

March 30, 2020

Dear Colleagues,

Please review below our current registration guidelines for (non-clinical) faculty. Please be aware that RMC, like every college in the country, is trying very hard to manage the prospect of increased student attrition due to the circumstances we collectively inhabit. We will need, once again, your cooperation and hard work to assure the fewest possible negative effects on the overall operations of the College (aka, the budget). We will need to be proactive. I can't overemphasize this point.

**We ask of you the following:**

- 1) If you have not already contacted your advisee and created a schedule, please reach out as soon as possible--preferably by the end of this week;**
  - a) If an advisee fails to respond or to contact you, please reach out at least twice;**
- 2) Please offer assurance that we fully expect to be face-to-face in the fall, but, should our overall situation not change, then we will adapt and see to it that progress toward graduation is not interrupted;**
- 3) Please take the time to "check in" on the well-being of your advisee;**
- 4) Please communicate an exceptional situation (e.g., class time conflicts, prerequisite exceptions) to Kyle Pratt (prattk@rocky.edu) promptly. (As you know, as the registrar, Kyle Pratt is a member of the faculty and carries perhaps the deepest institutional knowledge of program requirements. He has been granted wide authority to authorize exceptions during the current registration cycle).**

**Note: The Registrar's Office will send out electronic advisee lists in the next couple days to check against your own records.**

Summer and Fall 2020 online registration schedule.

After 12:15 a.m. on:

- **Monday, April 13:** 90+ credits earned (currently a senior)
- **Tuesday, April 14:** 60–89 credits earned (currently a junior)
- **Wednesday, April 15:** 27-59 credits earned (currently a sophomore)
- **Thursday, April 16:** 0-26 credits earned (currently a freshman)

Thank you for all you continue to do!

Finally, as a reminder, please contact your division head or clinical program director with any questions or concerns for administrative consideration. We will have a more general update on this and other matters tomorrow.

Be well and safe,

Steve