How to Submit Comp Learning for Honors
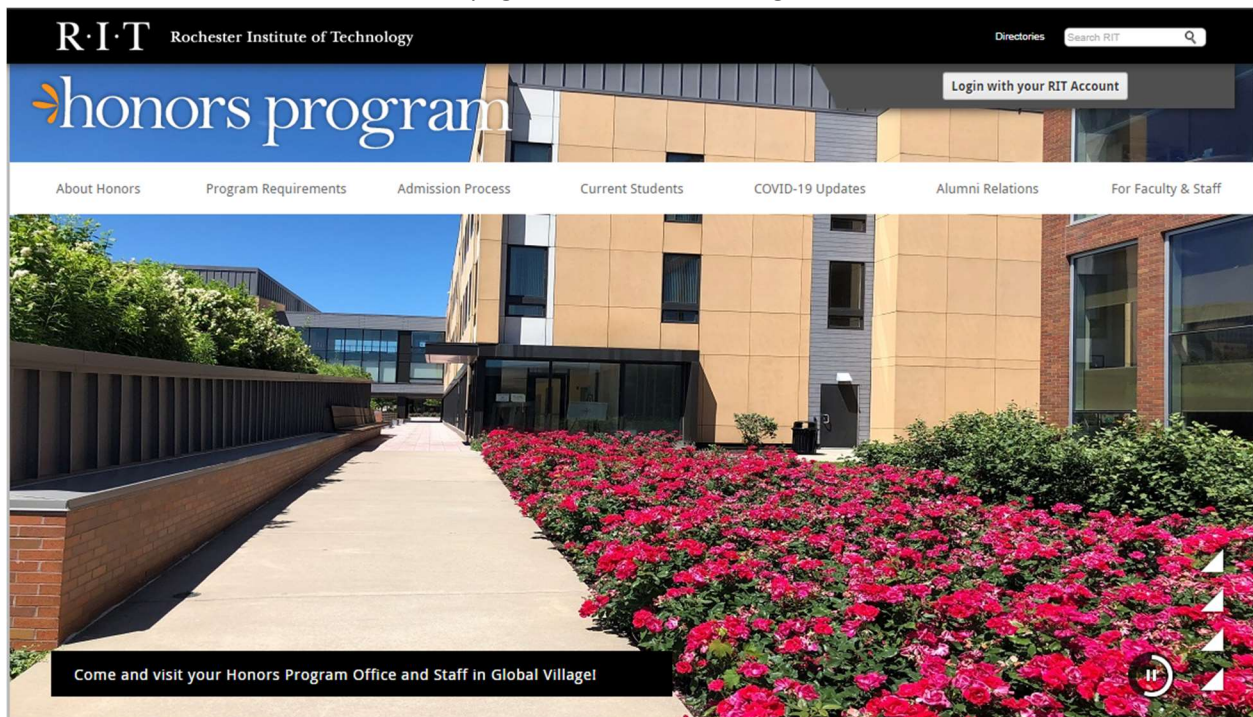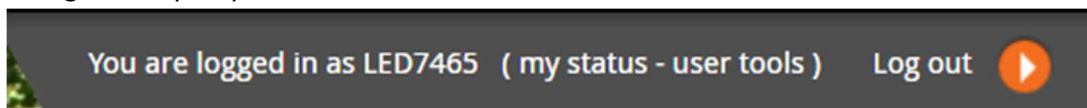
Go to honors.rit.edu. You should see a page that looks something like this:
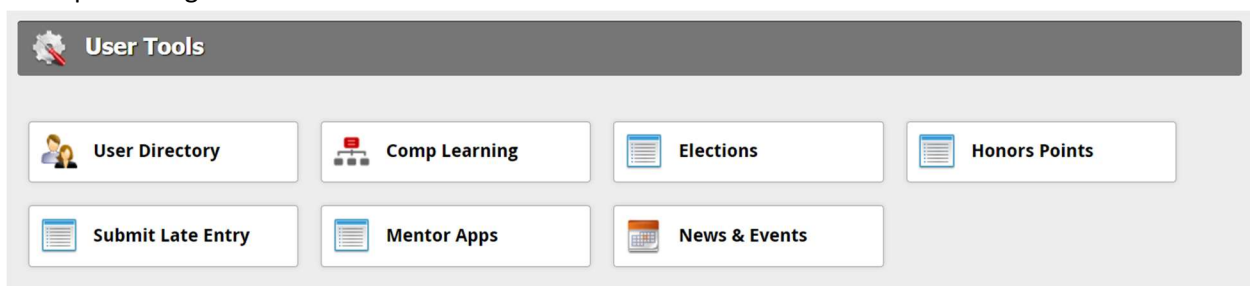

Click on "Login with your RIT Account". Once you log in, you'll see that the button you just clicked has changed to say "My Status" and "User Tools".

"My Status" - this lists all the requirements you've completed. You can use it to check your continuation each year to make sure you're on track to stay in the program.

"User Tools" - this has all the different options available to you as an honors student. You can apply to be an Honors Mentor or see nominees for Council elections, for example. There is also a button called "Comp Learning". Click on this to submit.

You will be brought to another page where you can see your comp learning status.

If you haven't yet begun your submission, click "Submit Comp Learning" to start one. You'll see a page like the one below. Add an entry for each activity you completed.

If you did multiple events for the same type of activity, you can put them all under the same "activity" and specify different dates in the "dates when this activity took place" area.

For example:
Description of Activity
Activities Committee
- Participated in weekly meetings
- Helped plan the Halloween Party, Darien Lake trip, & trivia for the Honors Spring Dinner
- Made posters for the Holiday Party

Each responsibility related to Activities Committee goes under one entry. This makes it easier for the comp learning advisors to read and understand what you've done!

Another example is below. Note that **individual dates are specified with an hourly breakdown**. This helps us understand how your 20 hours are allocated.

Add a New Activity

Description of the Activity *

Volunteered at Greater Nebraska Volunteer Center.
1733 Crane Road, Sandhill, Nebraska

My volunteering consisted of cleaning equipment for a nursing home.

Dates When This Activity Took Place *

6/3/2018 - 10:00am-2:00pm
6/7/2018 - 11:30am-3:30pm
6/21/2018 - 12:00pm-4:00pm
7/1/2018 - 10:00am-2:00pm
7/7/2018 - 1:00pm-5:00pm

Hours Completed for Activity *

20

Contact Information for Person Related to Project *

Note: This person must be someone other than yourself and must include a name and email or phone number.

Jane Doe
Director of Volunteer Programs
jane.doe@ersatzmail.com
(555) 555-3614

Cancel   Save

20 hours can be fulfilled by time spent in traditional service and leadership activities or by attending events from a curated list of opportunities that ask you to engage in the larger academic and cultural life of the university. The list of cultural and academic opportunities is developed every semester, and you can find it listed on the comp learning section of the honors website.

An important note: the service and leadership portion of your complementary learning should be at least 10 hours of the 20 required. This means you can only count up to 10 hours of cultural and academic opportunities. If you decide not to use the list of curated opportunities, you can complete all 20 hours using service and leadership.

For the 2020-21 Academic Year Only: Since the deadline has been changed, five hours are waived for all students. If you only complete 15 hours, you must also include an activity called "Five Hours Waived" with the description: *"This activity verifies that five hours has been waived from my submission, as per the official complementary learning guidelines set in place by the Honors program."* Alternatively, you may complete the full 20 hours.

After adding in every activity, you can move to the reflection portion. This allows you to reflect on your experiences and what you may have learned from them. The section has a minimum requirement of 100 words. You also need to fill out your email and expected graduation date.

For cultural and academic opportunities, an additional reflection is required. Please write this in the "additional comments" section.

You are also welcome to leave nice notes for the comp learning advisors in the "additional comments" section! We love to hear from you!

Important: When you are done you have two options to save your submission. See the picture below.

"Save" - Even if you know you will be completing an activity, you can't submit dates until after you've done them! Use the "save" feature to save your progress and wait to submit until after all twenty hours are completed.

"Submit" - You can only submit once. In order to submit, you must have all twenty hours AND you must have a written reflection of at least 100 words. Do this when you are finished with your comp learning altogether. The earlier, the better!

Once you've submitted completely, you'll receive an email saying that your comp learning status is "pending". If you don't see it, be sure to check your spam. You'll get another email once it's approved!

Last edited July 2020