

The information below outlines the health care (medical, dental, vision) eligibility information. Please review the information carefully so you understand actions you may need to take and what the corresponding due dates are. ***If you do not take action by the required due date, you cannot enroll or make changes in health care coverage unless you have a qualifying event.*** Please refer to the [Mid-Year Benefits Enrollment Change Summary](#) for details.

Please note that enrollments and changes are completed through the **RIT Service Center (RSC)** portal at help.rit.edu. If you have questions after you review the information below, please

- Visit the RIT Service Center portal at help.rit.edu where you can ask questions and find answers immediately.
- If you cannot find what you are looking for, you can
 - chat online with a representative through the [RSC portal](#),
 - click on Report Issue / Ask Question to submit your question, or
 - call the RSC at 585-475-5000.

You can access the RSC online portal 24 hours a day. The RSC staff is available for online chats and by phone Monday through Friday 7:30 a.m. to 5:00 p.m. Eastern Time.

Information for Those Working in the Fall Semester

The following information is for those who are working in the fall semester.

If you did not work in the previous spring or summer semester

You are eligible to enroll in medical, dental, and/or vision coverage effective September 1, provided you submit your enrollment form to the [Service Request](#) found in the RIT Service Center portal **no later than 31 days** after the first day of classes.

If you will be covering eligible family members and you have not submitted proof of their eligibility (e.g., copy of marriage certificate for your spouse, copy of birth certificate for a child), please submit that proof with the Service Request as well. Information about acceptable forms of proof can be found on the HR Benefits website [here](#).

If you worked in the summer semester

1. *If you were enrolled in medical, dental, and/or vision coverage in the summer semester and you responded to the HR email that you would be working in the fall semester, your benefits will automatically continue. You do not need to take any action.*
2. *If you were enrolled in medical, dental, and/or vision coverage in the summer semester and you responded to the HR email that you would **not** be working in the fall semester, your benefits were cancelled August 31. Therefore, click [here](#) to send an automatic email to HR so your benefits can be reinstated.*
3. *If you were not enrolled in medical, dental, and/or vision coverage in the summer semester, you will not be eligible to enroll in benefits for the fall semester unless you had a qualifying event after August 31 of the current calendar year. Please refer to the [Mid-Year Benefits Enrollment Change Summary](#) on the HR website for details.*
 - a. *If you had a qualifying event, you would need to submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#). You must also submit a copy of the proof of the qualifying event.*

If you worked in the spring semester but not the summer semester

1. *If you were enrolled in medical, dental, and/or vision coverage in the spring semester, your benefits will be reinstated effective September 1. We will send you an email confirmation about the reinstatement.*
 - a. *If you had elected COBRA continuation coverage, you can contact P&A Group to cancel the COBRA coverage after you receive the email confirmation about your coverage being reinstated. You can call P&A Group at 1-800-688-2611.*
2. *If you were enrolled in medical, dental, and/or vision coverage in the spring semester and had a qualifying event after May 31 of the current calendar year, you may be eligible to make a change in your coverage. Please refer to the [Mid-Year Benefits Enrollment Change Summary](#) on the HR website for details.*
 - a. *If you had a qualifying event, you need to submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#). You must also submit a copy of the proof of the qualifying event.*
3. *If you were not enrolled in medical, dental, and/or vision coverage in the spring semester, you will not be eligible to enroll in benefits for the fall semester unless you had a qualifying event after May 31 of the current calendar year. Please refer to the [Mid-Year Benefits Enrollment Change Summary](#) on the HR website for details.*
 - a. *If you had a qualifying event, you would need to submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#). You must also submit a copy of the proof of the qualifying event.*

When Coverage Ends

If you are enrolled in coverage and will not be working in the spring semester, coverage will end December 31. You will be eligible to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA); we will notify RIT's COBRA administrator, P&A Group, to send you the necessary enrollment information.

Information for Those Working in the Spring Semester

The following information is for those who are working in the spring semester.

If you did not work in the fall semester

You are eligible to enroll in medical, dental, and/or vision coverage effective February 1, provided you submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#).

If you will be covering eligible family members and you have not submitted proof of their eligibility (e.g., copy of marriage certificate for your spouse, copy of birth certificate for a child), please submit that proof with the Service Request as well. Information about acceptable forms of proof, can be found on the HR Benefits website [here](#).

If you worked in the fall semester

1. *If you were enrolled in medical, dental, and/or vision coverage in the fall semester and you responded to the HR email that you would be working in the spring semester, your benefits will automatically continue effective January 1. You do not need to take any action. If you made any changes during Open Enrollment, your new elections will be effective January 1.*
2. *If you were enrolled in medical, dental, and/or vision coverage in the fall semester and you responded that you would **not** be working in the spring semester, your benefits were cancelled December 31. Therefore, click [here](#) to send an automatic email to HR so your benefits can be reinstated effective January 1. If you made any changes during Open Enrollment, your new elections will be effective January 1.*
3. *If you were not enrolled in medical, dental, and/or vision coverage in the fall semester, and you did not enroll in coverage during the fall Open Enrollment period, you can make your Open Enrollment change **within 31 days of the first day of classes** and your coverage would be effective January 1. Submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#).*
 - a. *If you will be covering eligible family members and you have not submitted proof of their eligibility (e.g., copy of marriage certificate for your spouse, copy of birth certificate for a child), please submit that proof with the Service Request as well. Information about acceptable forms of proof, can be found on the HR Benefits website [here](#).*

When Coverage Ends

If you are enrolled in coverage and will not be working in the summer semester, coverage will end May 31. You will be eligible to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA); we will notify RIT's COBRA administrator, P&A Group, to send you the necessary enrollment information.

Information for Those Working in the Summer Semester

The following information is for those who are working in the summer semester.

If you did not work in the spring semester

You are eligible to enroll in medical, dental, and/or vision coverage effective June 1, provided you submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#).

If you will be covering eligible family members and you have not submitted proof of their eligibility (e.g., copy of marriage certificate for your spouse, copy of birth certificate for a child), please submit that proof with the Service Request as well. Information about acceptable forms of proof, can be found on the HR Benefits website [here](#).

If you worked in the spring semester

1. *If you were enrolled in medical, dental, and/or vision coverage in the spring semester and you responded to the HR email that you would be working in the summer semester, your benefits will automatically continue. You do not need to take any action.*
2. *If you were enrolled in medical, dental, and/or vision coverage in the spring semester and you responded to the HR email that you would **not** be working in the summer semester, your benefits were cancelled May 31. Therefore, click [here](#) to send an automatic email to HR so your benefits can be reinstated effective June 1.*
3. *If you were not enrolled in medical, dental, and/or vision coverage in the spring semester, you will not be eligible to enroll in benefits now unless you had a qualifying event after May 31 of the current calendar year. Please refer to the [Mid-Year Benefits Enrollment Change Summary](#) on the HR website for details.*
 - a. *If you had a qualifying event, you would need to submit your enrollment form via the RIT Service Center **no later than 31 days** after the first day of classes, using the Service Request found [here](#). You must also submit a copy of the proof of the qualifying event.*

When Coverage Ends

If you are enrolled in coverage and will not be working in the fall semester, coverage will end August 31. You will be eligible to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA); we will notify RIT's COBRA administrator, P&A Group, to send you the necessary enrollment information.