

Virtual Students

Hello!

We are so glad you are joining us virtually this fall. The start of our semester is just around the corner. We have finished adjusting course schedules for the fall. Your schedule is now fully virtual! I wanted to take a few minutes to help you understand your virtual schedule. Please follow the steps below to access your schedule:

- Go to the [intranet page](http://rwc.roberts.edu) (rwc.roberts.edu) and log in.
- In the upper right hand corner you will see a row of icons. Click on the R-Serve icon which looks like this:



- Log in to R-Serve using your lastname_firstname and your Roberts password.
- Click on the Classes tab.
- Underneath the Classes tab you will see an option for schedule. Click on schedule to view your schedule.

Most of your online courses will have specific times listed such as M/W/F 2:00 pm to 2:50 pm. In these courses, you may be required to attend a virtual meeting via Zoom or Google Meet. These meetings will take place during some of the scheduled days for the course. Other work for the course will be done on your own time. Your professors will be in touch with you regarding when you will meet virtually and what work you will be doing on your own. As the semester draws nearer, check your Moodle page (access on the intranet) for information about your course.

If one of your online courses that is listed on your schedule has a time listed of 12:00 am to 12:00 am, this is an asynchronous course. This means that the work for this course (which will be posted on the course Moodle page which you can access from the intranet), can be done at a time that fits into your schedule. When you do the work is up to you; however, you must always meet the required deadlines posted on the course site. Make sure you set aside time each week to work on your course.

The ability to make changes to your schedule in R-Serve has been disabled. If you need to make a change to your schedule, you can use the Add/Drop/Withdraw form on the [Registration intranet page](#) to request a schedule change. Once on the Registration intranet page click on Add Drop Withdraw.

We want you to have a successful semester. In order to help you navigate your fully virtual semester, we have created this [technology orientation for you](#). I strongly encourage you to work through this orientation. Additionally, your professors are available to help (your Roberts email account is your best means of communication) and so is our IT team (585-594-6898). Attached you will find the College's technology requirements for virtual learning. Please be sure you have the appropriate technology. If you have questions or concerns about the technology component, please contact IT. They are ready to help.

As a virtual student you are an important member of the Roberts Wesleyan College community. While you may not physically be on campus, our commitment to provide you with an excellent education remains the same.

Please let me know if you have any questions.

Dr. Kovach