

Roosevelt University
Chicago & Schaumburg



New Graduate Student Orientation Guide

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Install the Roosevelt App

With the Roosevelt University mobile app, you can check your class schedule and financial aid, locate University resources, find out about University news and events, and even pay your tuition bill right from your mobile device. The mobile app is only available on iTunes (Apple), at this time.



Obtain Your NetID

Please check your personal email account for your admission status update. The link should take you to your offer of admission page, which will include your NetID and NetID enrollment information.

Sample email below:



Dear John Smith,

Congratulations! On behalf of all faculty and administration, I welcome you to Roosevelt University. You are formally accepted into the **Biomedical Sciences, MA** graduate program on the **Chicago** campus for the **Fall 2018** semester.

Our purpose at Roosevelt – one we take to heart – is to prepare you to assume a proud and meaningful role in this world. You have already distinguished yourself through your academic and personal accomplishments and we are certain graduate studies at Roosevelt will prepare you for a life-time full achievement.

Your time as an RU graduate student begins now – so let's get started!

In the coming days you will receive additional information regarding your admission. This important information is about enrolling at Roosevelt; therefore, please take some time to review all the provided materials. Most importantly, pay close attention to the Admitted Student Checklist – it will guide you step-by-step through the enrollment process. For more information, visit roosevelt.edu/admitted or contact the Office of Admission. For your convenience, we have included your RU ID, NetID, and University email address below.

Roosevelt University Student Details

RU ID Number: 900XXXXXX

NetID: jsmith

RU Email Address: jsmith@mail.roosevelt.edu

Visit password.roosevelt.edu to register your NetID and create a new password. Your initial password is **RU** followed by your six-digit **date of birth (MMDDYY)** and an **exclamation point (!)**. You will be able to access your email account and RU Access, Roosevelt's student portal, after registering your NetID.

Please take a moment to confirm your acceptance by completing the [Reply to Admission Offer](#) form.

Again, congratulations and welcome to Roosevelt University. We hope to see you soon.

Sincerely,



Michael Cassidy
Vice President of Enrollment Management

Enroll Your NetID

For a video tutorial, please visit this link: <https://vimeo.com/245763024>

What is your NetID?

- Your NetID is everything before the @ sign in your email.
Example: jdoe01@mail.roosevelt.edu.
NetID = jdoe01
- Your NetID is used to log onto your Roosevelt student email, RU Access, and Blackboard

Can't remember your NetID password?

- Visit: <https://password.roosevelt.edu>
- Select the Reset icon
- Enter your NetID and select Continue
- Answer two security questions
- Enter your new password



Having trouble?

If you are a new student, you may not have set up your security questions yet. This is just a one-time step as follows:

- Visit the same website:
<https://password.roosevelt.edu>
- Select the Enroll Icon
- Under Roosevelt Account
Registration, follow the directions for student or faculty



If you need further assistance, please email: ruhelpdesk@roosevelt.edu or call (312) 341-4357.

A member of the RU Help Desk team will assist you.

Roosevelt Student Email

For a video tutorial, please visit this link: <https://vimeo.com/240687473>

What do I use my student email account for and how often should I check my email?

The Roosevelt University email system is the only way the university, including instructors, will communicate with you. As a graduate student, you are required to check your email **daily**. Your Roosevelt student email allows you to organize your mail, create share drives to collaborate with classmates and for studying, download programs such as Word, and even access Skype for business calls.

How do I get a student email account?

You do not need to submit a special request in order to obtain a student email account. Email accounts are created when a student is admitted to the university. The admitted student will receive a welcome message to their personal email with login credentials and instructions. Typically, the new email account will be created within 24 hours after receiving admission from the university.

How do I access my student email account?

Your student email account username is the same as your NetID. To access your student email account, you will need your NetID and NetID password.

Your NetID and temporary password are contained in the welcome letter that you received at the personal email address you used for your graduate school application. To set your NetID password, visit <http://password.roosevelt.edu/> and login by using your NetID and the temporary password.

Once you have enrolled, visit <http://mail.roosevelt.edu/> and click the “Click here to login” link. The page will redirect you to the email login page.

Can I forward my Roosevelt student email account so that all messages will be sent to another email account (for example, my personal Gmail account)?

Yes, Roosevelt’s student email policy permits you to forward messages from your Roosevelt student email account to another email account. Login to your Roosevelt student e-mail account and use the “Help” icon to search for forwarding instructions.

What is my mail password?

Your initial password was set to your birth date in the format: RUMMDDYY! The exclamation point is part of the password. MMDDYY refers to your birth date.

If you are still unable to log in, please contact the Help Desk at (312) 341-4357 or ruhelpdesk@roosevelt.edu for assistance.

How much space do I have in my mailbox?

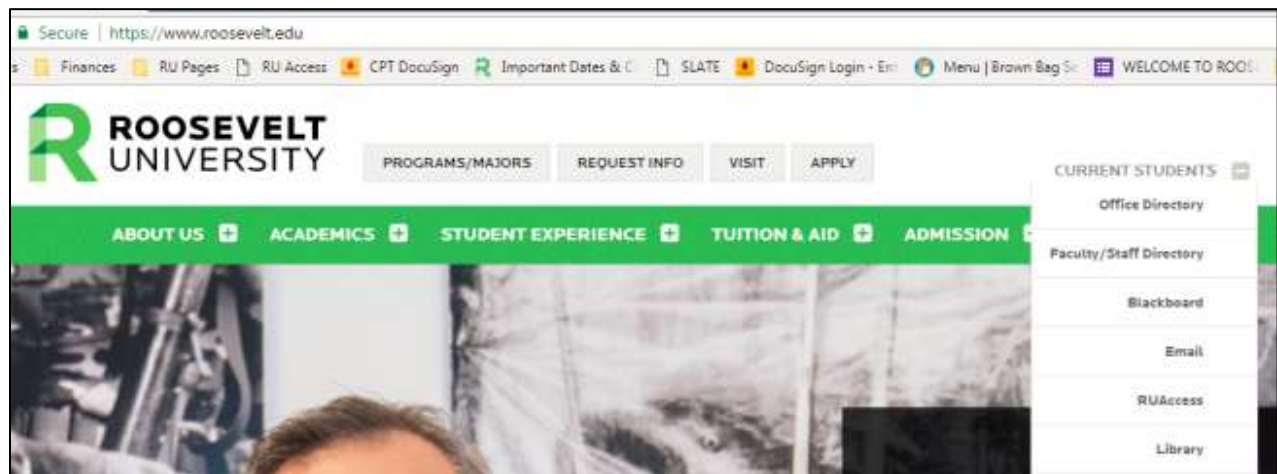
The mailbox size for each user is limited to 25 GB. A status bar on the screen informs the user of how much space is currently available.

How to log onto and use RU Student Email:

Step 1: In your browser, visit www.roosevelt.edu



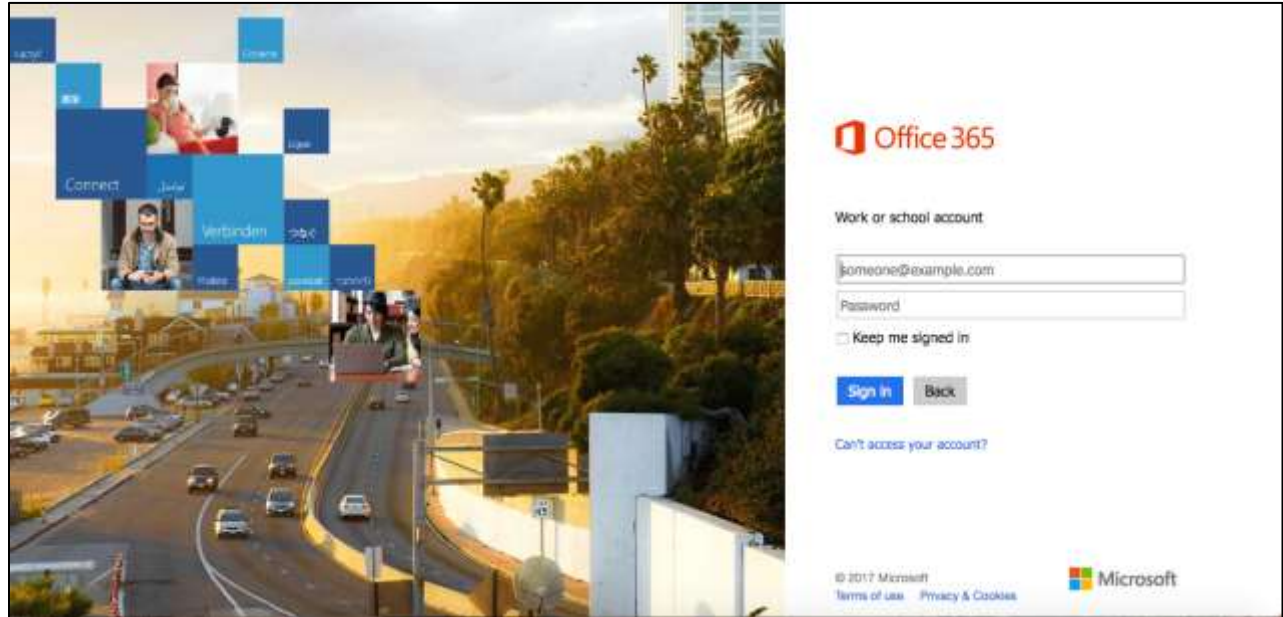
Step 2: Select “Current Students” and click on “Resources” and click on “Student Email”



Step 3: At the Email homepage (<http://mail.roosevelt.edu/>), click “Click here to login”. This will take you to the Outlook mail services page.



Step 4: Type in your RU email and password. Your email username and password is the same as your NetID.



If you need further assistance, please email: ruhelpdesk@roosevelt.edu or call (312) 341-4357.
A member of the RU Help Desk team will assist you.

An Overview on RU Access

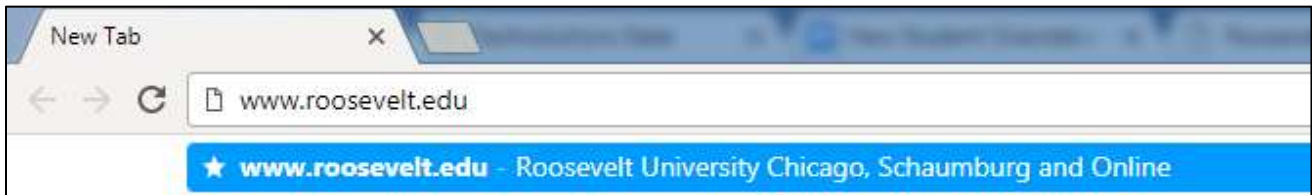
For a video tutorial, please visit this link: <https://vimeo.com/239844066>

When do I use RU Access?

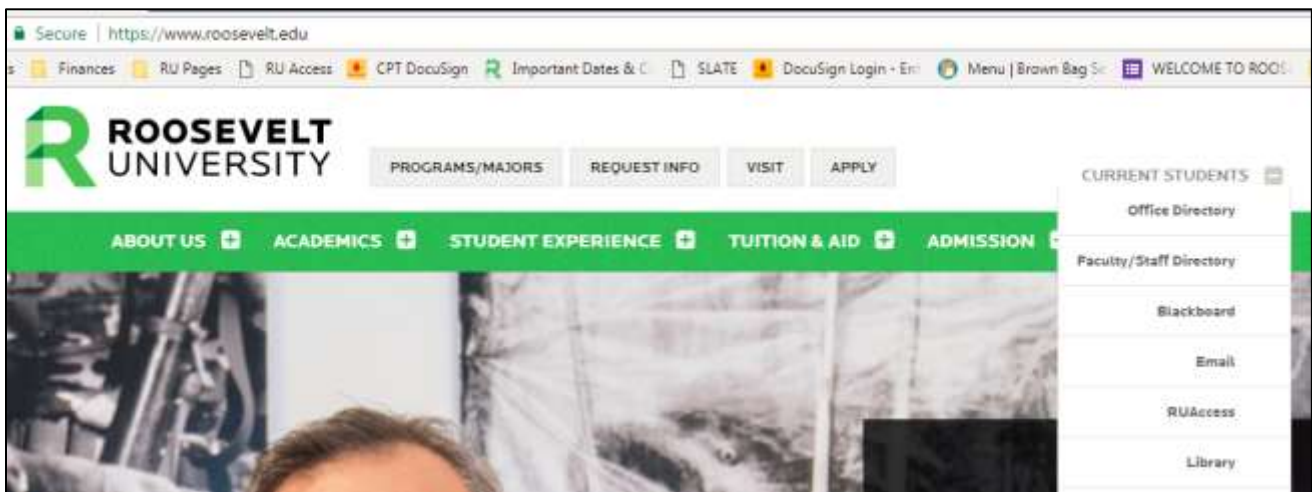
In RU Access, you can update your personal information, register for classes, pay your tuition bill, access employee services (applicable for students with on-campus employment or graduate assistantships), review your financial aid award package, complete a degree audit and more!

Log onto RU Access

Step 1: In your browser, visit www.roosevelt.edu



Step 2: Select “Current Students” and click on “Resources” and click on “RU Access”



Step 3: Log onto RU Access with your NetID and password.

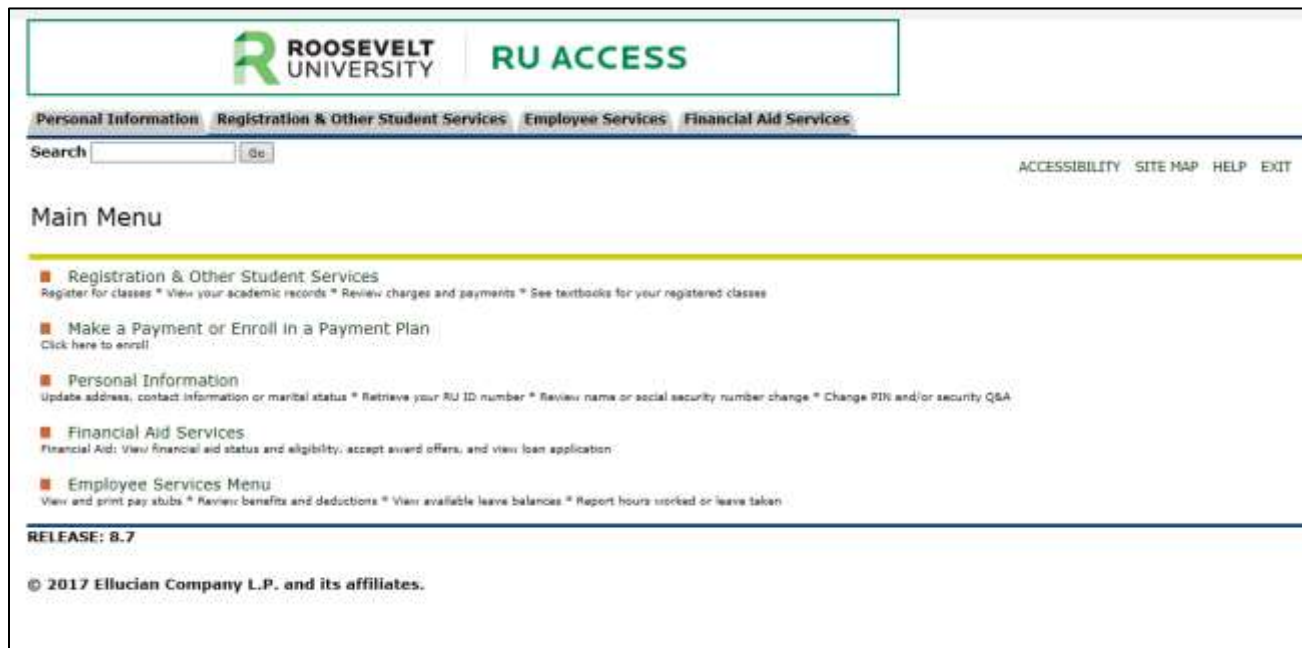


Using RU Access to Register for Courses

For a video tutorial, please visit this link: <https://vimeo.com/245763823>

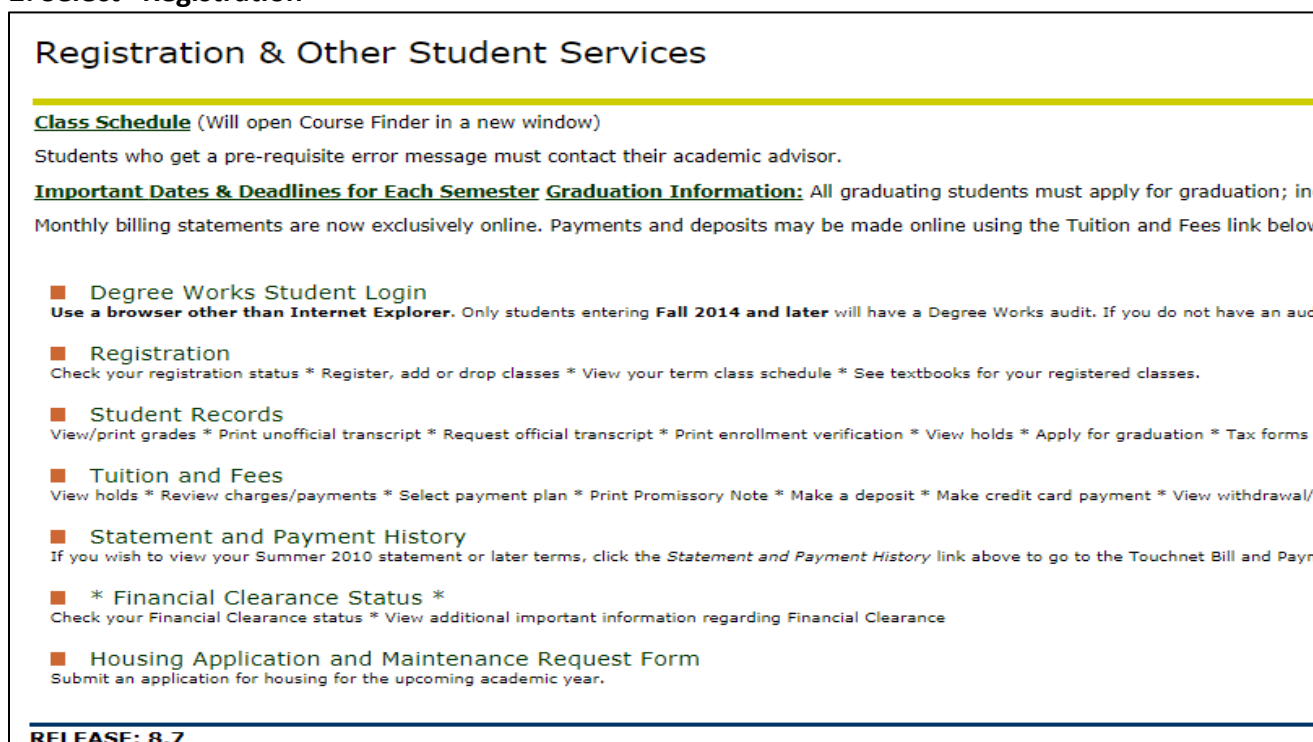
Registering for Courses

After logging into RU Access, the following “Main Menu” will appear.



Step 1: Select “Registration & Other Student Services”

Step 2: Select “Registration”



Step 3: Select “Registration, Add or Drop Classes”


Registration

- Select Term
- View Your Registration Status
- Registration, Add or Drop Classes**
- Wait List Instructions
- Change Number of Variable Credits
- Registration Fee Assessment
- Week at a Glance
- Student Detail Schedule
- Concise Student Schedule
- Textbook Information for Registered Classes
- Look Up Classes in Online Schedule
- * Financial Clearance Status *

- E-Mail the Chicago Office of the Registrar
- E-Mail the Schaumburg Office of the Registrar

RELEASE: 8.7

Step 4: Select the term you wish to register for from the drop down menu and click “Submit”



RU ACCESS

Personal Information

Registration & Other Student Services

Faculty & Advisors

Employee Services

Financial Services

Search

RETURN

Select Registration Term

Select a Term:

Fall 2017 Pharmacy (view only)

Fall 2017

Summer 2017 Pharmacy (View only)

Summer 2017 (View only)

Spring 2017 Pharmacy (View only)

Spring 2017 (View only)

Winter 2016 Pharmacy (View only)

Fall 2016 Pharmacy (View only)

Fall 2016 (View only)

Summer 2016 Pharmacy (View only)

RELEASE: 8.4

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Step 5: Select “Continue”

Step 6: Enter the registration code (each semester has a unique code) in the “Alternate PIN” box. Contact your academic advisor, who is also your graduate program director, for your registration PIN. Not sure who that is? Email casgradstudy@roosevelt.edu.

The screenshot shows the 'RU ACCESS' portal for Roosevelt University. The header includes the university logo and the 'RU ACCESS' text. Below the header is a navigation bar with tabs for 'Personal Information', 'Registration & Other Student Services' (which is active), 'Employee Services', and 'Financial Aid Services'. A search bar is located below the navigation bar. The main heading is 'Registration Code Verification'. A yellow horizontal bar contains the instruction: 'Enter your Registration Code. This Code changes each semester and can only be issued by your academic advisor. * *'. Below this, an exception is noted: 'Exception: Graduate Students in the College of Business should use their 6-digit birth date (mmddyy) as the Registration Code.' followed by '***'. A note states: 'Please note: Registrar's Office and the administrative staff of the Colleges are not authorized to issue Registration Codes. They do not have access to this part'. There is an 'Alternate PIN:' label next to a text input field. Below the input field is a 'Submit' button. At the bottom, it says 'RELEASE: 8.7' and '© 2017 Ellucian Company L.P. and its affiliates.'

If you need further assistance, please email: ruhelpdesk@roosevelt.edu or call (312) 341-4357.
A member of the RU Help Desk team will assist you.

Using RU Access for Degree Works

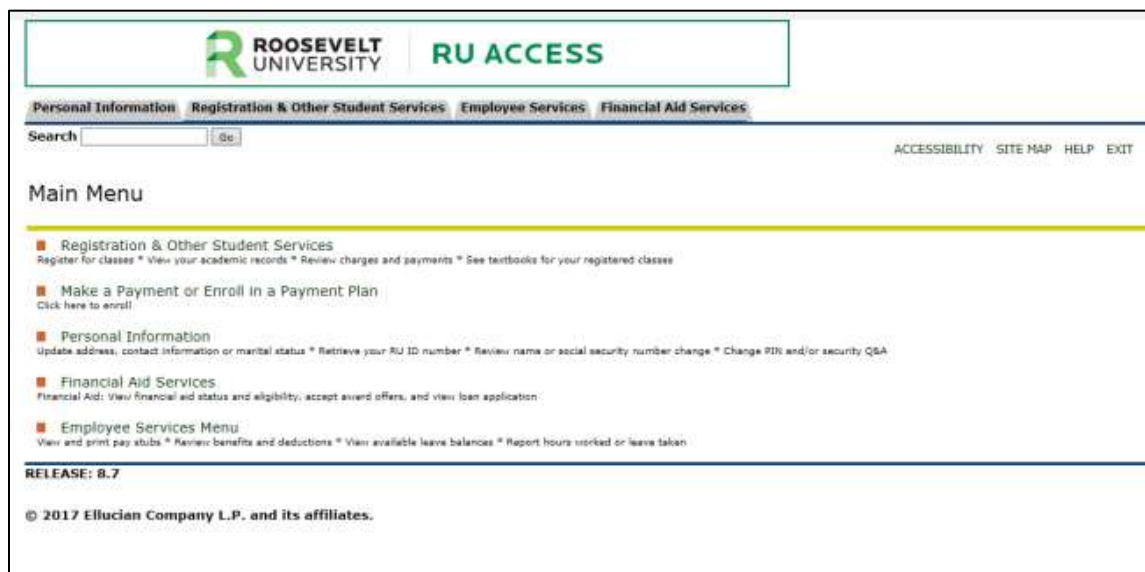
What is Degree Works?

Degree Works is a tool that you and your advisor will use to track your degree progress towards graduation.

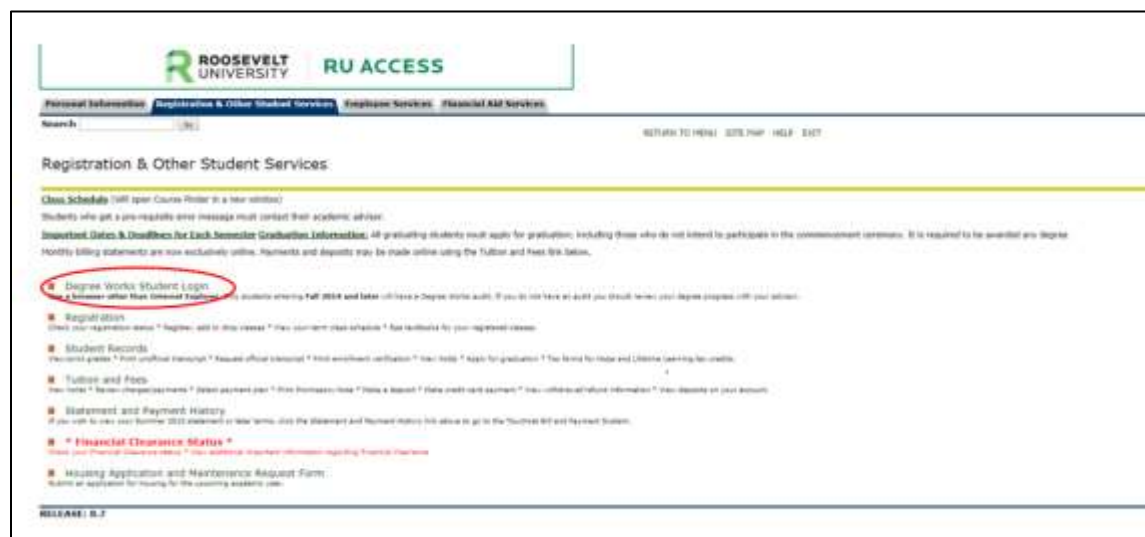
When should you review your degree audit?

- **Before** you meet with your academic advisor, who is also your graduate program director, to discuss registration for an upcoming semester.
- **After** you register to ensure the courses you selected will apply to your requirements.
- **After** your grades for each semester are posted.
- **Any time** you make a change to your schedule or program.

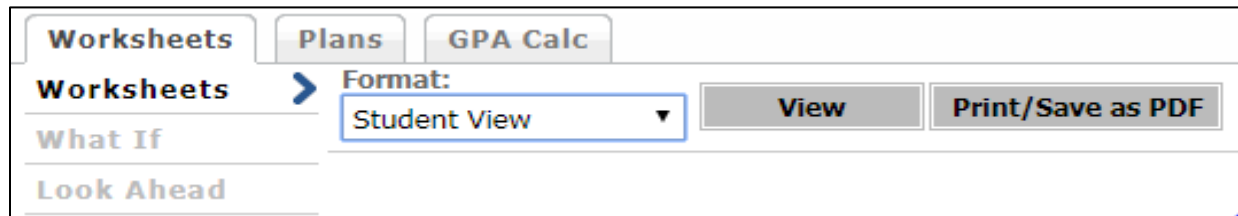
After logging into RU Access at www.ruaccess.roosevelt.edu, the following “Main Menu” will appear:



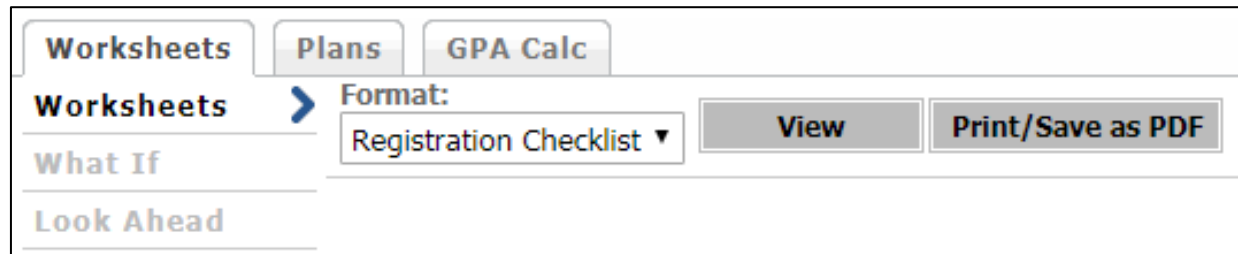
Step 1: Under “Registration & Other Student Services”, select “Degree Works Student Login”



In the “**Student View**”, you can view a complete and detailed audit of your academic record:



In the “**Registration Checklist**”, you can view a list of the courses you still need to complete:



The “**Legend**” explains the meaning of characters and symbols within the audit:

Legend			
Complete	Complete except for classes in-progress	* Course requires pre-requisite(s)	REG Currently registered course(s)
Not Complete	Nearly complete	@ Any course number	

A Guide to Blackboard

When do I use Blackboard?

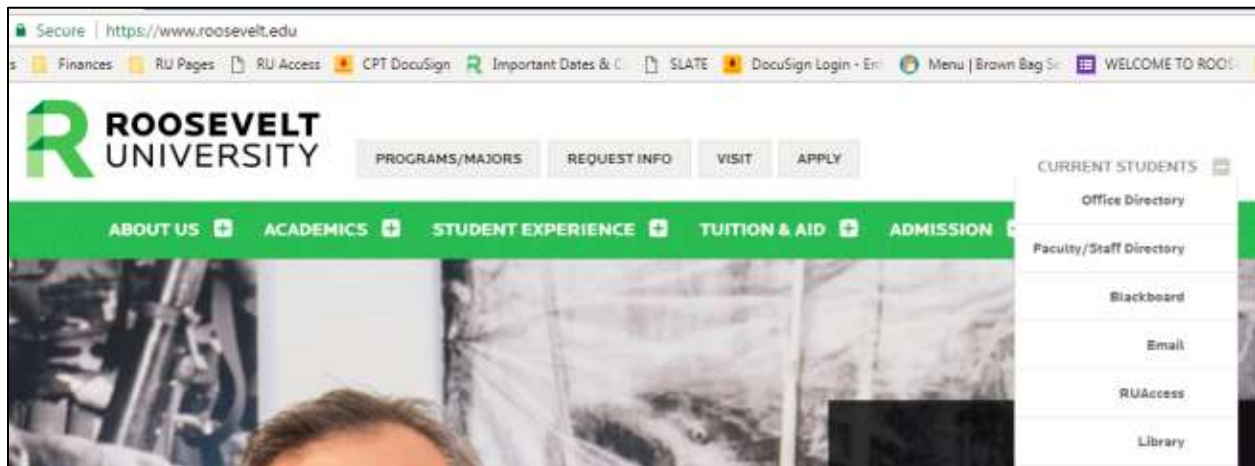
Blackboard is used to view course content, check grades, complete and submit assignments, and communicate with classmates and professors.

Log onto Blackboard

Step 1: In your browser, visit www.roosevelt.edu



Step 2: Select “Current Students” and click on “Resources” and click on “Blackboard”



Step 3: Log onto Blackboard with your NetID and password.

Login Here

[Change Text Size](#) | [High Contrast Setting](#)

You are not logged in
Use your NET ID and password to log into Blackboard

USERNAME

PASSWORD

[Forgot Your Password?](#)

Add an Avatar

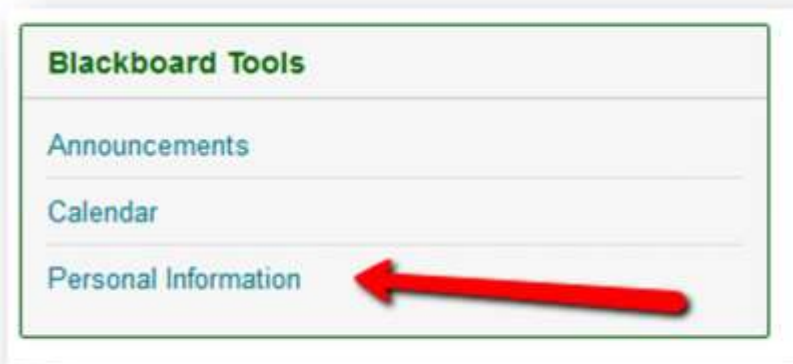
Why would you want to add an avatar?

An avatar puts a face to the name. It is a good way to “introduce” yourself to the class. Your personal image appears in the page header, people tool, blogs, journals, discussions, wikis, roster, and within notification modules.

Step 1: Click RU Courses




Step 2: Under the Blackboard Tools Module, click on Personal Information.



Step 3: Click Personalize my Settings.



Step 4: Select option “Use custom avatar image” and click browse my computer to upload a picture/avatar



The screenshot shows a form titled "AVATAR IMAGE". Below the title is a note: "Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar." Under "Display Options", there are two radio buttons. The first is "Do not display avatar image" and the second is "Use custom avatar image". A red arrow points to the "Use custom avatar image" option. Below the radio buttons is a text note: "Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped". At the bottom, there are two buttons: "Attach File" and "Browse My Computer". A red arrow points to the "Browse My Computer" button.

(Please Note: Avatar images should be no larger than 150 pixels by 150 pixels)

Step 5: Select avatar image file and click Open



Step 6: Click Submit



For more helpful Blackboard Tutorials, please visit:

<https://www.roosevelt.edu/current-students/technology/blackboard-tutorials>

Paying My Tuition and Bills

For up-to-date deadlines and more information, please visit:

<https://www.roosevelt.edu/current-students/money-matters/pay-my-bill>

What are my payment options?

FULL PAY

Under the full pay payment plan, students pay tuition and all applicable fees by the payment due date or upon registration, thereafter.

Students can:

- **Pay Online** (For credit card and debit card payments, a 2.85% convenience fee will apply. ACH (electronic checks) have no fees).
 - Log onto www.ruaccess.roosevelt.edu with your Net ID and password.
 - Select “Registration and Other Student Services”
 - Select “Tuition and Fees”
 - Select “Make a Payment”
 - Select “Connect to Bill + Payment System”
- Pay via Check or Money Order
 - Payments can be made in person at 425 S. Wabash Avenue, 1M19 or by mail:

Roosevelt University
Attn: Office of the Bursar
425 S. Wabash Ave
Chicago, IL 60605

We only accept checks drawn on a U.S. bank and payable in U.S. funds. A \$25 returned check fee will be applied to your account for any check payment that is returned unpaid to Roosevelt University.

- Pay in cash. Cash payments are accepted at the Chicago campus only (WB 1M19). The cashier window is open at 425 S. Wabash Ave:
 - Mondays, Tuesdays, Thursdays: 9am to 5pm CST
 - Wednesdays: 12pm to 6pm CST
 - Fridays: 9am to 2pm CST

MONTHLY PAYMENT PLAN

Roosevelt offers a 5-month payment plan option where payments are distributed equally each month. Students wishing to enroll in a monthly payment plan may do so via the TouchNet Gateway on RU Access for \$45.

Payments made directly from a check or savings account are free. Payments made by a credit card or debit card will be assessed a 2.85% convenience fee. All payments will be automatically deducted on the payment due date, so there is no need to worry about missing a payment date.

For help enrolling in the payment plan, please review this step by step guide:

<https://www.roosevelt.edu/~media/Files/pdfs/student-accounts/TouchNet-Payment-Plan-Guide.pdf?la=en>.

When do I need to pay my bill?

Students are required to pay all term charges by the due date for each term (or at the time of registration thereafter) unless they are enrolled in a payment plan.

Should you have any questions, please contact Financial Aid Services at fas@roosevelt.edu or 866-421-0935

Student Health Insurance

Please direct all insurance questions to Gallagher at 1-844-329-1394 or visit [Gallagher Student](#) to 'Live Chat' with a student health insurance specialist.

Student Health Insurance Provider - Gallagher Student Health providers with United Health Care as our student health insurance provider.

Fees - The student health insurance fee is charged to all students who are required to have health insurance.

The insurance charge will appear on your account until you waive. Students must successfully complete the online waiver application to be successfully waived from this requirement. The waiver must be filled out before the advertised deadline. If you do not complete the waiver or you are not approved by the deadline, you will be automatically enrolled in the plan and will be responsible for the payment of the Roosevelt insurance plan.

Required Students - Participation in the student health insurance plan is **required** for

- All students living in university housing at the Chicago Campus
- All College of Pharmacy students
- All currently enrolled F1 and J1 visa International students

Students required to participate in the student health insurance plan have two options: enroll in the Roosevelt student plan or waive the insurance because they have equivalent coverage. For all other students, student health insurance is voluntary and recommended.

Insurance for Voluntary Students – Students can obtain short-term health insurance (up to 11 months of coverage) from <https://www.gallagherstudent.com/products/short-term-medical-insurance>. These plans are not ACA compliant, but do offer an excellent temporary solution for students between plans, graduating students, or students waiting for the healthcare.gov open enrollment period.

Healthcare.gov – <https://www.healthcare.gov>

For students with low or no income, <https://www.healthcare.gov> continues to be an excellent option since the government will provide financial subsidies. **Please check the website for open enrollment dates.** Outside of these dates, students may obtain coverage if they have a [qualifying event](#).

Waivers – Students required to participate in the student health insurance plan may waive the student health insurance plan if an alternate form of health insurance is already in place. You will need to have your current health insurance ID card ready to complete the waiver.

Directions to Complete the Online Waiver - Go to Online Waiver

(<https://www.gallagherstudent.com/students/student-home.php?idField=1355>)

1. Click on 'Student Waive/Enroll'
2. Log in. Your username is your Roosevelt University NetID. The first time you log in, your temporary password will be your student ID number. You will be required to change your password the first time you log in.
3. Complete the decision form:
 - If waiving coverage, have your current health insurance ID card ready as you will need this information in order to complete the waiver portion of the decision form.
 - You will be asked to review the information provided and click 'submit' to complete the process.
 - Immediately upon submitting your online form, you will receive a reference number. Please note and keep this information in your files.
 - If enrolling, please complete the requested information. Your ID card will be available online, 7-10 business days, after your eligibility has been confirmed.

All insurance questions should be directed to Gallagher at 1-844-329-1394 or visit [Gallagher Student](#) to 'Live Chat' with a student health insurance specialist.

Immunization FAQ

Q: Who is required to provide proof of immunization records?

A: Any student taking 6 credit hours or more and born on or after January 1, 1957 is required to show proof of immunizations.

Q: What immunization records are required for students?

A: The State of Illinois requires students to provide proof of receiving:

- 2 Measles shots -the first one given on or after the first birthday. The second shot must be given at least 30 days after the first one or laboratory evidence of immunity.
- 1 Rubella shot-on or after the first birthday or laboratory evidence of immunity.
- 1 Mumps shot- on or after the first birthday or laboratory evidence of immunity.
- 2 shots TDAP (Tetanus/Diphtheria)-1 of those shots has to be in the last 10 years.

Q: What is an MMR?

A: MMR is a measles, mumps and rubella combination shot.

Q: Where and how can I get my immunization records?

A: Students can contact their Primary Care Provider, High School, Current/Previous College(s), or Military to obtain your immunization records.

Q: Where should I send my immunization records?

A: The completed immunization record should be returned to:

Roosevelt University
Admission Processing Center
1400 N. Roosevelt Blvd.
Schaumburg, IL 60173
admissionforms@roosevelt.edu

Q: I am faxing/emailing my immunization records. Do I still need to mail the original?

A: No, a legible faxed or emailed copy of your shot records and immunization form will be sufficient.

Q: I have attended another university in Illinois; am I still required to show proof of immunization?

A: Each university stores the immunization data differently and these systems are not linked together. The requirement states that each university must have a copy of every student's immunization record on file.

Q: What if I have a medical reason for not getting the vaccinations?

A: A medical exemption can be submitted by your physician and it must include the medical reason for the exemption, date and expiration. Do not send in originals.

(a) MEDICAL CONTRAINDICATIONS

If vaccines are contraindicated for you, submit a signed and dated statement from a physician, stating the specific vaccine(s) that are contraindicated and the duration of the medical condition that contraindicated the vaccine(s). If contraindications are temporary, you will need to comply as soon as your physician approves.

(b) PREGNANCY OR SUSPECTED PREGNANCY

A signed statement from a physician stating you are pregnant or pregnancy is suspected is required (give expected date of delivery). After delivery, you will need to comply with the provisions of this requirement as directed by your physician.

(c) RELIGIOUS EXEMPTIONS

If you object to immunizations on religious grounds, please submit a signed and dated letter stating the objections based on bona fide religious tenets or practices.

Q: How should my immunization record be signed by my healthcare provider? Who can serve as a health care provider?

A: The Code requires the name, signature, and telephone number of the health care provider. A health care provider can be a physician fully licensed to practice, the local health authority, a registered nurse employed by a school, college or university, or an Illinois Department of Public Health-recognized vaccine provider.

Q: How do I check if my immunizations have been received by Roosevelt University?

A: Currently students can email The Office of Admission to verify if immunization forms are received. Once the document is received, students should allow up to 7 days for their account to be updated.

Q: Can I get a copy of my immunization records from Roosevelt?

A: No, it is recommended that you make a copy of the record before submitting it. Documents submitted to the university cannot be returned to the student.

Q: If I was born before 1957, do I still need to fill out this form?

A: If you were born BEFORE 12/31/56 you do not need to fill out the immunization form.

Q: My mom has my immunizations in my baby book, is that acceptable proof that I have received them?

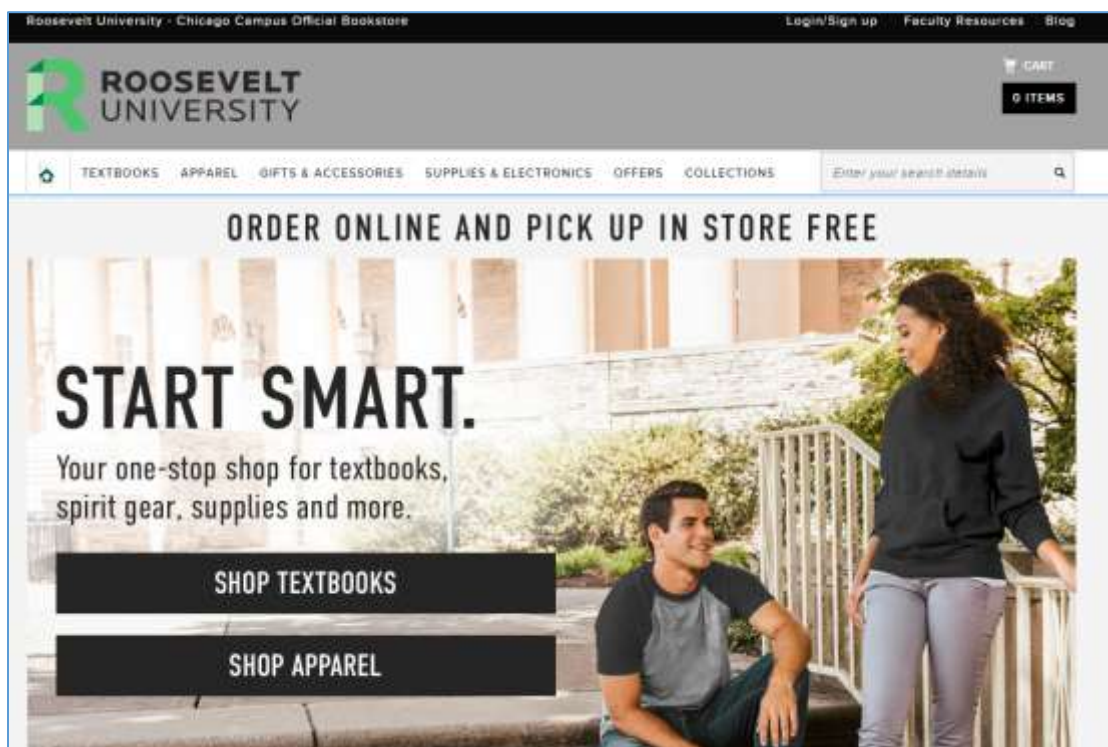
A: As long as the information is documented by a doctor, doctor's office or nurse, we can accept it as proof of immunization (do not mail originals).

Q: What happens if I do not turn in my immunization records?

A: Those who fail to comply with this state-mandated regulation may be unable to register for future terms.

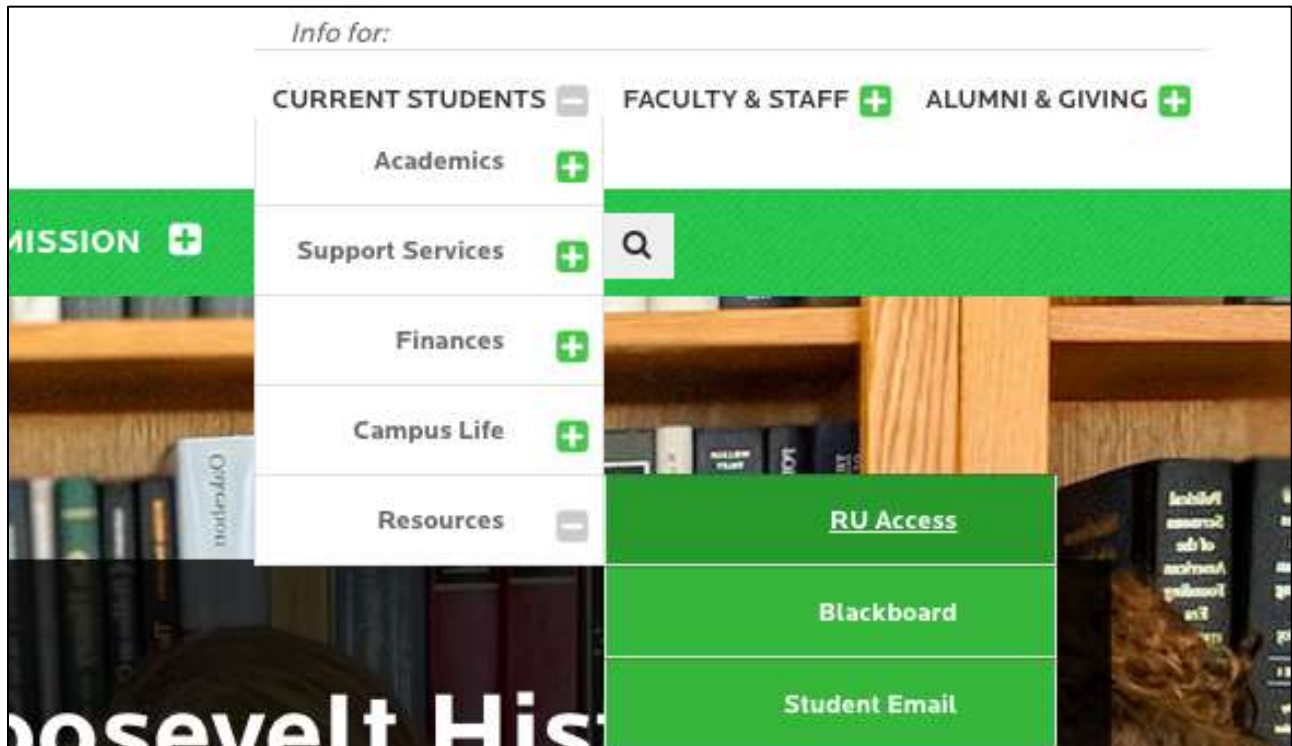
Purchasing or Renting Textbooks

Textbooks and course materials that are required for your classes post about two weeks before the start of the semester on the the Roosevelt University Barnes and Noble website. Visit the following link to view and purchase (or rent) your required textbooks and course materials at <https://roosevelt.bncollege.com/>. If you have questions, please contact the bookstore at (312) 341-3592.

The screenshot shows the 'FIND COURSE MATERIALS' section of the bookstore website. At the top, there's a blue banner with a lightbulb icon and the text 'Stress Less. Write Now.' Below this, the heading 'FIND COURSE MATERIALS' is followed by the instruction 'Add your courses to find everything you need for class.' There is a table with four columns: 'TERM', 'DEPARTMENT', 'COURSE', and 'SECTION'. Each column has a dropdown menu. The 'TERM' column has 'SPRING 2019' selected. The 'DEPARTMENT', 'COURSE', and 'SECTION' columns have 'Select Department', 'Select Course', and 'Select Section' respectively. There are 'X' icons to the right of each row. Below the table is a link 'Add More Courses >>>'. At the bottom, there is a 'FIND MATERIALS' button.

Steps to Order Books through Roosevelt's Website

Step 1: Go to current students and hover over resources then select RU Access.



Step 2: Log into your RU access

SITE MAP | HELP | EXIT

Welcome! RU Access is your one-stop shop for resources at Roosevelt: from registering for classes to applying for graduation. Log in to this secure site to view schedules and grades, access unofficial transcripts, check on financial aid, make payments, update your contact information, submit residence hall applications, and more.

[NEW: Internal Revenue Service 1098T Reporting Change Tax Year 2018](#)
[Beginning this tax year, 2018, Roosevelt University will no longer report Amounts Billed—Box 2. We will report Payments Received for Qualified Tuition and Related Expenses—Box 1.](#)

[For more information regarding the 1098T IRS reporting change, please click here](#)

NetID:

Password:

[Click Here for Help with Login?](#)

Step 3: Select Registration & Other Student Services

[Personal Information](#) [Registration & Other Student Services](#) [Employee Services](#) [Financial Aid Services](#)

Search

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

■ [Registration & Other Student Services](#)

Register for classes * View your academic records * Review charges and payments * See textbooks for your registered classes

■ [Make a Payment > Enroll in a Payment Plan > View 1098T Statement](#)

Click here to enroll

ATTENTION STUDENTS: Payment in full, or payment arrangements, for the Fall 2018 semester was due July 31, 2018. If you have not already done so, click on the above link now!

■ [Personal Information](#)

Update address, contact information or marital status * Retrieve your ID number * Review name or social security number change * Change PIN and/or security Q&A

■ [Financial Aid Services](#)

Financial Aid, view financial status and eligibility, accept award offers, and view loan application

■ [Employee Services Menu](#)

View and print pay stubs * Review benefits and deductions * View available leave balances * Report hours worked or leave taken

Step 4: Select Registration

Registration & Other Student Services

[Class Schedule](#) (Will open Course Finder in a new window)

Students who get a pre-requisite error message must contact their academic advisor.

Important Dates & Deadlines for Each Semester [Graduation Information](#): All graduating students must apply for graduation, including those who do not intend to participate in the commencement ceremony. It is required to be awarded any degree.

Monthly billing statements are now exclusively online. Payments and deposits may be made online using the Tuition and Fees link below.

■ [Degree Works Student Login](#)

Use a browser other than Internet Explorer. Only students entering Fall 2014 and later will have a Degree Works audit. If you do not have an audit you should review your degree progress with your advisor.

■ [Registration](#)

Check your registration status * Register, add or drop classes * View your term class schedule * See textbooks for your registered classes:

■ [Student Records](#)

View/print grades * Print unofficial transcript * Request official transcript * Print enrollment verification * View holds * Apply for graduation * Tax forms for Hope and Lifetime Learning tax credits.

■ [Tuition and Fees](#)

View holds * Review charges/payments * Select payment plan * Print Promissory Note * Make a deposit * Make credit card payment * View withdrawal/refund information * View deposits on your account.

■ [Statement and Payment History](#)

If you wish to view your Summer 2010 statement, or later terms, click the Statement and Payment History link above to go to the Touchnet Bill and Payment System.

■ [Housing Application](#)

Log in to the new housing portal to submit a housing application for the next upcoming academic year or term.

RELEASE: 8.8.3

Step 5: Select Textbook Information for Registered Classes

Registration

■ [Select Term](#)

■ [View Your Registration Status](#)

■ [Registration, Add or Drop Classes](#)

■ [Wait List Instructions](#)

■ [Change Number of Variable Credits](#)

■ [Registration Fee Assessment](#)

■ [Week at a Glance](#)

■ [Student Detail Schedule](#)

■ [Concise Student Schedule](#)

■ [Textbook Information for Registered Classes](#)

■ [Look Up Classes in Online Schedule](#)

■ [E-Mail the Chicago Office of the Registrar](#)

■ [E-Mail the Schaumburg Office of the Registrar](#)

Step 6: Select the term for your textbook information and then click on “Submit Info”

Textbook Info for Registered Courses

Select Term For Your Textbook Information:

Step 7: Select See Textbooks for My Classes

Important Notes about Textbook Information

- Textbook Information for Allied Health and Off Campus classes is not available on the campus bookstore website.
- The bookstore website is external to RU ACCESS and is the responsibility of Barnes & Noble (312-341-3592).
- When you click the link below, you will be redirected to the Barnes & Noble Bookstore website, which will open in another tab or window. When you are finished on that site, close this RU ACCESS session if you no longer want to work in RU ACCESS.

RELEASE: 8.1

Student ID, Ventra U-Pass, and Campus Building Access

Student Photo ID Information (Chicago Students)

Registrar's Office - WB 1M14
425 S. Wabash Ave
Chicago, IL 60605
Phone: (312) 341-3535

Hours: Mondays through Thursdays, 9am to 6pm and Fridays, 9am to 5pm

Student Photo ID Information (Schaumburg Students)

Please contact the First Stop office for details on how to obtain your student photo IDs:

First Stop - Room 125
1400 N. Roosevelt Blvd
Schaumburg, IL 60173
Phone: (847) 619-7933

Hours: Mondays through Thursdays, 9am to 6:30pm and Fridays, 9am to 5pm

Ventra U-Pass Information (Chicago Students)

If you are a Chicago student and registered full-time (at least 9 course credit hours), you will have your photo taken for your Ventra U-Pass and pick up a 7-day CTA pass.

Your student ID card and a copy of your bill or schedule (electronic is acceptable) will be required in order to verify full-time enrollment. The actual Ventra U-Pass will be available for pick-up in the Office of the Registrar located in WB 1M14.

U-Pass distribution dates and additional information are available on the following webpage:

<https://www.roosevelt.edu/current-students/student-life/how-to-get-around>

Campus Building Access

Students are required to display their Roosevelt photo identification card at all building entrances.

Visitors are required to obtain a temporary building guest pass from Campus Safety by presenting a form of government or state-issued photo identification, such as a driver's license or passport.

Parking Information

Chicago: Roosevelt University does not own a parking lot or parking structure at the Chicago campus. However, daily student and guest discounted rates are available at the locations suggested below.

Schaumburg: Visitor parking is available at no charge in the Roosevelt parking lots.

Chicago Parking Suggestions

Park One

434 S. Wabash Ave
Chicago, IL 60605

Parking validation from Roosevelt University can be provided from the security posts at either the Auditorium or Wabash entrances.

Park One parking rates are subject to change during special events, such as nearby hotel conferences. Daily discounted rates are not honored during these events. Contact Park One for up-to-date rates and more information: (312) 396-1900.

Rates

- 1 hour or less: \$8.00
- 1 to 2 hours: \$10.00
- 2 hours to midnight: \$14.00
- Evening after 4pm: \$8.00

Special early morning price available Monday through Friday, in by 9am and out by 7pm, for \$14.00. Validation is required for the special pricing.

Monthly rate for daily parking, 4am to 9pm, is \$175.00 per month. An application is required. A decal will be provided for each month paid.

Park One at Auditorium Parking Garage

525 S. Wabash Ave
Chicago, IL 60605

Parking validation from Roosevelt University can be provided from the security posts at either the Auditorium or Wabash entrances.

Park One parking rates are subject to change during special events, such as nearby hotel conferences. Daily discounted rates are not honored during these events. Contact Park One for up-to-date rates and more information: (312) 939-9898.

Rates

- 1 hour or less: \$6.00
- 1 to 2 hours: \$8.00
- 2 to 4 hours: \$11.00
- 4 hours to midnight: \$12.00
- Evening after 4pm: \$8.00

Special early morning price available Monday through Friday, in by 9am and out by 7pm, for \$12.00. No validation required for the special pricing.

Grant Park and Millennium Park Garages

Please visit www.millenniumgarages.com or call (312) 616-0600 for directions and rates.

Graduate Housing Guide (Downtown Chicago Campus)

Downtown Chicago Campus Map



On Campus Housing Options

Many graduate students, especially those from out-of-state or from outside of the U.S., find it convenient to live downtown at or near the Roosevelt campus.

The Wabash Building Residence (425 S. Wabash Ave, Chicago, IL 60605)

The Wabash Building Residence offers single, double, and triple rooms within a LEED Gold-Certified, safe, clean, and secure environment. All rooms are suite style, which means residents of a suite share a common living space and bathroom with shower.

For more information, please contact Roosevelt University's Office of Residence Life:

Roosevelt University Office of Residence Life

425 S. Wabash Ave., RM 1413, Chicago, IL 60605

Phone: (312) 341-2005

Email: reslife@roosevelt.edu

Website: <https://www.roosevelt.edu/student-experience/residence-life>

Off-Campus Living Options

Most commonly, graduate students elect to live off campus since public transportation in Chicago is very convenient. Listed below are helpful tips for finding a place to live on your own. Chicago's downtown region is a thriving metropolis, and our city's neighborhoods vary greatly and feature an assortment of environments.

As a result, transplants to the Chicagoland area will likely find at least one area that suits their budget, comfort level, and interests while studying at RU.

Apartment Finder Tools

- Rental Websites/Apps
 - Apartments.com
 - Craigslist
 - Domu
 - HotPads
 - ForRent.com
 - Rent.com
 - Trulia
 - Zillow
 - Zumper
- Student Housing Web Pages
- Apartment Search Companies (payment usually required)

Popular Student Neighborhoods

- Andersonville
- Bronzeville
- Bucktown/Wicker Park
- Edgewater
- Evanston
- Hyde Park
- Lake View/Wrigleyville
- Lincoln Park
- Lincoln Square
- Logan Square
- Old Town
- Ravenswood
- Rodgers Park
- Roscoe Village
- South Loop
- Uptown
- Ukrainian Village
- West Loop/West Town

Housing Rental Costs

The cost of housing rent varies depending on the neighborhood, building style, apartment size, and the number of roommates. Most students pay around \$600-\$1,200 per month, individually. Residence Hall Room rates change yearly and depend on the type of room reserved. To view current prices, visit <https://www.roosevelt.edu/student-experience/residence-life>.

Included in graduate education is full membership to the campus fitness center. This offering is a unique bonus for students that is a rare find at the graduate level. Chicago locals know that most gym memberships in the region charge high prices.

Dining & Meal Plans

Various types of meal plans are available to all students living on or commuting to campus. To view hours, menus and more information, download the Roosevelt mobile app for Android or iOS and tap on "Dining Services". Ultimately, it is in the diner's best interest to put money onto a dining meal plan if they choose to eat on campus, since the dining hall requires all non-meal plan members to pay sales tax. More information here: <https://www.roosevelt.edu/student-experience/residence-life/dining>.

Transportation

CTA Ventra "U-Pass" Program

Roosevelt University has contracted with the Chicago Transit Authority (CTA) to provide affordable public transportation to all degree-seeking, full-time students at the Chicago Campus through the CTA Ventra Pass "U-Pass" program. New and eligible students have their photo taken for their Ventra U-

Pass. Continuing students pick up a new CTA Ventra pass prior to the start of the semester. The CTA Ventra U-Pass provides unlimited access to CTA trains and buses throughout the semester. Visit <https://www.transitchicago.com/> for more information.

Wabash Bike Room

Roosevelt's Bike Room, which provides indoor bicycle parking and storage, is located in the Wabash Building's first floor lobby at 425 S. Wabash Ave, Chicago, IL 60605. This amenity is free to all RU students, faculty, and staff. However, space is limited and capacity is 75 users. To register for the room, fill out the online form and read the "Bike Room Usage Policy". Once submitted, you must visit Physical Resources in Wabash B16 to pick up your bike sticker. Bike racks are also available outside the entrances of the Chicago campus buildings.

DIVVY Bikes

Roosevelt University offers discounted DIVVY bicycle memberships to the RU Community. DIVVY is a bike share program that began in Chicago through the Chicago Department of Transportation (CDOT). It makes bike riding in Chicago easy, fun and affordable. Visit <https://www.divvybikes.com> for more information.

Car

Roosevelt University does not own a parking lot or parking structure at the Chicago Campus. However, daily student and discounted guest rates are available at numerous locations listed on our website: <https://www.roosevelt.edu/campuses/maps-directions>. At the Schaumburg campus, parking is free for all faculty, students, and guests.

Financing Your Graduate Education

Merit-based scholarships are available to new, full-time graduate students. These scholarships are awarded to admitted students with a cumulative undergraduate GPA of at least a 3.5/4.0 or higher at the time of admission to a Roosevelt graduate program. Awards range from \$1,000 to \$4,000 per academic year. Specific award amount depends on the cumulative undergraduate GPA at the time of the award. Scholarships are renewable and require master's level graduate recipients to maintain a cumulative graduate GPA of 3.8/4.0 or higher and full-time enrollment status. There is no separate application process.

Graduate assistantships are academic and professional learning opportunities that provide financial assistance. Previous appointments included research and lab assistants, and enrollment management or student service assistants. Graduate assistants work 9 – 17 hours per week and are awarded a partial or full tuition waiver and stipend. Work hours are flexible and provide students with convenient scheduling based on other academic commitments. There is no separate application process. For questions, contact casgradstudy@roosevelt.edu.

Private Educational Loans are available from private lenders when federal and institutional funding does not fully cover the cost of attendance. A FAFSA is not required to apply for a private loan. For more information and guidance, contact Roosevelt's financial aid office at fas@roosevelt.edu.

Federal Direct Unsubsidized Loans are not based on financial need and allow students to borrow up to \$20,500 per year of study, minus other financial aid. Interest accrues from the date of disbursement. You may pay the interest immediately or let it accrue and capitalize on the principal.

Federal Direct Grad PLUS Loans allow credit-worthy graduate students to borrow up to their full-cost of attendance, minus other financial aid. This loan is available to students who have exhausted the Federal Direct Unsubsidized Loan.

Federal Work Study is "need-based" and allows students who have registered for at least 6 hours to earn up to \$3,500 per academic year in a part-time employment setting. Positions are posted on Roosevelt's Career Central website: roosevelt.edu/career.

U.S. citizens and permanent residents may apply for federal financial aid. Visit fafsa.gov to complete the free application.

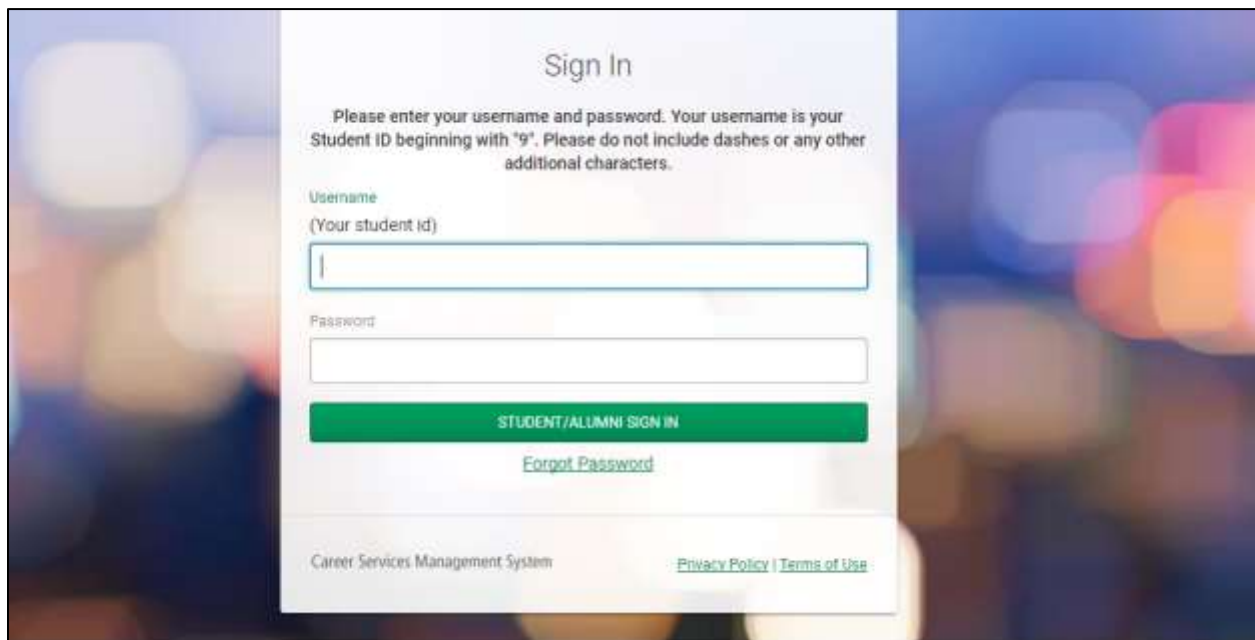
Career Central (Student Employment) Overview

When do I use Career Central?

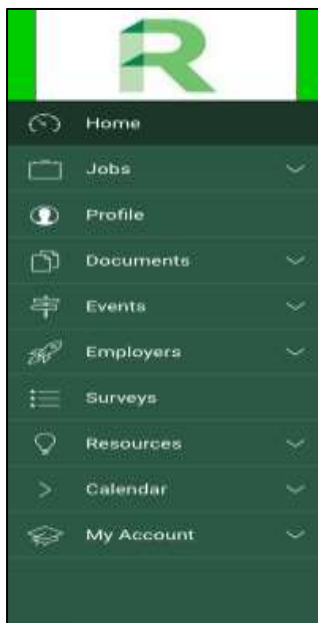
Career Central is Roosevelt's online job posting system, which is used to explore jobs, access resume templates and other career related resources, as well as share your resume with our employer contacts in our resume banks. On-campus employment opportunities include Arts and Science Tutor, Learning Commons tutors and proctors, and Advising and Career Development assistants.

Log onto Career Central

Step 1: Visit "Career Central" at <https://roosevelt-csm.symplicity.com/students> and log in:

A screenshot of the 'Sign In' page for the Career Services Management System. The page has a white background with a light blue header. The title 'Sign In' is centered at the top. Below it, a message reads: 'Please enter your username and password. Your username is your Student ID beginning with "9". Please do not include dashes or any other additional characters.' There are two input fields: 'Username (Your student id)' and 'Password'. Below the password field is a green button labeled 'STUDENT/ALUMNI SIGN IN'. A link for 'Forgot Password' is located below the button. At the bottom, it says 'Career Services Management System' and has links for 'Privacy Policy' and 'Terms of Use'.

Step 2: On the left side of your browser are the menu tabs:



- These different tabs can help you search for specific jobs and employers.
- The Events tab also lets you know when Career Fairs are happening on the Schaumburg or Chicago campus.
- The Profile section allows you to upload your resume, a cover letter, your experience, a picture, and even the best ways for potential employers to contact you.

Connecting to RU Wireless

What is RU Wireless?

The wireless network of Roosevelt is called RUWiFi (for staff and students) and RUGUEST (for official guests of the university). The network features 100% wireless coverage for all campus locations.

Who can use RU Wireless?

The RU wireless network is intended for use by Roosevelt students, faculty, staff, and official guests only.

How do I access RU Wireless?

Ensure WiFi is enabled on your computer/mobile device. Look for the RUWiFi network. Select it and then enter the password: **GOGREEN!**

For official guests:

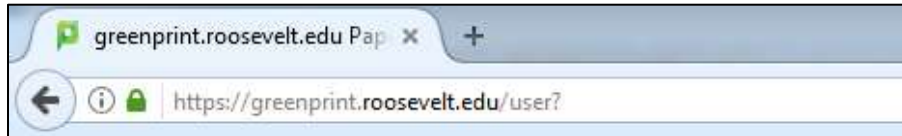
A Roosevelt employee must contact the Help Desk to request a temporary login and password credentials for official guests to access WiFi. Ensure WiFi is enabled on your computer/mobile device.

Information on Support

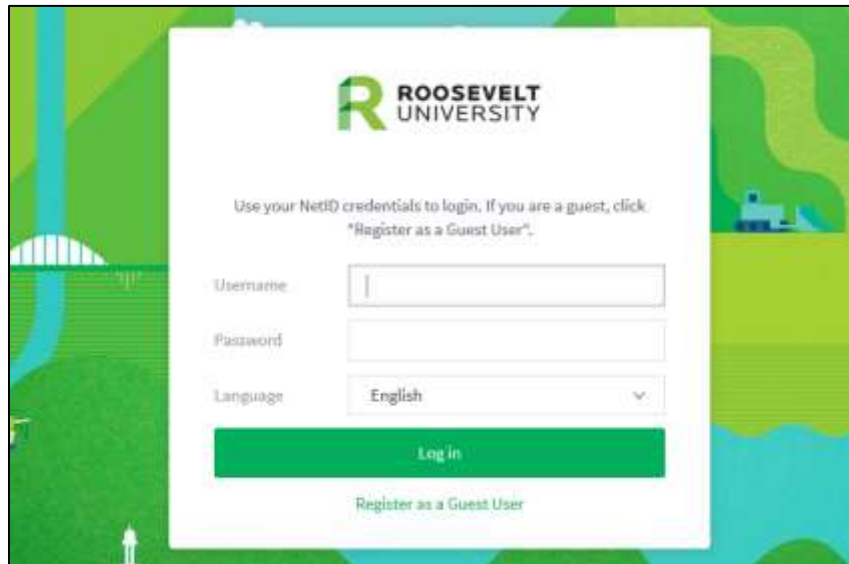
If you need assistance, please contact the Help Desk at (312) 341-4357 or ruhelpdesk@roosevelt.edu.

How to Print on Campus

In the library and several areas on campus, there are designated computer stations that you can use for printing. If printing from a personal computer you will need to visit <https://greenprint.roosevelt.edu/user>



Step 1: Log in with your NetID and password



Step 2: Click "Web Print"

Step 3: Click "Submit a job"

Step 4: Choose a location

Step 5: Click "Upload a Document" and browse for the file you wish to print

Step 6: Confirm the selection

Next, visit the printer area. You will find a small screen with a credit card scanner. Select your print job and pay for printing here by following these instructions:

Step 1: Type in your NetID and password

Step 2: Select the jobs you want printed

Step 3: Swipe your credit/debit card, or deposit coins on the right hand side

Step 4: Click "print jobs" and it will start to authorize your card and print

Note: If you choose to print from one of the computers in the lab, the computer will generate a PIN number and will display this number on your computer screen for you to enter in the printer.

Academic Success Center, Learning Commons Resources, and Multicultural Student Support Services

Academic Success Center and Disability Services (430 S. Michigan Ave, Chicago, IL)

Disability Services (DS) is a branch of the Academic Success Center (ASC). Our staff is committed to providing you with the support and services needed to allow you the opportunity to participate in the rich and varied life of the university. The Disability Services program serves all students with disabilities; and the use of services is voluntary and confidential. The program is a resource for students and faculty.

The goal of this office is to ensure educational opportunity for all students with special needs by providing access to full participation in all aspects of campus life and increase awareness of disability issues on campus.

The DS office works to:

- Assist students with disabilities in overcoming environmental and attitudinal barriers and provide them with academic support services and accommodations, which help them to succeed at Roosevelt University.
- Facilitate the provision of services that will provide students with personal and academic support.
- Promote university community awareness of the needs and capabilities of students with disabilities.
- Serve as a resource for members of the University community, prospective students, parents, and members of the public who interact with the University community.

Students with disabilities have access to equal opportunities for education and participation in University activities. Students must meet the essential requirement of the University with or without accommodations.

Students should:

- Initiate the request for any accommodations and/or services in a timely manner
- Communicate with faculty and/or staff regarding accommodations
- Work with the Disability Services staff as needed.

The staff works with each student individually and accommodations are provided on a case-by-case basis.

Learn more at: <https://www.roosevelt.edu/current-students/support-services/learning-commons/disability-services>.

The Learning Commons (10th Floor, Auditorium Building, 430 S. Michigan Ave, Chicago, IL)

The Learning Commons, located in the Auditorium, is the new combined space for all tutoring and academic support. Writing and math tutoring are now available.

- **Writing Center in the Learning Commons:**

Hours: Monday to Thursday: 9am to 6pm; Friday: 9am to 4pm.

The Writing Center strives to empower students with tools to become stronger, more confident writers. At the Writing Center, we believe that writing well is about more than mastering a set of rules; learning to write is a lifelong process, and all writers benefit from sharing their works-in-progress with interested, engaged, and knowledgeable readers. Our peer tutoring program provides students with feedback and individualized revision strategies for improving their writing – at any stage in the writing process.

Tutoring sessions involve a wide variety of tasks, but at the heart of every session is conversation—a conversation about your ideas and the best ways to make your ideas clear. A consultation with a Writing Center tutor is collaborative. We will not correct your mistakes or “fix” your paper. Instead, we will work with you to identify the strengths and weaknesses of your writing with the goal of making each student who visits us a more confident writer in the following ways:

- One-on-one peer tutoring at any stage in the writing process: understanding an assignment, developing ideas, revising a draft, or editing/proofreading.
 - Individually tailored revision strategies.
 - Opportunities for writers to identify error patterns and learn to correct their own mistakes.
 - In-class workshops on specific writing strategies/skills and other small group discussion about writing assignments.
 - Online tutoring for distance learners and students on the SCH campus.
 - Teaching, learning, and leadership opportunities as a member of the Writing Center staff.
- **Writing Center Online Tutoring (Schaumburg)**

Online tutoring is a great option for students at the Schaumburg campus, or students who work

full time. Using the google platform, students can access a tutor during regular hours, or even during the evenings and weekends! Please keep the following in mind:

- Please request an online tutoring session at least 48 hours in advance of your requested appointment date and time.
 - Sessions typically last 50 minutes ([sample session](#)). Tutors often have other appointments scheduled right after an online appointment, so they cannot give you additional time unless you request it in advance. When you make an appointment, ask for a 90-minute session if you think you will need extra time. If you have never done online tutoring before, we recommend that you request a 90-minute session.
 - Our tutors are not technology specialists; they are writing tutors. Please be patient with them if there is a problem with the technology. They will do their best to address the problem as efficiently as possible.
 - You will need to have a google account in order to participate in [online tutoring via google hangouts](#).
 - Learn more at: <https://www.roosevelt.edu/current-students/support-services/learning-commons/writing-center>
- **Math Tutoring in the Learning Commons:**
Hours: Monday to Wednesday: 11am to 6pm; Thursday: 11am to 5pm; Friday: 11am to 2pm.

No appointment necessary. Walk-ins are welcome and tutoring assistance is offered for a variety of math courses, as well as Accounting I, Econ 101 and 102, and CST 150.

Multicultural Student Support Services (AUD 104, 430 S. Michigan Ave, Chicago, IL)

Multicultural Student Support Services (MSSS) provides academic support designed to improve the retention and graduation rates of first-generation college students, students of color, and students from limited income backgrounds through sustained developmental programming, advocacy, financial literacy, and by providing a network of people and resources to help students succeed.

Student Support

- Personalized support and one-on-one meetings designed to address academic and non-academic challenges.

- Specialized academic pre-advising and course review sessions.
- Collaborative referrals to academic success support offices such as the Learning Commons which includes the following support services: Disability Services, Peer Mentoring, Tutoring, the Writing Center and Math Lab.
- Collaborative campus-wide programming with other student support and administrative offices.

Student Advocacy

MSSS provides support and connects you with a network of valuable resources to help you navigate campus life and maintain a healthy life balance. We are here to advocate on your behalf, and provide one-on-one personalized support to address any academic and personal life challenges that you may encounter. MSSS works with campus partners including faculty and staff to provide support and strong collaborative alliances designed to help you achieve your academic and career goals through collaborative efforts with on-campus partners.

Civic Engagement

MSSS provides opportunities for you to partner with us and other internal and external community service providers to create valuable learning and volunteer experiences that will enhance your education and growth as a socially conscious individual through service, cultural enrichment, and social action opportunities.

Post-College Planning

MSSS provides support with researching scholarships, completing graduate school application processes and employment search processes.

Contact Info

Multicultural Student Support Services

AUD 104

430 S. Michigan Ave

Chicago, IL 60605

312-341-3875

multiculturalsvcs@roosevelt.edu

Mental Health Resources for Graduate Students

Roosevelt University Counseling Center

About the Roosevelt University Counseling Center

Seeking a college degree is a very exciting time full of opportunities and challenges. The Counseling Center is here to help students manage their emotional wellbeing when the stress and demands of life and school impact their path towards success. The Counseling Center staff provides a variety of services to help students understand their problems and themselves, achieve satisfying relationships, improve their academic performance, and make effective career and life choices.

Contact the Roosevelt University Counseling Center:

Chicago Campus	Schaumburg Campus
430 S. Michigan Avenue Room 470 (4th floor) Chicago, IL 60605 Phone: <u>312-341-3548</u> FAX: 312-341-3550	1400 N. Roosevelt Blvd Room 114 Schaumburg, IL 60173 Phone: <u>312-341-3548</u> FAX: 312-341-3550
Chicago Hours:	Schaumburg Hours:
Monday-Thursday 9:00am - 6:00pm Friday 9:00am - 5:00pm	Wednesdays By Appointment Only

The National Grad Crisis Line

Phone: 1.877.GRAD.HLP (1.877.472.3457)

Website: <http://gradresources.org/crisis/>

About The Program

The National Grad Crisis Line helps graduate students reach free, confidential telephone counseling, crisis intervention, suicide prevention, and information and referral services provided by specially-trained call-takers. Caring, professional staff and well-trained volunteers answer around the clock.

All counselors have completed training to understand the unique issues faced by graduate students. In addition to listening to and empathizing with a caller's concerns, counselors assess the caller's lethality risk, counsel, and offer various local support services and mental health resources for follow-up.

History

In 1998, Jason Altom, a 27-year old doctoral student from Harvard took his own life after the stresses of graduate school were seemingly too much. In response to Jason Altom's tragic story, Grad Resources set out to address the extreme points of despair many graduate students face, leading the organization to launch the National Grad Crisis Line in 1999 in addition to our online articles and services. Today, the Crisis Line receives hundreds of calls every month. Graduate student organizations promote the resource on campuses across the nation. Likewise, mental health offices and graduate student services continue to make their students aware of the Crisis Line to their student bodies.

Studying or doing research abroad?

You can now access the National Grad Crisis Line through Skype **(877-472-3457)**.

Your Confidentiality

Visit <http://gradresources.org/confidentiality/> to read the confidentiality policy of the National Grad Crisis Line.

International Student Resources

Maintaining your status as either an F-1 or J-1 student is your responsibility. It is important for you to understand the immigration rules and regulations. Please read all information carefully before consulting an advisor. If you do not see the answer to your question, please contact the Office of International Programs (OIP) at 312-341-3531 or international@roosevelt.edu.

It is very important for you to observe the following immigration regulations in order to avoid problems with your student status in the U.S.

Immigration documents

- Do not let your passport expire. If you have less than 6 months remaining on your passport, please contact your [embassy](#) to learn how to extend or renew it.
- Check your I-94 record each time you enter the US. Your I-94 shows that you have legally entered the US and should show that you are in F-1 student or J-1 exchange visitor and with permission to remain in the US for D/S (duration of status). [Visit the US Customs and Border Protection's website to view your I-94 record](#). If your record does not show the correct status or does not show D/S, please visit OIP immediately.
- Make sure that your form I-20 or DS-2019 does not expire. If you will not finish your degree before the program completion date on your form I-20 or DS-2019, you must apply for a Program Extension. You should apply at least one month before your I-20 expires.
- Report any changes to your name or address to OIP within 10 days of moving to a new address.
- Notify OIP immediately if you change your academic plans. This includes changing your major, changing your degree level, or leaving before the end date on your form I-20 or DS-2019.
- Your form I-20 must match the university you are attending. If you are transferring to Roosevelt from another school or will transfer to another school after finishing your degree at Roosevelt, your SEVIS record will also need to be transferred.

Class Schedule and Vacations

- Register full-time during the fall and spring semesters. You are not required to take any classes during the summer sessions.
 - Full-time enrollment for graduate students is at least 9 credit hours per semester.

- Only one (1) online class per semester counts as part of your full-time enrollment for Fall and Spring semester. You may take online classes in the Summer term.
- If you think you will not be able to enroll full-time, you must speak to an International Advisor. Your drop below full-time enrollment request must be approved and authorized by OIP before you can withdraw from any classes. Please complete the [Below Credit Authorization](#) form to request permission.

Travel

- If you plan to travel outside the U.S., bring your I-20 or DS-2019 to OIP and request a travel signature at least two weeks before you plan to leave the US. You can download the [Travel Signature Request](#) or pick-up the form in OIP.
- Check your passport expiration dates. You should have at least 6 months remaining on your passport.
- Check your F1 or J1 visa. Although your visa may expire while you are in the US, you will need it to return. If your visa has expired, [visit the US Department of State's homepage](#) for more information on visa renewals.

Employment

International Students are only permitted to work with authorization from International Programs or from the USCIS. Visit [International Student Employment](#) for more information about working.

Taxes

All F1 and J1 students (and their F2 or J2 dependents) are required to file income tax forms for each year they are present in the USA. This is required even if you did not work in the USA. Income taxes are due on April 15 in the following year; some years this may be 1-2 days later if April 15 is a weekend or holiday. You are responsible for completing these forms. Unfortunately, during the "tax season", there is an increased chance of tax scams - the IRS has posted this notice of [Five Easy Ways to Spot Suspicious Calls](#). Remember, the IRS (or other US Government agencies) does not use unsolicited email, text messages or any social media to discuss your personal tax issue; the IRS will not call you if you owe taxes without first sending you a bill in the mail. Visit the section on Income Taxes on the [International Student Employment page](#).

Letter Requests and Other Forms

Letter Requests

International Programs can help provide information on your current immigration status. This includes letters to your consulate or embassy, scholarship information, etc. Please contact International Programs to learn more or request a letter here.

- [Good Standing Letter Request](#) - to confirm enrollment at RU. If you need a letter to confirm your enrollment to receive tuition payments, to delay military employment in your home country, or for other reasons.
- [Driver's License or Bank Letter Request](#) - to request a letter to apply for a driver's license or open a bank account.
- [Invitation Letter Request](#) - to invite immediate family members (mother, father, siblings, and grandparents) to visit the US. This can be for graduation or for a short visit. Please note that the US Department of State has said that this type of letter is not a requirement for the visa process.

Other Requests

- [Below Credit Authorization](#)
- [Travel Signature Request](#) - please bring your form I-20 or DS-2019 to the office 1-2 weeks before you travel to receive the signature.

Employment Forms

- [On-Campus Work Authorization](#)
- [CPT - Curricular Practical Training Request](#)
- [OPT - Optional Practical Training Request](#)
- [OPT STEM Extension Request](#)
- [OPT Employment Reporting](#)

Illinois Driver's License or ID Card

Please visit the [Illinois Secretary of State Driver Services](#) for detailed information on obtaining the Illinois Driver's License, Temporary Visitor Driver's License, or Illinois State ID Card.

Illinois Driver's License:

- If you are a first time driver and would like to practice driving before taking the behind-the-wheel driving test, you may apply for a [12-Month Instruction Permit](#).
- All applicants must also pass a written test. Please see the “[Rules of the Road](#)” for details on Illinois laws.
- If you have a U.S. Social Security Number, you qualify for a Driver's License, and may apply at any Illinois Secretary of State Driver Services Office location by presenting four forms of identification: (A) written signature; (B) Proof of Date of Birth; (C) Social Security Number; and (D) Residency. Please click here for a list of [acceptable forms of identification](#).

Illinois State ID Card:

- If you wish to apply for an Illinois State ID Card, you must be able to provide the same documents listed for the driver’s license at any Illinois Secretary of State Driver Services Office location; however, you will not need to take the driving test.

Illinois Temporary Visitor Driver's License (TVDL):

- If you do not have a U.S. Social Security Number, you may qualify for a [Temporary Visitor Driver’s License](#) (TVDL). To apply for an Illinois TVDL, you must be:
 - A non-U.S. citizen who has been granted temporary and legal entry to the U.S.;
 - Temporarily residing in Illinois;
 - Ineligible for a Social Security number: You need to get a letter from the Social Security Administration (SSA) Office stating that you are not eligible to have a Social Security Number. This letter must be dated within 90 days of the date of your application for a TVDL, and can be obtained from any [SSA office](#).
- A qualified application must be authorized to be in the country for at least one year, and have at least six months remaining on an authorized stay.
- A TVDL is valid for three years or for the period of time the applicant is authorized to stay in this country; whichever comes first.
- There are limited Chicago area Driver Services Offices authorized to issue Temporary Visitor Driver's Licenses. Please check the [Illinois Secretary of State website](#) to find the nearest location.
- Office Chicago West Facility (5301 W. Lexington Street, Chicago, IL 60644) and Chicago North Facility (5401 N. Elston Avenue, Chicago, IL 60630). Applicants must visit one of the two facilities in person during the business hours; appointments are not accepted. Please check online for their current business hours.

- Applicants are required to present four forms of identification (see above) as well as proof of your current immigration status, such as your I-94 , I-20 Form or DS-2019 Form, and a letter from SSA office evidencing your ineligibility for a Social Security number.

On-Campus Resources

Office of International Programs

425 South Wabash Ave, WB 116
Chicago, IL 60605

Phone: +1 (312) 341-6464 | Fax: +1 (312) 341-3523

Email: dhougland@roosevelt.edu

English Language Program

430 S. Michigan Ave, AUD 686
Chicago, IL 60605

Phone: +1 (312) 341-3717

Email: elpinfo@roosevelt.edu

Roosevelt University International Student Resources Website:

<https://www.roosevelt.edu/student-experience/international>

Roosevelt University Office of International Programs Facebook Page:

www.facebook.com/RooseveltOIP

Other Resources

Education USA: <https://educationusa.state.gov/>

U.S. Department of Homeland Security: <https://studyinthestates.dhs.gov/>

U.S. Visa Information: <https://travel.state.gov/content/travel/en/us-visas.html>

On-Campus Student Organizations

Get Involved

The easiest way to get involved is to attend our semi-annual Student Involvement Fair. This event is held at the start of each fall and spring semester, and features members from our various student organizations who can help answer your questions and get you connected with [organizations that interest you](#). Can't find one you like? Start your own organization!

Become a Leader

Expand and sharpen your leadership skills through interactive retreats and leadership programs. Each fall we host the Student Leadership Summit, a weekend retreat focused on emerging leaders. There's also the Roosevelt Leadership Institute, a 12-week program that empowers students to become change agents both on and off campus.

Serve Your Community

Act on your commitment to social justice and change by helping others through our service and community engagement opportunities. Each month the Center for Student Involvement sponsors First Fridays, which provides students a chance to serve the Chicagoland community through service.

Have Fun

There's never a lack of options for things to attend both on and off campus. The SPEED Activities Board hosts a plethora of events--comedians, festivals, movie nights, Chicago sporting events--you name it! These are a great way to have some fun, make new friends, and connect to the Roosevelt community.

There are many active student organizations at Roosevelt University, which provide co-curricular opportunities to enhance your collegiate experience. You will meet other students, network with professionals, and have access to programs, which can improve your leadership skills.

Learn more by visiting:

<https://www.roosevelt.edu/current-students/campus-life/csi/student-organizations>

Chicago Campus Resources

Registrar's Office Services: <ul style="list-style-type: none"> • Student ID • Ventra U-Pass • Course registration changes • Graduation services • Transcripts 	425 S. Wabash Ave. Mezzanine - 1M14	(M-Th) 9am-6pm (F) 9am-5pm	(312) 341-3535	registrar@roosevelt.edu
<u>Financial Aid Services</u> Services: <ul style="list-style-type: none"> • Bursar • Financial aid 	425 S. Wabash Ave. Mezzanine - 1M16	(M-Th) 9am-6pm (F) 9am-3pm	(866) 421-0935	fas@roosevelt.edu
<u>Bookstore</u>	425 S. Wabash Ave Lobby	(M-Th) 9am-6pm (F-Sa) 9am-4pm	(312) 341-3592	http://roosevelt.bncollege.com
<u>Career Development</u> Services: <ul style="list-style-type: none"> • On-campus employment • Career advising 	425 S. Wabash Ave. Room 324		(312) 341-3560	career@roosevelt.edu
<u>Counseling Center</u> Services: <ul style="list-style-type: none"> • Free clinical services to actively enrolled students • Wellness Programs • Peer Advocate Program 	430 S. Michigan Ave. Room 470	(M-Th) 9am-6pm (F) 9am-5pm	(312) 341-3548	None
<u>Library</u> (Auditorium Building) Services: <ul style="list-style-type: none"> • Learning Commons • Tutoring • Inter-library Loan • Alumni Services • Course Reserves • Workshops 	430 S. Michigan Ave. 10th Floor	(M-Th) 7:30am-10pm (F) 7:30am-5pm (Sat-Sun) 11am-6pm	(312) 341-3643	refdt@roosevelt.edu

Schaumburg Campus Resources

Registrar's Office Services: <ul style="list-style-type: none"> • Student ID • Ventra U-Pass • Course registration changes • Graduation services • Transcripts 	1400 N. Roosevelt Blvd. Room 125	(M-Th) 9am-6:30pm (F) 9am-5pm	(847) 619-7950/7951	registrar@roosevelt.edu
<u>Financial Aid Services</u> Services: <ul style="list-style-type: none"> • Bursar • Financial aid 	425 S. Wabash Ave. Mezzanine - 1M16	(M-Th) 9am-6pm (F) 9am-3pm	(866) 421-0935	fas@roosevelt.edu
<u>Bookstore</u>	Online	(M-Th) 9am-6pm (F-Sa) 9am-4pm	(312) 341-3592	roosevelt.bncollege.com
<u>Career Development</u> Services: <ul style="list-style-type: none"> • On-campus employment • Career advising 	1400 N. Roosevelt Blvd. Room 125		(312) 341-3560	career@roosevelt.edu
<u>Counseling Center</u> Services: <ul style="list-style-type: none"> • Free clinical services to actively enrolled students • Wellness Programs • Peer Advocate Program 	1400 N. Roosevelt Blvd. Room 114	Wednesdays – appointment required	(312) 341-3548	None
<u>Library</u> Services: <ul style="list-style-type: none"> • Tutoring • Inter-library Loan • Alumni Services • Course Reserves • Workshops 	1400 N. Roosevelt Blvd. Room 140	(M-Th) 9am-8pm (F-Sat) 9am-2pm	(847) 619-7980	refdt@roosevelt.edu