

# Advising Handbook

Division of Liberal Arts

Academic Year 2024-25



This guide is available online at: <https://risdla.info/advising/>

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## 1. **Expectations and Responsibilities of Faculty Advisors**

For full-time faculty, advising is an important responsibility. Faculty are assigned as advisors within departments or divisions. Disciplinary expertise is important for offering students avocational guidance. However, advising should also be informed beyond department- or major-specific matters. This helps ensure that students know about requirements and school-wide opportunities.

Advisors are expected to familiarize themselves with all relevant degree and graduation requirements, policies, services and resources that support student success. However, know that it is okay not to know the minute details of every policy or office on campus. The central aim as an advisor is to guide advisees in their wayfinding so that they get to the right place for what they need.

**Be sure to contact advisees at least twice per semester to review their programs of study.** This includes once before each registration period.

To best serve advisees, you are expected to:

- **Get to know your advisees and help them build on their strengths:** Students bring their own perspective and interests that can help shape a meaningful path through the curriculum.
- **Articulate your expectations:** Let your advisees know what you hope to accomplish through advising. Work together to establish common goals.
- **Introduce your advisees to policies, responsibilities, expectations and resources:** RISD has a lot to offer students—and asks a lot from them—at every stage of their education. Make it a regular part of your advising sessions to discuss relevant policies and responsibilities.
- **Help advisees develop a timeline for completing their academic requirements:** This is one of the most important ways you can support students in completing their degree program on time.
- **Encourage students to be open about difficulties:** Work with your advisees to resolve any challenges to their degree progress. As needed, point them to relevant support resources.

According to the Family Educational Rights and Privacy Act (FERPA), faculty members are school officials with legitimate educational interests concerned with advising and therefore have access to student educational records. With this access comes a responsibility to protect students' confidential information. Additionally, all members of the RISD community must adhere to RISD's Notice of Non-Discrimination/Equal Opportunity.

2. **Assignment of Advisors:** What is RISD's academic advising system?

**First year:**

- **EFS Advisor (Fall - Spring):** Students have an Experimental & Foundation Studies (EFS) Advisor during the entirety of their first year. These advisors are always one of the faculty members that the student has during the Fall Semester. (Fall advisee assignments continue in Wintersession and Spring semester, even though the students are registered into new sections.)
- **Liberal Arts Advisor (Spring):** Students have a Liberal Arts Advisor in the *Spring* semester of their first year.

**Sophomore year:**

- **Liberal Arts Advisor (Fall - Wintersession):** Students have a Liberal Arts Advisor in the *Fall and Wintersession* semesters of their sophomore year.
- **Major Advisor:** In the beginning of their sophomore year, every student is assigned an academic advisor within their major department.

**Junior year and beyond:**

- **Major Advisor:** Students continue to work with their major advisor until degree completion. (This advisor is subject to change each academic year.)

**Optional:**

- **Concentration Advisor:** Students who elect to [declare a concentration](#) are assigned a concentration advisor. If this concentration is one that is housed in and administered by the liberal arts (THAD, LAS, HPSS, or NCSS), the concentration coordinator will *replace* the Liberal Arts Advisor. If this concentration is Drawing or Computation, Technology, and Culture (CTC), this advisor will be *in addition* to the Liberal Arts Advisor.

**Special Cases:**

- **First-Year Academic Advisors: Jennifer Horwitz (Liberal Arts) and Jonathan Sylvia (EFS):** Students may work with the first-year academic advisors, who provide extra support for students in first-year courses (including around midterm warnings, incompletes, withdrawing from or failing a first-year course), connecting to campus resources, and mentoring for First-Generation and Pell-Eligible students.

- **Brown/RISD Dual Degree Program (BRDD) Students:** BRDD students are assigned a faculty advisor on each campus. At RISD, this is the EFS Advisor and then the Major Advisor. The program also has staff who are dedicated to assisting students in developing their academic plans and working jointly with both institutions on issues of relevance to students' academic and residential experiences.
- **Transfer Students:** Starting AY 2025-26, students will receive a Liberal Arts Advisor for their entire sophomore year (first year on the RISD campus), who is specifically dedicated to transfer students. Students are also paired with a Major Advisor.

**During a student's entire time at RISD:**

- **Liberal Arts Senior Academic Specialist:** Gail Hughes in the Liberal Arts Division Office will take “walk-in” or virtual advising appointments to help clarify Liberal Arts requirements. Gail also oversees the approval of transfer credits and can help guide students about Liberal Arts courses they wish to take at other institutions.
- **Student Success Project Manager:** Brittany Goodwin in Student Affairs provides extra pathfinding support for students (including processes around academic probation, taking or returning from a leave of absence) and connecting to campus resources.

3. **Liberal Arts Requirements**

**First-Year Program in the Liberal Arts**

All first-year students must take THAD-H101 and LAS-E101 in the fall (alongside three EFS courses) and HPSS-S101 and THAD-H102 in the spring (alongside three EFS courses).

***Exceptions:***

**Students who fail or withdraw from LAS-E101** in the fall usually take E101 in the spring semester, along with H102. Since they will miss taking S101 that spring, sections of S101 are available the following fall and spring to accommodate them in their sophomore year. HPSS-S101 must be taken before any upper-level course in HPSS (except during Wintersession when HPSS courses may be taken without prerequisite).

1 <sup>st</sup> Year	Fall	WS	Spring	2nd year (Fall)
All Students	H101, E101	Studio elective	H102, S101	LA elective
If student does not pass E101	H101, E101	Studio elective	H102, E101 (repeat)	S101

\*Note that all first-year students must be registered for five courses in both fall and spring unless they have permission from the Dean of Experimental & Foundation Studies to take a reduced course load.

### **Liberal Arts Graduation Requirements**

#### **1) History, Philosophy, and the Social Sciences (HPSS) – 9 credits required**

HPSS courses may include anthropology, economics, geography, history, linguistics, philosophy, political science, psychology, religious studies, and sociology.

- HPSS-S101: Topics in History, Philosophy, and the Social Sciences (3 credits)\*
- HPSS Elective (3 credits)
- HPSS Elective (3 credits)

Please note: Courses designated as LAEL or SCI do not count toward HPSS credit.

#### **2) Literary Arts and Studies (LAS) – 9 credits required**

LAS courses include courses about literature, literary movements, literary theory, and creative writing.

- LAS-E101: Introduction to Literature Seminar (3 credits)\*
- LAS Elective (3 credits)
- LAS Elective (3 credits)

Please note: Courses designated as LAEL or SCI do not count toward LAS credit.

**3) Theory + History of Art + Design (THAD) – 12 credits required**

THAD courses include the theory and history of art and design.

- THAD-H101: Theory + History of Art + Design I (3 credits)\*
- THAD-H102: Theory + History of Art + Design II (3 credits)\*
- THAD Elective (3 credits)
- THAD Elective (3 credits)

Please note: Courses designated as LAEL or SCI do not count toward THAD credit.

**\*These four first-year courses are required for graduation** for all undergraduates, including transfer students.

**4) Liberal Arts Electives – 12 credits OR 9 credits required**

Liberal Arts elective courses include any course offered through the Liberal Arts Division (courses designated as THAD, LAS, HPSS, SCI, or LAEL).

- Liberal Arts Elective (3 credits)
- Liberal Arts Elective (3 credits)
- Liberal Arts Elective (3 credits)
- Liberal Arts Elective (3 credits) – For students who have a **matriculation date earlier than 9/1/2024** (and need 126 credits to graduate)

OR

- Liberal Arts Elective (3 credits)
- Liberal Arts Elective (3 credits)
- Liberal Arts Elective (3 credits)
- ~~Liberal Arts Elective (3 credits)~~ – For students who have a **matriculation date of 9/1/2024 or later** (and only need 120 credits to graduate)

Please note: Certain majors have a required “history of” studio course that counts as THAD or LAEL credit. See section on [“History Of” Courses](#) for more information.

Courses in business or engineering are typically not accepted for Liberal Arts credit unless they are taught from a liberal arts perspective (e.g. sociology of business).

### **Total Liberal Arts credits:**

- 42 credits (and 126 credits total for graduation):
  - for students with a matriculation date **earlier than 9/1/2024**
  - for transfer students who started at RISD **anytime AY 2024-25 or before**
- 39 credits (and 120 credits total for graduation):
  - for students with a matriculation date **of 9/1/2024 or later**
  - for transfer students who started at RISD in **Summer/Fall 2025 or after**

Know that Workday will keep track of which set of graduation requirements each student is following (through the [student's "Academic Progress"](#)). You can also always find out via Workday:

- In your advisee's profile → click on **"Academics"** → click **"Academic Progress"** → the **"credits defined"** will be listed as 126 or 120 & next to **"Requirements Effective"** is the matriculation date.

#### **Contact Info:**

For questions about liberal arts credits and graduation requirements:

Gail Hughes, Senior Academic Specialist

401-454-6572

[ghughes@risd.edu](mailto:ghughes@risd.edu)

Liberal Arts Division Office (College Building, room 418)

## 4. **Concentrations**

**While RISD does not offer minors, there are concentrations:**

[Four concentrations](#) are housed in and administered through the Liberal Arts Division: Theory & History of Art & Design ([THAD](#)); History, Philosophy & Social Sciences ([HPSS](#)); Literary Arts and Studies ([LAS](#)); and Nature, Culture, & Sustainability Studies ([NCSS](#)). Two studio concentrations are housed in and administered through the Experimental & Foundation Studies Division: [Drawing](#) and Computation, Technology, & Culture ([CTC](#)).

These are substantial programs that require careful planning and advising. General meetings with advisees are good opportunities to explain the possibility of concentrations, but it is mandatory that interested students connect with concentration coordinators. They can contact the relevant concentration advisor by e-mail or come by office hours to discuss their interest in a concentration and to arrange for subsequent advising.

#### **Contact info:**



THAD Concentration Coordinator: Jung Joon Lee, [jlee54@risd.edu](mailto:jlee54@risd.edu)  
HPSS Concentration Coordinator: Alero Akporiaye, [aakporia@risd.edu](mailto:aakporia@risd.edu)  
LAS Concentration Coordinator: Mairead Byrne, [mbyrne@risd.edu](mailto:mbyrne@risd.edu)  
NCSS Concentration Coordinators:  
• First-Year and Sophomores: Sage Gerson, [sgerson@risd.edu](mailto:sgerson@risd.edu)  
• Juniors and Seniors: Anastasiia Raina, [araina@risd.edu](mailto:araina@risd.edu)  
CTC Concentration Coordinator: Minkyong Kim, [mkim37@risd.edu](mailto:mkim37@risd.edu)  
Drawing Concentration Coordinator: Masha Ryskin, [mryskin@risd.edu](mailto:mryskin@risd.edu)

5. **Communication with Advisees:** Viewing Advisee Roster, Key Outreach Dates, and Example Email

**Communication with the advisor-advisee relationship is key**, especially because we know that most students will not reach out for support or information even when they need it. It is the responsibility of the advisor to contact advisees and explain how, why, and when to set up a meeting with you. The requirement is that you contact advisees **at least twice per semester**. First-year students will receive communication from EFS that the meeting with their Liberal Arts Advisor in the Spring semester is required.

**How to view your advisees and create an advisee listserv via Workday:**

You can [find a roster of your advisees](#) under your “Academic Advising Dashboard.” The easiest way to send group emails to your advisees is to export an Excel spreadsheet of your advisees and then copy their emails from there. To do so, follow [these steps](#).

- Tip: If you want students to appear first when you search in Workday, follow [these steps](#) to change your Workday settings.

**Suggested Timeline for Contact:**

**For First-Year Students** (Spring semester):

- email advisees at the beginning of the Spring semester to introduce yourself
- email advisees around **April 7th, 2025** to set up a meeting to discuss registration for Fall 2026 courses. This timeframe gives advisors about three weeks to meet with students before registration begins on April 28th, 2025 (and is right after the midterm warning deadline).

**For Sophomores** (Fall semester):

- email advisees at the beginning of the Fall semester to remind students who you are/your role as advisor

- email advisees around **October 21, 2025** to introduce yourself and set up a meeting to discuss registration for Spring 2026. This timeframe gives advisors about three weeks to meet with students before registration begins around November 11, 2025 (and is at the beginning of Wintersession registration).

**Example Email for Advisees:**

The following is an example email meant to save you time, but feel free to ignore, adapt, make your own, etc.

Hello!

I am reaching out as your Liberal Arts Advisor. My role is to be available to help you develop an academic plan for how you might best satisfy your Liberal Arts requirements as well as advise you on what sorts of studies or particular courses might best fit your academic, professional, and personal interests and plans. I'm available to answer questions, and if I don't know the answer, I can direct you to the right person.

As we reach the mid-term and are nearing registration for Fall 2025 (which begins on April 28, 2025), it is a good time for us to connect. We can meet to review the Liberal Arts credit requirements and brainstorm which liberal arts courses might work best for you next semester. To meet, please email me with several times that work well for you or drop by my office hours:

[insert office hours and office number]]

I look forward to meeting with you!

6. **Navigating Workday**

Key links for helping **you** navigate Workday:

- For an overview of your advisee's profile and how to navigate it, follow [these steps](#).
- For how to review a student's academic progress on Workday, follow [these steps](#).
- How do you find a student's other advisors?:
  - Option 1: Type '**View Support Network for Student**' into the Workday search bar → select the report → then select the student.

- Option 2: In the student's profile, start by selecting '**Actions**' → then scroll to the bottom and choose '**Student Cohort**' → From the 'Student Cohort' options, select '**View Support Network for Student.**'

Key links for helping **students** navigate Workday:

- For students asking how to view their **academic progress**: direct to [these steps](#).
- For students asking how to view their **registration appointment time**: direct to [these steps](#).
- For students asking how to view **course offerings**: direct to [these steps](#).
- For students asking how to **drop/add courses**: direct to [these steps](#).
- For additional Workday directions/how to's: refer them to [this link](#).

**Contact Info:**

For questions about Workday:

Registrar's Office,

401-454-6151

[registrar@risd.edu](mailto:registrar@risd.edu)

20 Washington Place, floor 1

7. **Course Registration:** General Advising Guidelines and Key Registration Policies

The moment has finally arrived and your advisee is in front of you. Key steps for the meeting and registration policies to keep in mind include the following:

1. Check in with the student on how the semester is going for them.
  - This is a good chance to refer advisees to support offices (see "[Student Support Offices and Contacts](#)" section), especially if they have any [midterm warnings](#).
2. Make sure the student understands the [liberal arts requirements](#).
  - **Your first-year advisees will need 39 liberal arts credits and 120 credits total to graduate.**
    - A good rule of thumb is that students should take 3 liberal arts courses per AY after the first year.

- Ex: A student who takes **four courses** their first year and **three courses** their sophomore, junior, and senior years will complete the liberal arts requirements.
  - Know that upper-level students still need 42 liberal arts credits and 126 credits total to graduate. Workday will keep track of which set of graduation requirements each student is following (through the [student's "Academic Progress"](#)). You can also always find out via Workday:
    - In your advisee's profile → click on "**Academics**" → click "**Academic Progress**" → the "**credits defined**" will be listed as 126 or 120 & next to "**Requirements Effective**" is the matriculation date.
3. [Review the student's progress](#) on their liberal arts requirements.
- Be sure to note any liberal arts requirements with a status of "In Progress" or "Not Satisfied." These are areas where the student needs classes.
    - Note: Architecture undergraduate majors are at RISD for five years.
4. Discuss [course selection](#) and registration for the following semester, especially in helping students match their interests to liberal arts courses. Students are expected to take **12-15 credits each fall and spring semester**.
- **Policies and concerns to keep in mind about under-enrollment:** Students *must* be enrolled in at least 12 degree-applicable credits to be considered full-time and receive full-time financial aid.
    - For students who wish to take fewer than 12 credits, see the section, "[Reduced Credit and Academic Probation](#)."
  - **Policies and concerns to keep in mind around over-enrollment:** Students who have a matriculation **date of 9/1/2024 or later** are capped at 30 credit hours per year or 15 credit hours per semester. However, if students take a Wintersession course, then they are capped at 12 credit hours in the spring. They will be charged if they exceed this cap (unless it is due to a program requirement). No student without

a program requirement can exceed 33 credit hours per year, regardless of whether they pay for additional credits.

- Students with a matriculation date of **earlier than 9/1/2024** will not be charged for additional credits. However, more than 16 credits requires special permission to do so, and students must complete the [Registrar's form](#): **“Credit Overload Request.”**
- How do I check that advisees' courses are degree-applicable?: Go to your advisee's profile on Workday → click on “Academics” → click on “Academic Progress” → next to “Unused Registrations,” if you see any number other than 0, click it → these classes don't fulfill any graduation requirements and are not degree applicable. [See an example](#).

5. Remind the student about the possibility of liberal arts [concentrations](#).

**Note It:** As an advisor, it is good practice to keep a record of any meetings with advisees. Notes should include an outline of your discussion, especially any hurdles, referrals, and agreed-upon next steps. One tool available to you is the notes function on Workday. To use it, go to the student's profile → choose “History” → choose “Note History” → click “Add Student Note”

#### **Contact Info:**

For questions about liberal arts credits and graduation requirements:  
Gail Hughes, Senior Academic Specialist  
401-454-6572  
[ghughes@risd.edu](mailto:ghughes@risd.edu)  
Liberal Arts Division Office (College Building, room 418)

## **8. Wintersession**

[Wintersession](#) runs for five weeks in January to February and has a separate set of requirements for students. Students *must* be enrolled in 3 credits (at a minimum) and 6 credits (at a maximum).\* **Note that the requirement that students be enrolled in at least one Wintersession course is especially important for international students because of visa restrictions.**

There are several exceptions to the Wintersession requirement, including:

- Travel courses
- Credit-bearing internships
- Medical reasons that are registered through DSS
- Academic reasons that are approved through the Academic Standing Committee

See the section, [“Reduced Credit and Academic Probation.”](#) for more information on steps a student must take to petition for a reduced courseload.

\*Wintersession will become optional for most upper-level students starting AY 2025-26.

## 9. **Independent Study Projects (ISPs) & Collaborative Study Projects (CSPs)**

**Independent Study Projects (ISPs)** allow students to complete a supervised project for credit in a specific area of interest to supplement the established curriculum. **Collaborative Study Projects (CSPs)** allow two students to work collaboratively to complete a supervised project of independent study. Each ISP or CSP receives 3 credits. A combined total of 9 credits of ISP/CSP may be undertaken toward a student’s degree. ISPs and CSPs are available Fall, Wintersession, and Spring semesters (not over the summer).

Advisees interested in an ISP or CSP must:

- Have a GPA of 3.0 or above
- Request the guidance of an appropriate faculty member(s) in planning and pursuit of the project
- Prepare a thorough proposal outlining the purpose and scope of the project
  - [Check out](#) the “Independent Study Liberal Arts Checklist and Samples”
- Submit the application according to the instructions and deadlines provided by Registrar, which can be found under [Registrar’s forms](#): **“Independent Study Project and Collaborative Study Project”**

## 10. **“History of” Courses**

**Many majors require at least one “History of” course, which counts as liberal arts credit.** When helping your advisees understand their progression on liberal arts credits, it can be useful to know that they will get either LAEL or THAD credit for the “History of” course. Know that Workday keeps track of

this (through the [student's "Academic Progress"](#)). If students have additional questions about this, direct them to Gail Hughes.

**Contact Info:**

Gail Hughes, Senior Academic Specialist

401-454-6572

[ghughes@risd.edu](mailto:ghughes@risd.edu)

Liberal Arts Division Office (College Building, room 418)

**11. Brown University Cross-Registration**

**Who can take courses at Brown?**

RISD degree candidates, both undergraduate and graduate, may take classes at Brown; however, registration at Brown is only possible for first-year students if they are RISD/Brown Dual Degree students. There are no limits on the number of Brown courses that upper-level RISD students can take during fall and spring semesters. (Students have to pay for Brown courses taken over the summer.)

Students interested in taking a Brown course need to register for a placeholder course on Workday during registration (BROWN 8800), and then complete an electronic form ("**Prior Approval for Brown University Credit**") once available, as well as subsequent steps to register with Brown. The complete instructions are listed [here](#).

If students have questions about what kind of liberal arts credit they might receive for Brown courses, direct them to Gail Hughes. Other questions about the registration process for Brown courses can be directed to the Registrar.

**Contact info:**

Gail Hughes, Senior Academic Specialist

401-454-6572

[ghughes@risd.edu](mailto:ghughes@risd.edu)

Liberal Arts Division Office (College Building, room 418)

Registrar's Office,

401-454-6151

[registrar@risd.edu](mailto:registrar@risd.edu)

20 Washington Place, floor 1

## 12. Transfer Credit

After matriculation, students are allowed to take courses outside of RISD and can [transfer up to four courses](#) (12 credits total). Brown courses taken during the academic year are exempt from this limit. Courses can be taken in languages other than English and can be online, but they must be taken at a nonprofit, accredited college or university. Taking courses for transfer credit is most common if students are behind in credits and decide to take classes over the summer. Note that the required first-year courses (E101, H101, H102, S101) cannot be taken elsewhere.

The student must receive approval **before** taking any courses intended for transfer credit by completing the appropriate Registrar's [form](#): **“Transfer Credit Prior Approval for Liberal Arts Credit”** (OR **“Transfer Credit Prior Approval for Major/Non Major Credit”**). A reminder that courses in business or engineering are typically not accepted for LA credit unless they are taught from a liberal arts perspective (e.g. sociology of business). The student should consult with Gail Hughes, if they have any questions about what kind of liberal arts courses might be approved or not.

### **Contact info:**

Gail Hughes, Senior Academic Specialist

401-454-6572

[ghughes@risd.edu](mailto:ghughes@risd.edu)

Liberal Arts Division Office (College Building, room 418)

Registrar's Office,

401-454-6151

[registrar@risd.edu](mailto:registrar@risd.edu)

20 Washington Place, floor 1

## 13. Reduced Credit and Academic Probation

In order to remain in good academic standing, all upper-level RISD students are [expected](#) to complete 12 or more credits during the fall and spring semesters and 3 or more credits during Wintersession. First-year students are expected to complete 15 credits in the fall and spring.

Students earning less than 12 credits are normally placed on [academic probation](#); after the student's second consecutive or third non-consecutive time on probation, students may be academically withdrawn from RISD. First-year students can be asked to leave after one semester of falling below



12 credits or failing one or more studio courses.

Students may be eligible for reduced courseloads if they have:

- Medical reasons that are registered through DSS
- Academic reasons that are approved through the Academic Standing Committee

A student who meets this criteria should request permission for a reduced courseload via the [“Exception to Academic Policy”](#) form. If they submit early enough, they may be able to pay per credit. First-year students are also required to meet with the Dean of EFS. Brittany Goodwin is available to help upper-level students navigate reduced credit and academic probation processes, as well as taking and returning from leaves of absences.

**An additional word of caution: reduced credit may impact the student’s time to degree completion, as well as negatively affect financial aid packages and visa status.** Students should consult with the RISD’s Student Financial Services Office. In addition, international students *must* meet with the Office of International Student and Scholar Affairs (ISSA) before petitioning for reduced credit or falling below 12 credits.

**Contact Info:**

Brittany Goodwin, Student Success Project Manager  
401-454-6204  
[bgoodwin@risd.edu](mailto:bgoodwin@risd.edu)  
Carr House, floor 3

Student Financial Services  
make an apt using [this link](#)  
20 Washington Place, Floor 1  
401-454-6661  
[sfs@risd.edu](mailto:sfs@risd.edu)

Office of International Student and Scholar Affairs  
Carr House, room 303  
401-277-4957  
[issa@risd.edu](mailto:issa@risd.edu)

14. Midterm Warnings, Withdrawals, & Incompletes

**Midterm Warnings**

If students are not performing satisfactorily in class, faculty should submit

midterm warnings (“U” for unsatisfactory), so that the students know where they stand in the course and may improve their performance. Midterm warnings are due October 18, 2024 for the Fall Semester, and by April 4, 2025 for the Spring Semester. Advisors should review if any of their advisees have Unsatisfactory warnings in a liberal arts course and make appropriate referrals during their meeting. (See [“Student Support Offices and Contacts”](#) section.) You can check advisees’ midterm warnings via Workday:

1. Go to “Academic Advising” Dashboard
2. Click on “My Advisees’ Interim (Midterm) Grades
3. After you choose the date of the semester, you will see a chart of your advisees. Scroll all the way to the right to see any midterm grades.

### **Withdrawal with a “W” Grade**

The deadline for students to withdraw with a W grade rather than an F is October 30th, 2024 for the Fall Semester and is April 16th, 2025 for the Spring semester. A withdrawal can be especially helpful if the student is on track to fail the course (for example, if they’ve already missed a number of classes) and can redistribute their efforts and energy into trying to pass their remaining courses.

### **Incompletes**

Students may be given an incomplete instead of a final grade for a course if the faculty has determined that the incomplete is warranted. (For example, if the student has had a sudden change in circumstances.) Some students do not realize that an incomplete is an option, and it may be worth incorporating into an advising conversation if appropriate. The faculty will set the deadline by which the missing work needs to be submitted. Unless an earlier deadline is specified by the faculty, the standard deadline for incompletes from Spring 2024 semester is October 15, 2024; the standard deadline for incompletes from Fall 2024 semester is February 1st, 2025.

**There is additional academic support for students in their first year**, and academic advisors follow up with first-year students who receive midterm warnings, withdraw from a first-year course, or receive an incomplete to offer additional support and connect with campus resources.

Jen Horwitz, First-Year Liberal Arts Academic Advisor  
[jhorwitz@risd.edu](mailto:jhorwitz@risd.edu)  
College Building, room 420

Jonathan Sylvia, EFS Academic Studio Advisor  
[jsylvia@risd.edu](mailto:jsylvia@risd.edu)  
Carr House, room 13

15. Important Advising Dates for AY 2024-25

EVENT	DATE
Fall 2024 RISD Classes Begin Brown University Classes Begin (Approved RISD Students May Register for Brown Classes)	September 4, 2024
Fall 2024 Final Day for Adding/Dropping Courses	September 11, 2024
Fall 2024 Mid-Semester Warnings Due	October 18, 2024
Wintersession 2025 Web Registration Begins (by Appointment)	October 21, 2024
Fall 2024 Final Date to Withdraw from Course	October 30, 2024
Spring 2025 Web Registration Begins (by Appointment) - initial period	November 11, 2024
Fall 2024 Degree Program Classes End Wintersession 2025 Web Registration for Additional Courses Begins	December 2, 2024
Wintersession 2025 Classes Begin	January 3, 2025
Wintersession 2025 Final Day for Adding/Dropping Courses	January 10, 2025
Brown University Spring Classes Begin (Approved RISD Students May Register for Brown Classes)	January 22, 2025
Wintersession 2025 Final Date to	January 24, 2025

Withdraw from a Course	
Wintersession 2025 Classes End	February 6, 2025
Spring 2025 Classes Begin	February 13, 2025
Spring 2025 Final Day for Adding/Dropping Courses	February 20, 2025
First-year Major Declaration	February 24-March 1, 2025
Spring 2025 Mid-Semester Warnings Due	April 4, 2025
Spring 2025 Final Date to Withdraw from a Course	April 16, 2025
Fall 2025 Web Registration Begins (by Appointment)	April 28, 2025
Spring 2025 Classes End	May 14, 2025
RISD Commencement	May 31, 2025

\*You can find the Registrar's full and most up-to-date academic calendar for 2024-25 [here](#).

16. **Select Student Support Offices & Contacts (Alphabetical Order):** For an overview of student support services, you can always refer advisees to the [Student Hub website](#).

**Academic Support (First Year):** If you are working with a first-year student who you think could benefit from extra academic support, especially if you're unsure which office might be useful for them or that multiple ones might be, please contact the first-year academic advisors, Jen Horwitz (liberal arts) and Jonathan Sylvia (studio). They also help to run the first-generation to college pre-orientation program (FGC POP) and are people to contact with any academic concerns about a student who is first in their family to attend college.

**Contact info:**

Jen Horwitz, First-Year Liberal Arts Academic Advisor  
 Make appt: <https://jhorwitz.youcanbook.me>  
[jhorwitz@risd.edu](mailto:jhorwitz@risd.edu)

College Building, room 420

Jonathan Sylvia, EFS Academic Studio Advisor

[jsylvia@risd.edu](mailto:jsylvia@risd.edu)

Carr House, room 13

**The Center for Arts & Language (A&L):** The [Center for Arts & Language](#) supports student development and efficacy in academic literacies including written, spoken, and visual communication; multilingual (English-language) learning; and student publications. A&L offers both in-person and virtual free peer tutoring appointments. Trained graduate and undergraduate tutors who are strong writers, readers, and listeners consult on everything from outlining to grammar to clarity of argument to style. Weekly appointments with the same tutor can be arranged for students with significant needs or interests.

**Contact info:**

Make appt via Penji:

<https://web.penjiapp.com/schools/risd/communities/al>

401-454-6486

[artsandlangauge@risd.edu](mailto:artsandlangauge@risd.edu)

Fleet Library, 2nd floor

**RISD Career Center:** [The Career Center](#) is here to talk with students about their goals, aspirations, and next steps in their career; to help students develop strategies to search for jobs, internships and other opportunities; and to refine career and application materials.

**Contact info:**

Make appt via ArtWorks: <https://careercenter.risd.edu/meet-us#dropins>

401-454-6614

[risdcareers@risd.edu](mailto:risdcareers@risd.edu)

20 Washington Place, 1st floor

**Counseling and Psychological Services (CAPS):** [CAPS](#) offers individual counseling, medication management, and case management services to support students in their wellness and educational journeys. Students access counseling for a wide variety of academic and non-academic reasons. In addition to one-on-one counseling, CAPS provides various kinds of consultative support including membership in the [Campus Assessment Response Evaluation](#) (CARE) Network, which responds to students in distress. If you are concerned about a student, you can file a CARE referral, which will be sent to an interdisciplinary support team who will follow up directly with the student. Students can also use this form for themselves or for a student they feel needs help.

**Contact info:**

Call to make appt: 401 454-6637

Student can review providers and their specialities [here](#)  
[counseling@risd.edu](mailto:counseling@risd.edu)

72 Pine St, 2nd floor

**To submit CARE referral:** <http://carenetworkreferral.risd.edu>

**Disability Support Services (DSS):** [Disability Support Services](#) works with students with documented disabilities, which are defined as substantially limiting one or more major life activities, both short- and long-term. Students with documented disabilities must register with Disability Support Services in order to receive accommodations. Students are strongly encouraged to discuss their accommodation with instructors but they are not required to disclose the nature of their disability. Students needing DSS services should be advised to notify the office as early as possible. Students will need to meet with DSS staff every fall, at the minimum, to reassess accommodations and receive an updated accommodations letter for the new academic year.

**Time Management Support:** DSS also offers one-on-one time management coaching for any RISD student seeking to improve their organizational, time management, and overall executive functioning skills.

**Contact info:**

Make appt via Penji:

<https://web.penjiapp.com/schools/risd/communities/disability-support-services>

401-709-8465

[disabilitysupportservices@risd.edu](mailto:disabilitysupportservices@risd.edu)

Carr House, Second Floor, room 210

**Equity & Compliance:** One of your advisees may come to you seeking assistance with a situation in which sexual harassment, bias, or discrimination may be involved. At RISD, sexual misconduct is defined as unwanted behavior (physical contact, verbal comments or suggestions) that unreasonably interferes with the student's academic performance and/or creates a hostile or intimidating work or academic environment. If a student mentions sexual harassment, bias, or discrimination, you should not assume responsibility for intervention in the situation, but may direct the student to the [Office of Equity & Compliance](#).

**Contact info:**

Refer students to these reporting options:

<https://equitycompliance.risd.edu/reporting-options/>

401-454-6666  
[equitycompliance@risd.edu](mailto:equitycompliance@risd.edu)  
20 Washington Place, third floor

**RISD Global:** [RISD Global](#) works to create and support a variety of immersive travel, learning, and exchange opportunities for RISD students beyond campus. This includes Wintersession travel courses and Global summer studies. There are also (internal and external) scholarships available to help students finance their studies abroad.

**Contact info:**  
Make appt via this link: <https://risdglobal.youcanbook.me/>  
401-454-6725  
[global@risd.edu](mailto:global@risd.edu)  
20 Washington Place, room 321

**Intercultural Student Engagement (ISE):** [Intercultural Student Engagement](#) offers mentoring and programming to support students from underrepresented identities and backgrounds including, but not limited to, those who are: first generation, international, LGBTQIA+, religious or spiritual, students who are socio-economically disadvantaged, students with disabilities, BIPOC students, and students not traditionally of college-age.

**Contact info:**  
[ise.risd.edu](mailto:ise.risd.edu)  
Ewing Multicultural Center  
41 Waterman St

**International Student and Scholar Affairs (ISSA):** [International Student and Scholar Affairs](#) supports and advocates for RISD's international community by providing advice and guidance to students. Key areas that the office helps students navigate include: F and J immigration compliance, cultural and language adjustment and transition, and navigating US systems (Social Security, IRS/taxes, Division of Motor Vehicles, etc).

**Contact info:**  
401-277-4957  
[issa@risd.edu](mailto:issa@risd.edu)  
Carr House, room 303

**Liberal Arts Requirements Advising:** If students have immediate questions about liberal arts requirements, transfer credits, or taking non-RISD courses, please direct them to Gail Hughes. In addition, she is a good first point of contact for students with questions about the liberal arts without an assigned Liberal Arts Advisor. Gail offers "walk-in" advising in the Division Office

(College Building 418) Mondays thru Wednesdays 8:00 am – 3:00 pm.  
Appointments can also be scheduled virtually.

**Contact Info:**

Gail Hughes, Senior Academic Specialist  
401-454-6572

[ghughes@risd.edu](mailto:ghughes@risd.edu)

Liberal Arts Division Office (College Building, room 418)

**Student Financial Services (SFS):** [Student Financial Services](#) works with students to help them seek, obtain, and make the best use of available resources to help finance the costs of attending RISD. This includes financial aid, scholarships, federal and state grants, need-based loans, and work study opportunities.

**Contact Info:**

To make appt:

[https://my.risd.edu/default/students/\\_/sfs\\_queues\\_appointments](https://my.risd.edu/default/students/_/sfs_queues_appointments)

401-454-6661

[sfs@risd.edu](mailto:sfs@risd.edu)

20 Washington Place, Floor 1

**Student Success Project Manager:** If you are working with a student who could use extra pathfinding support, especially if you're unsure which office might be useful for them or that multiple ones might be, please contact Brittany Goodwin. Key areas that Brittany helps students to navigate include: processes around academic probation, leave of absences, reinstatements from leaves, connecting to campus resources.

**Contact info:**

Brittany Goodwin, Student Success Project Manager

make appt via Penji:

<https://web.penjiapp.com/schools/risd/communities/student-success>

401-454-6204

[bgoodwin@risd.edu](mailto:bgoodwin@risd.edu)

Carr House, floor 3