



# Academic Advising Handbook for First-Year Students

## Dear new first-year students:

### Welcome to Rivier University!

This handbook is designed to guide you through your first year at Rivier University. You will learn about English and Mathematics placement, courses you will take in your major, and courses and tutorials designed to help you succeed your first semester.

You will receive a copy of your course schedule along with this handbook. Schedules vary from student to student. Your schedule may include one First-Year Seminar (FYS) class, a Student Success class, a modern language class, a mathematics class, and one or two major courses. If you have any questions about your schedule, contact Academic Advising at (603) 897-8227 during the summer.

When registering for courses each semester after Orientation, you will consult with your Academic Advisor who will help you select core and elective courses, work out time conflicts, provide assistance, and address any other concerns you may have. If you have declared a major, you will also meet with a Faculty Advisor from your program. We wish you the best as you begin your future at Rivier University!

Sincerely,

Lisa Enright, Director of Academic Advising  
Marie Cloutier, Assistant Director of Academic Advising  
Tracy Morgan, Academic Advisor, Transfer Advisor  
Kelley Lawson, Academic Advisor  
Kathy Morrissey, Administrative Assistant



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## Mission Statement

Rivier University, founded in 1933 by the Sisters of the Presentation of Mary, is a Catholic coeducational institution of higher learning dedicated to the education of undergraduate and graduate students in both the liberal arts and professional courses of study.

Committed to the faith heritage, intellectual tradition, and social teachings of the Roman Catholic Church, Rivier educates the whole person in the context of an academic community that cultivates critical thought, sound judgment, and respect for all people. This community supports the intellectual growth of all its members while offering them opportunities for social, cultural, moral, and spiritual development. The challenge to the Rivier community is to search for truth through the dialogue between faith and reason.

Rivier creates an environment in which integrated learning is the shared responsibility of students, faculty, staff, and administrators, and is pursued in all the curricular and co-curricular programs. To participate in the life of Rivier is to strive for academic excellence, to take responsibility for ourselves and for others, and to engage in dialogue about basic human issues facing society, especially the plight of the poor and powerless. Rivier extends to all of its members and also to the greater community an invitation to join in intellectual inquiry and dialogue.

## Academic Advising Overview

The Office of Academic Advising aspires to be a caring and supportive environment that empowers students to become responsible self-directed learners achieving academic success and independence. Advisors and advisees will work together to craft a unique academic plan based upon each student's academic ability and goals. Academic Advising views the advising relationship as an on-going conversation that transcends mere course selection, attempting to educate the whole person in heart and mind, to prepare them for life after Rivier University.

The Office of Academic Advising will work as an integral part of the larger campus community on areas that impact a student's academic progression and success.

### How does the advising process work?

Each Rivier day student is assigned a Faculty Advisor in the department in which the student is majoring and an Academic Advisor, thus providing a dual advising system. The dual advising process provides Rivier undergraduate students with the greatest opportunity to personalize their studies. Rivier Academic and Faculty Advisors help students achieve their academic goals in a supportive and student-centered environment.

### Academic Advisors...

- » Oversee undergraduate day student registration for classes each semester, including requests to add or drop courses.
- » Track semester progress, identify and solve potential scheduling conflicts and create individual education plans for each student.
- » Provide referral and resource assistance.
- » Work with Student Life, faculty, and Academic Administration to monitor student academic performance.
- » Notify the necessary faculty and staff if a student will be absent due to sudden illness or other medical or personal emergency situations.
- » Assist instructors and faculty regarding excessive absences and missing coursework.
- » Manage change of major requests.
- » Advise students regarding the published academic appeal process.

### Faculty Advisors...

- » Help students select courses in their majors.
- » Monitor progress within the major to ensure timely degree completion.
- » Assist in planning internships or fulfilling senior-level major requirements needed for graduation.
- » Serve as mentors regarding potential career and/or graduate study opportunities.

### Expected student learning outcomes for the academic advising experience

Through the advising experience, you will...

- » demonstrate the ability to make effective decisions concerning your degree and your career goals.
- » develop a plan for successfully achieving your educational goals and select courses each semester to progress toward fulfilling your goals.
- » demonstrate an understanding of the value of the Rivier degree through the value of the general education requirements and major/minor requirements.
- » utilize resources and services on campus to assist you in achieving your academic, personal and career goals.
- » make use of referrals to campus resources as needed.
- » graduate in a timely manner based on your educational plans.

(Adapted from "Sample Academic Advising Syllabus," by Charlie Nutt, Kansas State University, NACADA and "Academic Advising Syllabus," Carlos Cervantes, University of Southern California, 2000.)

### How to prepare for an advising meeting

All Rivier undergraduate day students are required to meet with their Academic Advisor to register for courses each semester.

To ensure a productive advising session, each student should complete the following steps before meeting with their Academic Advisor:

- » If your registration requires a Faculty Advisor signature and advising session prior to meeting with your Academic Advisor, make sure to schedule your faculty advising appointment before scheduling your appointment through Advisor Trac, our online appointment scheduling system. (see page 8 for a list of Faculty Advisors by major).

- » Enter your Academic Advisor appointment time and date in your personal calendar so you don't forget about the meeting and sign up for our text messaging academic advising appointment notification system so you don't miss your advising appointment.
- » Review and update your degree audit.

Through your MyRiv Account, you can:

- » Access an updated student transcript which lists all courses you have taken.
- » Make a tentative list of courses you plan to take and any questions you might have regarding:
  - » specific course requirements.
  - » adding a minor.
  - » graduation requirements.
  - » academic difficulties in a particular course or subject area.

## Liberal Arts Curriculum

Rivier University's undergraduate general education (Core) Curriculum invites students to experience several "Journeys of Transformation" and explore how to think in a new way by developing new perspectives of self, world, and others. The Core Curriculum is guided by these questions: **Who am I and What is the World? Who is My Neighbor? How Shall We Live? What, then, Shall We Do?** Together, these questions initiate a journey of self-awareness and inquiry, perspective shaping, creativity, and service.

The Core Curriculum consists of a common core and a core complement. In the common core, students take courses that are linked sequentially by both academic skills and by their focus on the questions. In the core complement, students choose from different courses in three areas: humanities and social sciences, math and natural sciences, and languages, in order to broaden their knowledge of the world they inhabit. Finally, students engage in two service experiences, in the first and second years, which introduce students to the greater Nashua, NH area and the service needs and opportunities available there.

### The Common Core:

Freshman Year: Students explore these questions in their first-year common core. Who am I and What is the World?

### ENG115: Expositions and Arguments 3 credits

This course teaches students to read and write about ways in which non-fiction expository and literary texts contribute to the study of the nature of the human individual and the relationship between the individual and community. Students learn to analyze these texts and clearly and persuasively communicate that analysis in writing, class discussion, and oral presentation. The non-fiction texts may include a range of types, from the deliberately argumentative to more open forms, like the sermon. The literary texts may include fiction, literary non-fiction, poetry, or drama. It fulfills the General Education first-year writing requirement.

### REL115: The Dignity of Creation: God and the Created Order 3 credits

This is a first course in sustained reflection on the meaning and value of the unique qualities of religious faith in every human life. The seminar will explore the role of a religious tradition as the social context within which faith is both nurtured and challenged. Drawing on resources from the Catholic theological tradition, students will reflect on faith experience as articulated in Christian beliefs. The course looks at the "Individual and Community" theme of the first-year seminar from the perspective of religious beliefs and practices, locating them within a communal context and integrated by individuals in the process of developing both social and personal visions of meaning and value.

### BI0112: Stewards of the Living World 3 credits

This course will focus on our role as stewards of the earth. Students will gain an understanding of the uniqueness, diversity, and beauty of the natural world while being exposed to the ways in which human actions impact the delicate relationships between the physical, chemical, and biological aspects responsible for the integrity of the planet. This course fulfills the common core requirement.

### LNS108: Student Success: Campus to Community I 1 credit

This one-credit pass/fail course is the first semester of a full year program designed to help freshmen adjust to the expectations and realities of college life. The class focuses on building personal motivation for succeeding in college, identifying and understanding reasons for academic success, managing time effectively, prioritizing responsibilities, becoming active learners, preparing for and taking tests, and locating campus resources.

## Advisor Responsibilities – You can expect your Academic Advisor to:

- Treat you with respect and as an adult.
- Understand and effectively communicate the curriculum, requirements, and academic policies and procedures.
- Encourage and guide you to define and develop clear and realistic educational goals.
- Review your progress by tracking semester progress, identifying and solving potential scheduling conflicts, and creating individual education plans.
- Provide information about campus resources and strategies for utilizing them.
- Be accessible for meetings during office hours, by appointment, phone or email.
- Assist you in gaining decision-making skills and in assuming responsibility for your educational plans and decisions.
- Maintain confidentiality. Your Advisor will not discuss issues with parents or non-college persons without your written permission.

## Advisee Responsibilities – You are expected to:

- Schedule appointments or make regular contact with your Advisor each semester.
- Come to each appointment prepared with questions or materials for discussion.
- Ask questions if you do not understand an issue or have a specific concern.
- Connect with faculty in your major department and/or your Faculty Advisor.
- Keep a personal record of your progress toward your academic goals.
- Organize documents so you may access them when needed.
- Become knowledgeable about college programs, resources, degree requirements, policies and procedures.
- Complete all assignments or recommendations from your Academic or Faculty Advisor.
- Gather all relevant information before making decisions that affect your educational goals.
- Clarify personal values and goals and provide your Advisor with accurate and truthful information regarding your interests and abilities.
- Accept responsibility for your decisions, actions (and inactions) and the effects they may have on your educational progress.

### **LNS109: Student Success: Campus to Community II 1 credit**

This one credit pass/fail course is the second semester of a full year program designed to help develop broader cultural and global perspectives through civic engagement. The class focuses on active participation from a community of learners who engage with each other through discussion, reading and reflection. Students will engage in volunteer and cultural activities within the community to support the College's mission to transform hearts and minds to serve the world.

### **Area Distribution Courses: The Core Complement**

#### **Humanities and Social Sciences**

One course from: Art, English, History, Modern Language, Philosophy, or Religious Studies  
One course from: Economics, Geography, Political Science, Psychology or Sociology

#### **Mathematics and Natural Sciences**

One course in Mathematics: MA112 College Algebra or above  
One course from: Computer Science, Mathematics, Biology, Chemistry or Physical Science

#### **Culture through Language**

Most majors require two semesters (one year) of the same modern language. Rivier offers French, Spanish, Chinese and Italian. We urge students to take a language during the first year, especially if placed in the intermediate level.

- a. If you have had 0-2 years of study in French or Spanish in high school, you may be placed in the introductory level: SPA101 - Spanish Language and Culture I, or FR101 - French Language and Culture I.
- b. If you have had 2 or 3 to 4 successful years of a modern language, then you may be placed in the intermediate level: SPA111 - Intermediate Spanish Language and Culture I.

Nursing majors: one semester of modern language. Nursing students may complete this requirement with a 3-credit course in a profession-oriented language course (e.g. SPA105: Spanish for Health-Care Professionals).

- c. A one-semester liberal arts substitution is allowed for students who demonstrate proficiency in a language other than English. This pertains to students who have successfully completed 4 years of the same language with an average grade of 'B' or above.

#### **Guidelines for language waiver**

1. Having successfully completed, with a "B" average or better, high school study in the same language at the fifth level (e.g. Spanish V)
2. Successfully completing six credits of introductory (or higher) study in the same language at the university level.

### **Major Requirements**

At Rivier University, a major is a concentration of courses in a given discipline or disciplines. Normally, a bachelor's degree major consists of at least 30 credit hours.

### **Electives**

Electives comprise one or more courses of the student's choice, dependent on the number of courses required for the major. Electives provide students with the opportunity to develop a minor, or to take courses in other areas for personal and professional growth.

### **English Placement**

#### **Writing Requirement**

Every student is required to complete ENG 115 FYS Expositions & Arguments in their first year, but some students feel that they are not quite ready to dive into college-level academic writing. For those students, we offer ENG 102 - Introduction to College Writing. Students take ENG 102 in the fall, then take ENG 115 in the spring. English placement will be determined by the Director of the Writing Program, Dr. Tim Doherty. For questions regarding your placement please contact Dr. Doherty directly at [tdoherty@rivier.edu](mailto:tdoherty@rivier.edu) or (603) 897-8483.

#### **English Course Offerings**

All new students take an English class during their first year.

- » **ENG115 – Expositions and Arguments 3 credits**  
This course teaches students to read and write about ways in which non-fiction expository and literary texts contribute

to the study of the nature of the human individual and the relationship between the individual and community. Students learn to analyze these texts and clearly and persuasively communicate that analysis in writing, class discussion, and oral presentation. The non-fiction texts may include a range of types, from the deliberately argumentative to more open forms, like the sermon. The literary texts may include fiction, literary non-fiction, poetry, or drama. It fulfills the General Education first-year writing requirement.

#### » **ENG102 - Introduction to Writing**

ENG102 is designed for students who wish to improve their writing skills. The course prepares students for the core/required course ENG115. It may be used as a general elective in some majors.

### **Writing and Resource Center**

#### » **WRIT102/115 - Writing Tutorial**

This one-credit weekly tutorial gives students the opportunity to improve their writing by working one-on-one with the same professional writing consultant every week in a friendly, pressure-free environment. Some students may be recommended for a tutorial based on their English placement. Tutorials are offered at no additional cost to full-time students.

### **Mathematics Placement**

Since mathematical and problem-solving skills are fundamental to college success, most students take a math course during either the fall or spring of the first year. Which math course you take will depend on your major, your math background, and ACT or SAT scores.

#### » **MA100 - Math Refresher**

MA100 is designed to prepare you for a core math course and can be used as an elective in some majors. Your placement in MA100 will be determined through an evaluation of your high school transcript and review of your SAT/ACT scores by the Math Department.

### **Core Math Courses**

First year students who do not need MA100 may be placed in another math course as recommended on their program sheet by the Mathematics Department.

Math skills are built on a sequence – MA100 Math Refresher, MA112 College Algebra, MA123 Quantitative Literacy, MA155 Introduction to Mathematical Modeling, MA130 Functions and MA165 Calculus I. MA126 – Math Puzzles, Patterns, and Probabilities does not build toward higher math but fulfills the core requirement.

*Which math course is right for you?*  
See the sidebar on this page. >>

### Global Scholars Program

The Global Scholars Program (GSP) is Rivier's undergraduate interdisciplinary honors program. GSP offers qualified and interested students the opportunity to study fundamental questions central to human being, to engage in cultural/service immersion experiences, and to develop as leaders.

FY students in the Global Scholars Program will enroll in the following courses:

#### Fall: GSP 101 Human Dignity and LNS 108

**GSP 101** This seminar focuses on the primary principle of Roman Catholic Social teaching: the dignity of the human person is the foundation of a moral vision for society. Through the study of literary, theological, philosophical, and expository texts from around the globe, students will pose and explore the following essential questions: what is dignity? What is the human person? What is the self? GSP 101 substitutes for ENG 115.

**LNS 108** This course focuses on leadership theory and practice. Students will study the nature of leadership, start their leadership portfolio, and begin to plan their spring 2015 cultural/service immersion experience, part of GSP 102. Students will also have dinners with campus leaders. Special section for Global Scholar's Program.

#### Spring: GSP 102 Serving for Dignity and LNS 109

**GSP 102** This seminar continues the study of the dignity of the human person. It includes a cultural/service immersion experience in the greater Nashua, NH, area, and culminates in a technologically mediated project in which students identify and analyze cultural expressions of and challenges to the dignity of the human person. GSP 102 substitutes for REL 115.

**LNS 109** This course continues to focus on leadership and the leadership portfolio, as well as cultural and service experiences. Special section for Global Scholar's Program.

## Academic Support Services

### The Student Success Programs

The primary focus of the Rivier University Student Success Program is to connect students with the academic resources that will help all students reach their educational, life, and career goals. This multifaceted program is comprised of the Student Success: Campus to Community course, Servant Leadership course, Peer Mentoring Program, and advising at-risk students. Every facet of this program is designed to assist first year students in achieving academic success. The June orientation launches the introduction of the mentors to the freshman class. Within the first year, each student is required to take the Student Success course and is assigned a Peer Mentor to facilitate a positive academic foundation as key life skills are explored and developed.

### Office of Disability Services

Rivier recognizes that learning styles differ from person to person. Physical, perceptual, or emotional challenges experienced by students may require additional supports and accommodations to equalize their opportunities for academic success. Those students who have a documented disability can access support services by meeting with a member of Disability Services (897-8497) at the beginning of each semester. The Office of Disability Services is located in The Learning Commons at 2 Robinson Road.

### Writing and Resource Center

The Writing and Resource Center provides academic support to students, helping them develop writing skills and subject comprehension in order to successfully complete their degree requirements.

Services offered:

- » Academic support as students work on writing in courses across the curriculum
- » One-on-one conferences with a professional consultant
- » Drop-in or reserved appointment consultation
- » One-credit weekly writing tutorials
- » Course in Principles of Grammar
- » Specialized workshops based on student requests
- » Tutoring services with trained peer tutors across all disciplines
- » ESOL grammar tutoring

## Which math course is right for you?

**Based on major:** Be sure to keep your doors open to any major you find interesting!

**Biology, chemistry, computer science, mathematics, nursing:** Take the appropriate courses in the sequence MA100, MA112 or MA123, MA126, MA127, MA130, MA165, recommended for you as soon as possible in your academic program.

**Business:** Depending on your mathematical background, select MA112 or MA130. Students with a strong mathematics background may choose to take MA165, MA210, and MA330 instead of MA110. The latter courses keep open the door to a possible minor in mathematics and are recommended by many graduate programs in business.

**Education:** You may select any core curriculum mathematics course. Students who need to strengthen algebra or geometry skills should choose MA112, MA123 or MA126. You will be expected to pass a PRAXIS exam as part of your program. Students who are very strong in mathematics are encouraged to take MA165 to understand more fully why certain mathematical topics are studied in grade school and to leave the door open for middle school or high school certification in mathematics or science. Students interested in exploring the ongoing history of mathematical thought or in investigating mathematical ideas, and developing their mathematical communication skills will find MA126 enlightening. Students interested in the applications and extensions of algebra may select MA130.

**English, criminal justice, history, law and political science, liberal studies, modern languages, social and behavioral sciences, and undecided:** You may select any core curriculum mathematics course. Students who need to strengthen algebra or geometry skills should choose MA112, MA123, MA126 or MA127. Students who are very strong in mathematics are encouraged to take MA165 or MA130 for further study. Many graduate programs require calculus. Students interested in the ongoing history of mathematical thought, creative investigation of mathematical ideas, and argumentative skills will find MA126 enlightening. Students interested in the applications and extensions of algebra may select MA130.

The Writing and Resource Center is open weekdays Monday – Friday with limited evening hours throughout the fall and spring semesters. Specific hours are posted on campus and semester schedules are available at the Writing and Resource Center. The Center is located in The Learning Commons at 2 Robinson Road, and can be reached at 897-8581.

## Service Learning

### SL100: Serving the World

In this course, students engage in service opportunities and reflect on them in the context of the mission of the University. Service options vary, e.g. 14 week experiences or week-long service trips which are taken either fall or spring of sophomore year. 1 credit. The Service Learning office is located in The Learning Commons at 2 Robinson Road. Contact Donny Guillemette (897-8658) for more information.

## Frequently Asked Questions

### Q: How do I find out who my Academic Advisor and Faculty Advisor are?

**A:** Academic Advisors are assigned alphabetically by last name.

Kelley Lawson (A – L)

Marie Cloutier (M – Z)

Faculty Advisors are assigned by your major. Check the list on page 8 of this handbook.

### Q: How do I schedule an appointment with my Academic Advisor?

**A:** Students should go through Advisor Trac, the online scheduling system, to set up an appointment with their Academic Advisor. Students can access Advisor Trac through MyRiv by clicking on Advising Appointments.

### Q: How do I declare or change my major?

**A:** Make an appointment with your Academic Advisor to re-evaluate your course record. Please note that some programs require an application and acceptance process and have specific GPA requirements prior to admittance.

### Q: How do I declare a minor?

**A:** A student may earn a minor in a field outside their major by completing five to seven three- or four-credit courses designated by the department offering the minor. Meet with your Academic Advisor to declare the minor before the end of your sophomore year.

### Q: How many courses should I take?

**A:** Full-time, traditional-aged students generally take five three- or four-credit classes, as well as a Student Success class required in the first year.

In addition, some students may register for a one-credit writing tutorial. Full-time students normally take between 16 and 18 credits during their first semester.

### Q: What happens if I only take four courses?

**A:** In order to have a lighter load, some students choose to take only four courses. Since a load of 12 or more credits is considered full-time, a four-course schedule is a viable option for students who need to be full-time but have a lot of other commitments. However, in order to graduate in the traditional four years with a bachelor's degree or in two years with an associate degree, you need to successfully complete five three- or four-credit courses each semester. Students who choose to take four courses during one or more semesters will have to make up courses during summer sessions to graduate in four years, or will need to complete extra semesters of study.

### Q: Why is there a tutorial on my schedule? Do I need it?

**A:** Based on the recommendation of the Writing Department, some of you may be registered for a tutorial. If that is the case, you should make every effort to attend your weekly tutoring sessions. If you opt not to take the tutorial, you must see your Academic Advisor to officially withdraw to avoid receiving a failing grade.

A typical tutorial conference lasts about 30 minutes. At the beginning of each session, you and the consultant discuss aspects of your writing and decide on a focus for the time available. Among other things, you might choose to:

- » Brainstorm in order to uncover new ideas
- » Discuss problems you are having getting started
- » Work through revision possibilities within a draft in progress
- » Address documentation of outside sources in your paper
- » Go over rules of grammar and style
- » Get help on editing and proofreading techniques

### Q: How often does each class meet?

**A:** A three-credit course meets for 150 minutes (2 ½ hours) each week. Some classes meet three times a week for 50 minutes, such as Monday, Wednesday, and Friday from 10 to 10:50 a.m. Others meet twice a week for 75 minutes, such as Tuesday and Thursday from 2:30 to 3:45 p.m. Four-credit classes involve either longer class sessions or the traditional 2 ½ hours of class with additional lab time required.

### Q: May I choose to complete my degree on a part-time basis during the day?

**A:** Yes, many students elect to pursue their degree on a part-time basis, meaning less than 12 credits. If you will be attending part-time, your Academic Advisor will assist you in adapting the advice in this booklet to your situation. If you are enrolled as a part-time student, you do not have the option of living on campus in the dorms.

### Q: What do the letters and numbers mean before the course titles, such as PSY101A (General Psychology)?

**A:** Undergraduate courses at Rivier are designated, numerically, as 100-level, 200-level, 300-level and 400-level. Generally, these designations indicate levels of difficulty. For example, 100-level and 200-level courses may be considered introductory and appropriate for first-year and sophomore students, while 300-level and 400-level courses are more advanced courses in a department and more appropriate for juniors and seniors.

300-level and 400-level courses often have prerequisites. The final letter (A, B, C, D, E, etc.) indicates a specific section of that course. Different letters indicate different times or teachers, not degree of difficulty.

### Q: What is a prerequisite?

**A:** A prerequisite is a course or courses that you need to take before you can take certain other courses. For example, ENG115 (First-Year Writing Seminar) is a prerequisite for any other college level literature course. Similarly, FR101 - French Language and Culture I is a prerequisite for FR102 - French Language and Culture II because FR102 builds upon the knowledge you gain in FR101.

### Q: Should I take electives in my first semester?

**A:** No, we advise against taking electives this early in your program, unless you need an Introduction to Writing or Math Refresher class to prepare you for core classes. Many students prefer to keep these elective slots free to pursue a minor or other special interest courses later in their college careers.

### Q: What if I took an AP exam in high school?

**A:** You should have any AP scores sent directly to Academic Advising so we can evaluate them for possible transfer credit. You should also let your Academic Advisor know you have AP credit immediately so that you are not scheduled to take a class for which you may be eligible to receive AP credit.

**Q: What if I took a Running Start course while I was in high school?**

**A:** Please inform your Academic Advisor immediately if you have taken a course for credit through a Running Start program as it could have an impact on the courses you have been enrolled in for the fall semester. You should also contact the college or university through which you received the credit and have them send an official copy of your transcript directly to your Academic Advisor. Once your Advisor receives the transcript it will be evaluated for possible transfer credit into your degree program.

**Q: May I change my schedule after orientation?**

**A:** Any time during the course of the summer and through the end of the first week of classes, you may make changes to your schedule. This process is called add/drop. Contact your Academic Advisor for assistance with add/drop.

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## Academic Information

**Q: How do I calculate my GPA?**

**A:** Please refer to the GPA calculator located on the Academic Advising page of our website at [www.rivier.edu/advising](http://www.rivier.edu/advising).

**Q: How do I request a copy of my transcript?**

**A:** To request a copy of your transcript, visit the Registrar's Office on campus, or download a transcript request form online at [www.rivier.edu/registrar](http://www.rivier.edu/registrar). Please note that there is \$5 fee for copies of official transcripts.

**Q: How can I get a copy of my degree requirements?**

**A:** Students can access their degree requirements through their MyRiv account. Under the heading Administrative Services, click on the following link:

- » Degree Audit
- » Then Select Option, My Degree Audit
- » Click on detail to see your individualized degree audit sheet

**Q: What are these different marks on my transcripts?**

**A:** A "W" on your transcript indicates that you withdrew from a class after the add/drop period which is the first week of class. This mark has no impact on your GPA. However, if you fail to give official notification for withdrawing from the class before the published deadline, you will receive a grade of "F."

An "I" indicates an incomplete. If for some reason a student is unable to complete some part of the course requirements, the professor may allow the student an extension to complete the work,

so long as the request is reasonable and made before the final examination date.

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## Academic Difficulty

**Q: What if I fail a course? Can I repeat it?**

**A:** Any course that you fail can be repeated. When a student fails a course it means that they are one course behind in their degree program and the student can work with their Academic Advisor to make a plan as to when to retake or makeup the course. If a student needs to make up a course they will need to do so over a summer semester. Failed courses must be retaken or made up before a student enters their senior year in order for them to stay on track for graduation.

**Q: What is an academic warning?**

**A:** An academic warning is given to students the first time that their semester grade point average falls below a 2.0, which is the minimum standard of academic achievement at Rivier. Although their overall grade point average may be above a 2.0, students are warned that they are placing themselves in academic jeopardy, should they continue to perform below standard.

**Q: Academic probation—What are my options? Where do I go from here?**

**A:** Students are placed on academic probation when their cumulative grade point average falls below 2.0. Students are then required to meet with the Associate Vice President for Student Success to discuss strategies for successfully raising their grade point average to a 2.0 or higher. Once strategies for success have been identified, students sign a Personal Growth Contract to ensure their accountability for success.

Students that fail to meet the 2.0 grade point average for two consecutive semesters may be in jeopardy of being dismissed from Rivier. Students also need to be aware that academic failure can jeopardize their eligibility for financial aid.

**Q: When would a student be academically dismissed from Rivier?**

**A:** Students whose GPA is between 0.0 – 1.0 at the end of their first semester may be dismissed from Rivier. After two consecutive semesters of failing to achieve a cumulative grade point average of 1.0 or three consecutive semesters of failing to achieve a 2.0, students are academically dismissed. In many cases, students have the right to appeal their academic dismissal by meeting with the Associate Vice President for Student Success. The Associate Vice President

for Student Success may permit the student to continue in their program of study at Rivier, however, the student will have to agree to meet the requirements for continuation, as deemed by the Associate Vice President for Student Success.

**Q: How can I avoid academic difficulty?**

**A:** There are many academic support services available to students which include writing services, tutoring, peer mentoring, career counseling, disabilities services, counseling, and the Student Success course, which covers college skills development. Students can access these services through their Academic Advisor, peer mentor, or the Associate Vice President for Student Success.

**Q: What is a peer mentor?**

**A:** Peer Mentors provide academic support and are bridge-builders between first year students and the student service departments across campus. Students have a ready resource for questions ranging from how to get to resources, how to navigate through important aspects of the college experience, and most importantly how to *transform hearts and minds to serve the world*. Peer mentors share personal experiences and insights about being at Rivier. As an informal source of dedicated support and information, peer mentors serve as advocates to the freshman class by directing them to the right resources for success. Each peer mentor will work as a facilitator of conversations and activities with the freshmen in a weekly *Student Success* class. Students are able to contact the Student Success Program by emailing Liz Bonin at [ebonin@rivier.edu](mailto:ebonin@rivier.edu) or calling 897-8770.

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## Earning Alternative Credits

**Q: Can I take courses off campus during the summer?**

**A:** Students take courses during the summer for many reasons including having dropped a class. Students can take classes at Rivier in the summer by registering with their Academic Advisor. Students who would like to take courses at another college should email a course description to their Advisor for approval before signing up for any classes. Off-campus courses can only be transferred to Rivier with prior approval and with a grade of C or better. Only the credits earned will transfer into a student's program and not the grade; therefore, GPA is not affected by off-campus courses. *\*Nursing students wanting to take off-campus classes should see their Academic Advisor for more specific information about grade requirements for transfer credits.*

## School of Undergraduate Studies

### Academic Administration

Dr. Deborah Vess, Vice President, Academic Affairs  
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Dr. Regina Shearer, Associate Vice President for Student Success  
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Dan Speidel, Director of Library Services  
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### Q: How do I get permission to take a summer course off campus?

**A:** Talk to your Academic Advisor if you are planning to take summer courses at another college. You will be required to submit the course title and number, and the official course description to make sure the course meets Rivier's standards before the course will be approved. Once the course is completed, you must also request that an official transcript be sent to Rivier before credit will officially be granted. Please note that for most programs, you may only transfer in credits for courses for which you receive a grade of C or better. Check with your Advisor regarding your program's specific transfer credit requirements.

### Q: How do I transfer in credits that I have taken off campus?

**A:** To transfer credits that you have already taken at another accredited college into your program at Rivier, you must contact the Registrar's Office at the college(s) where the course was taken and request that they send an official transcript to your Academic Advisor. Once received, the transcript will be evaluated to see if the course and the grade attained meet Rivier's requirements. Typically, the grade earned must be a C or better for transfer, although some courses (i.e. nursing requirements) require at least a B. If you have taken AP courses in high school, Running Start courses, military or professional training, or CLEP exams, you are still required to contact the institution these were taken through and request that official copies of the transcripts or scores be sent to Rivier.

### Q: What is a directed study?

**A:** A student can request a directed study in two cases. The first is if a course that is needed as a graduation requirement is not being offered. The second is if the student is interested in pursuing a special topic course that Rivier does not offer. Either way, students must meet with their Faculty Advisor to discuss this option. Together, faculty instructors for directed studies and students will determine assignments and meeting times to check on progress. All directed studies must be approved by the Division Dean.

### Q: Can I test out of courses in areas in which I am already proficient?

**A:** There are two ways a student may be exempted from taking certain courses while still earning credit for them. The first is the Challenge Examination which is a one-time examination in a specific content area created by Rivier as an equivalent to a course. The method of examination varies, but to earn credit a student must score a C or better. No retakes are

## 2014-2015 Faculty Advisors

DEPARTMENT	NAME	LOCATION	EXT
Biology & Biology Ed (A-Gn)	Dr. Joel Stake	MH 203B	8261
Biology & Biology Ed (Go-O)	Dr. Ben Philip	MH 203	8585
Biology & Biology Ed (P-Z)	Dr. Susan Barbaro	MH 203A	8291
Business: Management	Dr. Gregory Kivenzor	STH 238F	8239
Business: Finance	Dr. Karen Spohn	STH 238G	8561
Business: Marketing	Dr. Kevin Wayne	STH 238B	8532
Chemistry	Dr. David Burgess	STH 239	8264
Criminal Justice	Eric Gentes	MEM 302F	8266
Early Childhood Ed	Lisa Strout	ED 119	8486
Elementary Ed	Dr. Kathleen McIlwain	ED 119	8572
English	Dr. Timothy Doherty	MEM 302A	8483
English Ed	Dr. Brad Stull	MEM302H	8238
History & Political Science	Dr. George Kaloudis	STH 324	8574
Human Development (A-D)	Dr. Jerome Rekart	ED 110	8270
Human Development (E-L)	Dr. Elizabeth Harwood	REGIS 101	8596
Human Development (M-Z)	Dr. Patrice O'Donnell	MEM 302B	8271
Marketing Communications	Dr. Amir Toosi	STH 238A	8490
Math/Math Ed	Dr. Terry Magnus	REGIS 102	8462
Modern Language/ Modern Language Ed	Dr. SheriAnn Simpson	REGIS 203	8539
Nursing	Kathleen Patenaude	STH 218	8638
Psychology (A-D)	Dr. Jerome Rekart	ED 110	8270
Psychology (E-L)	Dr. Elizabeth Harwood	REGIS 101	8596
Psychology (M-Z)	Dr. Patrice O'Donnell	MEM 302B	8271
Public Health	Bobbie Bagley	STH 327B	8654
Religious Studies	Dr. Brad Stull	MEM 302H	8238
Social Studies Ed	Dr. Martin Menke	REGIS 6	8603
Sociology	Dr. Marjorie Marcoux-Faia	REGIS A	8538
Social Work	Sally Booth	MEM 302 N	8527
Transnational Securities	Dr. Amir Toosi	STH 238A	8490
Undeclared Students: See only Academic Advisors			
	• Kelley Lawson (A-L)	ADR HL 201	8289
	• Marie Cloutier (M-Z)	ADR HL 201	8225
Writing & Resource Center	Leslie Van Wagner	WRT/RES CTR	8580
Dir. Writing Committee	Dr. Timothy Doherty	MEM 302A	8483

allowed, and it is the student's responsibility to prepare for the exam. Students should contact their Academic Advisor to discuss procedures, guidelines and fees.

The College-Level Examination Program® (CLEP) is an alternative way to earn college credits by testing out of certain courses offered. CLEP is a way to save money and time by showing your proficiency in courses that you would otherwise take at Rivier. To earn credit, the test score must be at or above the 50th percentile for most exams, but see your Advisor for the specific requirements. For information on which tests are offered, where, costs, study guides and other details, visit the College Board website: <http://clep.collegeboard.org/>.

**Q: How can I do an internship for credit?**

**A:** Internships are a great way to get experience in your field and start building professional networks and your résumé. If you are interested in doing an internship, set up a meeting with your Faculty Advisor. Requirements, procedures and credits vary by department, but often an internship can be used to gain elective credits. Internships are typically done during the fall or spring semester, but can also be done over the summer break. Visit the Career Development Center for more information on internship options: [www.rivier.edu/cardev/](http://www.rivier.edu/cardev/).

**Q: How can I find out about studying abroad?**

**A:** There are several groups of people you may want to discuss your study abroad plans with: Visit the Office of Global Engagement located in Memorial Hall, Room 120, where they will assist you in developing a basic plan. The OGE team can guide you in developing personal and academic goals for your study abroad experience, help you think through which region of the world might fit your goals, direct you to a specific program tailored to your major, and help you work through language issues.

Once you have narrowed down your options, you should consult with your faculty advisor. You need to get their opinion about locations that would be most beneficial for your program and timing (when should you go to get the most out of the experience?). Your faculty advisor has most likely spent time outside the US and can help you think about what to expect.

Once you have listened to input from your faculty advisor, you can get more details from the Academic Advising Office. Where will the credits go? What courses will remain in your academic

program? You need to be able to have a solid academic plan defined as you think through your study abroad options.

**Registration/ Withdrawal**

**Q: How will I register for classes for the next semester?**

**A:** Three weeks prior to the registration period, students receive a detailed email from the Academic Advising Office listing the dates for priority registration. Students meet first with their Faculty Advisor, depending on their major (nursing and undeclared students are exempt), to select major courses and fill out a registration form, and then with their Academic Advisor to select core courses and complete their schedule.

**Q: Can I drop, add or withdraw from a class during the semester?**

**A:** Students can drop a class and add another class during the first week of classes by seeing their Academic Advisor. After the first week of classes and prior to the last date to withdraw, dropping a class will show up as a "W" on your transcript (the "W" mark has no impact on GPA). Check the academic calendar to be aware of add/drop and withdrawal dates. Call your Advisor if you are thinking about adding, dropping or withdrawing from a class.

**Q: How do I take a leave of absence or withdraw from Rivier?**

**A:** To take a Leave of Absence (LOA) or withdraw from Rivier, students must meet with their Academic Advisor to fill out the required paperwork, or if unable to return to campus, send a dated letter of intent. Tuition will be refunded based on the date of notification and according to the refund schedule outlined in each semester's course schedule booklets. (Note: Nursing majors who take an LOA will be readmitted to the program on a space-available basis).

**Q: How do I notify Rivier/professors if I need to leave temporarily for an emergency?**

**A:** If an emergency occurs and you need to leave campus and miss classes, notify your Academic Advisor and your professors as soon as possible via phone or email. Each professor will determine how, and if, work a student has missed will be made up and the timeframe in which the work needs to be completed.

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**Professional Resources**

**Q: What kinds of jobs can I obtain with my major? Where can I go to get career guidance?**

**A:** Rivier's Career Development Center web pages offer information: [www.rivier.edu/cardev](http://www.rivier.edu/cardev).

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# Rivier UNIVERSITY

420 South Main Street  
Nashua, NH 03060-5086

(603) 888-1311 • 1-800-44-RIVIER

[www.rivier.edu](http://www.rivier.edu)

Rivier is located off Route 3 (Everett Turnpike), accessible via major routes including I-95, I-93, and NH Route 101.

Southbound on Route 3 (Everett Turnpike)

- Take Exit 4

- Turn left at lights onto East Dunstable Road
- Turn right at 3rd light onto Main Street (1 mile)
- Take second right off the roundabout

Northbound on Route 3 (Everett Turnpike)

- Take Exit 4

- Turn right at lights onto East Dunstable Road
- Turn right at 2nd light onto Main Street (1 mile)
- Take second right off the roundabout

- 1 Adrienne Hall**  
Financial Aid, Registrar's Office, Business Office, Academic Advising, Administrative Offices
  - 2 Athletic Fields**
  - 3 Clinical Psychology Lab**
  - 4 Dion Center**  
Bookstore, Dining Hall, Reception Room, Campus Security Office, Student Development Offices
  - 5 Benoit Education Center**  
Classrooms, Faculty Offices, Cho Educational Resource Center, Landry Early Childhood Center
  - 6 Facilities Management Office**  
Conference Services, Facilities
  - 7 Guild Hall**  
Student Residence
  - 8 Madeleine Hall**  
Admissions, Marketing & Communications
  - 9 Memorial Hall**  
Classrooms, Art Gallery, Faculty Offices: English & Communications
  - 10 Mendel Hall**  
Biology, BAE Student Research Lab
  - 11 Molloy Hall**  
President's Office, Human Resources, Administrative Offices
  - 12 Muldoon Health & Fitness Center**
  - 13 Brassard Hall**  
Student Residence
  - 14 Presentation Hall**  
Student Residence
  - 15 Regina Library**
  - 16 Regis Hall**  
Faculty Offices: Psychology; History, Political Science & Criminal Justice; Mathematics & Computer Science; Modern Languages; Philosophy; and Sociology
  - 17 Resurrection Chapel**
  - 18 St. Joseph Annex**  
Religious Studies, Athletics Offices
  - 19 Sylvia Trottier Hall**  
Classrooms, Computer Center, McLean Center for Finance and Economics, Nursing Labs, Faculty Offices: Business, Nursing, and Chemistry
  - 20 Trinity Hall**  
Student Residence
- The Learning Commons- Opening Fall 2014**  
(located adjacent to campus at 2 Robinson Road - not pictured below)
- Career Development Center, Counseling and Wellness Center, Disability Services, Service Learning, Student Success, Writing and Resource Center, University Advancement and Alumni Relations







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