



**Solicitation Information
October 2, 2017**

RFI# 7565528

TITLE: Mobile Application Solution

SUBMISSION DEADLINE: Monday, October 30, 2017 @ 10:00 AM EST.

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions9@purchasing.ri.gov no later than **October 10, 2017 @ 04:00 PM ET.** Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFI# 7565528** on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Sharon Yattaw, Buyer II

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Proposals received without the entire completed Rhode Island Vendor Information Program ("RIVIP") generated Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

Table of Contents

SECTION 1. INTRODUCTION	3
A. Instructions and Notifications to Offerors:	3
SECTION 2. REQUEST FOR INFORMATION	4
A. Background	4
<i>Specific Activities / Tasks</i>	6
B. RFI Response	7
<i>Financing</i>	12
<i>Other Information</i>	12
<i>Attachments</i>	12
<i>Interview and Demonstration (TBD)</i>	13
SECTION 3. QUESTIONS AND SUBMISSION	13
A. Questions	13
B. Response Format and Submission	13

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of Rhode Island College is soliciting informational proposals from qualified firms to provide and implement a fully functional, comprehensive mobile application platform to be used as “the” Rhode Island College mobile application (“app”), in accordance with the terms of this Request for Information and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases’ website at www.purchasing.ri.gov.

This is a Request for Information (RFI). No award will be made as a result of this solicitation.

A. Instructions and Notifications to Offerors:

1. Potential vendors are advised to review all sections of this RFI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. The State invites feedback from the community on any questions posed in this RFI. Please note it is not a requirement to answer all questions.
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFI are solicited.
4. This is a Request for Information (RFI), and as such no award will be made as a result of this solicitation.
5. All costs associated with developing or submitting responses to this RFI, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for any costs.
6. Responses misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. Respondents are advised that all materials submitted to the State for consideration in response to this RFI will not be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island. The responses may only be released for inspection upon RFI once an award of a subsequent procurement has been made, as long as the release will not place the State at a competitive disadvantage in its sole discretion.

8. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFI.
9. Equal Employment Opportunity (R. I. Gen. Laws § 28-5.1-1, *et seq.*) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.ri.gov
10. In accordance with R. I. Gen. Laws § 7-1.2-1, *et seq.*, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State (401-222-3040). This is a requirement only of the successful vendor(s).
11. The vendor should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2. REQUEST FOR INFORMATION

This RFI outlines the type of information being solicited and response structure requested from potential respondents.

A. Background

Rhode Island College is an institution of higher education located in Providence, Rhode Island. The College maintains an extensive website hosted on its own server with social media integration (Facebook, Twitter, YouTube). The College also contracts with various vendors for its student information system (SIS) (Peoplesoft), facilities scheduling system (EMS), and Learning Management System (Blackboard).

Rhode Island College is soliciting informational proposals from qualified firms to provide a mobile device platform that supports student success for the most popular smartphones and tablets, and via a responsive mobile website for desktop use commensurate with its position as a comprehensive public institution. Content creation at Rhode Island College is managed in a distributed fashion. Many individual subject-matter experts contribute pages to our web presence. Ideally, the mobile platform will allow for many content creators with differential

access to specific portions of the mobile content, with differential rights to create and edit this content. Some will have more rights than others to create, edit, move, redesign and otherwise modify content. Similarly, app or website users will have access to publicly available information, plus specific information tailored to their campus role(s). The desired Rhode Island College mobile application will integrate with PeopleSoft data and systems and link to external applications such as Blackboard and the Events Management System (EMS) as appropriate for role.

The mobile application should run on Android and iOS (minimum), both smartphones and tablets, and take advantage of the features of each platform and OS. A mobile-enabled, responsive HTML 5 website is a desirable added feature to address non-Android and non-iOS devices, as well as provide a rich Desktop portal. The desired platform should provide an easy-to-use CMS (app-management portal/server) with an access mechanism to use in a distributed content provider environment. An authentication mechanism should support modern authentication authorities, and provide the granularity to restrict the users to specific modules and rights.

The desired platform should integrate with a wide variety of data sources including ERP systems (for Registrar, Financial Aid information, schedules, classes, grades, and more), and others such as LMS systems. Protocols such as RSS, iCAL, JSON, XML, SOAP, and HTML5 should be supported. Integration with social media including Twitter, Facebook, Flickr, YouTube, and Instagram is also desired.

Two of our other strategic initiatives at Rhode Island College are a Student Success System and a Customer (prefer to use) Student Relationship Management System (SRM). On the Student Success System, we have an active RFP. With respect to SRM, we are defining that initiative and the interrelationships. For vendor respondents to this RFI, we are very interested in how you both can integrate and co-exist. All are essential to expanded communications and support to our students.

The mobile application should be Rhode Island College-branded. Rhode Island College's User Support Services will oversee the development and support infrastructure. Content may be created by a large number of content creators from across campus with authenticated and partitioned access to various parts of the app platform's content-management system and administration, including specified role-based rights and abilities. Fine-grained controls over content-creator access within the CMS, and the ability to create several classes of access rights within the CMS is a required feature. Furthermore, it must be possible to delegate specific communication and alerting capabilities so that certain individuals can communicate with their constituents (e.g., the student financial aid office should be able to send out native device alerts to students who have not accepted their financial aid by the designated deadline). In all cases of these delegated and role-based rights, central administration should retain governance and control so that all changes to the app, or communications, must be approved before going into production.

In addition to mobile application platform, Rhode Island College is looking for the vendor to provide professional services and project management in planning, implementation, configuration, integration and training to deliver an operational application that meets the design parameters identified during the planning phase. Information regarding the vendor's experience working with similar colleges that serve a comparable number of students on an annual basis on such professional services and project management should be included in the response submitted by the vendor.

Specific Activities / Tasks

The Rhode Island College mobile application should provide a unified experience tailored for various student populations (e.g. prospective student, freshman, transfer, undergraduate, graduate, etc.) and support faculty and staff business functions. The desired platform will be able to provide the following features in the mobile application:

1. General Requirements
 - a. Integration with Rhode Island College's branding, logos, school colors, and website within the mobile application.
 - b. Reporting system that shows data on usage and engagement.
 - c. Push notifications to mobile devices, alerts, surveying/polling & Messaging.
 - d. Web dashboard that syncs social media (Facebook and Twitter), website calendar and mobile. One-click push content to all platforms, access data for all platforms.
 - e. Must work with iOS 6 and newer mobile devices and Android 2.3 and newer mobile devices.
 - f. Compliant with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. section 794d) and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194.

2. Technical Features
 - a. Application Maintenance & Support
 - i. This mobile app should be maintained via configuration tools, instead of requiring customizations or special programming;
 - b. Cross platform:
 - i. This app should be native to all mobile devices' various OS (iOS, and Android)
 - c. Integration (with major systems on campus)
 - i. Tight integration with Oracle/Peoplesoft for functionality such as Advising.
 - ii. Integration with third party vendors using APIs
 - iii. Integration with EMS (Event Management System by DEA)
 - iv. Integration with SRM vendors.
 - v. Integration with Student Success System vendors.
 - vi. Integration with the RIC portal which is the PeopleSoft product.

- vii. Integration with our Microsoft environments, (Active Directory and O365 for Single Sign-on).
 - d. If this mobile application does not provide all of the features that we have requested, it is acceptable for this app to launch a third party app (such as the special app for Blackboard).
 - Note: In this case, the vendor will need to present this scenario clearly
3. Features for Student Engagement
- a. Campus event listing
 - i. From the college's EMS system
 - Note: It is ideal for the vendor to populate the data from the EMS System (Event Management System, by DEA), which RIC uses to manage all of its events and academic scheduling.
 - ii. Guidebook for special events (New Student Orientation, thematic programming such as Black History Month, Diversity Week, etc.)
 - b. GPS directions
 - i. Campus building and parking map with search functionality, building information and check-ins.
 - c. Co-Curricular Transcript. See Appendix A for our working definition. Does your system offer a Co-Curricular Transcript? If so, explain how the transcript is built and how learning outcomes are integrated into the system.
 - d. Gamifying Involvement– both the use of third party solutions for higher education and RIC's future ability to develop an educational game, leveraging your MAPD – see mention of this in Appendix B—Rewards for Co-curricular Involvement.
 - e. Alerts & reminders
 - f. To-do list, presentation, exam, assignment and projects scheduler, study group & meeting scheduler.
 - g. Student coupons and discount platform.
 - h. Badges & reward incentives, event and building check-ins, social media and viral features.
 - i. School challenges
 - j. Virtual campus games, augmented reality Games.
 - k. Campus directory which includes emergency contact list, one touch access to all contacts (e.g. phone, email, website) by campus.
 - l. Campus Shuttle tracking
 - m. Dining hall menus
 - n. Analytical Tools (allow RIC to study students' usage patterns)

B. RFI Response

The following outline is intended to minimize the effort of the respondent and structure the response for ease of analysis. The listed questions/requirements can be used to guide responses;

please note that a response to each question/requirement is not required however preferred. *Please do NOT include a cost proposal with your RFI response as they will not be considered with this RFI.* **Concise responses** in the order provided are appreciated.

Please clearly respond to the items below with a brief statement explaining how your product delivers the features described (in no particular order). Help us understand your product and how it works in daily use.

Technology-Infrastructure Level

1. Describe in detail the technology infrastructure needed to create a fully working platform with your product. Describe the architecture of the system using diagrams as needed. Detail all components of your system to include a full network diagram of the environment, illustrating the relationship between the environment and any other relevant network components. Include (as applicable) database, application server, web server, report server, integration server, etc.
2. Describe how your platform provides maximum security for user data.
3. Describe what user data is stored, where it is stored, and how it is stored.
4. Describe the use of encryption and secure protocols such as Secure Socket Layer (SSL) and HTTPS, within the app and the system.
5. For what mobile operating systems (Android, iOS, etc.) will your platform create an app?
6. Describe how the app is managed with regard to the app stores. Who controls access to the app in the various app stores? What happens when the app framework is updated? Does the workflow require new apps to be approved by the app stores after minor changes? Describe how this works.
7. Describe how your platform generates a website accessible via browser?
8. What options does the college have to customize the User Interface, including the look and feel? Provide working examples of the different available screen styles, including customer examples.
9. How can many different User Interface styles be combined in a single app?
10. Describe your product's ability to support a single sign-on for our app users.
11. List all methods or protocols with which Rhode Island College could choose to authenticate application users so they could reach restricted resources tailored to their specific role on campus.

12. Does your system offer a Co-Curricular Transcript? If so, explain how the transcript is built and how learning outcomes are integrated into the system – see Appendix A for our working paper.
13. Does your system enable gamifying for education? See Appendix B for brief description of our intent.
14. Describe your options for accessing Rhode Island College’s student information systems.
15. How are push notifications and other notifications managed and administered?
 - a. How are rights delegated to other administrators to use the communication system? Describe your authoring and approval mechanism for alerts (i.e., once an alert is authored, can it go through an approval process, and if so, how is that accomplished?)
 - b. What is the experience by students or other mobile application users on the device (for receiving native alerts and other messages)?
 - c. How do external systems access the alert and messaging system? Can external messages be put through an approval process in your Admin UI before it is sent to app users?
 - d. Does your system support both personal and public channels (where personal channels required authentication on the device and public channels do not)?
 - e. Can alerts sent through your system be scheduled well out into the future – even months in advance? Can alerts have expirations so that they disappear after a certain time?
 - f. Does your system visually illustrate all alerts being sent out in a dashboard? Does it tell you how many devices any particular alert is going to?
 - g. How does your communication system set up groups of users to receive alerts? (e.g., freshman, management majors, etc.)? What is the limit to the number of groups that can be entered into your system?
16. How does your product implement challenges, rewards, badges and event check-ins?
17. Provide your service-level agreement (if any) concerning availability and historical statistics regarding uptime of the offeror's proposed solution.
18. Describe availability of any test/development platforms as part of offeror's proposed solution.

Authoring and App assembly capabilities

1. Please describe and illustrate the interface used to create, edit and test content to display in the mobile application (or website, if applicable) created by your product. Describe how multiple content and application authors access the interface.
2. Describe your delegated rights and approval capabilities for app creation, approval and production.
3. Describe how content-creator and app authoring access is managed. How are individual users allowed access to the CMS? How do they authenticate into the CMS?
4. Describe how different content creators may be given different rights (e.g., to edit a page but not create a page, and so on). What are the different rights that can be assigned to individual content creators?
5. What level of changes, updates, upgrades and modifications can be made to an app made on your platform by simply making changes within the Admin console? Can all app changes be published in real-time directly from our Admin consoles, without forcing app users to go back to the App store and download an update? If so, describe this capability in detail.
6. Describe how we might create different “workgroups” or “rights groups” to which we could assign groups of content creators. Categories might include Administrators with full access to the entirety of content, Approvers with content-creation, editing, and approval rights, and Authors with rights to create pages, but not approve them. (This may be the case, for instance, with student workers whose content must be vetted by a Rhode Island College employee. Please describe how this is handled within the CMS.)
7. Describe your Geo-aware and multi-location capabilities. Can your platform support an unlimited number of locations within a single app? Is your platform able to automatically change the mobile app user experience depending on where the app user happens to be using geo-fencing? Can you support an unlimited number of app user roles within any particular location?
8. How many content creators will your system accommodate?
9. How many individual pages/modules will your system accommodate?

External Data Sources

The app and website produced by your system will display data from a large number of different sources. Is each of these individual data sources currently compatible with your system?

1. ERP / SIS Systems
 - a. Is your product written such that it can be interfaced directly with Rhode Island College’s Student Information System (PeopleSoft)? Describe this integration.

2. Learning Management System support – specifically Blackboard today but also Canvas tomorrow.
3. Events Management System by DEA
4. CRM/SRM systems
5. Student Success systems
6. Gamifying platforms and third-party products
7. RSS
8. JSON/Web Services Support
9. iCal and other calendar formats
10. Integration of Responsive web sites and HTML 5 Websites – how is this done? Provide examples.
11. Integration of non-responsive web sites – how is this done? Provide examples.
12. Social media
13. Provide a list of other data sources that may be used with your product.

App Level

1. If your system generates a standalone HTML 5 mobile website as well as an app, describe its general features. Is it as fully capable as the app? Does it support a full desktop mode for portal or desktop apps? Provide UI / UX examples.
2. Describe how your app (and website, if applicable) accepts or accesses data from these sources:
 - i. SIS — including class schedules, grading, class schedules, add/drop registration, etc.
 - ii. Social media — including Twitter, Facebook, and other social media
 - iii. RSS
 - iv. iCal (or other calendar formats)
 - v. What other sources of information can be displayed in the app?
3. Name all of the different modules in your platform, where these components get their data, and how these features/modules can be integrated with other capabilities in the

mobile app. Describe any other features of your system including: mobile campus directory, search capabilities, news feeds (probably via RSS feed), campus calendar (via iCal or other feed), dining schedules, prices, and menus (campus run food service), transit data feeds for real-time shuttle tracking , videos, including embedded YouTube videos, photos, standalone or embedded via Flickr, athletic events live streaming and results, library support, webcams, laundry room availability (via smart washers and dryers)

4. To what extent are your system's app (and website, if applicable) Americans with Disabilities Act (ADA) compliant? To what extent are they not compliant? Please include a Voluntary Product Accountability Template (VPAT) for your product, if available.
5. What other mobile apps and features can your platform be use for? E.g., event apps, new student orientation, recruitment. Can students also use your platform to create new features? What about classroom use? Please provide illustrations and examples.

Services

Please describe in detail different training options, and length of such courses. Please give a projected time line of implementation from contract accepted date until production mobile site. Describe in detail your customer support organization and call center availability. Describe your different customer support offerings. Is any aspect of customer support outsourced? Explain.

Financing

The College is looking for creative financing solutions for purchase of the Mobile Application Platform that would preferably reduce upfront costs and/or defer costs over time for the system. **Please provide a description of your company's options for financing or payment structure.**

Other Information

Please share any other information you feel the Rhode Island College should take into consideration as it pertains to:

- Any of the items above.
- Any additional or modified system capabilities the College should consider.
- Any risks/benefits the College should be aware of.
- Any other area you deem as relevant under this RFI.

Attachments

Please include any screen shots of your website, catalogs, etc. to assist in visualization of your system. The attachments will not count towards the page limit of your response however the College requests that any attachment provided be concise to supporting your response and not to inundate the review team with too many attachments.

Interview and Demonstration (TBD)

Depending on the responses received to this RFI and how they align to the College's vision, the College may call upon a Vendor to come to Rhode Island College at 600 Mount Pleasant Avenue, Providence, RI 02908 for a live interview and demonstration to further understand the proposed product capabilities. If a Vendor is selected for a live interview and demonstration, the College will contact the vendor and schedule accordingly. Any expenses incurred for a live interview and demonstration with the College, will be at the Vendor's sole expense.

SECTION 3. QUESTIONS AND SUBMISSION

A. Questions

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purquestions9@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. **No other contact with State parties is permitted.** Please reference **RFI # 7565528** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

Interested offerors must submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases shall not be accepted.

B. Response Format and Submission

Submissions should be typed, single spaced on 8 ½" by 11" pages with 1" margins using Calibri or Times New Roman 12 font. Responses should be limited to twenty-five (25) pages. All pages of the Response are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Respondent's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to. Printed copies are to be only bound with removable binder clips.

The Vendor shall submit the following:

1. One (1) printed paper copy marked "Original- RFI 7565528 Response" and signed.
Five (5) printed Paper copies, marked "COPY- RFI 7565528 Response".
2. One (1) Electronic copy in PDF on a CD-R, marked "RFI # Response - Original". (Note: USB Drives or other electronic formats, may not be accepted)

Responses should be mailed or hand-delivered in a sealed envelope marked "**RFI# 7565528**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

Based on the responses, the State may invite a vendor(s) to present their approach and demonstrate their technical solution.

Disclaimer

This Request for Information is solely for information and planning purposes and does not constitute a Request for Proposal. All information received in response to the RFI and marked as "Proprietary" will be handled accordingly. Responses to the RFI cannot be accepted by the State to form a binding contract. Responses to the RFI will not be returned. Respondents are solely responsible for all expenses associated with replying to this RFI.

END

Appendix A

Rhode Island College Co-Curricular Transcript Program

Rhode Island College offers a Co-Curricular Transcript that demonstrates the robustness of student involvement across the spectrum of campus opportunities.

Student engagement activities that are eligible for the Co-Curricular Transcript include active participation in leadership outside the classroom and extends beyond the borders of our campus community. Community service, career readiness development, involvement in Greek Life or student organizations, student-run campus media, honors, awards, and other leadership activities that a student has participated in while earning a degree will be listed. The Co-Curricular Transcript provides prospective employers for careers or internships, as well as graduate schools, with substantive information on campus involvement with co-curricular activities.

Employers and graduate schools understand that a well-rounded student who engaged in co-curricular activities brings with a capacity for growth as success. Students who include the Co-Curricular Transcript with an academic transcript and resume improve marketability and increase competitiveness by demonstrating their ability to maintain academic success while serving their campus and community as an engaged leader.

The Co-Curricular Transcript will capture and express student experiences are directly related to our mission and Five Strategic Pillars of RIC and are supporting by the following learning outcomes:

- Leadership Skills—the ability to lead and influence others and achieve results.
 - Ability to solve problems and achieve goals
 - Utilize effective oral communication
 - Work effectively within a team structure
 - Plan and implement activities
 - Serve as a positive role model

- Intercultural Competence-- the ability to understand various cultures, other than one's own, well enough to be able to communicate and work effectively within an environment that includes those cultures.
 - Understanding of one's biases and privileges
 - Demonstrates understanding of institutional/systemic inequities
 - Knowledge of current events and global issues

- **Social Responsibility**-- active engagement to promote equity for the members of one's various communities.
 - Promote fairness, social justice and civility toward all individuals and groups
 - Demonstrates active citizenship
- **Professional Development**--students engage in a variety of experiences that allow them to expand their personal horizons, develop a sense of self and place in the world, and take actions aligned with their individual goals, values, and ethical frameworks.
 - Formulate and articulate personal and professional goals for post-RIC future
 - Applies curricular knowledge to co-curricular experiences

The Co-Curricular Transcript can provide a mechanism to help students share and articulate the correlation between student involvement, strong academic performance, and success as an employee or graduate student.

RIC students are encouraged to engage the Career Development Center to learn more about how to use this document in marketing yourself.

Frequently Asked Questions

The Co-Curricular Transcript will provide each student with an official record of:

- Honors, awards and recognitions
- Leadership activities and organizational experiences
- Professional and educational development training

Qualification for activities that can be put on your Co-Curricular Transcript:

- Leadership Development – in registered student organizations, campus sponsored activities or programs;
- Professional and Educational Development – participation in any co-curricular learning experiences such as training, workshops or career and professional development events;
- Awards and Honors – any type of formal recognition bestowed upon an individual or as a part of a group
- Student Organizations and Activities Participation – membership in any registered student organization, club, activity, or program that involves sustained participation
- Community Service – must take place during enrollment as a student and registered in courses (special permission may be granted for summer term for service and internships)
- Intercollegiate Athletics – membership and achievement in any varsity intercollegiate competitive sport during enrollment

Examples of activities that qualify for the Co-Curricular Transcript:

- Student Community Government
- Resident Assistant and other residence life leadership
- Academic/Professional Organizations
- Varsity Athletic/Recreation Groups
- Peer Mentor/Tutor/Advisor
- Greek Life
- Special Interest Groups
- Social/Service Organizations
- Committee Membership
- Elected Club Offices

Why should I be interested in the Co-Curricular Transcript program?

Participating in the program is extremely rewarding and it will help you:

- Plan your personal goals
- Enrich your life outside of the classroom
- Demonstrate your ability to manage your time
- Develop and enhance leadership skills
- There is no additional cost any student

How can students use the Co-Curricular Transcript?

This document will provide information on a student's participation and level of involvement in co-curricular activities that can be used:

- As a supplement to a student's resume file
- As a record of college activities
- In applications for awards
- In applications for scholarships

How to get your Co-Curricular Transcript

You will need to submit a Co-Curricular Transcript Request Form (*either via paper or through mobile app depending on vendor*) to the Dean of Students' Office. Your CCT is an official document that will be signed by the Dean of Students and made available to you either by mail or in person.

If you have any further questions regarding the Co-Curricular Transcript, please contact the Dean of Students.

Participation Areas and an example for each category:

AC: Academic

AR: The Arts

AT: Varsity Athletics

AW: Award/Honor

CE: Career Exploration

DI: Diversity/International

ES: Entertainment/Social

IN: Intramural Athletics
LD: Leadership
MD: Media
PF: Performance
PD: Personal Development
SD: Physical Development
SG: Student Government
SP: Spiritual
VO: Volunteerism
TC: Training/Workshop/Convention

How often should I submit and track my campus involvement?

Participation in designated “signature” co-curricular experiences (Resident Assistants, intercollegiate athletics, student government, etc.) are added to your co-curricular transcript by the department that administers the co-curricular activity.

If you have any further questions regarding the Co-Curricular Transcript, please contact the Dean of Students.

Appendix B

Rewards for Co-curricular Involvement

Overview

In addition to the skills and competencies students receive through co-curricular involvement, students can earn points for participating in numerous outside-the-classroom activities through Rhode Island College. Points earned may be redeemed for a variety of rewards, from RIC SWAG, clothing, tickets to performances, bookstore gift cards and even a semester's tuition. The number of points one receives for participating in each activity is pre-assigned by the College based on the level of commitment the outside-the-classroom experience involves.

How does one earn points?

Students who attend designated extracurricular activities must “check-in” to the activity through the Rhode Island College mobile application (*either via GPS location, QR code or some other method to be determined by the vendor who provides the mobile application*).

If I forget to check-in at the time of attending the event, can I still earn points afterwards?

Reward points cannot be earned retroactively. That is, if a student attends an activity but does not “check-in” while at the activity, the student cannot be given points after the fact.

Do the points I earn expire?

Yes, points expire annually on June 1st.

How can I check on how many points I have earned to date?

This language is dependent on the mobile application selected and to be provided by the vendor.

What is the point value for the different activities eligible for the rewards program?

The points for each eligible activity are listed below:

--TBD

The points earned for participating in designate “signature” activities (RAs, orientation leaders, student athletes, etc.) will be pointed to a student's account by the appropriate college official.