



Richard Bland College

Advising Frequently Asked Questions

General Advising Information

- [What is a Learner Mentor?](#)
- [Who is my Learner Mentor?](#)
- [How do I meet with my Learner Mentor?](#)
- [How do I know which degree program I'm in?](#)
- [How do I change my degree program?](#)
- [Why does my major say "Liberal Arts and Sciences"?](#)
- [What is a Degree Evaluation and how do I view mine?](#)
- [What are the requirements for graduation at Richard Bland College?](#)
- [How do I give my parent/guardian permission to access my educational records?](#)

Registration and Courses

- [How do I register for classes?](#)
- [How do I know which classes I need to take next?](#)
- [How can I view my schedule?](#)
- [How do I make changes to my schedule?](#)
- [How can I tell if a class is online or in-person?](#)
- [I got an error message while trying to register for a class. What should I do?](#)
- [Is there a waitlist if a class that I want or need is full?](#)
- [What is MATH 100, and why was I placed in it?](#)
- [What is ENG 100, and why was I placed in it?](#)
- [Do I need to take the readiness assessment for Chemistry? What if I don't pass it?](#)
- [Do I have to take GPS 101?](#)
- [How can I view and/or purchase the required/recommended books I need for my classes?](#)
- [I want to drop a class but Add/Drop Week has already passed. How do I do that?](#)
- [I was dropped from a class. What are my next steps?](#)
- [How can I register for classes during a special term \(Late Start, Winter Intercession, Summer\)?](#)

Transfer

- [How do I transfer credits for prior learning \(AP/IB/CLEP\) to RBC?](#)
- [How do I transfer college or dual enrollment credits from another institution to RBC?](#)
- [How do I get my transcripts from Richard Bland College?](#)
- [How do I know if my classes will transfer to another college/institution?](#)
- [How do I get guaranteed admission to one of RBC's transfer partners?](#)

continue to the next page for additional questions.



Richard Bland College

Campus Academic Resources & Programs

Who do I contact about...

- [...my FAFSA or anything related to my financial aid?](#)
- [...holds on my account, paying my bill, or how much balance I have remaining after my financial aid has been credited to my account?](#)
- [...Questions or concerns regarding my housing arrangements?](#)
- [...loss of access to one or more of my student accounts?](#)
- [...getting accommodations for a disability?](#)

- [What kinds of tutoring services are available?](#)
- [I need some extra social support. What resources do you have?](#)
- [I would like to become a Peer Mentor. How do I get involved?](#)
- [I'm interested in the Honors, Promise Scholars, and/or Bridge Programs. What are my next steps?](#)
- [Where can I find the Academic Calendar and Event Calendar?](#)
- [How can I contact the Student Success team?](#)

General Advising Information

What is a Learner Mentor?

Learner Mentors are full-time academic advisors and faculty advisors who are here to support you on your educational journey throughout your time at RBC. They support students with academic planning, registration, understanding RBC degree requirements, transfer support, navigating barriers to success, and connecting to RBC resources. Every student is assigned a primary Learner Mentor.

Who is my Learner Mentor?

To see who your Learner Mentor is, log into your MyRBC account, click "**Students**" and then "**Student Profile**." The name of your Learner Mentor will be listed in the Advisors section. Some students may also be assigned a secondary LM who they can meet with if their primary LM is unavailable. Please note that if you change degree programs, your assigned LM may also change.



Richard Bland College

How do I meet with my Learner Mentor?

Make an appointment. Our offices are open M-F 8am-5pm, but appointment times vary. We offer in person and virtual appointments.

Visit Drop-In Hours. If you have a quick or time sensitive question, you can visit us (Library, 1st floor) for general assistance at the following times to speak with any available Learner Mentor: Tues/Thurs 2pm-4pm, Fridays 9am-12pm & 1pm-4pm.

How do I know which degree program I'm in?

This information can be found in your MyRBC account, either in your Student Profile in the Curriculum section, your [Degree Evaluation](#), or your [Unofficial Transcript](#).

How do I change my degree program?

If you want to make sure that you're in the right program for your major, schedule a meeting with your assigned Learner Mentor, and we would be happy to review it with you. If you choose to switch to a different degree program, we'll advise you on your next steps.

Why does my major say "Liberal Arts and Sciences"?

RBC does not offer traditional majors, but rather classifies students based on their overall degree program. Our Associates degrees provide broad, general education requirements that can be applied to various majors. The "major" section in Banner says Liberal Arts for all of our students. [More information can be found in our mission and vision statements here.](#)

What is a Degree Evaluation and how do I view mine?

Degree Evaluations are how we monitor your progress through your degree program. It shows your overall GPA, completed credits, and which degree requirements you still need to complete. Students can view their Degree Evaluation at any time in their MyRBC account:

- Log in to MyRBC → Click **Students** → Click **Degree Evaluation** → Choose current term, ex: Fall 2025 → Choose your program → Click Generate New Evaluation.

If you need assistance interpreting your Degree Evaluation, please meet with your Learner Mentor.



Richard Bland College

What are the requirements for graduation at Richard Bland College?

To receive an Associates from us, you must:

- Have a minimum cumulative GPA of 2.0
- Complete all course requirements for your degree program
- Complete a minimum of 60 total credits, at least 30 of which *must* be completed at Richard Bland College.

Students who are preparing to graduate should meet with their Learner Mentor to ensure that they are on track to meet degree requirements, and then complete the [graduation application](#).

How do I give my parent/guardian permission to access my educational records?

[Complete a FERPA form](#). You can print, scan, and send directly to recordshelp@rbc.edu, or visit the Learner Mentor offices to complete it in person. This release of information is required in order for us to share your educational information with anyone but yourself, including information such as enrollment status, course grades, attendance, your transcript, and more.

Registration and Courses

How do I register for classes?

Learner Mentors create first semester schedules for all new students. After their first semester, students are responsible for registering themselves for future courses via the registration portal in MyRBC. The registration portal will open for all students at the same time.

- **New Students (currently in your first semester):** You are required to meet with your Learner Mentor first before you can register on your own for the next semester. Your Learner Mentor will go over your Degree Evaluation with you, discuss your academic goals, help you make a registration plan, and explain how to use the Banner registration portal before providing you with the pin number that you need to access it.
- **Returning Students:** You can easily register for the next semester on your own using the MyRBC registration portal. A complete [step-by-step registration guide](#) is in the One Stop course in your Canvas. Take a few minutes to review your Degree Evaluation first and consider meeting with your Learner Mentor to make sure you're on the right path. They can help you choose courses strategically and keep you moving towards graduation.



Richard Bland College

- **Student Athletes:** Each of your teams will have a group registration, but you are welcome to meet with your Learner Mentor early and/or register beforehand if you want.

How do I know which classes I need next?

Review your [Degree Evaluation](#), or meet with [your Learner Mentor](#).

How can I view my schedule?

Your weekly schedule can be found in MyRBC → Students → View Registration Information → View Registration Information → Schedule details.

How do I make changes to my schedule?

Schedule changes can be made through the first week of classes (Add/Drop Week). After that week, no more changes can be made unless you are dropping a course or Late Start courses become available. Continuing students can make changes on their own in the MyRBC self-service registration portal. New students should contact Student Success/their Learner Mentor for assistance during the Add/Drop period.

How can I tell if a class is online or in-person?

Check the section number of the course you are registered for:

Begins with an N (ex: PSY 201-N50)	Asynchronous online (no meeting times)
Begins with an H (ex: PSY 201-H01)	Hybrid (meets once a week, has online component)
Begins with a Z (ex: SPAN 101-Z01)	Has a weekly online meeting time
Does not begin with a letter (ex: PSY 201-001)	Meets in person on campus

I got an error message while trying to register for a course. What should I do?

You may receive an error message for a variety of reasons. Either 1) the course section is full, 2) there is a time conflict, or 3) you have not met the prerequisite requirements needed to take that course. Prerequisite requirements can be found in our [College Catalog course descriptions](#). If you believe that you received an error by mistake or you would like assistance with registration, please contact Student Success/your Learner Mentor.



Richard Bland College

Is there a waitlist if I class that I want or need is full?

We do not have waitlists. **We highly encourage students to register early in order to get the courses they want/need and days/times preferred. Registration is completed on a first-come, first-served basis.**

Talk to your Learner Mentor first to see if it is necessary to take that course in that semester in order to stay on track in your degree program. If it is, you have two options:

- Email the instructor of the course and ask for permission. If they approve, forward their response to studentsuccess@rbc.edu and we can enroll you in the course.
- Monitor the Banner registration portal to see if a spot opens up, or check back with Student Success/your Learner Mentor either before the semester begins or during Add/Drop Week.

What is MATH 100, and why was I placed in it?

MATH 100 (Pre-Calculus Pathways) is a developmental math course designed to support students who took less than two years of algebra in high school. It will not transfer or add credits towards your degree. It must be taken at the same time as a corresponding MATH 121 (Pre-Calculus I) if you place into it. Your math placement is determined by your math course grades in high school and your overall high school GPA, and/or any previous related college coursework.

If you want to attempt to place out of MATH 100, you can take the Math Placement exam in Canvas. Contact studentsuccess@rbc.edu if you are interested.

What is ENG 100, and why was I placed in it?

ENG 100 (Writing and Research Studio) is a developmental English course designed to support students who placed into this level of English. It will not transfer or add credits to your degree. It must be taken at the same time as ENG 101 if you place into it. Your English placement is determined by your English course grades in high school and your overall high school GPA, and/or any previous related college coursework.

If you want to try to place out of ENG 100, you can take the English Placement Exam. Contact studentsuccess@rbc.edu if you are interested.

Do I need to take the readiness assessment for Chemistry? What if I don't pass it?

Students interested in Chemistry do not need to take the placement test if they have met any of the following prerequisites:



Richard Bland College

- B or Higher in Math 121
- Completion of high school Pre-Calc with B or higher
- Placement into MATH 151 or higher
- Completion of chemistry readiness assessment with passing grade

Students will be registered for the exam in Canvas but must schedule to take the exam in the testing center on campus. Please contact us at studentsuccess@rbc.edu to let us know you're interested in taking the placement exam.

The Chemistry placement exam can only be taken once, and students must pass with an 80% or higher to register for CHEM 101. Students who score between 70-79 may be allowed to take CHEM 101 but will be required to take a supplementary module course in Canvas in Fall 2025.

Students who do not pass the placement exam should speak with a Learner Mentor to determine their academic plan moving forward.

Do I have to take GPS 101?

First-year students who are transitioning to college are encouraged to take this course, which focuses on guided pathways for success, communication strategies, critical thinking, personal wellness, digital literacy, and leadership. Students who take GPS 101 report gains in their abilities to express themselves, solve problems, and analyze information in the college environment.

GPS 101 counts as a 1-credit college-level course and will count towards your cumulative GPA, but is not generally required unless you are in a unique program (High School-Middle College, Honors, Athletics, International, etc). Contact your Learner Mentor if you are unsure if you should take this course or not.

How can I view and/or purchase the required/recommended books I need for my classes?

We recommend that students check the syllabi for each of their courses when they become available, check the Bookstore frequently, or reach out to their instructors to determine which materials are required.

- [Book/materials can be purchased in the online bookstore here.](#)
- Students using Financial Aid may be eligible for a book voucher. [The application can be completed here.](#) **Book vouchers are not available during Summer or Winter terms.**



Richard Bland College

I want to drop a class but Add/Drop Week has already passed. How do I do that?

Meet with your Learner Mentor, visit drop-in hours, or contact us via phone/email. We will help you make an informed decision about dropping the course and walk you through the process.

Please review the [Academic Calendar](#) to determine the final day to drop a class without academic penalty each semester. If you drop a class by this date, that means that you will receive a “W” (Withdrawal) on your transcript, but it will not affect your GPA. Classes dropped *after* this date will receive an automatic “WF” (Withdrawal-Fail) and will affect your GPA.

I was dropped from a class. What are my next steps?

The main reasons that students are dropped from courses are either nonpayment, or non-attendance.

- **If you were dropped for nonpayment:** Contact the Business Office at 804.862.6100 ext. 8100 to resolve the payment. Once you have been cleared by their office, please contact us at studentsuccess@rbc.edu and we can assist with adding you back into courses if there is availability.
- **If you were dropped for nonattendance:** You need written instructor permission to rejoin the class. Email your instructor using your RBC student email (Outlook), and request permission to be readmitted to the course. If they approve, forward their email response to us at studentsuccess@rbc.edu and we will assist with adding you back into the class.

How can I register for classes during a special term (Late Start, Winter Intercession, Summer)?

- **Late Start:** These courses begin mid-semester, are typically online, and fast-paced. Students must speak with a Learner Mentor to check their eligibility and to register. ***Course options are limited.***
- **Winter Intercession:** These courses run for 4 weeks during Winter Break, from mid-December to mid-January, and are online and very fast-paced. Students can register on their own in the Banner registration portal. ***Course options are limited.***
- **Summer:** These courses are typically online asynchronous, and run for 6-8 week terms throughout the Summer. Students can register on their own in the Banner registration portal.

Please note: Financial Aid does not automatically cover special terms. For Late Start/Winter Intercession, students should speak with the Financial Aid office regarding their unique aid package and whether or not courses would be covered. For Summer term, students who used financial aid throughout the year must apply to use aid in the Summer and must take a minimum of 6 credit hours to qualify.



Richard Bland College

Transfer

How do I transfer credits for prior learning (AP, IB, CLEP, etc) to RBC?

You can only receive credit if you took an exam and passed with a certain score. Please request that your official scores be sent to Richard Bland College, and our registrar will review and award appropriate credits if the [requirements](#) are met.

How do I transfer college or dual enrollment credits from another institution to RBC?

Transfer credits are only awarded if we receive your official transcript from your previous institution(s), you received a grade of C or higher in the course, and if we have an equivalent course. Please visit your previous school's website or contact their Admissions office to determine which transcript service they utilize, and request that your official transcript be sent to Richard Bland.

How do I get my transcripts from Richard Bland College?

Unofficial transcripts can be found in MyRBC → Students → Transcript. To order your **official** transcript, [please use the NSCH service here](#).

How do I know if my classes will transfer to another college/institution?

Our courses are designed to transfer if 1) you receive a C or higher in that course and 2) there is an equivalent course at your desired transfer institution. Talk with your Learner Mentor if you have questions about any specific courses.

How do I get guaranteed admission to one of RBC's transfer partners?

Guaranteed admission is contingent upon completing all requirements found in the official Guaranteed Admissions Agreement that we have with each school. Meet with your Learner Mentor to discuss your options and a path to transfer. More information about our transfer partners can be found here: <https://www.rbc.edu/why-rbc/four-year-transfer-partners/>.



Richard Bland College

Who do I contact regarding my FAFSA or anything related to my financial aid?

- Email: Financialaid@rbc.edu
- Phone: 804-862-6100 ext: 6260
- Office: Pecan Hall

Who do I contact about holds on my account, paying my bill, or how much balance I have remaining after my financial aid has been credited to my account?

- Email: Cashieroffice@rbc.edu
- Phone: 804-862-6100 Ext: 8100
- Office: Pecan Hall

Who do I contact if I have questions or concerns regarding my housing arrangements?

- Email: Residencelife@rbc.edu
- Phone: 804-862-6100 ext. 6161
- Office: Patriot Hall

Who do I contact if I can't access one or more of my student accounts?

New students: make sure you've completed the account set up process outlined here: <https://www.rbc.edu/campus-life/accepted-students-web-checklist/>

If you have already set up your accounts but are unable to access them, please contact STAC technical assistance at (804) 862-6100 ext. 6401 or stac@rbc.edu.

I'm interested in getting accommodations for a disability. What are my next steps?

[Complete the registration form.](#) Our Disability Services Coordinator will be in touch once your documentation has been submitted. Contact office.ada@rbc.edu if you have any questions or concerns related to disability accommodations.

What kinds of tutoring services are available?

We offer free tutoring for math and science, as well as assistance with writing via the Mystic Math and Science Tutoring Center and the Writing Center. More information can be found here: <https://www.rbc.edu/academics/student-support-team/tutoring/>



Richard Bland College

I need some extra support. What resources do you have?

[Counseling services](#) are free for all students. Please email counseling@rbc.edu to set up an appointment.

Peer Mentoring is also available. First year students can request support from a Peer Mentor, who can help with social support, time management/study skills, and adjusting to the college environment. Request help from a Peer Mentor at <https://linktr.ee/rbcpeermentors>

I would like to become a Peer Mentor. How do I get involved?

Continuing students who have completed at least one semester and maintain a 2.0 GPA minimum can apply to become a Peer Mentor. [More information about our Peer Mentoring program can be found here.](#)

I'm interested in the Honors, Promise Scholars, and/or Bridge Programs. What are my next steps?

Please reach out to studentsuccess@rbc.edu and we can provide you with more information.

Where can I find the academic calendar and event calendar?

Academic Calendar: <https://www.rbc.edu/calendar/academic-calendar/>

Event Calendar: <https://www.rbc.edu/campus-events-calendar/>

Student Success events (workshops and info sessions) will be announced in the OneStop course in Canvas as well.

Contact Us

If you have additional questions not answered in this FAQ, please reach out to your Learner Mentor, or contact us either by emailing studentsuccess@rbc.edu or calling 804-862-6100 ext. 6403.

We typically reply within 24-48 hours unless the College is closed, but response times vary during busier periods in the semester, such as add/drop weeks or registration season (March/October).