



V I R T U A L



# RTS Virtual Online Student Handbook

Practical Help  
Pertinent Instructions  
Necessary Forms

Reformed Theological Seminary, Virtual Campus  
Edited June, 2009

## **Reformed Theological Seminary Virtual Campus Student Handbook**

Congratulations on your acceptance into one of the most innovative programs for graduate theological studies in the world. May the Lord richly bless your theological studies!

This Student Handbook has been designed to assist you in successfully navigating the online Virtual campus experience, whether you are taking a single course or pursuing a certificate or degree program. In it you'll find valuable information, step-by-step instructions, study helps, and essential forms to guide you through every aspect of your distance education opportunity from registration to graduation. Please use this resource as your first-stop reference manual.

In choosing RTS Virtual, you have demonstrated a willingness to take on significant responsibilities in regard to your education. You will find the distance learning process both challenging and rewarding. The information contained in this handbook will help you assume those responsibilities with greater confidence as you progress through your course of study.

For further assistance, contact RTS Virtual at (800) 227-2013. We are here to help ensure your success as you seek to serve the Lord through your seminary education.

## Table of Contents

Internet Technology (IT) Requirements.....	4
Registration .....	5
Payment	
Registration Information	
Dropping a Course	
Extensions	
Mentor Requirements for MAR Students	
Transcripts	
Student Services.....	7
Course Selection	
Course Materials	
Course Requirements	
<i>Mentor Reports</i>	
<i>Course Application Paper</i>	
Quality Control.....	8
Submitting Course Work	
Grading.....	9
Exams	
<i>Selecting a Proctor</i>	
<i>Requesting the Exam</i>	
<i>Taking the Exam.....</i>	10
<i>Submitting the Exam</i>	
Course Evaluation.....	11
Webconference Courses	
<i>Assignments &amp; Exams</i>	

Biblical Languages .....	12
Registration	
Assistance	
Computer Requirements	
Language Exam Procedure.....	13
Forms.....	14
Documentation of Student Computer Access and Skills	
Lesson Schedule Planner	
Course Evaluation	
Quality Control	
Mentor Course Report Form	
Proctor Form	
Transcript Request Form	

## Internet Technology Requirements

RTS Virtual has adapted the very latest innovations in computer technology to its educational offerings, giving you accessibility to valuable courses and world-renowned teachers that would otherwise be impossible within the boundaries of a physical campus. The more comfortable you are in this virtual world, the more rewarding your educational experience will be—and that is why you should consider computer technology your greatest ally.

The [Student Computer Access and Skills](#) document you signed as part of the application process outlines the basic equipment and personal capabilities necessary to support the virtual education experience. Familiarity with certain key skills is essential for your participation in RTS Virtual courses. For tutorials and helps in these areas, visit these websites:

- Using iPod and iTunes: <http://support.apple.com/kb/HT1367>
- Launch RTS on iTunes U: <http://itunes.rts.edu/>
- Download iTunes Software: <http://www.apple.com/itunes/download/>
- Download Adobe Reader: <http://www.adobe.com/products/acrobat/readstep2.html>
- Download Adobe Flash Player:  
[http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- Centra User's Guide: <http://virtual.rts.edu/site/virtual/resources/tips.pdf>

You may also want to explore these websites that provide basic, how-to information and instructions on using computer hardware, software, peripherals, security devices and the internet:

- [www.howstuffworks.com](http://www.howstuffworks.com)
- [www.ehow.com](http://www.ehow.com)

Please remember that a distinct division of responsibilities and obligations exists between students and the seminary. RTS Virtual is responsible for ensuring the media and delivery platforms are working properly. As an RTS Virtual student, you are responsible for maintaining your personal computer equipment, and securing high-speed internet service, an email system, virus protection and all appropriate software applications. For any difficulties arising from the use of your equipment or services, please consult the manufacturer and/or your user's manual.

## **Registration**

Enrollment for all courses begins in the office of the Registrar. You may register at any time since the majority of courses offered are asynchronous. You will follow the same registration process for each course you take.

To register, contact the Registrar, Mrs. Alice Hathaway, at 800-227-2013 or by email at [ahathaway@rts.edu](mailto:ahathaway@rts.edu). The Registrar is your first point of contact for general information about RTS Virtual courses and programs as well as specific information about registration, tuition costs, course sequencing, and degree requirements.

### **Payment**

Make tuition payments by check or credit card through the Registrar's office. When paying with a credit card, please supply personal account numbers over the phone. Do *not* put credit card information in an email.

### **Registration Information**

When registration is complete you will receive an important acknowledgment letter that contains the beginning and completion dates for the course you are taking and your student ID number. Keep this information readily accessible. If you misplace your ID number, please contact the Registrar for assistance. The Registrar will provide information on the materials required for each course and place the order for your course CD.

### **Dropping a Course**

The drop deadline for courses is five weeks after the beginning date. If you choose to drop a course during this time, you will receive a tuition refund minus a \$25 drop fee. No tuition refunds will be made after this five-week period. After the drop deadline has passed, you must receive a grade for work completed during the required course time frame.

### **Extensions**

If you cannot complete the course work within the allotted time, you may purchase a one-month extension for \$100.

- You must request an extension before the completion date of the course.
- No more than one extension is permitted for any course and should be used only for emergency situations.

## **Mentor Requirements for MAR Students**

If you are enrolled in the Master of Arts in Religion degree program (MAR), you must designate a person to serve as your mentor as part of the registration process. A mentor should be a pastor or other experienced church leader willing to assist you in meeting your spiritual and personal goals as you pursue your degree. Please provide the Registrar's office with your mentor's name, title and contact information including address, phone number, and email address.

You may keep the same mentor for the duration of your degree work, or change mentors at the beginning of a new course. Notify the Registrar of any changes in your selection of a mentor.

For more information on mentoring requirements, refer to the [Course Requirements](#) section of this handbook or review the complete [Mentoring Program Description](#) on the RTS Virtual website. The [Mentor Course Report Form](#) is also included in this handbook.

## **Transcripts**

All transcript requests are handled by the Registrar. Please submit a [Transcript Request Form](#). A fee of \$10 must accompany each transcript request.

## Student Services

Student Services plays a unique role at RTS Virtual as the conduit for the submission and grading of all course work. For as long as you are an RTS Virtual student, this office serves as your primary resource for information and assistance in successfully fulfilling academic requirements. Your direct link to Student Services Coordinator David John is [vcss@rts.edu](mailto:vcss@rts.edu).

### **Course Selection**

Use the list of [Online Course Syllabi](#) and the specific information provided for [Certificate Programs](#) and the [Master of Arts in Religion](#) core curriculum found on the RTS Virtual website in choosing your courses. The method of course delivery may also affect your scheduling since courses offered by webconferencing are time specific and linked to a live classroom setting. Special instructions for [Webconference Courses](#) supported by Centra software are included in this handbook. For a tutorial and complete user's guide to Centra, go to <http://centra.rtsvirtual.org>.

Unless otherwise indicated in the syllabus, RTS Virtual courses must be completed within four months of the start date. Biblical Language courses have a six-month time frame for completion. Observe the exact beginning and end dates for the course supplied by the Registrar in your confirmation letter. The procedure for requesting an emergency time extension is found in the [Extensions](#) section of this handbook.

### **Course Materials**

Once you have registered for a course, you will receive a digital CD containing the detailed syllabus, all audio lectures in MP3 format, a PDF file of the course notebook, and a Microsoft Word note-taking file to use as you listen to lectures. Syllabi for each course are always available on the [RTS Virtual](#) website. Required texts and other supplemental print, audio, or visual materials may be ordered through the [RTS Online Bookstore](#).

### **Course Requirements**

Individual course syllabi contain the specific requirements for each class. Read the syllabus carefully as it contains essential information about objectives, assignments, testing and grading. You are responsible for knowing what is required for your course.

#### *Mentor Reports*

All students enrolled in the MAR program must select a mentor. Make sure you submit your mentor's name and contact information to the Registrar. You may keep the same mentor for the duration of your degree work, or change mentors at the beginning of a new course. Notify the Registrar of any changes in your selection of a mentor.

You must submit a completed [Mentor Course Report Form](#) to Student Services at the conclusion of each course taken. The Mentor Course Report Form is a course requirement that constitutes five percent of your grade.

### *Course Application Paper*

If you are not a Masters degree candidate, you must submit a 200-word Course Application Paper at the conclusion of each course, except for language courses. This paper is a course requirement constituting five percent of your total grade.

### **Quality Control**

If you encounter problems with the course CD, including the sound quality of recorded lectures and/or the accuracy of lecture outlines, please fill out a [Quality Control Report](#) and send it to Student Services.

### **Submitting Course Work**

All required course work must be submitted by email attachment to Student Services at [vcss@rts.edu](mailto:vcss@rts.edu). Do *not* submit assignments to the online portfolio or attempt to send assignments directly to a faculty member.

You are responsible for turning in assignments on time, according to the schedule in your course syllabus. You will *not* receive email or telephone reminders about missing assignments. The *Developing and Evaluating* study questions at the end of each lesson are designed for your benefit as you prepare for course exams. These questions do not need to be turned in for grading.

All work must be submitted either as a Microsoft Word document or an Adobe PDF file and include your name, the date and the name of the course. Do not include other elements such as jpegs or tiff files. Each assignment, including multi-page course papers, should be submitted as a *single file*. You will receive an email confirmation from Student Services within two to three days that your work has been received, processed and sent to the grader.

Although digital transmission of assignments via email is preferred, you may send work by postal mail to the Director of Student Services, Reformed Theological Seminary/Virtual, 2101 Carmel Road, Charlotte, NC 28226-6318. Paper submissions will be scanned and preserved as PDF files in your student folder.

All work must be postmarked or emailed by midnight of the course end date. No late submissions are permitted. Extensions must be arranged with the Registrar prior to the end date of the course. See the [Extensions](#) section of this handbook for complete details.

## **Grading**

Please do not call or email Student Services asking for your grade. The Virtual Campus uses a carefully selected and knowledgeable network of academic professionals to grade all student assignments. Grading usually takes two to four weeks. After your work has been assessed, you will receive an email attachment containing a personal grading sheet with feedback from the grader. Student Services will send you a final grade confirmation when you have finished the course and enter that grade into your academic record in the Virtual Campus data base.

## **Exams**

As a Virtual Campus student, you are responsible for knowing the testing requirements of your course, appointing a proctor, and requesting your own exams. The procedure for requesting and taking exams is outlined in this section.

### *Selecting a Proctor*

Before taking an exam, you must select a proctor. A proctor may be any responsible adult you choose except a relative or current RTS student. Proctors are responsible for receiving examination materials via email, administering the exam, making sure you comply with time limits and other parameters, and for returning the completed exam and signed [Proctor Form](#) to Student Services at [vcss@rts.edu](mailto:vcss@rts.edu). You must select a proctor and have pertinent contact information including the proctor's telephone number and email address ready *before* you request an exam.

### *Requesting the Exam*

Follow the timetable outlined in your course syllabus for scheduling exams. Remember that all work must be completed before the course end date.

When you are ready to take an exam, you will complete the online RTS Virtual [Exam Request Form](#). Plan to request your exam several days to a week in advance of the date you will be taking it.

Make sure you have the correct information necessary to complete the Exam Request Form. Data required include your name, student ID number, proctor's name, phone number and email address. In addition, you must enter the date you plan to take the exam and select from pull-down menus the appropriate course name and correct exam title. Double check your course syllabus for the precise name of the exam you are ordering. You must fill in every box on the form.

Click on "Send Information" only after you have reviewed the Exam Request Form for errors. If you make a mistake, you cannot request the same exam twice. If you realize you have requested the wrong exam or entered an incorrect course name, you must contact Student Services to have the correct exam sent to your proctor.

Exams are instantly transmitted to proctors as an email attachment in the Microsoft Word format (language exams are in PDF format). Be sure your proctor has the equipment and technology necessary to receive the exam. Follow up with your proctor to ensure that the exam was received. If exam materials do not arrive in a timely fashion, advise your proctor to check the computer's spam or junk mail folders. Some protection programs may inadvertently filter out the exam. Please call Student Services immediately if your proctor does not receive the exam.

Email is the preferred method for transmitting exam materials. If necessary, however, you may fill in a postal address for your proctor on the Exam Request Form to have materials delivered by regular mail. If you use this option, you must request your exam two weeks in advance of the test date.

#### *Taking the Exam*

You may take the exam at a location that is convenient for both you and your proctor. The location you select should have reliable computer access and provide a quiet, private atmosphere free of disruptions. Most exams take two to three hours to complete. Read all instructions carefully to determine the time limit for your exam and the rules on the use of any reference materials such as a Bible. Your proctor is responsible for remaining in the test area with you and supervising the administration of the exam.

You may take the exam digitally by word processor, or have your proctor print out the exam on paper. If using the computer, you may only open the exam in the presence of the proctor. Be sure to save your work as you proceed through the exam. If taking the exam on paper, use clear, legible handwriting and write on one side of the paper only. Completed paper exams will be scanned by the proctor to be returned by email.

#### *Submitting the Exam*

To protect against any possible technical difficulties in transmission, your proctor should make a hard copy of your completed exam before returning it by email to Student Services. Completed exams and a signed [Proctor Form](#) must be returned to Student Services at [vcss@rts.edu](mailto:vcss@rts.edu) from the proctor's email account *only*. Do not use your personal email account for transmitting exam materials. Please remind your proctor that your exam will be void without the Exam Proctor Form.

Your proctor will get an email confirmation from Student Services when your completed exam has been received. At that time, all digital and hard copies of the exam must be destroyed by the proctor. Students are not permitted to retain copies of exam questions or answers.

## **Course Evaluation**

At the completion of each course, please submit a Course Evaluation form to Student Services. Your suggestions and observations are essential in assuring the continued high quality and value of RTS Virtual classes. The [Course Evaluation](#) form can be found in the [Forms](#) section of this handbook.

## **Webconference Courses**

Webconference courses offer you the opportunity to enter a virtual classroom directly from your browser, listen to live streaming lectures with accompanying video, and to interact with the professor and other students in real-time. All sessions are also recorded and archived so you can view them again as often as you wish for review.

To effectively participate in these courses, you must become familiar with Centra, the web-based software application that supports the interactive virtual classroom learning experience. You will find the user's guide to Centra at <http://centra.rtsvirtual.org>. You do not need a log in code or password to view the tutorial and other information provided. When you register for a webconference course, RTS Virtual also offers introductory practice sessions to prepare you for participation in the web-conferencing format. For additional instructions on using the Symposium feature, go to the [RTS Virtual website](#) and click on "Symposium Participant Tips & Reference."

You are responsible for knowing the technical specifications of your personal computer to install and properly use the Centra software. For questions about course delivery by Centra, contact RTS Virtual Technical Support at [vcsupport@rts.edu](mailto:vcsupport@rts.edu).

### *Assignments and Exams*

The procedures for submitting course work and ordering exams for webconference courses are the same as those for all other RTS Virtual courses. Be aware that webconference courses have specific deadline dates for submitting assignments and completing exams. You will find these dates in the course syllabus.

## Biblical Languages

RTS Virtual offers you a unique opportunity to study the original languages of the Scriptures through self-paced online Greek and Hebrew courses. Available courses include Greek I, Greek II, Hebrew I, and Hebrew II. You may register for these three credit hour courses at any time throughout the year by following the procedures in the [Registration](#) section of this handbook. (Note: Greek I and Hebrew I are prerequisites for Greek II and Hebrew II, respectively.) Each course offers a 15-week or 25-week timetable for completing coursework. All work must be completed within six months of the start date, unless an extension fee is paid to the registrar before the end date.

Once you are registered for a language course, you must select a proctor and order the required materials from the [RTS Online Bookstore](#). The program coordinator will send you a welcome email that contains the URLs for the course and your personal password for the Language Lab. *Do not share this password information, or access to protected materials, with anyone.*

Please pay close attention to your course syllabus. It provides information essential to your success in the online Biblical languages program.

### **Assistance**

Because learning languages online presents specific challenges, RTS Virtual provides personal contact with language specialists to help you complete your language studies. You will be contacted periodically about your progress, and you are welcome to seek assistance at any time by emailing [virtualhebrew@rts.edu](mailto:virtualhebrew@rts.edu) for help with Hebrew, or [virtualgreek@rts.edu](mailto:virtualgreek@rts.edu) for help with Greek. If you prefer to interact by phone, please email your language specialist with your phone number and information as to the best time to reach you during normal working hours, Eastern Standard Time.

### **Computer Requirements**

Computer requirements are listed in each course syllabus. At minimum, you must have access to a CD-ROM-capable, Pentium-level PC with a sound card and reliable Internet connection. Language tutor CDs constitute a portion of the instruction in the Hebrew courses and provide important assistance for the Greek courses. Unfortunately, these resources are not available for Macintosh computers.

To download the Hebrew or Greek language font to your computer, follow these instructions:

- Save the font to your Desktop
- Go to the *Start* menu and open the *Control Panel*
- Open *Fonts* and drag the font from your Desktop into the Fonts folder
- You may need to restart your computer for the font to display properly.

## **Language Exam Procedure**

The Biblical Language exams are modeled on the practice exams and may include content from chapters covered in previous exams. To prepare for an exam you should review all required lessons, complete assigned exercises, and take the corresponding practice exam.

Exams must be taken in the presence of a proctor. The sections on [Selecting a Proctor](#) and [Submitting the Exam](#) detail the specific role of the proctor in administering an exam and returning it for grading. Exams have a three-hour time limit and must be taken in one sitting. Have your proctor check the exam instructions before you begin the exam to see what reference materials you are permitted to use. No helps may be used unless explicitly stated in the exam instructions.

You may choose to take a language exam either on paper (printed from a PDF document), or directly online. PDF exams are taken according to the instructions in the [Exams](#) section of this handbook. To order a PDF exam, fill out the online RTS Virtual [Exam Request Form](#).

For exams taken online, it is your responsibility to ensure that your proctor's computer complies with the requirements outlined in your course syllabus and has the proper language font installed before opening the exam. A reliable Internet connection is vital if you are taking the exam online. You will lose your work if the Internet connection is lost. Upon completion of your exam, have your proctor print a hard copy of the exam before you click "submit." Your proctor should retain the hard copy until RTS Virtual has confirmed that we have received the exam and then destroy the copy of the exam. To order an online exam, follow the instructions in the Language Lab for your course.

## Documentation of Student Computer Access and Skills

Applicants are required to document access to a computer with the following capabilities and software for use throughout the degree program. In addition, you must either have or acquire the required skills listed below. You are then required to sign and return this document before registering for your first course with RTS Virtual.

### Minimum System Requirements (program in general):

#### For PC (Personal Computer, IBM Format):

- Windows XP or higher
- 1.2 GHz Processor
- 512 MB - required/1 GB Recommended
- Hard Drive disk space 40 GB - required/60 GB Recommended
- CD-ROM - required/DVD/CDRW Recommended
- Display 1024x768 or higher
- 32 MB Graphics Card or higher
- Sound card with speakers
- Printer - Students who wish to print online resources will need a printer with this capability.
- High Speed Internet (DSL, Cable, etc.)
- modern web-browser (Internet Explorer, Firefox)
- Adobe Flash
- Adobe Reader
- MP3 software or hardware (recommend iTunes or iPod)
- Microsoft Office 2003 or higher

#### For Mac (Apple Macintosh Format):

- G4 700 MHz PowerPC, (or Intel)
- Mac OS X 10.4.4 or later
- 512 MB RAM
- 56Kbps modem (Broadband recommended)
- Hard Drive disk space 40 GB - required/60 GB Recommended
- 24x CD-ROM Drive
- Sound card and speakers
- Printer - Students who wish to print online resources will need a printer with this capability.

**Required Skills: The student should be able to demonstrate or acquire the ability to:**

- Open, use and burn a data CD (Compact Disk)
- Import to device or play an MP3 sound file
- Download/upload files
- Open a PDF, familiarity with Adobe Reader
- E-mail/open an attachment
- Zip or open a zipped file
- Browse to a website
- Import, copy, move, paste files from location to location
- Install fonts
- Backup files
- Know how to allow pop-ups

**Course Software/Hardware as needed per course**

- Centra courses: microphone required, webcam recommended
- Online Languages: PC recommended, as the language pages and certain necessary software are not Macintosh compatible

**Miscellaneous**

- Local Technical Resource (If you are not tech-savvy, find a friend who is, or rent-a-geek.)
- Perform regular routine maintenance on your computer, to keep it running efficiently.
- Secure regular backups of your course assignment files.
- RTSV is not liable for damage due to your misuse and/or mishandling of your own equipment.
- You must provide your own Virus Protection software (web-based anti-virus and end-user)
- Digital assignment and exam submissions only (No hard copies!)
- Reasonable response time from the RTSV IT department is 1-2 business days, M-F, 9-5
- We do not support products that are no longer supported by the vendor. (i.e. Windows 95, 98, 2000, ME, etc.)

RTS Virtual is responsible to make certain that the media and delivery platforms are working properly. You are responsible for providing local support for your computer and equipment, as well as internet and email services, and virus protection.

By signing below, the applicant indicates that by the start of and throughout the program he or she will have access to a computer with the required capabilities and software listed above, and either has or will acquire the required skills listed above.

Full Legal Name (*Please Print*) \_\_\_\_\_

RTS Virtual ID # \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Please scan and return this signed and dated document as an mail attachment to [vcss@rts.edu](mailto:vcss@rts.edu),

OR

Mail a hard copy to:  
RTS Virtual Campus  
2101 Carmel Road  
Charlotte, NC 28226

REMINDER: You are required to sign and return this document before registering for your first course with RTS Virtual.



COURSE EVALUATION  
Reformed Theological Seminary, Virtual Campus

Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Please comment on your completed course, as to its helpfulness for your successful work on your master's degree at RTS. Also, it will help us to improve the course with your suggestions as well as observations of strengths to retain.

1. What were the three most important principles or practices learned in this course?

2. What three features of the course would you ask that we make sure not to change?

3. Are there any features that you would suggest that we change?



MENTOR COURSE REPORT FORM  
Reformed Theological Seminary, Virtual Campus

MAR students are to use this form in reporting mentoring assignments for this study period. Record your growth and ministry goals, a summary of your meetings with your mentor, and your and your mentor's overall assessments, and send a signed copy of this form to RTS Virtual when all assignments have been completed. Be sure to keep a copy for your personal records. *Thanks!*

Student's Name \_\_\_\_\_ Study Period \_\_\_\_\_

Mentor's Name \_\_\_\_\_ Course Name \_\_\_\_\_

Goals for This Study Period

Personal growth:

Ministry:

Meetings (summaries)

First:

Second:

Third:

Fourth:

Assessments

Student:

Mentor:

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_

PROCTOR INSTRUCTION FORM  
Reformed Theological Seminary, Virtual Campus  
2101 Carmel Road  
Charlotte, North Carolina 28226  
vcss@rts.edu  
704-366-4853; 800-227-2013; 704-366-9295 (Fax)

DATE:

TO:

Thank you for serving as the proctor for \_\_\_\_\_ who is taking the \_\_\_\_\_ for the distance education course \_\_\_\_\_ (Note: Proctor should not be a family member or current RTS student.)

If possible, the student should use a computer to complete the exam.

The time limit for the exam is stated in the exam directions.

When the exam is completed, please sign the statement below, and return this form with the exam and answers to [vcss@rts.edu](mailto:vcss@rts.edu).

The student should take this exam within two weeks of the date you receive it. If there are extenuating conditions that prevent this administration, please contact the Virtual Campus as soon as possible.

A copy of the completed exam may be kept until you are certain it has been received by the Virtual Campus, but the copy must then be destroyed. Under no circumstances may you copy or transmit a copy of this exam.

Sincerely,

Andrew J. Peterson, Ph.D.  
President  
RTS/Virtual

NOTE: email completed exam to [vcss@rts.edu](mailto:vcss@rts.edu).

---

Time exam began: \_\_\_\_\_ Time exam completed: \_\_\_\_\_

The enclosed exam was taken under my supervision and in accordance with the guidelines listed above. I have not copied or transmitted the exam to others.

Signature of Proctor \_\_\_\_\_

Date of Exam \_\_\_\_\_

**Office of the Registrar**  
2101 Carmel Road Charlotte, NC  
28226

**Transcript Request**

Dear Registrar:

I am requesting that you send an official transcript of my academic record to  
(name & address of receiving institution):

Personal Information (please print):

Name: \_\_\_\_\_

RTS Virtual ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Dates Attended RTS: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

My payment of \$10 for **each** transcript requested is enclosed with this request.  
(payable to “RTS”). *Thank you for your assistance.*