



Graduate and Professional Studies



Welcome to
Salve Regina University

100 Ochre Point Avenue
Newport, RI 02840
(800) 637-0002

Last updated: July 2023

REGISTRATION

PLEASE REGISTER EARLY. COURSES WITH LOW ENROLLMENT ARE CANCELLED TWO WEEKS PRIOR TO THE FIRST CLASS MEETING.

Registration

- Please review the schedule of classes and registration information: selfservice.salve.edu/Student/Student/Courses.

You may register in the following ways:

- Register for classes through the portal.
Instructions for logging in to the portal were emailed to you by the IT Department, along with your Salve Regina email address. If you do not have this information, contact helpdesk@salve.edu, (401) 7777. A link to the portal and the paper registration form can be found at salve.edu/registration.
Print, scan or fax a copy of the registration form to the Office of the Registrar at (401) 341-2996 or email sruregistrar@salve.edu.
- Register in person in the Office of the Registrar, Ochre Court, room 203.

If you have questions about your registration, contact the Office of the Registrar at (401) 341-2943.

Registration Tips:

- Current tuition and fees can be found at salve.edu/business-office/tuition-and-fees.
- The \$65 registration fee only applies to the first course per semester. If you register for additional courses later in the same semester, you do not pay an additional fee.
- Graduate students may drop and add full-semester courses without academic consequence during the first seven days of a course. This includes adding only those courses where space is still available during the drop/add period. Students need instructor permission to add compressed, seven-week courses. If students drop a course without adding a new one, there are financial penalties. Please refer to the [refund policy in our catalog](#).
- Students who request permission to withdraw may be entitled to a partial refund of tuition and fees. The amount of the refund depends upon the timeliness of the withdrawal. A full explanation of withdrawal policies can be found at salve.edu/business-office/withdrawal-policies-and-refunds.
- For assistance in accessing the online registration, please contact the Office of the Registrar at (401) 341-2943.
- Books may be ordered directly from the bookstore: (401) 341-2933 or salve.bkstr.com.

Academic Evaluation

A student's online Academic Evaluation is found in the online student portal which displays program requirements and includes transfer credits accepted toward their degree. Students are encouraged to contact the graduate program director for any advice related to their program.

Campus Offices and Services

To view a list of all campus departments, including the Office of Financial Aid and the Business Office: salve.edu/campus-offices-and-services.

SALVEtoday and MySalve

For campus news and a link to the portal: today.salve.edu.

Preferred Email

All University communication is sent to your Salve email account. Please check your email regularly for updates.



McKILLOP LIBRARY - GRADUATE STUDENTS

NORMAL HOURS DURING THE SEMESTER:

Sunday: 10 a.m. - 1 a.m.

Monday-Thursday: 8 a.m. - 1 a.m.

Friday: 8 a.m. - 8 p.m.

Saturday: 10 a.m. - 5 p.m.

More at salve.libcal.com/hours/

NEED HELP?

Web: library.salve.edu/

Toll-free: 1-800-388-6139

Information desk: 401-341-2289

Email: salvelibrarian@salve.edu

Text: 401-324-9LIB

Welcome to McKillop Library

McKillop Library is committed to meeting the research needs of graduate students by providing access to the services and resources necessary to enable students to complete their coursework regardless of where they are located.

If you have any questions about any of the services described below, please do not hesitate to contact McKillop Library. Our librarians will work with you to help you use our resources and services proficiently.

Logging in from Off-Campus

Many library resources are accessible online from off-campus, but require a login. Members of the Salve Regina community can log in using their email username and password. All new graduate students are sent a letter that includes your library barcode.

Your Salve Regina email credentials and library barcode also allow you to:

- access e-reserve materials online
- access the library's research databases and e-journals from off-campus
- request books from other libraries through our online catalog

Find Articles

The library subscribes to over 100 online databases that allow users to locate scholarly articles. Some major databases include Academic Search Premier, JSTOR, and Lexis/Nexis Academic Universe. To access databases from off-campus, you will be asked for your Salve username and password, which you also use to login to your email. Over 70,000 journals are available in print and electronic formats.

Find Books

McKillop Library is a member of the Higher Education Library Information Network (HELIN). In addition to Salve Regina University, six other area academic libraries belong to this library consortium. HELIN libraries share

an online library catalog. Books from other HELIN libraries can be requested via the library catalog. Books owned by McKillop Library can be mailed to online students who live out-of-state, if needed, but books requested from other HELIN libraries must be picked up at McKillop Library. Many e-books are also available in the library catalog for those who prefer online sources. You can renew your checked-out books online using your library account.

Interlibrary Loan

If you are unable to locate the book you need at another HELIN library, or the journal article you need through McKillop Library databases, you can order these materials through interlibrary loan. Online interlibrary loan request forms are available on the library webpage. Any physical item requested through interlibrary loan must be picked up at McKillop Library.

Course Reserves

Many professors put material on course reserves. Often the material is in electronic format and can be accessed online via the library webpage.

Research Consultations

Librarians are happy to set up a personal consultation to assist with your research. Call 401-341-2289 or [request online](#).

Research Guides

Online research guides offer customized research help for different disciplines, classes, and assignments.

Library Lessons

Research workshops are offered by appointment. Topics include: introduction to the library, how to do research, citation styles (APA and MLA), conducting a literature review, and more.

Citing Sources

McKillop Library provides access to RefWorks, an online bibliographic management tool, to assist with properly citing sources.

Printing

Students are issued \$20 on their SalveID cards in the fall and spring semesters to use for printing purposes at the McKillop library computer labs.

APPLICATION PROCESS FOR FEDERAL FINANCIAL AID

Office of Financial Aid
Salve Regina University
100 Ochre Point Avenue
Newport, RI
02840-4192
salve.edu/financial-aid

Office Hours:
Monday-Friday: 8:30 a.m. - 4:30 p.m.
Phone: (401) 341-2901
Fax: (401) 341-2928
Email: financial_aid@salve.edu

Graduate students are eligible to apply for the Federal Direct Unsubsidized Loan. Federal financial aid applicants must complete and submit the following forms:

Free Application for Federal Student Aid (FAFSA)

The FAFSA must be filed for each academic year to apply for financial aid. Salve's federal school code is 003411.

To complete the FAFSA online, visit the **Department of Education website:** studentaid.gov/h/apply-for-aid/fafsa or salve.edu/financial-aid/graduate-students.

You must sign the FAFSA electronically, using the FSA ID email and password you created with the Department of Education (FAFSA) website. For instructions on how to set up an FSA ID, visit salve.edu/financial-aid/graduate-students.

Verification Requirements

The Department of Education may select you for a process called verification. If you are selected, you may have to submit additional information, and you will be notified by the Department of Education and the Salve Financial Aid office as to what documents are needed.

Additional Required Documents

In addition to the annual forms, the following documents need to be completed only once:

Federal Direct Loan Master Promissory Note

This form is required, and may be completed at studentaid.gov, or visit salve.edu/financial-aid/graduate-students. This loan document has no dollar amount and is valid for up to 10 years in most cases.

Federal Direct Loan Entrance Counseling Session

You must also complete this form. You may access it at studentaid.gov.

After your Financial Aid File is Complete

You must inform the Office of Financial Aid when registering for each enrollment period. Graduate students must be enrolled at least half time each semester to be eligible for federal financial aid. For Graduate students, half time is defined as a minimum of 3 credits. (Doctoral candidates enrolled in the dissertation research and writing course qualify as at least half time.) Graduate students must maintain Satisfactory Academic Progress (SAP). A cumulative GPA of 3.0 is required to be eligible for federal financial aid. For more information on SAP please visit salve.edu/financial-aid/satisfactory-academic-progress.

Students who are less than half-time for any semester, or not registered for a given semester, are considered to be withdrawn and your grace period for your loans begins after the last date of your attendance.

If you wish to decline or reduce any part of your loan, you must complete the graduate student loan change form at salve.edu/student-loan-reduction-decline-request-form or you may notify your counselor in writing from your Salve Regina email address, and we will adjust your loan accordingly. If you wish to only receive loans for tuition and fees each semester during your graduate program, you may notify us in writing, and we will process your loans based on this request each semester until we are further notified.

Loan amounts are calculated as follows:

- Tuition charges for current semester (or term) calculated per credits enrolled plus registration fee.
- If graduate students need additional loan funds to cover books and/or would like supplemental living expenses, you will need to let us know in writing by completing a [graduate student loan change form](http://salve.edu/graduate-student-loan-change-form) on our website. The suggested amount for books is \$100 per course and \$1,500 per course for living expenses with a maximum of \$4,500 per regular semester, if needed. For summer courses, the suggested living expense amount would be \$500 per course if needed. We suggest only using the additional loan funds if you cannot cover other program costs such as books, travel, other graduate program related expenses, as this increases your overall total loan debt needed to be repaid once you finish your program.

CAMPUS INFORMATION

Vehicle Registration and Parking Pass

Parking decals (needed to park in parking lots on the Newport campus) are available in the Office of Safety and Security located on Webster Street in Tobin Hall. The office hours are 8:30 a.m.-4:30 p.m. Monday through Friday. Arrangements can be made for those who cannot pick up decals during hours of operation.

Graduate students may purchase a parking pass, valid for one academic year, for \$62 using cash, check or charging it to your student account.

Eligible full-time and part-time students, faculty and staff intending to have a vehicle on campus must have it registered each academic year by logging into your portal and then into your “user account” to complete an online vehicle registration form. A decal for on-campus parking is issued and a service fee is charged and students may pick up decals at the Office of Safety and Security in Tobin Hall. All campus parking areas are clearly posted. Fines are levied on those who do not observe parking regulations. The Office of Safety and Security has the authority to tow, at the owner’s expense, any vehicle on University property that violates parking signs and regulations.

Salve ID Card

You may request a physical ID card either in person or via email. If you are on campus, please visit the card office in Room 002 on the garden level of McKillop Library. They will take your photo and produce the card. The office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Alternatively, you may send a passport-like photo, [using these photo guidelines](#), to cardoffice@salve.edu from your Salve email address. The card office will not accept photos from personal email addresses. The card office will mail your ID card to the address on file with the Office of the Registrar (please note that we cannot mail to P.O. boxes). If you have recently moved, please submit a change of address form to the Office of the Registrar. When you receive the card, please call the Technology Services Center at (401) 341-7777 option 1 so the card can be activated. You may also call the TSC for assistance at any time in this process.

Disability Accommodations

Salve Regina University is committed to providing equal access to students with disabilities to all its programs and services, in accordance with the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. If you have a disability that entitles you to accommodations, please send documentation of your disability to: Disability Services, Salve Regina

University, Newport RI 02840. You must also contact Disability Services at 401-341-2396 to discuss your disability needs and to arrange necessary academic accommodations. Accommodations must be in place before they are needed (do not apply retroactively) and are not permitted to waive or substantially alter essential course requirements. Students must discuss with their professors how their accommodations will operate within the context of each of their courses.

ATM

ATMs are located in Miley Hall (Bank of America) in the lobby outside the cafeteria and on the lower level of Gerety Hall (Bank of Newport).

Internet Access

Students access wireless internet throughout SRU-Community and have unlimited access as long as the computer or device is connected to the network every 30 days. You will need your Salve Regina username and password to access the service. Guests may also access the wireless network. Instructions for connecting to the network can be found on the website salve.edu/information-technology/technology-services-center or by contacting the IT Help Desk helpdesk@salve.edu, (401) 341-7777.

Sullivan Fitness Center

Monday-Thursday: 6 a.m. - 10 p.m.
Friday: 6 a.m. - 6 p.m.
Saturday: 9 a.m. - 5 p.m.
Sunday: 11 a.m. - 10 p.m.

Phone: (401) 341-2717

Dining Facilities

Patrons may use cash or their Salve Regina card at on-campus dining facilities. Students may load money onto their card online or through the Business Office. Visit salveregina.sodexomyway.com for more menus and holiday hours.

Miley Café, Upper Level Miley Hall

Monday-Thursday: 7 a.m. - 8:30 p.m.
Friday: 7 a.m. - 7:30 p.m.
Saturday, Sunday and Holidays: 9 a.m. - 7 p.m.

Jazzman’s Café, O’Hare Academic Center Lobby

Monday-Thursday: 7:30 a.m. - 6 p.m.
Friday: 7:30 a.m. - Noon

McKillop Library Café, McKillop Lobby

Monday-Thursday: 9 a.m. - 11:30 p.m.
Friday: 9 a.m. - 6 p.m.
Saturday: 11:30 a.m. - 5 p.m.
Sunday: 11:30 a.m. - 11:30 p.m.

Miley Mart, Miley Hall Lower Level

Monday-Friday: 5 p.m.- Midnight
Weekends and Holidays: Noon-Midnight

GRADUATE COURSES AT SALVE REGINA UNIVERSITY

In-person courses are offered on campus and meet once a week during the evening as posted on the course schedule. All online courses are accessed through the Internet. Online courses are offered in four formats: online, online synchronous, online asynchronous, and hybrid. All online formatted courses have specific start and end dates and are offered in seven-week sessions as well as a full semester of 15 weeks.

Online courses blend asynchronous and synchronous delivery. Online courses are noted on the schedule with start and end dates online in addition to specific times to meet online where students are expected to participate and engage with faculty and other class members. The number and times of these meetings will vary based on the nature of the course and the needs of students and the instructor. Any online meeting requirements will be clearly included on the schedule or in the course syllabus and available in advance of the start date of the course.

Online synchronous courses blend classroom learning and online learning. Online synchronous courses meet at specific days and times as noted on the schedule of classes. These classes are online and synchronous (meaning live instruction). In online courses, students interact with classmates live using Zoom or WebEx sessions. Students participate in online discussions with classmates and faculty. The benefits of this environment are that it enriches course content, provides opportunity for discussion in break-out rooms as applicable, and encourages the exchange of ideas face-to-face virtually.

In **Online asynchronous** courses, students interact with other students and have the ability to participate in discussions with classmates and faculty. Communication is asynchronous; there is no requirement for members of the class to be online at the same time, although some courses offer opportunities for synchronous interaction. This interactive environment enriches course content, provides opportunities for discussion, and encourages the exchange of ideas.

Hybrid courses blend classroom learning and online learning. It is very important to check the schedule of classes for starting dates, as some courses begin online before meeting in the classroom, while others have an initial class meeting and then continue online.

If you have any questions about your registration, contact the Office of the Registrar at (401) 341-2943 or at sruregistrar@salve.edu.



Ordering your Books

Books are ordered and paid for separately from your registration. Textbooks for online courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class. All required texts are listed on the bookstore's website. To order books, visit salve.bkstr.com or call (401) 847-9086.

Notification of your course access

You will receive notification of course access through your Salve Regina email account. All course notification emails will be sent to your Salve Regina email account. They will NOT be sent to your personal email account.

Notification is sent the Friday before the course start date. You will have the weekend to preview the online course. Should you need to drop the course, complete a Course Adjustment Form, available online at salve.edu/online-forms-for-students.



Online Learning at Salve Regina University

Most online courses are offered as accelerated and asynchronous, seven-week sessions. There are also online courses that are offered synchronous and are seven-week or 15-week. Classes are accessed through the Canvas platform. You can find the Canvas link in your student portal or through the quick link on the “current students” page of the website salve.edu/current-students. Your login is your Salve Regina email and password.

- If you are new to Canvas, review the guides or tutorials provided. Both are accessed by clicking the Help icon on the Canvas dashboard.
- Access to a course is usually given a few days before the start date. Log in to review the syllabus and post an introduction so you are prepared for the start of class.
- Online classes may require textbooks; this is noted in the course schedule and syllabus. Required textbooks can be purchased at the Bookstore website: salve.bkstr.com.
- Even though the course is asynchronous, setting a specific time each day or week to do your work will keep you on track.
- Log in daily to read discussion postings. This keeps the amount of reading at manageable levels.
- Write your discussion postings in a word processing program, then copy and paste to the discussion board. This prevents losing your work if you lose your connection while posting to the discussion board.

Online Tutoring

Graduate students enrolled in online courses will have access to the Brainfuse online tutoring service. You will find a link to Brainfuse when you log in to your course in Canvas.

CONTACTS

University offices are open Monday through Friday from 8:30 a.m. - 4:30 p.m. (EST) unless otherwise noted below.

General Information

Graduate Studies

(401) 341-2338
Email: gradoffice@salve.edu
Fax: (401) 341-2973

Admissions

(401) 341-2385
Email: graduate_studies@salve.edu

Office of the Registrar

(401) 341-2943
Email: sruregistrar@salve.edu

Academic Success

Elaine Forsythe
(401) 341-2244
Email: gradoffice@salve.edu

Office of Financial Aid

(401) 341-2901
Fax: (401) 341-2928
Email: financial_aid@salve.edu

Business Office

(401)341-2900
Email: businessoffice@salve.edu

Office of Safety and Security (401)
341-2325

Technology Services Center]

McKillop Library, Room 008
(401)341-7777
Email: tsc@salve.edu

Bookstore

Hours:
8 a.m. - 5 p.m. Monday through Friday
11 a.m. - 3 p.m. on Saturday
(401) 341-2933
Email: salve@bkstr.com

Library

Fall and Spring Semester Library hours:
Sunday: 10 a.m. - 1 a.m.
Monday-Thursday: 8 a.m. - 1 a.m.
Friday: 8 a.m. - 8 p.m.
Saturday: 10 a.m. - 6 p.m.
More at library.salve.edu/hours
Information desk: (401) 341-2289
Email: salvelibrarian@salve.com

Chatbot is live at Salve Regina.

Chatbots use artificial intelligence to respond to customer service inquiries. You may have seen them on websites devoted to customer service, where they provide automated responses, links to information and ability to get more information by connecting to a customer service desk via live chat or email. This service has 24/7 ability to provide information and answers even when technicians or representatives are not available. The bot will reside in the Campus portal.

Graduate Catalog

For more information on academic policies
salve.edu/academic-catalogs

Graduate & Professional Studies Calendar 2023-2024

2023 – Fall Semester

September 4	Monday	** Labor Day – No Classes **
September 6	Wednesday	Fall Classes Begin – 15 Week and Session I
September 13	Wednesday	End of Add/Drop Period for 15 Week and Session I Classes
September 17	Sunday	Constitution Day
October 4	Wednesday	Last Day to Withdraw/Administrative Withdraw from Session I Classes
October 9	Monday	** Fall Break – No Classes **
October 10	Tuesday	Classes Resume – Regular Tuesday Classes Meet
October 13	Friday	Only Monday Classes Meet
October 23-27	Monday-Friday	Humanities PhD Residency – Newport
October 25-27	Wednesday-Friday	Nursing MSN Colloquium
October 25	Wednesday	Last Day of Session I Classes
October 30	Monday	Final Grades Due for Session I Classes
October 30	Monday	Session II Classes Begin
October 31	Tuesday	** Registration for Spring 2024 Opens **
November 6	Monday	End of Add/Drop Period for Session II Classes
November 17	Friday	Last Day to Withdraw/Administrative Withdraw from a 15 Week Class
Nov. 22 - Nov.26	Wednesday-Sunday	** Thanksgiving Break – No Classes **
November 27	Monday	Classes Resume
November 28	Tuesday	Last Day to Withdraw/Administrative Withdraw from Session II Classes
December 19	Tuesday	Last Day of 15 Week and Session II Classes
December 20	Wednesday	Christmas Break Begins
December 22	Friday	Final Grades Due for 15 Week and Session II Classes

2024 – Winter Session

Jan. 5 – Jan. 14	Friday-Sunday	MFA Residency – Newport
January 5	Friday	Winter Session Classes Begin
January 8	Monday	End of Add/Drop Period for Winter Session
January 11	Thursday	Last Day to Withdraw/Administrative Withdraw from Winter Session
January 14	Sunday	Last Day of Winter Session Classes
January 17	Wednesday	Final Grades Due for Winter Session Classes

2024 – Spring Semester

January 15	Monday	** Martin Luther King Day – No Classes **
January 16	Tuesday	Spring Classes Begin- 15 Week and Session I
January 24	Wednesday	End of Add/Drop Period for 15 Week and Session I Classes
February 15	Thursday	Last Day to Withdraw/Administrative Withdraw from Session I Classes
February 19	Monday	** President's Day – No Classes **
February 20	Tuesday	Only Monday Classes Meet – No Tuesday Classes
March 5	Tuesday	Last Day of Session I Classes
March 8	Friday	Final Grades Due for Session I Classes
March 9-17	Saturday-Sunday	** Spring Break **
March 18	Monday	Spring Classes Resume
March 18	Monday	Session II Classes Begin
March 18-22	Monday-Friday	Humanities PhD Residency – Newport
March 20-22	Wednesday-Friday	Nursing MSN Colloquium
March 25	Monday	End of Add/Drop Period for Session II Classes
March 28- April 1	Thursday - Monday	** Easter Break**
April 2	Tuesday	Spring Classes Resume
April 3	Wednesday	**Registration for Fall and Summer 2024 opens**
April 10	Wednesday	SRYou Student Exposition (Classes suspended until 5:00 pm)
April 12	Friday	Last Day to Withdraw/Administrative Withdraw from a 15 Week and Session II Classes
May 11	Saturday	Last Day of 15 Week and Session II Classes
May 13	Monday	All Final Grades Due for Graduating Students
May 14	Tuesday	All Final Grades Due for 15 Week and Session II Classes
May 16	Thursday	University Commencement – Graduate Programs

2024 – Summer Semester

May 13	Monday
May 20	Monday
May 27	Monday
June 7	Friday
June 19	Wednesday
June 21-30	Friday- Sunday
June 30	Sunday
July 3	Wednesday
July 4	Thursday
July 8	Monday
July 15	Monday
August 2	Friday
August 23	Friday
August 26	Monday

15 Week and Session I Classes Begin

End of Add/Drop Period for 15 Week Classes

Memorial Day – No Classes

Last Day to Withdraw/Administrative Withdraw from Session I Classes

Juneteenth Holiday – No Classes

MFA Residency - Newport

Last Day of Session I Classes

Final Grades Due for Session I Classes

Independence Day – No Classes

Session II Classes Begin

End of Add/Drop Period for Session II Classes

Last Day to Withdraw/Administrative Withdraw from 15 Week and Session II Classes

Last Day of 15 Week Session and Session II Classes

Final Grades Due for 15 Week Session and Session II Classes