by calling the center (401-456-8031). To learn more about our services, visit:
https://www.ric.edu/department-directory/career-development-center

Student Eligibility

Funding student employees—Students can be paid through the Federal Work Study program or by expenditure of department funds or grant monies (Non –Work Study).

For All Student Employees (*regardless of funding source*)

Student Payroll is for enrolled Rhode Island College students only.

- *Undergraduate students* must be enrolled at least half-time (**6 credits)** as of the end of the drop period each semester.

- *Graduate students* must be enrolled at least half-time (**5 credits**) *in a graduate degree* program as of the end of the drop period per semester.

Must maintain good academic standing or have a cumulative GPA of 2.0 or higher.

Students cannot work more than 20 hours per week. The *minimum* number of hours a student can work is at the discretion of the department.

Work-Study

A Federal Work-Study Award is based on a student's financial need.

- In certain instances, students may accept or decline additional awards or scholarships, which can alter their initial Work Study Award.

- If there is a change in the amount of their award, the student will receive a new award letter from the Financial Aid Office. **Students should make sure they are aware of any changes and inform their supervisors of such changes immediately. Supervisors should run frequent payroll enquires.**

Grants

A grant may have provisions that allow opportunities for students to work on a research project under the direction of a professor.

- The minimum number of hours a student can work is at the discretion of the principal investigator of the grant.

- Grant monies are awarded for a specific, limited interval and must be expended by the end of the grant.

Non – Work Study

Students without Work – Study Awards can be hired by departments that have institutional funds for student payroll in their budget or they may be paid through grants.

International Students

International students may work *on campus*. They must:

- Obtain a brief note from a campus supervisor indicating the intent to hire

- Apply for a Social Security number (SSN) from the Social Security Administration

- Complete and submit the hiring paperwork

Students should contact the **International Student Office** at email: kmascorro@ric.edu or phone 401-456 -8791 to initiate the process.

Waiver of Limits on Maximum Hours

➢ If a department has unusual circumstances which necessitate that **Work-Study students** work more than 20 hours per week during the semester, the department <u>must apply for and receive prior approval from the Career Development Center</u>. While approval will not impact the department's budget, it will affect the Federal Work-Study Program. An email requesting the exception should be directed to Demetria Moran, Director, Career Development Center.

➢ If a department has unusual circumstances which necessitate that **students paid on department funds or grant funds** work more than 20 hours per week during the semester, the department <u>must apply for and receive prior approval from the Vice President for Administration and Finance.</u>

Summer—Student Eligibility and Limitations

Returning students may work during the summer, regardless of funding source, as long as they are registered for at least one summer session course. Other students may work during the summer if they meet the following:

May Graduates – Work Study Funds	*May Graduates – Department Funds*
May graduates (*who are not enrolled in the summer session*) may be employed **if:** • They were enrolled <u>at least half-time</u> during the spring semester **AND** • They have been accepted into a graduate degree program and will be enrolled *at least half-time for the fall*	May graduates may be employed on the department funds student payroll **if:** • They are enrolled in at least one summer session course **OR** • They have been accepted into a graduate degree program *and* will be enrolled *at least half-time for the*
August Graduates – Work-Study and Department Funds	
Students scheduled to graduate in August (*whether enrolled at least half-time in the spring semester or not*) may be on the Work-Study summer payroll <u>only</u> if enrolled in classes in the current summer session.	
New Students – Department Funds	*Students on Grant Funding*
Those students newly admitted for the fall semester will be permitted to work under the department funds student payroll during the summer session <u>only</u> *if they are enrolled in at least one course during the summer session.*	Students may accept grant-funded work for the summer **if** they were enrolled at least half-time in the previous semester. *Graduate students must be enrolled in a graduate degree program.*

The Hiring Process -

Centralized through the Career Development Center

1   **Assess the needs of your department/office**: Determine the functions to be performed and the level of compensation. Job descriptions must include a pay range. Titles and pay ranges should correspond with the complexity of job duties, as outlined in the Student Employment Pay Grade/Pay Rate Schedule.

2   **Determine a source of funds:** If your department does not have its own student payroll funds or access to funds through a grant, you will need to rely on advertising for a student who has been granted a Work-Study Award.

3   **Create a job title and description** for each position. Post your description on **Handshake**. Refer to the student employment SharePoint site for directions: Materials_Handshake_job_posting_training

4   **Identify a staff member** who will supervise the student(s). *Students may not be supervised by other students. See page 10 (Hire, Orient, Train) for clarification.*

5   **Access the Student Employment Form (request to hire)** at this link: SEF (https:// www.ric.edu/documents/ric-student-employment-form) Complete and submit the form online.

6   **Repeat this process for each position you intend to hire for**: File a separate form for each position.

7   **Review descriptions** for all positions you offer, update them if necessary, and post them on *Handshake* for each hiring period *(academic year and summer)*.

<u>Notes</u>:

- **As with any professional hiring practice, job descriptions must be on Handshake before students can be hired.**

- Notify the CDC when hiring is finished so that the position(s) can be "closed" to student viewing on *Handshake*.

- Verify that a student candidate is eligible to work (*see page 5*)

- **Caution! This is an audited process. The College will be fined if a student begins work before being notified by the CDC that they are officially on the student payroll.**

Interviewing Candidates

While not a requirement, a formal interview is recommended, both to help you choose the best candidate (s) and to afford the student (s) the opportunity to experience a professional interview.

Some Tips:

- Briefly describe the position and your expectations prior to asking the applicant your questions.

- Use a list of open-ended (avoid yes/no) questions.

- *Pose your questions to all candidates in the same manner.*

- Center your questions on job relevant skills:
  * Time Management and Organization
  * Problem Solving
  * Communication

- Attempt to assess the motivation of the candidate.

Student Employment workflow

Are you considering hiring students?
Start here:

STEP 1 - Planning

⇒ Discuss with your AVP/VP/Dean to:

    a) Determine funding availability: Work-Study, Department Funds, Grant Funding

    b) Determine supervision including implementing safety (and COVID) related protocols

⇒ Determine job location: on-campus, remote, hybrid

⇒ Create a job description based on need of department include skills sought.

STEP 2 – Posting

⇒ Connect with the Career Development Center to a mandatory Supervisor Student Employment Orientation & Training Session

⇒ Submit job description for posting on Handshake

⇒ Interview candidates

    Tip – ask student to bring class schedule (list view) and for work-study funded positions, a copy of their award

⇒ Extend tentative employment offer

    Tip – Review SEF form and the checklist on page 2 for required documentation.

STEP 3 - Hiring

⇒ Student makes appointment with the CDC to process hiring paperwork and participate in mandatory student employment training

    a) Virtual appointment will be made during restrictions related to COVID

    b) To get student hired and close the hiring process

Step 4 - Onboarding

⇒ CDC sends verified hiring paperwork to RIC Payroll office

⇒ Hiring department receives notification to finalize hire via email (*student can start working*)

    Tip – Offer an Orientation to the department and the role and encourage student to review the Student Employee Handbook and Being a Valued Employee guide

⇒ Payroll sends PeopleSoft timesheets to supervisor

    Tip – Set up a system for student employees to document hours worked as well as an Excel sheet to keep track of their remaining work-study funds

Processing Required Paperwork

Students working on campus for the <u>FIRST TIME</u> must submit the following hiring forms. Review this list and these points of information with your student hires before directing them to turn in their paperwork. *The CDC handles a high volume of submissions at the start of each work cycle. Your cooperation will ensure a more efficient and timely result . Incomplete forms and missing paperwork cause delays in the hiring process and in authorizing a start date.*

☐ SEF Form – **with authorizing signature of department chair** and indication of funding source. (*The Employer Section of the SEF is the ONLY form you will need to fill out.*)

☐ I-9 form - filled out and signed by student. Photo identification and proof of work authorization are required (*see list of acceptable IDs & documents*). Student must present original documents.

☐ W-4 Form

☐ Bar of Claims Form (*to be signed by RIC staff witness*)

☐ Drug-Free Workplace Form (*to be signed by RIC staff witness*)

☐ Copy of class schedule for the current semester (*List View Format showing credits.*)

☐ Copy of Work-Study Award (*if applicable*)

Rehires:

Students who have previously worked on campus will need to submit ONLY the following:

- SEF Form – **with authorizing signature of department chair** and indication of funding source
- Copy of class schedule for the current semester (*List View Format*)
- Copy of Work-Study Award (*if applicable*)

Email all documents to studentemployment@ric.edu

IMPORTANT: *Do NOT allow students to work until all you receive an email with the authorization of the hire from the Career Development Center * The college is subject to fines if this regulation is not observed.*

Students must be hired separately for academic year and summer payrolls.

Students must activate their Bank Mobile Cards in order to be paid for their work. If a student does not have an activated card, one can be ordered through the Payroll Office, 401-456-8146.

You and your student(s) will **receive e-mail notification when they can start working.*
Your student(s) will receive a copy of the Student Employee Handbook at this time.

Supervisor Responsibilities

➡ Hire ➡ Orient ➡ Train

⇒ **Secure hire authorization before work begins**. *(If a liability issue should occur and there is no documentation that a student is officially on the payroll, the college will be fined.)*

⇒ **Provide supervision and guidance**. *(Students may not supervise other students.)*

- Student employees <u>cannot</u> hire, fire, or enact any disciplinary action on fellow student employees. They can, however, act as a point of reference for other students; they may coordinate tasks or lead projects for other student workers.

- If a student or students must work without on-site supervision, a supervisor or other designated full-time staff member <u>must</u> be reachable.

⇒ **Advise students of your expectations, policies, and the procedures** of your office and those of the Student Payroll Office.

⇒ **Express positive reinforcement**, when appropriate; correct mistakes or inappropriate behavior as necessary.

⇒ Provide students with a **yearly pay increase**, if warranted.

⇒ **Retain official timesheets** for the current and previous years, together with department sign in/sign out sheets for student employees in order to be in compliance with Payroll Office regulations.

⇒ **Discuss problems with students as they arise**. If unable to come to a resolution, contact the Career Development Center to request that someone meet with you and the student to facilitate a resolution. If the problem continues after such a meeting, you must give the student 1) a verbal warning (*with written documentation entered in your office records*) 2) a written warning, 3) notice of termination.

⇒ **It is important that the student be aware that there is a problem before termination occurs, so please follow this procedure.**

Students may be subject to disciplinary action if they misrepresent hours worked on their timesheet. *As the person responsible for approving and entering hours into the PeopleSoft system the supervisor will also be held liable.* Check timesheets for accuracy of hours recorded and pay rate. If you notice a discrepancy, discuss it with the student immediately to resolve any misunderstanding.

While it is the student's responsibility not to exceed their Work-Study Award, it is beneficial for *you* to keep track of remaining funds as well. <u>If there is a change in the amount of the student's Work Study Award, the student will receive a new award letter from the Financial Aid Office</u>. It is important that student (s) are aware of this and that they inform you of any changes immediately.

On The Job

A Word about Work and Study

Students may sometimes misinterpret the meaning of a Work Study Award. The name of the award contributes to this confusion.   In practice, department chairs or those supervising student employees on their behalf will determine if and when it is appropriate for a student to study while on the job. In most cases, all assigned duties should be completed…and the student shall have inquired of staff as to the need for further assistance… before utilizing work hours for study. The nature of work in some departments may lend itself to study on the job, while it is unlikely to be possible at others. *Supervisors would do well to make their expectations clear when hiring.*

Attire

The purpose of a dress code is to make sure students represent RIC in a positive way. Because appropriate attire may vary depending on job or department, it is important to express your expectations to your student workers at the outset.

Breaks

Student Employees are not paid for holidays, sick time, or vacations. (Paid breaks are not required, but are at the discretion of the supervisor after 4 hours of work.)
—>10 minute breaks, paid, if working **at least 4 hours**
—>Student **must** take ***unpaid*** lunch break (30 min) if working ***5 or more hours***
If a student is scheduled to work ***7 hours straight***, a lunch break will be ***mandatory***.

Call in Rule

If a student reports to work and is later unable to perform his/her duties due to unforeseen circumstances (i.e. *power outage)* and if there is no suitable alternative work to be performed the student may be excused and will only be paid for the hours worked.

Confidentiality

Student workers are required to maintain confidentiality when working at the college. In the forms section of this handbook, you will find a sample Confidentiality Agreement. You may use this one or create one specific to your department.

Discipline

As employees of the college, student workers are expected to conduct themselves in a professional manner. Ensure that they are adhering to the responsibilities found in the Student Worker Handbook (*supplied to them at time of hiring*) as well as any other guidelines or responsibilities you and/or your department set forth. **See page 16 for more details about discipline.**

Orientation /Training

Once you have hired a student, provide an orientation on your policies and procedures and reiterate your expectations, so that they can perform to the best of their abilities. What they will need to know will vary, depending on the hiring department, but the following suggestions are common to all:

Provide a tour of the area – the space they will be working in, other offices they will interact with, location of supplies and materials, restrooms, etc.

Introduce them to other employees (*both staff and fellow students*).

Demonstrate Use of Equipment – copy/fax machine, computers, etc.

Outline Office Etiquette – Opening and closing procedures, visitor policies, leaving messages for other student workers, etc.

Employee Standards – Confidentiality Agreement, student code of conduct, dress code and hygiene, etc.

Telephones (*if applicable*) – How to take / transfer calls, check voicemail, transmit messages to staff, general phone etiquette

Computers (*if applicable*) – Login information, frequently used websites and programs, policies for use.

Pay Schedule

- **Students are paid on a bi-weekly basis.**

- The current payroll schedule for the academic year can be found at: https://www.ric.edu/department-directory/payroll-office/payment - schedules

- Hours worked must be entered into the PeopleSoft system in accordance with deadlines established by the Payroll Office.

- The supervisor / person who submits hours in PeopleSoft should be someone who works closely with students in order to ensure accurate reporting.

For all questions regarding payroll and paychecks, contact the Payroll office at **(401) 456-8695** or kgonsalves@ric.edu.

Calculating Funds and Payroll Procedures

Students must not work more hours than their Work - Study Award will support. If their funds are about to run out, a student must let their supervisor know. Nonetheless, it is wise to monitor the situation by running regular payroll enquiries on PeopleSoft.

- If department funds are available, **Supervisors are required to submit a Personnel Action Form** (PAF—https://www.ric.edu/documents/personnel-action-form) to studentemployment@ric.edu to request a change in funding source prior to exhaustion of funds.

- If funding is not available/approved, supervisors must submit the PAF with last day of employment (end of assignment)

To calculate the number of hours a student can work per week, use the following formula:

- Amount of Work-Study Award / rate of pay / number of weeks student will be working = number of hours student can work per week. Remember to calculate for the academic year.

    - Example: $ 1,500 / $13.00 / 15 wks (1 semester) = 12 hours per week

- IMPORTANT: Students may work at more than one campus Work—Study job, *as long as total hours /week do not exceed 20.* Advise your student employees to let you know if they are working elsewhere, so that they do not exceed the amount of their award and you can accurately track their remaining funds.

STUDENT EMPLOYMENT PAY GRADES/ PAY RATES SCHEDULE

Effective 01/01/2024 pay rates reflect the increase in Rhode Island College student employee minimum wage.

Assistant Level: $15.09, $15.38, $15.66 and non-standard*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists in performing simple to moderately difficult tasks. Works within defined general guidelines including written or verbal direction.	Little to moderate level of education/work experience required.	Knowledge and skills to perform independently with training and support.	Performs with some supervision. Uses limited independent judgment or initiative.

Associate Level: $15.95, $16.53, $17.10 and non-standard*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists in performing tasks involving moderate to high level of difficulty and complexity.	Moderate level of previous related education/ work experience required (*minimum of one year).*	Moderate to high level of related skills. Possesses knowledge and abilities to perform duties with minimum training.	Performs with limited to minimal supervision. Uses some judgment and initiative.

Specialist Level: $17.68, $18.25, $19.4, $20.55, $21.7, $22.28, $23.85, $24 and non-standard*

Job Duties	Required Experience	Skills/Knowledge	Supervision
Assists with performing highly skilled duties of complex nature. Responsible for developing, coordinating, and implementing assigned projects.	Substantial previous related work or educational experience required.	Highly skilled, knowledgeable in all required duties. Ability to prioritize and perform multiple tasks with great attention to detail.	Performs with minimal to no supervision. Uses independent judgment and initiative.

*Non –standard rates are those established by grants and which may fall outside rates established for student employment but which match the descriptions for a specific grade.

EVALUATIONS

Although performance evaluations are not required, they are valuable tools that help student employees develop an understanding of their job skills. Evaluations afford supervisors the opportunity to provide feedback and praise and to strengthen the overall work environment.

If you choose to implement performance evaluations in your office, *you must give them to all students, and evaluate all on the same criteria.*

Student workers are At—Will employees. They may be terminated at any time, for no reason (or for any reason except an illegal one). It is strongly recommended that advance notice be provided.

Likewise, students are free to leave a job at any time for any reason...or for no reason...with no adverse legal consequences. Provide training to help students learn important professional skills of giving advance notice.

If discipline is required, follow the sequence outlined in Supervisor Responsibilities

There are two tiers to unacceptable behavior in the workplace:

1

The first tier is comprised of offenses that warrant disciplinary action (outlined in step 1 and 2, Supervisor's Responsibilities) depending on whether or not it is a first offense.

- Tardiness

- Absences

- Failure to comply with dress code or student worker responsibilities

- Disrespect to coworkers or other members of the RIC community

2

The second tier is comprised of offenses that may result in termination:

- Insubordination

- Failure to comply with the Student Confidentiality Agreement

- Frequent tardiness and/or unexcused absences (*after warning has been given*)

- Sleeping while on duty

- Failure to comply with the Student Code of Conduct, which can be found at: https://www.ric.edu/documents/student-handbook

Injuries

If a student is injured while working:
1. Ensure that the student receives medical attention. Call Health Services at **456-8055.**
2. Inform Human Resources Department immediately at **456-8216**.
3. Inform Kathy Gonsalves, Payroll Office **456-8695** immediately to report the incident.

If the student is not able to return to work as a result of the injury, said student is covered under the college's workers' compensation program.

Returning to Work after an Injury

In order to return to work after an injury (*whether work related or not*) the student must present the following:
- A doctor's note clearing them to return to work with no restrictions
- A doctor's note clearing them to work with restrictions:
  - Type of restrictions should be outlined
  - Duration of restrictions should be noted (i.e. *one month or until next appointment in two weeks*)

If restrictions prevent a student from performing/his/her duties and the supervisor is unable to employ them in another area or at different tasks, you are not required to retain the student employee. If this occurs, notify the Career Center and direct the student to contact the Coordinator of Student Employment so that we may assist the student in attempting to locate another job.

If the student's injury is not work related, the student will not be able to collect any compensation.

STUDENT EMPLOYMENT SUPERVISOR HANDBOOK SUPPLEMENT

Below you will find a summary of the resources introduced this year at the Student Employment Training. We have created a quick reference section for COVID 19 related information. We hope that you keep it handy to support your students. The information will be incorporated into the handbook soon and we will publish the updated version on the Career Development Center website as well as in the *Student Employment Supervisor SharePoint resource center.*

FERPA AND CONFIDENTIALITY

FERPA - see Student Employment Supervisor Handbook, page 21
Confidentiality - see Student Employment Supervisor Handbook, page 11

RIC COVID-19 Response Plan and RI Gov protocols

Guidelines around screening, social distancing, hygiene, wearing masks, mitigation, office and desk spacing, travel, cleaning and protocols at RIC
https://tinyurl.com/ric-student-employment

RIC COVID-19 Response Plan
http://www.ric.edu/coronavirus/Pages/default.aspx
http://www.ric.edu/coronavirus/Pages/coronavirus-campus-update-June-17.aspx

RI Gov protocols
https://www.reopeningri.com/
https://health.ri.gov/covid/

SUPPORTING STUDENTS - COVID-19 DIAGNOSIS AND OVERALL MENTAL HEALTH & WELLNESS

Support and Resources

RIC COVID19 Student Information: http://www.ric.edu/COVID19/Pages/student-information.aspx

Learning for Life Community Resources: http://www.ric.edu/COVID19/Pages/student-information.aspx

RIC Counseling Center Mental Health and Wellness Resources: http://www.ric.edu/counseling-center/Pages/Mental-Health-and-Wellness-Resources.aspx

RIC Health Services: http://www.ric.edu/healthservices
The RIC Counseling Center cares about the mental and physical well-being of our students and College community. While the Counseling Center remains open, students are encouraged to contact (401) 456-8094 to schedule a virtual appointment. After business hours, students seeking to connect may contact the HOPE line at (401) 456-HOPE (4673).
For emergencies, please call 9-1-1
RI Department of Health public line: (401) 222-8022
If you are ill or believe you might have COVID-19, please contact your healthcare provider or RIC Health Services. Please do not go directly to a healthcare facility without first calling a healthcare provider unless you are experiencing a medical emergency.
If you have questions about COVID-19, the Centers for Disease Control and the Rhode Island Department of Health have a number of resources. If you have questions after hours, please call 211.

Additional Resources:

Coronavirus Resources: http://www.ric.edu/coronavirus/Pages/coronavirus-resources.aspx

RIC Stay Informed: send an email if you have any questions: stayinformed@ric.edu

Rhode Island College: website: http://www.ric.edu/coronavirus/Pages/default.aspx)

RIC Career Development Center: http://www.ric.edu/careerdevelopment

Resources and Links

All following resources and links are hyperlinked and will bring you directly to the form or website.

Employment Paperwork

online

- <u>SEF</u> (Student Employment Form—hire authorization)

- <u>I-9</u>

- Federal <u>W-4</u>

- <u>Rhode Island W-4 Form</u>

- <u>Bar of Claims</u>

- <u>Drug Free Workplace</u>

- <u>PAF</u> (Personnel Action Form) - to request change in rate of pay; change in funding source; employment status

Student Employee Handbook

online

Confidentiality Agreement

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.

The Act serves two primary purposes:

1. Gives eligible students more control of their educational records

2. Prohibits educational institutions from disclosing "personally identifiable information in education records "without written consent

Protected Information

Student Education Record:

Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution

Directory Information

The school must have written permission from the student in order to release any information from a student's education record.

Additionally, the College may disclose, without consent, the following "directory" information about the student:

Name
Address
Telephone number
Student number
Email address
Date and place of birth
Honors and awards
Dates of attendance
Class level (freshman, sophomore, junior, senior or graduate)
Enrollment status (full-time, part-time or not enrolled)
Major and/or minor Graduation date
Degrees

Students have the right to refuse to allow any or all such information about the student to be designated as directory information. Students can log in to My.RIC and update their FERPA restrictions for directory information. Otherwise, students must notify the Records Office in writing of such a request.

Permitted to View Education Records Without Consent

• School officials

• Specified officials for audit or evaluation purposes

• Appropriate parties in connection with financial aid to a student

• Organizations conducting certain studies for or on behalf of the school

• Accrediting organizations

• Appropriate officials in cases of health and safety emergencies

• State and local authorities, within a juvenile justice system, pursuant to specific state law

• To comply with a judicial order or lawfully issued subpoena

Student Payroll

BankMobile

https://bankmobiledisbursements.com/refundchoices/

Student Pay Schedule

https://www.ric.edu/department-directory/payroll-office/payment-schedules

Rhode Island College

Academic Calendar

https://www.ric.edu/academics/academic-calendar

Administrative Calendar

http://www.ric.edu/administration/Pages/administrative-calendar.aspx

Student Code of Conduct

http://www.ric.edu/studentlife/Pages/Student-Conduct-Code.aspx

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