

Welcome New Faculty

On behalf of the RIT Academic Senate, it is my pleasure to welcome you to the Rochester Institute of Technology. We are a community devoted to learning, research, and professional development where "...members hold themselves and each other to high standards of personal integrity and responsibility..." The faculty at RIT look forward to the arrival of new members with an intellectual curiosity about the expertise the new faculty will bring to the academic departments, the students, and the RIT community as a whole. It is our hope that you will feel free to ask for assistance and comfortable about contributing to the betterment of the university.*

At RIT you join a faculty who participate in institutional affairs through a system of shared governance. The Academic Senate includes representatives from Student Government, Deans Council, and Administration, but is primarily composed of faculty representing the 7 colleges, the National Technical Institute of the Deaf and Educational Development Faculty (EDF). The Senate deals with and encourages faculty input on issues and policies that affect the faculty, academics, the campus environment, and the RIT community. In fact, the faculty voice in decision-making is dependent on the extent to which individual faculty members are willing to devote time to governance. As new faculty, participation in governance is probably not one of your highest priorities, however, we urge you to get to know your college's representatives to the Senate and to join in discussions and deliberations. We look forward to your future involvement in committee-work by serving as a member on Institute Committees and the Senate. The Senate's Charter of Academic governance is included in the Institute Policies and Procedures Manual, also known as the "Green Book" and can be found using a link on the Senate's web site (www.rit.edu/~ritaswww). Also located on the site is committee information, committee reports, discussion topics, meeting agendas and minutes from the meetings. Senate meetings are held Thursday from noon – 2:00 PM.

The Office of the Academic Senate is located in room 2106 of the Eastman Building. The Senate administrative support person is Vivian Gifford. Vivian can be contacted at 475-2016 or via e-mail at asenate@rit.edu.

Again, welcome! We look forward to working with you.

Best Regards,

Kristen Waterstram-Rich

Chair, Academic Senate

Academic Senate Executive Committee:

Kristen Waterstram-Rich, Chair, COS, x5-5117, kmw4088@rit.edu

Tom Policano, Vice Chair, NTID, x5-6891, tom.policano@rit.edu

Warren Koontz, Operations Officer, CAST, x5- 5706, wlkmet@rit.edu

Eileen Feeney Bushnell, Communications Officer, CIAS, x 5-4996, efbfaa@rit.edu

Abi Aghayere, Treasurer, CAST, x5-6664, aoaite@rit.edu

**Students' Rights and Responsibilities*

*This resource manual was compiled for new faculty with
the support of the Academic Senate and the Office of the Provost.*

Any additions or corrections to this handbook may be addressed to:

*Academic Senate Office (Vivian Gifford)
Room 2106, Eastman Building, x5-2016
Email Address: asenate@rit.edu.*

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Academic Senate Office
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Practical Suggestions for Improving Student - Faculty Relations at RIT

INTRODUCTION: The following "suggestions" were developed by a standing committee of our former Faculty Council as one approach to improving student-faculty relations. We recognize that not every idea presented in "Suggestions" will match the teaching and personality style of every faculty member or practices in every college. However, we offer these "Suggestions" in the genuine belief that if they are read, reflected upon, and appropriately acted on by new and experienced faculty members and administrators, they can contribute significantly toward a more positive learning environment and enhanced student-faculty relationships at RIT.

GENERAL COURSE MANAGEMENT

This category includes suggestions for classroom procedures and policies that faculty might regularly follow in their courses to enhance student-faculty relations.

- Try to make students comfortable with you and with each other; for example, introduce yourself, tell students what you prefer to be called (Dr., Mr., Ms., first name, etc.), and have students introduce themselves, etc.
- Clarify all course policies orally and in writing on the first day of class; these include attendance, class participation, extension, incomplete, and make-up policies.
- Explain thoroughly (orally and in writing) your grading methods and criteria; be consistent in applying them.
- Hand out a course outline on the first day of class, including a list of course objectives.
- Clarify what is and is not acceptable classroom behavior for students.
- Inform students when it is appropriate (or not) to ask questions during a lecture.
- Class size permitting, learn the students' names as soon as possible.
- Be flexible and fair to those students who have missed class or assignments because of truly extenuating circumstances.
- Vary the traditional class room setting on occasion; for example, hold class in a different setting, bring in another professor, bring refreshments to class, etc.
- Provide ample office hours and post them on your office door.
- Inform students if other people will be grading their tests and/or papers (interns, TA's, etc.)
- Provide regular grade feedback throughout the quarter.
- If you miss class, inform students how you plan to make up the time.
- If you are absent from a class, arrange for an explanatory note to be posted on the classroom door.

- Return tests and quizzes as soon as possible.
- Give students an opportunity to evaluate their tests.

STUDENT - FACULTY INTERACTIONS

This section presents suggestions for faculty attitudes and behaviors likely to convey a sense of individual worth and respect to students.

- Develop sensitivity to factors in students' lives beyond the classroom; for example, be aware that your class is one of several that the student is taking.
- Maintain a respectful attitude toward students; for example, avoid sarcastic, patronizing, intimidating attitudes. Students would like to be treated as interesting, intelligent and mature people.
- Demonstrate a willingness to help students with their problems. Refer students to other sources for issues better dealt with elsewhere; for example, the Learning Development Center or the Counseling Center.
- Be patient when students have difficulty with course work. Encourage, respect, and respond to their questions.
- Exercise tact when discussing students' grades.
- Increase your sensitivity to the special needs of students on a diverse campus; for example, be aware of how your remarks/behaviors will be interpreted by students with disabilities, foreign students, returning students, female students in non-traditional fields and students of color.
- Be fair and impartial in your dealing with students both in and out of class. Try to avoid favoring students majoring in your discipline.
- In the presence of students, convey an attitude of respect toward other faculty members.
- Become better acquainted with your students by being accessible and approachable.
- Listen intently to student comments and opinions, adding to ideas rather than dismissing them.
- Provide positive reinforcement and constructive criticism of student work.
- Respect what a student tells you in confidence. Avoid making value judgments (verbally and non-verbally) about these confidences.
- Maintain good eye contact with students; this is extremely important both in and out of class.
- Be willing to admit that you don't know all the answers to questions that students raise and that you can make mistakes.
- Try to avoid placing students in embarrassing situations, particularly in class; for example, inappropriately criticizing students' abilities, performances, or ideas in front of their peers.
- Show enthusiasm for your subject matter and your students.

FACULTY-INITIATED ACTIVITIES

This section suggests ways that faculty might increase and improve contact with students.

- Attend social events designed to bring students and faculty together (e.g. coffee hours, picnics, sports activities, etc.)
- Participate in programs such as the Faculty-in-Residence, Faculty-Student Exchange or Student-Faculty lunch.
- Make opportunities to get to know students outside the classroom, such as attending social and sports events, and joining a group of students at the RITZ.
- Attend any student-faculty receptions held within each college for Dean's List students.
- Be involved as club advisors and participate in student clubs and events.
- Organize or attend student-faculty forums or lecture series to allow discussion of relevant topics and current events.
- Participate in any evening or weekend activities for students and faculty; participate in cultural activities and encourage students to participate.
- Utilize campus resources to continue to develop teaching skills; for example, LDC, professional courses and workshops, consultations with other faculty or industry.
- Create as much one-to-one time with students as possible.
- Consider leading periodic informal study groups outside of class time.
- Utilize small group discussions in class whenever possible.
- Make class stimulating and vary the format to make it more interesting.
- Take the initiative to contact and meet with students who are doing poor work.
- Set up special tutoring sessions or extra classes for students who are doing poorly.

RESOURCES ON RIT CAMPUS

ACADEMIC AFFAIRS, DIVISION OF

The Division of Academic Affairs consists of the eight colleges and cross-college academic units serving students and faculty. The Provost serves as the chief academic officer of the university, overseeing the administration and faculty of the eight colleges. The Vice President for Academic Affairs oversees and coordinates all academic inputs affecting the academic success of students.

Contact: Stanley D. McKenzie, Ph.D., Provost
Telephone: 475-2011
E-mail: sdmpro@rit.edu
Location: George Eastman Building, Room 7000

Contact: Katherine J. Mayberry, Ph.D., Vice President for Academic Affairs
Telephone: 475-2607
E-mail: kjmgpt@rit.edu
Location: George Eastman Building, Room 3035

Contact: Donald J. Boyd, Ph.D., Vice President for Research
Telephone: 475-7844
E-mail: dlbpop@rit.edu
Location: Slaughter Building, Room 2003

Contact: Eulas Boyd, Assistant Provost
Telephone: 475-4705
E-mail: eulas.boyd@rit.edu
Location: George Eastman Building, Room 4024

Contact: Chandra McKenzie, Assistant Provost and Director, RIT Libraries
Telephone: 475-2566
E-mail: cvmwml@rit.edu
Location: Wallace Library, Room 1490

Contact: Nabil Nasr, Ph.D., Assistant Provost and Director, CIMS
Telephone: 475-5106
E-mail: nzneie@rit.edu
Location: Slaughter Building, 1001

Contact: Lynn Wild, Ph.D., Assistant Provost for Teaching and Learning Services
Telephone: 475-6543
E-mail: lawetc@rit.edu
Location: Wallace Library, Room 1525

ACADEMIC SENATE

The Academic Senate was created in 1995 through the adoption of the Charter of Academic Governance, and replaced its predecessor organization, the Faculty Council. Senate seats are apportioned to the Colleges and Educational Development Faculty based on the number of the faculty in that unit. There are currently 32 Senators elected for three-year terms. Serving as ex-officio members are the Provost, one vice-president, two academic deans, the Chair of Staff

Council, and the President of Student Government. The President of the Institute is an ex-officio, non-voting member. The officers of the Senate, who act as the Executive Committee, consist of the Chair, Vice-Chair, Operations Officer, Treasurer, and Communications Officer. There are also nine standing committees, with some of the membership being elected by the various colleges, and some being appointed by the Senate as at-large members. The Senate generally meets every other Thursday from 12:10 p.m. until 1:50 p.m. The meetings are open to the public.

Contact Person: Kristen Waterstram-Rich, Chair; Vivian Gifford, Staff Assistant
Telephone: 475-2016 (V/TTY)
Location: George Eastman Building, Room 2106
Web Site: <http://www.rit.edu/~ritaswww/>

ACADEMIC SUPPORT AND SPECIAL PROGRAMS

The following programs are part of this group: Academic Support Center, Disability Services, HEOP (Higher Education Opportunity Program), TRiO Student Support Services, First Year Enrichment. See the individual listings for more information.

Contact Person: Susan Donovan, Coordinator
Telephone: 475-6946
E-Mail Address: ssldc@rit.edu
Location: Eastman Building, Second Floor, Room 2323

ACADEMIC SUPPORT CENTER (formerly named Learning Development Center – LDC)

The Academic Support Center offers academic assistance for all RIT students, faculty, and staff.

Workshops, classes, and labs provide instruction and assessment in reading, writing, mathematics and study skills. Individual consultations are available for faculty.

ASC Contact person: Rhonda Laskoski, Program Director
Telephone: 475-2487 or 475-6682 (V/TTY)
E-Mail Address: rjlldc@rit.edu
Web Site: <http://www.rit.edu/SA/ASC>
Location: Eastman Building, Second floor, Room 2359
Fax: (585) 475-5832

Mathematics: direct support for RIT math courses, general skill instruction, diagnostic testing and tutor training. In the Math Lab, free drop-in tutoring by ASC faculty and trained tutors is available for most math courses taught on campus.

Contact Person: Ruth Jones
Telephone: 475-6940
E-Mail Address: rhjldc@rit.edu
Location: Eastman Building, Room 2345

Reading: individualized student assessment and instruction in college reading.

Contact Person: Enid Stevenson
Telephone: 475-7312
E-Mail Address: essldc@rit.edu
Location: Eastman Building, Room 2155

Writing: assessment and instruction in college writing through its Writing Lab, courses, and workshops. Several of the instructors are proficient in sign language.

Contact Person: Andrew Perry
Telephone: 475-6945
E-Mail Address: awpgsl@rit.edu
Location: Eastman Building, Room 2351

Study Skills: instruction in sound study strategies which promote academic success. Lunch 'n' Learning workshop topics include time management, listening/notetaking, textmarking, test preparation, and memory improvement.

Study Skills Web Site:
http://www.rit.edu/~369www/college_programs/lng_pwr/index.htm

Contact Person: Daniel Hickey
Telephone: 475-4897
E-Mail Address: ddhcst@rit.edu
Location: Eastman Building, Room 2361

College Restoration Program (CRP): a specialized program of instruction for students who have experienced academic difficulty and/or suspension. Suspensions are waived for one quarter, during which each participant follows a prescribed program of

instruction. Successful completion of CRP qualifies students to apply for readmission to the college or department of their choice.

Contact Person: Belinda Bryce
Telephone: 475-7818
E-Mail Address: bsbldc@rit.edu
Location: Eastman Building, Room 2353

Learning Support Services: supplemental support called Structured Monitoring, regular check-ins where students gain insight into their unique learning styles and self-advocacy. Structured Monitoring is a fee-based service.

Contact Person: Lisa Fraser
Telephone: 475-5296
E-Mail Address: lafldc@rit.edu
Location: Eastman, Room 2355

Academic Assessment: analysis of students' academic difficulties, using interviews and tests/surveys/inventories to gather background information and identify sources of problems. Recommendations are then made for strategies and resources for addressing performance issues. Students may be referred off campus for additional testing.

Contact Person: Jane Munt

Telephone: 475-6947
E-Mail Address: jamldc@rit.edu
Location: Eastman Building, Room 2363

Institute Testing Service (ITS): group testing programs for ASC and the Institute. ITS is responsible for RIT's role as a National Test Center and supervises administration of the GRE Subject Exams, SATs, LSATs, NBCC, DANTES Exams

Contact Person: Linda Garfinkel
Telephone: 475-5728
E-Mail Address: lagldc@rit.edu
Fax: 475-5832
Location: Eastman Building, Room 2304

Tutor Training Coordinator

The ASC Tutor Training Coordinator provides students, faculty and staff with tutoring information and a tutor training program for each of RIT's Colleges.

Contact Person: Julie Cammeron
Telephone: 475-6467
E-Mail Address: jjcnla@rit.edu
Fax: 475-5832

Location: Eastman Building, Room 2346

ADMISSIONS, OFFICE OF UNDERGRADUATE

The Office of Undergraduate Admissions is responsible for the recruitment and enrollment of qualified undergraduate students. The office is also responsible for disseminating information regarding academic, social, cultural, and recreational opportunities at RIT. The Office of Undergraduate Admissions also serves as an advising center for students re-examining their chosen field of study, and for exploring different program options within RIT.

Campus tours are conducted Monday through Friday at 10 a.m., 11 a.m., noon, and 3 p.m. when classes are in session, and during the summer at 11 a.m., noon, and 3 p.m. Monday through Friday. These tours leave from the Admissions Office. Saturday tours are usually available when classes are in session; however, they are subject to change due to holidays and campus events. They leave Saturday at 11 a.m. from the Bausch and Lomb Center. To make specific tour arrangements call 475-6631, Monday through Friday, 8:30 a.m. to 4:30 p.m. For information on NTID tours, call 475-6318 (Voice or TTY).

Contact Person: Daniel R. Shelley, Ph.D., Director of Undergraduate Admissions
Telephone: 475-7298 (Director), 475-6631 (information)
Location: Bausch & Lomb Center, Room 2230
Web Site: <http://admissions.rit.edu>

***AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) and
DEPARTMENT OF AEROSPACE STUDIES***

Air Force Reserve Officer Training Corps (AFROTC) began at RIT in September 1985. Participation in ROTC allows college students a firsthand view of the Air Force while attending the college of their choice. Activities are extremely varied and enriching, encompassing classroom instruction, leadership experiences, visits to Air Force Bases, summer field training, physical fitness and practical application laboratories.

The department of aerospace studies at RIT has designed an approach to its curriculum totally compatible with the four-year curriculum at RIT and consortium colleges and with the five-year cooperative education program within the Institute. RIT and the Aerospace Studies Program will develop well-rounded individuals fully prepared to enter into their chosen career fields and become future leaders in our society.

Contact Person: Lt. Col. David Easley, Commander
Telephone: 475-5197
Location: Lewis P. Ross Building, Room A250
Web Site: <http://www.rit.edu~afrotc/>

ALPHA SIGMA LAMBDA HONORARY SOCIETY

Alpha Sigma Lambda (ASL) was founded in 1964 to honor students who had accomplished outstanding achievements in the areas of ACTIVITIES, SCHOLARSHIP and LEADERSHIP. These guiding principles serve to encourage RIT students to aspire to excellence in scholarship, participation as active students, and the practice of responsible leadership. ASL honorees are selected each year from the Senior class by a committee of faculty, staff and a student government representative. Alpha Sigma Lambda serves not only as a goal for students while at RIT, but also serves to foster the ideals of leadership, scholarship and service in all students.

Chair Person: Dawn Soufleris, Assistant Vice President for Student Affairs
Contact Person: Ellen Dallimore, Senior Staff Assistant
Telephone: 475-5664 (V/TTY)
Location: Student Alumni Union, Room 2410
Web Site: http://www.rit.edu/~300www/up_alpha_sigma_lambda.php3

ALUMNI RELATIONS

Functioning as a bridge between the Institute and its 100,000 alumni, the Office of Alumni Relations is responsible for maintaining alumni records, serving as the communication center and clearing house for **ALL** alumni activities, and conducting the business of the RIT Alumni Network. The objectives of the Alumni Network are to advance the growth and development of RIT through individual and group endeavors within industry and the community; to support the fundraising objectives of the Institute; and to foster beneficial relationships among alumni, students, faculty and staff.

Contact Person: Kelly Redder, Executive Director, Alumni Relations
Telephone: 866-RIT-ALUM, 475-7412, 475-ALUM (2586), 475-2764 (TTY)
FAX: 475-5308
Location: Crossroads Building, Room 1331
Web Site: <http://www.rit.edu/alumni>

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP)

RIT AAUP is the RIT chapter of the American Association of University Professors (AAUP) that was founded in 1915 to ensure academic freedom for faculty members. Currently, RIT AAUP is an advocacy chapter of AAUP. We promote shared governance, academic freedom and the well-being of the profession, and our style is always collegial. We meet monthly and maintain a comprehensive website (ritaaup.org) to provide the faculty of RIT an organized voice through which to discuss concerns and communicate issues in a dignified and respectful manner. Contact information and membership details are on the website.

AMERICAN SIGN LANGUAGE & INTERPRETING EDUCATION, DEPT. OF

The Department of American Sign Language and Interpreting Education (ASLIE) at NTID has as one of its responsibilities to provide Sign Language instruction to all RIT faculty and staff. The Faculty/Staff Sign Language Education Program (FSSLEP) offers

an array of learning opportunities each quarter (including summer) in the form of classes, individualized instruction and special group instruction. These courses are listed and described on the ASLIE web site (web site listed below). Registration for these courses is done on line at this site as well.

Contact Person: Linda Egge
Telephone: 475-6497 (V/TTY)
Video Phone: 129.21.216.130
Location: LBJ, Room 3601
E-mail: lmenss@rit.edu
Web Site: <http://www.ntid.rit.edu/aslie/programs/fsslep/index.cfm>

ATHLETICS, INTERCOLLEGIATE

The Center for Intercollegiate Athletics and Recreation administers a program of 24 men's and women's varsity sports. Opportunities for participation cover a wide range. RIT competes at the NCAA Division III level. Men's Ice Hockey is classified in Division I. Students may try out for a varsity team, and, if chosen, can benefit from active participation in that particular sport. Other options for involvement include participation as a mentor for student athletes, a member of the RIT Athletic Association, or as a spectator.

Contact Person: Louis W. Spiotti, Director (Center for Intercollegiate Athletics & Recreation)
Telephone: 475-2615
Location: Student Life Center, Room 1242
Web Site: <http://www.rit.edu/~934.www/>

BEVIER GALLERY

During the year, the Bevier Gallery presents a continuing series of important exhibitions planned to present new directions in the fields of the arts, design, and the crafts, as well as to do honor to the works of the past. The Gallery, architecturally impressive and a part of the College, serves to enrich the cultural life of the community, the Institute at large, and to inform and inspire the College's graduate body. The Faculty Show, Graduate Thesis Show, and Student Honors Show are annual events on the Gallery calendar.

Gallery Hours:

9:00 a.m. - 4:30 p.m. Monday - Friday (Academic year)
7:00 p.m. - 9:00 p.m. Monday - Thursday (Academic year only)
1:00 p.m. - 4:30 p.m. Saturday (Academic year only)
2:00 p.m. - 4:30 p.m. Sunday (Academic year only)
(*Note: No evening or weekend hours during breaks)
Summer Hours: Monday-Friday 11:00 – 4:00 p.m.

For information on exhibits and additional hours call the Main Gallery Reception Desk (475-2646).

Contact Person: Elizabeth Murkett, Bevier Gallery Coordinator
Telephone: 585-475-5719
Location: James E. Booth Memorial Building, Room 2600

CAMPUS APARTMENTS

Four apartment complexes are part of the RIT community: Colony Manor, Perkins Green, Racquet Club, Riverknoll and one suite style housing: University Commons. Apartment and suite style housing is available to upper class students. Colony Manor is located directly east of campus and consists of one- and two-bedroom apartments and two- and three- bedroom townhouses. Colony Manor is within walking distance of the academic buildings and is served by the RIT shuttle systems. Perkins Green is located on the eastern edge of campus and consists of one- and two-bedroom apartments, is within walking distance and is on the RIT shuttle route. Riverknoll is located on the west side of campus and consists of one-bedroom apartments as well as two- and three-bedroom townhouses, and is within walking distance of the academic buildings. Racquet Club consists of one-bedroom apartments. Racquet Club is located a short distance from campus and on the RIT shuttle system. University Commons is located on the west side of campus and features four single rooms with a common area that includes two bathrooms, laundry room, full compliment of appliances and furniture. All utilities and standard cable are included in the quarterly rate for all RIT apartments and suites. In addition, each apartment and suite, with the exception of Riverknoll, has a dedicated Ethernet connection in the living room and in each bedroom.

Contact Person: Rona Skinner, Assistant Director
Telephone: 475-2936
Location: Grace Watson Building, Room 1400

CAMPUS STORES

RIT operates a store on the main campus. The main store, Campus Connections, is located on the west side of the Student Alumni Union and consists of two selling floors divided into ten departments.

1st Floor: General and Reference Books, Sportswear/Athletic Apparel & Supplies/Gifts & Greeting Cards, and Supplies/Prints & Posters.

2nd Floor: Computers-hardware, software, accessories, Photography/Products for the hearing-impaired, Course books - textbooks, study guides, etc., backpacks and carry bags.

Faculty can requisition textbooks for courses:

On-line at <http://finweb.rit.edu/bookstore/fca.html>

Or

Via e-mail to Mike Batista at mobbkg@rit.edu

Or

Fax at (585) 475-2160.

Please include Title, edition number, author, ISBN and publisher. Is the text required or optional for the course? If you have questions or desire assistance you can contact Mike Batista (585) 475-2899 in the Campus Connections Course Book Department.

RIT faculty and staff receive 10% discount on most of the items purchased in Campus Connections. Payment may be made with cash, RIT Tiger Bucks, personal checks, Visa, MasterCard, and RIT Charge authorization forms.

Store hours are:

Monday through Thursday 8:30 a.m. - 8:00 p.m.

Friday 8:30 a.m. - 5:00 p.m.

Saturday 11:00 am - 4:00 p.m.

[Note: Store hours may vary during quarter breaks and during summer quarter. For current information about store hours call the Campus Store Info Line at **475-2501**.]

The Candy Counter in the lobby of the Student Alumni Union is where candy, tobacco products, notions, sundries, daily newspapers, snack items, photo film and tickets for most campus events are sold. The Candy Counter accepts cash, RIT Food Debit Card, RIT Flex Debit Card, personal checks, VISA, MasterCard, and RIT Charge authorization forms. This store is now part of Ben & Jerry's.

THE CENTER FOR PROFESSIONAL DEVELOPMENT (CPD)

The growth and development of faculty and staff at RIT is a key aspect to the university's ability to meet its objectives as a category of one university. Through the department of Human Resources, the Center for Professional Development was created to assist faculty and staff in achieving their professional development goals. It is CPD's mission to create, coordinate and deliver high quality training and professional development programs. These programs address the needs identified by faculty, staff and administrators throughout the university.

CPD provides programs and services to the RIT community in a variety of ways. In addition to the traditional open enrollment, instructor led, classroom courses, CPD also offers hundreds of on line, self paced courses through RIT's E Learning Zone, in conjunction with Element K. Please visit the Center for Professional Development website (finweb.rit.edu/cpd/) for more information. Additionally, CPD will work with your department, division or college to design a customized training program to meet your individual needs.

In executing the CPD mission, excellence in providing quality service is central to the manner in which we conduct our business. CPD operates in a manner that acknowledges and is respectful of the individuals, departments, divisions and colleges within the RIT community. Training and professional development needs are fulfilled in an open and collaborative manner. However, when professional development solutions are sensitive in nature, confidentiality is strictly maintained throughout the client relationship.

Contact Person: Sarah Pillittere
Training and Planning Specialist
The Center for Professional Development
Telephone: 585-475-5313
E-Mail: scpcpd@rit.edu
Web Site: <http://finweb.rit.edu/cpd/>

CENTER FOR RELIGIOUS LIFE

Although it has no formal religious affiliation, RIT has recognized the importance of religion in educating the whole person. The Center for Religious Life, within the Division of Student Affairs, strives to respond to the religious aspect of life on the RIT campus. The CRL welcomes and encourages the various religious traditions to work together to serve the needs of students, faculty and staff with their religious, ethical and personal concerns. RIT's beautiful Interfaith Center, a gift of Kilian J. and Carolyn F. Schmitt and other generous donors, was dedicated on May 17, 1985. Located on the east side of the Student Alumni Union, the Interfaith Center is the focal point for the diverse religious traditions within the Institute Community. The center's two levels provide areas of worship, reflection, lectures and meetings and provides campus ministers' offices for counseling and additional aspects of their ministry. Various traditions have assigned religious professionals to the Institute to serve the needs of students, faculty, and staff in their particular faiths. CRL staff also provides opportunities for worship, personal counseling, religious study, social gatherings, and dialogue. Staff are also available for counseling and referral when needed.

Contact Person: Jeffrey P. Herring, Director
Telephone: 475-2135 (V/TTY)
Fax: 475-5485
Location: Kilian J. and Caroline F. Schmitt Interfaith Center, Room 1400

CENTER FOR STUDENT CONDUCT AND CONFLICT MANAGEMENT SERVICES

The Center for Student Conduct and Conflict Management Services organizes and coordinates RIT's non-academic disciplinary process. The office resolves many student misconduct cases and oversees the implementation of non-academic disciplinary sanctions, ranging from "Warning" to "Expulsion." All RIT official student conduct records are kept in this office. In addition to administrative handling of student

misconduct cases, the Center for Student Conduct and Conflict Management Services also is home to RIT Mediation Services, which provides students, faculty and staff a positive way to deal with conflict resolution, an Advocacy Program providing students accused of misconduct trained faculty/staff members to accompany them to a student conduct hearing, and a new offering, a Conflict Coaching (helping students deal with conflicts in a more positive, educative way). It is also home to Restorative Conferencing, a community-based approach to conduct. The office also coordinates the Student Behavior Consultation Team (SBCT), RIT's post-crisis response team that handles cases of students who exhibit behaviors that are disconcerting, bizarre or threatening. This team can be accessed by any member of the RIT faculty or staff for consultation.

Contact Persons: Dawn Soufleris, Assistant Vice President for Student Affairs (for the Center for Student Conduct or SBCT), Jean Griffin, Associate Director, Center for Student Conduct (for RIT Mediation Services, Advocacy, Conflict Coaching and Restorative Conferencing) or Robert Eckhardt, Assistant Director

Telephone: 475-5662 (Voice/TTY)
Location: Student Alumni Union, Mezzanine Level, Room 2460
Web Site: <http://rit.edu/conduct>

***CHIEF DIVERSITY OFFICER, DR. ALFREDA BROWN
DIVERSITY AT RIT***

In 2006, RIT appointed its first Chief Diversity Officer to recognize the inroads the campus has made in promoting diversity on campus – and to acknowledge the need to continue those efforts in building a strong organizational culture of diversity. According to Dr. Alfreda Brown, CDO, “I envision institutional diversity as a place where diversity is not only honored, but expected. It is a place where the understanding of diversity is an inclusive idea, culminating in a pluralistic society; and where exclusion is a foreign concept.” Assisting the CDO on diversity matters is the Council on Diversity and Inclusion, consisting of faculty, staff and administrative members from colleges and departments on campus. They are charged with assessing and evaluating diversity initiatives, programs and services at RIT. The Council is made up of three distinct sub-committees – Diversity Action Planning, Assessment and the University Climate Study Committees. For more information about the Chief Diversity Officer and the Council on Diversity and Inclusion contact Sandra Whitmore, Assistant to the Chief Diversity Officer at 475-5453 or swwpro@rit.edu.

Along with the Council on Diversity and Inclusion, the CDO is supported by the long established Commission for Promoting Pluralism, Chaired by Professor Thomas Warfield.

Commission for Promoting Pluralism

The Commission for Promoting Pluralism, established in 1991, is a representative group of RIT faculty, staff, students and administrators who regularly consults with the President of RIT on issues of diversity within the Institute. Pluralism at RIT celebrates individual differences as members within the RIT community work together toward the common goal of creating a pluralistic and diverse community. It combines shared values that are incorporated into the vision and mission of the Commission, resulting in an enriched RIT organizational culture; promotes appreciation of diverse individuals in spite of differences in race, color, creed, religion, gender, age, national origin, marital status, sexual orientation, gender identity, gender expression, language use, and physical ability. Respecting these differences results in a positive change and becomes a key factor for promoting pluralism at RIT.

VISION

The Commission for Promoting Pluralism is working toward an authentic community at RIT, one in which equality and justice is realized in the content of our policies and the character of our people. The work of the Commission is to support the energy and passion of the community as we journey towards this vision.

GOALS

- ◆ To identify and eliminate barriers that restrict equality throughout the RIT community
- ◆ To develop and implement programs that promote commitment to equality and justice in campus-wide activities
- ◆ To create and nurture a support system that increases participation by all members of the RIT community

Opportunities to Make a Difference

The Commission for Promoting Pluralism seeks nominees and recommendations for membership on an annual basis. Members serve 2-year terms and participate on one or more of the sub-committees listed here. The Commission also encourages and welcomes participation from all members of RIT on any of the sub-committees of the Commission or, by

- ◆ attending and/or volunteering at commission-sponsored events throughout the year
- ◆ providing feedback to the Commission regarding current issues relating to pluralism and diversity
- ◆ recommending topics of interest or strategies that would promote a better sense of community and understanding
- ◆ sharing your concerns with the Commission if RIT is not meeting its commitment to promoting a diverse community or if you know of a specific instance where discrimination has taken place

- ◆ reflecting on you own stance and feelings about being part of a diverse community and renew your commitment to making RIT a place where all community members can feel welcomed and appreciated.

Subcommittees of the Commission

PROGRAM DEVELOPMENT – facilitate discussion of issues related to cultural diversity within the RIT community through programming events, workshops, seminars, etc.

COMMUNICATIONS and MARKETING – This sub committee is charged with promoting the Commission and its goals across campus as well as supporting all Commission-sponsored events and celebrations.

DIVERSITY LEADERSHIP – Whether part of a curriculum or interactions among students, faculty and staff, this group is charged with making recommendations about how diversity initiatives can be integrated into the many facets of the Institute.

FUTURE PLANNING – This group is forward looking and is charged with developing new outreach efforts, research and resource development opportunities and developing a diversity resource center.

ANNUAL EVENTS Sponsored by the Commission for Promoting Pluralism

Each year, the Commission hosts several signature events, open to all members of the RIT community. All events are free and touch on some of the most current topics of interest in the diversity and pluralism arena:

PARTNERSHIPS IN PLURALISM **October 2007-May 2008**

One of the newest programs Partnerships in Pluralism is in its third year. Faculty, staff and students from across the Institute are paired together to share experiences. The goal of partnerships in Pluralism is to improve the climate and effectiveness of diversity at RIT by providing an opportunity for building trust and credibility.

CAMPUS WEEK OF DIALOGUE **October 22-26, 2007**

Offers campus members an opportunity to build relationships, acknowledge and understand the needs of the RIT campus community, and engage in needed conversation to increase the comfort level when talking about difficult issues related to diversity.

MARTIN LUTHER KING JR. CELEBRATION **January 15, 2008**

A celebration of the life and legacy of Dr. Martin Luther King Jr.

EXPRESSIONS OF DIVERSITY CONFERENCE

April 28-May 2, 2008

A week-long series of workshops, entertainment, and dialogue; covering a variety of topics, including social and educational issues, culture, and music

THOMAS JEFFERSON HIGH SCHOOL CAREER CONFERENCE

RIT faculty, students, and staff serve as counselors and meet with high school students to discuss their career portfolios.

For more information regarding the Commission for Promoting Pluralism please contact:

Chairperson of the Commission for Promoting Pluralism:

Thomas Warfield, Assistant Professor
RIT / NTID Dance Company, Director
Performing Arts - Department of Cultural & Creative Studies
(585) 475-6252 • (585) 475-6787 fax
52 Lomb Memorial Drive
Web Site: www.diversity.rit.edu

COLLEGE ACTIVITIES BOARD

The College Activities Board, located in the lower level of the Student Alumni Union, is a student-run programming board which provides quality programming for the RIT community. Its six divisions are: The Talisman Film Series, Recreation/Travel, major concerts, Social, Special Events, College Bowl Love Day, Traditional Events, and the annual Spring Festival. CAB distributes Quarterly calendars of activities. Board members are available to provide entertainment ideas or to listen to any ideas you might have.

Telephone: 475-2509
Location: Lower Level, Student Alumni Union, Room A402
Web Site: <http://www.cab.rit.edu>

(THE) COMMUNITY SERVICE CENTER

The Community Service Center (CSC) is a campus based clearing-house for RIT students, faculty and staff who are interested in community service opportunities. The CSC provides information on the volunteer needs of more than 200 agencies in the Rochester community.

The Community Service Center coordinates volunteer requests for many types of service opportunities including: classroom assignments, one-day activities, individual placements and group projects. It is a partner with the College of Liberal Arts in the development of service-learning curriculum through the Learn and Serve Grant.

The Community Service Center houses a resource library with books on civic engagement, service learning development, social policy issues, values education, and volunteerism. For faculty interested in offering a service component in their courses, the CSC does short presentations and will assist students with course appropriate volunteer placements. It offers an extensive online database of agencies and volunteer needs, an events calendar, links to other service related sites, online forms, and much more.

Contact Person: Phyllis Walker, Coordinator for the Community Service Center
Telephone: 475-6056
E-mail: ppwcccl@rit.edu

COOPERATIVE EDUCATION AND CAREER SERVICES, THE OFFICE OF

Description: The department directly supports the career and employment needs of RIT cooperative education students, graduating students, and alumni. Each academic department has an assigned Program Coordinator who works with undergraduate and graduate students and alumni from that program. The office provides a full array of support services, including one-on-one counseling and advising, job search seminars and in-class instruction, job listings, on-campus interviewing, an employer literature and job search information library, and a reference service. Faculty should feel free to contact the department and their assigned Program Coordinator to learn more about career and employment trends and issues affecting their academic unit. Office services and information are available on-line through the department web site at www.rit.edu/co-op/careers.

RIT Contact Person: Dr. Manny Contomanolis, Assistant Vice President and Director,
Office of Cooperative Education and Career Services
Telephone: 475-5464
475-2301 (General office number)
Location: Bausch and Lomb Center, First Floor
E-Mail Address: emcoce@rit.edu
Web Site: <http://www.rit.edu/co-op/careers>

Students enrolled at the National Technical Institute for the Deaf are provided similar services by a dedicated department in NTID called the NTID Center on Employment. That department is located on the second floor of the Lyndon Baines Johnson Building, Room 2809 and can be reached at 475-6219. Their web site is: www.rit.edu/NTID/coops/jobs.

NTID Contact Person: Dr. Allen Vaala, Director, NTID Center on Employment
Telephone: 475-6217 (V/TTY)
Location: NTID, LBJ/ Room 2801

E-Mail Address: arvnce@rit.edu
Web Site: www.rit.edu/ntid/coops/jobs

COUNSELING CENTER

www.rit.edu/counseling

(585) 475-2261 (voice), (585) 475-6897 (TTY)

The Counseling Center, located in the August Center, Building 23A, offers a variety of services to RIT students. These services include:

- Personal/psychological counseling
- Crisis intervention
- Career exploration counseling
- Career exploration resources
- DISCOVER (computer-assisted career guidance)
- Developmental programs and groups
- Testing
- Consultation
- Referral services

RIT Counseling Center hours

Counseling Center hours are 8:30 a.m. to 4:30 p.m., Monday, Tuesday and Friday, and 8:30 a.m. to 7:00 p.m. Wednesday and Thursday, except during finals week, break weeks, and summer quarter. During those periods, the hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Services are confidential and free. For more information about services, please call (585) 475-2261 (voice) or (585) 475-6897 (TTY), or visit the Counseling Center website at www.rit.edu/counseling.

Personal/psychological counseling

Individual counseling is available for students who could benefit from meeting with a counselor to explore, for example, more effective ways of dealing with conflict and stress, managing emotions, developing satisfying relationships, communicating with others, dealing with depression and anxiety and coping with personal crisis.

Crisis intervention

Crisis counseling and emergency services may be obtained by calling or visiting the Counseling Center during business hours, or by calling Public Safety at (585) 475-3333 and asking to speak to the counselor on call after hours.

Career exploration counseling

Counselors can assist students in making thorough appraisals of their interests, abilities, and personality traits so they can use this information in developing educational and

vocational plans. Tests of aptitude, interest, and personality may be used in this assessment process.

Career exploration resources

Located in the reception area of the RIT Counseling Center, career exploration resources include occupational information on a variety of careers, vocational and educational reference books, and DISCOVER. The center and its resources are available on a walk-in basis.

DISCOVER is a career guidance system that uses a computer to help students learn more about:

- the career planning and decision-making process;
- themselves, especially their interests, abilities, and work-related values;
- careers that may be appropriate based on interests, abilities, and/or values;
- the world of work, including descriptions of more than 500 occupations; and
- graduate and professional school opportunities.

Groups and outreach programs

The Counseling Center staff offers groups that assist students in their personal development. These groups offer a supportive environment in which to explore a variety of issues that typically affect the lives of students such as forming relationships, handling loss, managing stress, clarifying values, and choosing careers.

In addition, center staff members will present special programs to student groups and organizations. Presentations include communication skills, helping friends get help, stress management, and dealing with loss, among other topics.

Testing

The Counseling Center may administer a number of psychological tests and interest inventories as part of the counseling process.

Consultation

Services are designed to support and assist faculty and staff in handling difficult student situations, including identifying students in distress, guidelines for interaction, and how to make a referral to the Counseling Center.

Referral services

In addition to referrals to the university's consulting psychiatrist in the Student Health Center, counselors can assist students with referrals to community-based practitioners and resources, when appropriate.

FACULTY WORKSHOPS:

The Counseling Center can provide any of the following workshops for faculty:

- How to work with the Counseling Center when you are concerned about a student
- Responding to disturbing content in students' work
- Collaborative program on RIT students and mental health issues

- Dealing with disruptive behaviors in the classroom

Contact Person: Carol Thayer, Receptionist
 Telephone: 475-2261 (Voice), 475-6897 (TTY)
 Location: August Building (23A), Room 2100
 Web Site: <http://www.rit.edu/counseling>

CREDIT UNION (1st Priority Federal Credit Union)

The purpose of the 1st Priority Federal Credit Union is to provide high quality financial services to an eligible membership at the Rochester Institute of Technology. The Credit Union will promote thrift among the membership and create a competitive source of credit for prudent, frugal provision for the future. The Credit Union offers: Shares Accounts, Sharedraft Accounts, Holiday Club, Certificates of Deposit, IRA's, Visa Credit and Debit Cards, Loans (Signature, Co-signed), Share Secured, Home Improvement, Home Equity, 1st Mortgage, Tax Advantage Loans, Vehicle Loans, Voice Response, Interactive Website and automated cash machine. Who can join? Any full or part-time member of RIT's faculty/staff, their spouse, offspring, or immediate relative, such as mother, father, sister or brother.

How to join: Fill out a Member Application and submit it along with a \$50 initial deposit to open the account.

Hours:	Monday	8:30 a.m. - 2:00 p.m.
	Tuesday,	8:30 a.m. - 2:00 p.m.
	Wednesday	8:30 a.m. - 2:00 p.m.
	Thursday	8:30 a.m. – 12 NOON
	Friday	8:30 a.m. - 2:00 p.m.
	Holidays:	The Credit Union is closed on all school and federal

holidays.

Contact Person: Don Kuebel, President/CEO
 Telephone: 475-5618
 Location: Student Alumni Union, Room A319
 Web Site: <http://www.1stpriorityfcu.com>

CROSSROADS HUB

Services offered by the Crossroads HUB are available to the entire RIT community. High volume color and black & white Digital printing and copying, Wide Format Printing for oversized posters and signs on bond, photo gloss and canvas material using UV ink, bindery service, computer workstations, faxing, and basic USPS and FedEx services ..all can be found at the Hub retail location in the Crossroads HUB just at the north end of S Lot. Quick turn around, free pick-up and delivery makes the Crossroads HUB the choice for all your printing and copying needs.

Contact Person: Dave Smith, Manager
 Telephone: 475-6353

Fax: 475-4999
Location: Crossroads HUB
E-Mail: crosshub@rit.edu
Web Site: <http://www.finweb.rit.edu/hub>

DISABILITY SERVICES COORDINATION OFFICE

Students and faculty/staff with disabilities who would like to request accommodations due to a disability are encouraged to contact the Disability Services Office. Submission of a "Disability Services Request Form" and documentation of the disability are required; the Coordinator then reviews the request and if warranted, discusses appropriate accommodations with the student. The office is also available for information on federal disability guidelines and disability issues.

Contact Person: Susan Ackerman
Telephone: V/TTY: 475-6988 or 475-7804
E-Mail Address: smacst@rit.edu
Fax: 475-2215
Website: <http://www.rit.edu/dso>
Location: Eastman Building (Bldg. 1), Room 2342

EDUCATIONAL TECHNOLOGY CENTER

→ Instructional Services

The Instructional Services department within ETC deals with many aspects of classroom technology. Support covers the delivery and set up of projectors (slide, overhead and computer) to TV/VCR carts; providing access and training on installed classroom equipment to operator-assisted events in our academic auditoriums. Equipment delivery requests must be placed with the front desk (475-2551) at least 24 hours in advance; for high demand equipment it is best to order as early as possible. Orders for auditorium support must be placed one week prior to the event or operator availability is not guaranteed.

For orientation and smart classroom capabilities, please call the front desk or Jason Stryker to set up an appointment.

Contact Person: Jason Stryker
Telephone: 475-2093 or 475-6295 (TTY)
Web Site: <http://www.rit.edu/etc/is>

→ Media Resource Center

The Media Resource Center (MRC) provides media support to faculty, staff and students. The MRC staff is available to assist faculty in identifying media within the collection and locating new media to support their curriculum needs. The MRC collection consists of a variety of media formats including videotape, DVD, audio tape and an art history slide collection. Media is available for classroom use or can be used in

the MRC viewing area (located in the lower level of Wallace Library). Receive satellite and/or web cast teleconference services are also available through the MRC. Open hours for the MRC are posted on their web site.

Contact Person: Romea Montanaro
Telephone: 475-2015, 475-6295 (TTY)
Web Site: <http://www.rit.edu/etc/mrc>

→ **Media Production Services**

ETC's Media Production Services produces educational and informational media for RIT faculty and staff. These include video, multimedia/web, graphic design and photography/digital imaging production. Media Production Services also captions video and other media for their clients.

Please see their web site for a full list of services and charge back information.

Contact Person: Steve Wunrow
Telephone: 585-475-4945
Web Site: <http://www.rit.edu/etc/production>

EMERGENCY LOAN FOR PHOTOGRAPHY STUDENTS

The Reedy Loan is an emergency fund for photography students only. To obtain funds the student should go to the CIAS Budget Office (Bldg. 7B, Room 1103) for instructions on how to apply for a Loan. If the request is approved, the Loan is up to \$50, with 30 days to repay the full amount.

Contact Person: Norma Fleck, CIAS
Telephone: 475-2681
Location: CIAS Budget Office, Gannett (Bldg. 7B), Room 1103

ENGLISH LANGUAGE CENTER

The English Language Center provides a variety of programs and services including a full-time intensive English program and a part-time program. Some of the courses offered include grammar, vocabulary, reading, writing, idioms, presentation skills, writing research papers, listening comprehension, literature, pronunciation and conversation. Specially tutored classes for business and professional people, individual instruction in writing, speech and accent reduction, customized English training programs for Rochester businesses, cross-cultural training programs for faculty, staff, students and members of the community, individualized instruction in foreign languages, translation services, orientation programs, and a complete battery of English language tests are all available through the ELC. Tuition waivers for English and foreign language instruction are available to RIT employees through Human Resources.

Contact Person: Rhona Genzel, Director

Telephone: 475-6684
Location: George Eastman Memorial Building, Room 1301
Web Site: <http://www.rit.edu/~370www>

FACULTY SUPPORT GRANTS (INTERACTIVE LEARNING GRANTS)

The Division of Student Affairs is providing Interactive Learning Grants to faculty and staff who would like to enhance their efforts to promote student learning beyond the classroom. These grants can be used to support interactive learning activities that enhance the weekly class and laboratory sessions or promote learning interaction among students in student groups or with groups of faculty/staff. They can support field trips, gatherings, discussions or presentations which occur outside of regular class periods and which promote a richer more collegial interchange among faculty, staff and students. These programs might occur during a road trip, in the residence halls or in the Student Alumni Union, or even off campus in a faculty/staff member's home, etc. Our goal is to encourage more interaction and community-building among students and faculty.

Grant application forms are available on the Student Affairs Office Division web page at: www.rit.edu/~300www/vp_interactive_grants.php3. Grants can be given for up to \$400 and need to be submitted for approval at least three weeks before the intended activity.

Contact Person: Mary-Beth Cooper, Vice President for Student Affairs
Telephone: 475-2267
Location: Student Alumni Union, Mezzanine Level, Room 2410

FINANCIAL AID AND SCHOLARSHIPS

The mission of the Office of Financial Aid and Scholarships is to provide quality services responsive to students' and families' needs while assisting them to obtain the funds required to complete RIT's academic programs. These funds may be from RIT, state and/or federal governments, private organizations or from generous gifts provided by friends of RIT. Many scholarships awarded by the Office of Financial Aid and Scholarships go to talented students who would otherwise be unable to attend RIT. Financial Aid and Scholarships staff members work collaboratively with faculty and staff in order to maximize service to students. They routinely participate in outreach programs and serve as a resource for faculty and staff as well as for students. Please do not hesitate to contact us.

Contact Person: Verna Hazen, Assistant Vice President, Financial Aid and Scholarships
Telephone: 475-5520
Location: Bausch and Lomb Building, Room 2110
Web Site: <http://www.rit.edu/financialaid>

FIRST-YEAR ENRICHMENT PROGRAM

First-Year Enrichment (FYE) is a program designed to enhance the personal, academic, and professional success of first-year students and to facilitate their academic and social integration into RIT. All first-year students entering RIT from high school are required to complete FYE I and FYE II during the fall and winter quarters of their first year.

This required two-credit, two-quarter interactive course is designed to maximize the student's potential to achieve academic success and to adjust responsibility to the personal and interpersonal challenges presented by collegiate life. FYE actively engages students during their critical transition to college by examining problems and issues common to first-year students. The course is customized for each college at RIT, integrating the needs specific to students in each major into a classroom experience that is focused on topics such as time management, academic success strategies, student finances, ethical decision-making, goal-setting, information literacy, copyright infringement and plagiarism, RIT resources, and more. FYE partners with other courses in learning communities and provides a career-based approach to each of the core topics introduced in the class.

Individual coaching appointments are provided by each FYE instructor to assist students with transitional issues, help students establish academic and personal development goals, encourage their involvement in campus activities, and foster connections with their academic program and college. Coaching is a unique aspect of FYE at RIT and is an action-oriented effort to help students identify and reach their goals.

Contact Person: Dr. Latty Goodwin, Director, First-Year Enrichment Program
Telephone: 475-7033
Email: latty.goodwin@rit.edu
Location: First-Year Enrichment Office, Grace Watson Hall (Bldg 25),
Room 1120
Web Site: www.rit.edu/firstyear

FOOD SERVICE TIGER BUCKS ACCOUNT

Your RIT identification card is all you need to access many services on and off campus. Tiger Bucks is available to all RIT students, faculty, and staff. When activated with a deposit, your ID card becomes a debit card that allows you to purchase goods and services conveniently without carrying cash.

Money may be added to your account at any time throughout the year via the internet or in person. Deposits are made at the Bursar's Office, Food Service Administrative Office, any food service cashier, or through payroll deduction. To add money to your account using the internet, or to activate payroll deduction, go to the RIT portal at **my.rit.edu**. Visa or MasterCard telephone deposits can be made by calling (800) 724-5104 or 475-2228 (V/TTY), during Food Service business hours.

When a purchase is made using your card, the amount is deducted from your available balance. The account is updated (real time) so you may see your balance at any time. When using Tiger Bucks, faculty and staff receive discounts in most food service locations and at the Campus Connections Bookstore.

The amount you choose to deposit should fill your own needs. Average spending is about \$600 per year for faculty, while staff uses approximately \$1000 on campus a year for meals, beverages, and gifts. For more information visit: <http://finweb.rit.edu/foodservice>

Food Service

Administrative Office	475-2228 (V/TTY)
Registrar's Office	475-6667 (V/TTY)
Bursar's Office	475-2192 (V/TTY)
Grace Watson Dining Hall	475-2500 (V/TTY)
Campus Safety	475-2853 (V) 475-6654 (TTY)

FRANK RITTER MEMORIAL ARENA

Description: The Ice Arena is operated by the Center for Intercollegiate Athletics and Recreation as a RIT Auxiliary Unit, and it has an occupancy of 2,100 with ice and 3,000 without ice. The arena is the home of the RIT Tigers Men's Division I Hockey Team and the Women's Division III Hockey Teams, two of the nation's top NCAA hockey teams and one of the best-known figure skating clubs in the country, the Genesee Figure Skating Club. The Ritter Arena supports: 1) Wellness Activity classes to students in recreational skating; 2) Lunch-time recreational skating for faculty, staff, students and alumni (photo ID required); 3) Intramural activity in both hockey and broomball; 4) all home hockey games and tournaments; 5) Various exhibitions and ice shows; 6) Open skating for the community-at-large; 7) Learn to skate programs for people of all ages. 8) Hockey Camps and skating schools. Off-season activities (without ice) include special events, rock concerts, exhibitions, and the annual RIT Commencement ceremonies. The Ice Rink facility is one of the leading ice rink operations in Upstate New York and provides an outstanding opportunity for those at RIT to enjoy the sport of ice skating.

Contact Person: Wayne Wilson, Men's Hockey Coach/Ice Arena Manager
(Center for Intercollegiate Athletics and Recreation)
Telephone: 475-5615 (Office), 475-2223 (Information)
Location: Frank Ritter Memorial Ice Rink, Room A301

FRATERNITY AND SORORITY LIFE

Fraternity and Sorority Life at RIT provides students a comprehensive involvement opportunity to interact with their peers in a fraternity or sorority community where academic excellence, social activities, leadership development, service and fun are emphasized. The experience allows students an opportunity to develop their personal skills in a well-rounded manner, thus better preparing them for their careers and living in

society. Additionally, the fraternity/sorority community is self governing whereby each recognized group is represented on Greek Council through the sub governance of Panhellenic Conference, Interfraternity Council and National Pan-Hellenic Council. The Assistant Director of Campus Life can provide a perspective on past traditions, history of Greek-letter organizations and discuss current trends impacting the community today. Greek community leaders, the Assistant Director, Fraternity and Sorority Life Graduate Assistants, and Staff from the Center of Campus Life can provide an overview of the Greek Council structure and each of the organizations structuring under its umbrella. Many of the fraternity and sorority chapters are housed within the residence hall communities adding a positive impact to student life in the areas of personal and career development.

Contact Person: Jessica Berner, Assistant Director, Campus Life, Fraternity and Sorority Life
Telephone: 475-7123
Location: Center for Campus Life, Student Alumni Union
E-mail Address: jlbcccl@rit.edu
Web Site: Greek.rit.edu

GALLERY r

Gallery r is the School of Art's metro showcase for Contemporary Art at 775 Park Avenue. Serving as both an educational laboratory site and a visual arts venue for the College students and alumni, the gallery highlights contemporary and experimental art, photography and crafts throughout the academic year and summer. Works by RIT students and alumni are for sale in the r Store. Currently we are seeking new alumni work to be showcased on consignment. Located in the downtown Park Avenue district, Gallery r is highly visible during the prestigious Park Avenue festival, the Park Avenue Holiday Open House and the Gallery's annual arts benefit each year. The School of Art's Senior Illustration, Senior Fine Arts Studio, and the Photography in Dubrovnik exhibitions are three of many competitions and theme-focused exhibits that Gallery r will host this year. Information is

available at: <http://www.galleryr.org/>

Hours: Thursday and Friday 2:00 – 6:00 p.m.
Saturday and Sunday 1:00 – 5:00 p.m.

Contact Persons: Zerbe Sodervick, Gallery r Coordinator
Muriel DeMartino, Gallery r Design/Marketing
Telephone: 585-242-9470
Location: 775 Park Avenue, Rochester, NY 14607

GAMEROOM

The SAU Gameroom is available for use by the RIT community. It features video games, billiards, and the ESPN Sports Zone. The Gameroom is managed by the Ritz Sports Zone within the Food Service Department of RIT.

Contact Person: Mary Anne McQuay
Telephone: 475-6502
Location: Student Alumni Room 1324

GOVERNMENT AND COMMUNITY RELATIONS

The role of the Office of Government and Community Relations and Special Events is to implement a comprehensive program of government relations, community relations and special events which develops and maintains positive and effective relationships between RIT and all levels of government as well as the community at large. These relationships result in funding as well as other types of support, and strengthen the university's visibility and image among these publics. The Office of Government and Community Relations is responsible for liaison with Federal, State and local government entities, community groups and organizations, and for the coordination of special events that take place on the RIT campus. RIT receives significant support from both the Federal and State governments. A substantial amount of that funding involves support to students and their families through government funded student financial aid, including grant and loan programs. This office is also responsible for administering RIT's Guidelines regarding political activities, which are included in the Institute Policies and Procedures Manual (Section C10.0).

Conference and Special Event Planning

Contact with the office of Government and Community Relations and Special Events (GCRSE) should routinely be a *first step* in consideration of hosting an academic/professional conference or event at RIT, prior to any formal commitment/contract agreement. GCRSE is a vital resource for RIT academic and administrative departments for planning conferences and special events, serving in an *advisory capacity* to assist the host faculty/department in making all logistical arrangements, development of the contract agreement and obtaining necessary approvals. The host faculty/staff member or their designee is responsible for all the above arrangements, approvals and event publicity (including submission of the Institute Events Calendar), however, the GCRSE staff will serve as a planning resource throughout the event planning process.

The office is also the principal point of contact for *all* external organizations that wish to use RIT facilities. All requests from external organizations should be referred to this office. GCRSE provides quality service in event planning and management to local businesses, educational, civic, and service organizations, as well as to alumni and friends of RIT. A Facilities Rental Contract is required for use of all facilities by external organizations. A certificate of insurance naming RIT as an additional insured is also required for external groups.

Contact Person: Deborah Stendardi, Vice President, Government and Community Relations

Telephone/email: 475-5040, dmsgri@rit.edu

Location: Bausch and Lomb Building, Room A145

Contact Person: Cindee Gray, Assistant VP, Government and Community Relations

Telephone/email: 475-4987, csggri@rit.edu

Location: Bausch and Lomb Building, A145

GREEK AFFAIRS

[See Fraternity and Sorority Life, pg. 23]

HAIR TECHNIQUES

Hair Techniques is a privately owned and staffed unisex hair salon located on campus in the lower level of the Student Alumni Union, next door to the Ritskeller. It offers complete hair care service and hair care products as well as tanning services. The salon is open all year, including breaks and summer. Appointments are preferred, but walk-ins are welcome, providing time is available. The staff includes some of the area's top hair designers with experience in all phases of hair care. For your convenience, Hair Techniques accepts VISA/Mastercard/ & RIT Flex.

Telephone: 475-2041

Hours:	Sept.-May	Monday-Thursday	10 a.m. - 6 p.m.
		Friday	10 a.m. - 5 p.m.
		Saturday	10 a.m. - 3 p.m.
	Summer	Monday-Friday	10 a.m. - 4 p.m.

Location: Lower level, Student Alumni Union

HEOP (newly named ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM)

The Arthur O. Eve Higher Education Opportunity Program is a New York State and RIT funded program that qualifies students for additional academic and financial support according to strict State Education Department guidelines. Acceptance into the program occurs prior to entry to RIT. Services for all HEOP students include counseling, tutoring, and advocacy.

Contact Person: M. Phyllis Wade

Telephone: 475-2221

E-Mail Address: mpwheo@rit.edu

Location: August Building, 2nd floor (upstairs from Student Health Service), Rm. 2190

HISTORY OF RIT

Three primary collections, the RIT Archives, the Deaf Studies Archive, and the RIT Art Collection make up the RIT Archive Collections. The mission of the RIT Archive Collections is to collect and preserve materials about RIT and form a primary source for the study of the history and development of Rochester Institute of Technology and its predecessors, the Rochester Athenaeum and Mechanics Institute. The collections are made up of primary documents, printed materials, photographs, audio-visual materials, artwork and memorabilia. Students are welcome to use materials, singly or in groups, for term papers and various campus projects. The new RIT Museum, located outside the archives on the 3rd floor of the library, is a permanent space for major exhibits related to the history of the university. The RIT Gallery for History and Art, located on the first floor of the library, features smaller exhibits of interest to the RIT community. The web site offers further information on the collections and current exhibitions.

Contact Person: Becky Simmons, Archivist
Telephone: 475-2557
Location: Wallace Library, Room 3660
Web Site: <http://library.rit.edu/depts/archives/>

(THE) HOUSING CONNECTION

The Housing Connection a housing referral service is part of RIT Housing Operations. If you need a roommate or are looking for a shared housing situation in RIT housing the Housing Connection can help. Current listings of Roommates Wanted and Roommates Available help students meet and match potential roommates.

Contact Person: Rona Skinner, Housing Operations
Telephone: 475-2936
Fax: 475-5050
Location: Grace Watson Hall
Web Site: <http://housing.rit.edu>

INFORMATION DESK - STUDENT ALUMNI UNION

The SAU Information Desk in the Student Alumni Union is available to provide general information about RIT as well as specific RIT sponsored events and activities that are of interest

to students, faculty, staff and the Rochester community at-large. The Information Desk provides such services as activities information, calendars, brochures, map, directions, RIT and Rochester bus schedules, phone number for students, faculty and staff, and a lost and found. The Information Desk is staffed by RIT students.

SAU Room Reservations: Room reservations in the Student Alumni Union (SAU) can be made by contacting SAU Reservations at 475-6992, reserve@rit.edu, or by visiting the Reservations Office, Student Alumni Union, Room 1322 directly behind the Information Desk.

Contact Person: Taralyn Loewenguth, Coordinator for Student Services
Telephone: 475-6569
Location: Student Alumni Union (Bldg. 4), Room 1326

INFORMATION AND TECHNOLOGY SERVICES

(Computer Network, Telecommunications and Information Technology Support)

Information & Technology Services (ITS) provides central support for academic, administrative, business information services, client support and core technology infrastructure. Detailed information about computer and telecommunications services as well as network capabilities managed by ITS can be obtained from the ITS HelpDesk or on the ITS web site at <http://www.rit.edu/its>

Computer Accounts

Access to RIT computing and network resources is through an RIT computer account. Often departments and colleges request accounts for new faculty and staff, providing appropriate account number and usage information. If this has not been done prior to a faculty member's arrival, it can be done by the individual using a request form for faculty and staff accounts available at: <http://www.rit.edu/its/help/forms>

Computer Labs

ITS manages numerous computer labs within the colleges. These labs contain both Macintosh and Windows computer systems. Most of the lab facilities are open to students for general computing use and to faculty for reserved class work. Lab assistants provide first level support to use the hardware and software available in the labs. More information about the labs and reserving facilities can be found on the ITS web pages at http://www.rit.edu/its/services/computer_labs/

Customer Support

ITS provides general information and support to users of servers, desktop systems and applications. Several ITS staff are based within colleges providing direct customer support. For network, desktop or telecommunications troubleshooting, contact the ITS HelpDesk as the first point of coverage. The HelpDesk can be reached via phone, TTY, walk-in visits or online.

ITS HelpDesk (Contacting ITS)

Telephone: 475-HELP (4357) voice
475-2810 TTY
Email: helpdesk@rit.edu
Website: <http://www.rit.edu/its>
Location: Gannett Building (7B) Room 1113

Hours: Monday to Thursday, 7:30 am – 8 pm
Friday, 7:30 am – 5 pm

Saturday – closed
Sunday, Noon – 6 pm

Hours for Summer Quarter, Holidays and Breaks
Monday to Friday, 7:30 am – 5 pm
Weekends, closed

Modem access to the campus computer network

Asynchronous and DialIP (remote Internet connection) service 14.4 to 56 Kbps: Dial in using 585-427-2000

The **RIT Code of Conduct for Computer and Network Use** guides the use of RIT computing and networking resources. The computing, network and information resources available to all students, faculty and staff support the mission of teaching, scholarly activity and service for the Institute's students, faculty and staff. The full document can be found at: <http://www.rit.edu/computerconduct/>

INTELLECTUAL PROPERTY AND TECHNOLOGY LICENSING

The Technology Licensing Office (TLO) promotes the transfer of RIT technology into the commercial marketplace through the management, protection and leveraging of RIT's intellectual property (IP) assets. The TLO serves as a resource to students, faculty, staff and students on IP matters. Services offered include: 1) outreach and training in intellectual property, technology transfer and licensing for faculty, staff and students, 2) protection of intellectual property (patents, copyright), 3) marketability assessments on inventions and authored works to determine commercial potential, 4) commercialization and marketing strategy development and implementation, and 5) negotiation and administration of licenses.

Contact Person: Dr. Varda Main, Director, Technology Licensing Office
Telephone: 475-2986
Location: Eastman Building (1), Room 4018
E-Mail Address: Varda.main@rit.edu
Web Site: <http://www.rit.edu/tlo>

INTERCOLLEGIATE ATHLETICS & RECREATION

The Center for Intercollegiate Athletics and Recreation has four major components: Athletics, Recreation, Wellness and Intramurals. Our Center offers some of the finest athletic and recreational facilities in college today. The indoor and outdoor venues host intercollegiate practices, contests, intramural competitions, wellness courses, and provide recreational play.

With 24 sports and a large recreation program, our facilities offer something for everyone. These facilities include:

Clark Gymnasium – Features a main gymnasium and a smaller auxiliary gymnasium used primarily for varsity practices and contests, a wrestling room, an athletic weight room, and a sports medicine center.

Gordon Field House and Activities Center – A 60,000 square foot, multi-purpose field house includes:

- A 200 meter jogging track
- Four indoor tennis courts
- Multi-level fitness center
- Aquatics center (eight-lane competitive pool with moveable bulk-head diving area, recreational pool, and hot tub)

Hale-Andrews Student Life Center (SLC) – An 88,000 square foot complex that features:

- Five multi-purpose courts (basketball, volleyball, badminton)
- Eight racquetball courts
- Two dance studios/fitness rooms
- Mini-gym (basketball, volleyball and multi-purpose court)
- Elevated 200 meter jogging track
- Spinning room
- Boxing/kick bag room
- Locker rooms with saunas
- Classrooms
- CPR room
- Overnight equipment rental office

Outdoor Facilities – There are nine all-weather, lighted tennis courts next to U Lot. The athletic fields feature an all-weather track with generous seating and hosts soccer, lacrosse and track events. Other fields include baseball, softball, practice fields, jogging trails, archery range, and artificial turf field.

Red Barn – Based in the Red Barn, the Interactive Adventures Program includes an array of adventure-based wellness activity classes, teambuilding programs, and the Red Barn Climbing gym, which consists of a 32-foot top-roping wall and extensive bouldering areas.

Ritter Arena – Home to men’s and women’s ice hockey teams, as well as the Genesee Figure Skating Club. Public skating and “Learn to Skate” programs are also available.

Reservations

Reservations for all facilities are on a priority system. Reservations for groups of 10 or more people (with the exception of racquetball and indoor tennis) must be made two business days in advance. Reservations and requests for longer than two hours or multiple reservations will be handled on an individual basis and should be requested well in advance by calling the appropriate number and possibly completing a request form.

Racquetball and indoor tennis courts may be reserved one business day in advance by calling 475-2280.

Center Phone Numbers:

Intercollegiate Athletics	475-2614
Intramurals	475-6559
Recreation	475-2620
Wellness	475-2620

Reservation Phone Numbers:

Aquatics Center	475-6477
Clark Gym	475-7663
Field House	475-6477
Ice Arena	475-2223
Indoor Tennis	475-2280
Outdoor Fields	475-7663
Racquetball	475-2280
Red Barn	475-2628
Student Life Center	475-7663

Web Site: <http://rit.edu/ciar>

INTERNATIONAL STUDENT SERVICES

This program serves over 1,300 deaf and hearing international students admitted to the United States on student visas. In addition, the office offers several services to the Institute as a whole:

1. Provides information about immigration rules and regulations for entry to the U.S. as an F-1 student, or J-1 student, professor or researcher scholar.
2. Consultation with colleges in the Institute concerning the needs of international students.
3. Cross-cultural programming and workshops to increase campus-wide awareness of international students and their needs.

Special programs offered for international students include the following:

1. Employment authorization for students planning to do cooperative education or post completion optional practical training.
2. A variety of workshops of special interest to international students – for instance Tax Workshop, Immigration Lawyer Visit, Returning Home after Graduation.
3. Peer Advisor Leader (PAL) program for upperclassmen and graduate students who facilitate the transition of international students to the U.S. in general and RIT in particular through International Student Orientation held quarterly.

Contact Person: Jeffrey Cox, Director of International Student Services
Telephone: 475-6943 (V/TTY)
Location: Student Alumni Union, Mezzanine, Room 2330
Web Site: <http://www.rit.edu/~iss>

INTERPRETING, NOTETAKING AND SPEECH-TO-TEXT SERVICES, DEPARTMENT OF ACCESS SERVICES (see under “Services for Deaf and Hard of Hearing Students”)

LEADERSHIP EDUCATION & COMMUNITY SERVICE OPPORTUNITIES

The RIT Leadership Institute & Community Service Center, which is within the Division of Student Affairs, provides a variety of opportunities for students to learn leadership skills and engage in an array of community service experiences. The mission of the department is to help students develop critical leadership skills for both their personal and career goals, as well as to help them become contributing members of society.

The RLI and CSC offer several leadership courses & programs, as well as a variety of service events each year. Furthermore, this includes a campus wide Leadership & Mentoring Advancement Conference in April and a Community Service Fair twice each year. Partnerships are also maintained with faculty, staff, alumnae, trustees and community leaders to offer students a wide array of exciting and meaningful experiences to choose from. For more information on the programs and services offered, check out the website at the address below, or if you would to become involved, please contact Molly McGowan.

Contact Person(s)

RIT Leadership Institute: Molly McGowan, Director
Telephone: 585-475-6171
Email: mtmccl@rit.edu
Web Address: <http://www.rit.edu/lead>
Location: 2130 SAU, Bldg. 4

Community Service Center: Phyllis Walker, Coordinator
Telephone: 585-475-6056
Email: ppwccl@rit.edu
Web Address: <http://www.rit.edu/lead>
Location: 2150 SAU, Bldg. 4

LEGAL ASSISTANCE

Student Government has free legal advice available to full-time day students. The attorney will be in the Student Government Office (SAU, RITreat, Room 1150) Tuesday and Thursday from 7:30 a.m. – 10:00 a.m. Students should take advantage of this service. The attorney is here to help solve your problems and inform you of your options if you should find yourself with legal matters. For more information or appointments,

contact the Student Government Office. If you need immediate legal assistance, contact the Lawyer Referral and Information Service, 546-2130. You pay an initial \$40 referral fee which gives you a 30 minute consultation with a lawyer. After the half hour, if you choose to retain a lawyer, referrals and fees will be discussed. Volunteer Legal Services Project, 232-3051 may also be of assistance in limited situations at no cost. Legal aid can also be obtained through the Legal Aid Society of Rochester, 1 W. Main Street, Suite 800. Hours are 9:00 a.m. – 5:00 p.m. Monday through Friday; 9:00 a.m. – 4:00 p.m. Friday. The society does not handle criminal cases. Phone intakes only – no walk-ins. The American Civil Liberties Union also gives legal aid, but mainly for persons whose civil rights have been violated. (Info updated 3/7/07)

Contact Person: Kathy Hall, Student Government
Telephone: 475-2204
E-Mail Address: kahhcc@rit.edu
Location: Student Alumni Union, Room 1150

LOST AND FOUND

If you lose something on campus, check where you think the item was last. If it's on the academic side, check the department office located in that building.

Locations: Information Desk, Bausch and Lomb Center Information Desk, Student Alumni Union
24-hour Desk, Ellingson Hall, Department of Campus Safety, Grace Watson Hall

MARGARET'S HOUSE

Child Care Programs

Margaret's House is a NYS licensed child care center offering all-day, quality care and education for children 8 weeks to 8 years of age, including a district approved full-day kindergarten, after school and summer programs. It is open to children of RIT students, faculty, staff, and members of the greater Rochester community. Margaret's House is located on campus and is open year round. Call for information and registration material.

- Infant and Toddler Programs: 8 weeks to 36 months
- Preschool Program: 3 and 4 year olds
- Full-day Kindergarten/After School Programs: 5-8 year olds
- "Lil" Kids on Campus: for children entering grades 1-4. Full day program offered in July.

Contact Person: Roberta DiNoto
Telephone: 475-5176 (Voice/TTY)
Location: Margaret's House (Building 50C/Bell Hall)
E-Mail Address: rxdhcc@rit.edu

Web Site: www.rit.edu/~margaret/

Kids on Campus Programs

"Kids on Campus" provides a variety of academic and recreational summer programs to youngsters entering 5th grade through 9th grade. Programs are characterized by a dynamic, project-oriented approach to learning.

- Kids on Campus for youngsters entering grades 5-10
Full day program, offered during July

"Kids on Campus" programs are offered to all Rochester area children. Call for information and registration material.

Contact Person: Susan Kurtz
Telephone: 475-5987
Location: Margaret's House (Building 50C-Bell Hall)
E-Mail Address: susan.kurtz@rit.edu
Web Site: www.kidsoncampus.rit.edu

MILITARY SCIENCE, DEPARTMENT OF

The Department of Military Science and the Army Reserve Officers' Training Corps (ROTC) offers

a unique academic, physical education, and leadership development program which can lead to a commission as an officer in the United States Army. A wide variety of courses, activities and financial aid programs (three- and two-year scholarships) are offered to eligible full-time students interested in the active Army, Reserves, or National Guard. The Department is open to all students who are seeking information regarding military service or serving as an officer in the U.S. Army.

A student incurs a military obligation upon acceptance of a scholarship or entry in the advance phase of the program. Non-scholarship students incur no military obligation during the freshman and sophomore year classes.

Contact Person: Lieutenant Colonel Lynn A. Lubiak
Telephone: 475-5545
E-Mail Address: dewarm@rit.edu
Web Site: <http://www.isc.rit.edu/~armyrotc/>

MUSIC ORGANIZATIONS

Throughout the academic year, one can enjoy fine performances by the RIT Orchestra, the RIT Jazz Ensemble, the RIT Gospel Ensemble, and the RIT Singers. The RIT Orchestra is a symphony orchestra composed of RIT students, faculty, staff, and members of the Monroe County community. The RIT Jazz Ensemble is composed of

Contact Person: Kerry Hughes, Interim Director of Orientation and Communication
Coordinator
Telephone: 475-7995
Location: Bldg 86 – Rm. 1123
E-Mail Address: orientation@rit.edu
Web Site: <http://www.rit.edu/orientation>

NORTH STAR CENTER FOR ACADEMIC SUCCESS AND CULTURAL AFFAIRS

The North Star Center is charged with improvement of student retention and graduation rates of underrepresented students at RIT. We provide services and develop initiatives to enhance student experiences of African American, Latino American and Native American (AALANA) RIT students through academic advisement, advocacy, leadership development opportunities, diversity education, cultural programming and a connection to campus and community resources.

Services offered:

- **STUDENT SUPPORT** – College Liaisons provide academic advisement, personal counseling and assist students in locating support services for assistance with their studies in their respective college and across the Institute.
- **CLUBS AND ORGANIZATIONS** – Program Coordinators advise the Black Awareness Coordinating Committee (BACC) and work closely with other clubs serving AALANA students such as the Latin American Student Association (LASA), Caribbean Student Association (CSA), and Unity House, a special interest living unit in the residence halls.
- **INFORMATION DISSEMINATION** - Through a variety of information distribution technologies, students are informed of events, educational and career opportunities, internships, scholarships, job opportunities, programs, and pertinent issues in both the RIT and local community.
- **LOFTUS CARSON BOOK FUND** - The Book Fund is available to AALANA students at RIT, and lends each approved student 1-3 books per quarter on a no charge basis. To qualify, a student must have a full-time matriculated status, documented financial need, and be a member of the AALANA student body.
- **MULTICULTURAL MAGAZINES** – The office maintains current subscriptions to magazines which focus on AALANA cultures and issues, many of which are not available elsewhere on campus.

→ **MENTOR PROGRAM** – Through the AALANA CONNECT Mentor Program, students will

have an opportunity to be paired with a student and/or a Faculty/Staff Mentor to gain assistance

in: transitioning into the RIT environment; growing personally and professionally; as well as

exploring/developing various cultural competencies. The program is primarily targeted to

AALANA students, but all are welcome.

→ **PROGRAMMING** – In collaboration with other campus units and student organizations, the

North Star Center provides a variety of cultural and educational programming for the campus, including prominent speakers and community leaders. Two signature programs include the Coalition for a Better World and the North Star Society.

→ **SCHOLARSHIP INFORMATION** - Information on scholarship opportunities for AALANA

students is available through the North Star Center's web site.

Contact Person: Susan Fuentes/Ricki Wensel

Telephone: 475-4704

Location: Student Alumni Union, Mezzanine Level, Room 2330

Web Site: <http://www.rit.edu/northstar>

NOTARY PUBLIC

There are several notary public's on campus if you need to have something witnessed.

You can find one in the offices of the Cashier, Controller, Financial Aid, and Residence Life.

OFF CAMPUS AND APARTMENT STUDENT ASSOCIATION

The Off-Campus and Apartment Association of RIT is a student government representing any student who does not live in the RIT Residence Halls. OCASA is funded by the student activities

fee paid by all students. The organizational set-up of OCASA allows off-campus students and apartment students to air their complaints to the RIT administration through various committees, including Student Issues, and the Representatives-at-large. Membership is open to all off-campus and apartment students. OCASA offers a variety of services pertinent to the needs of the off-campus and apartment student body. These services include PC and Mac computers, a fax machine, a copier, scanner, and a paper shredder. The office also has a microwave and refrigerator, the Democrat and Chronicle and USA Today, lockers, and a lounge area for student use. Fresh coffee and tea are available every day. Also, OCASA offers many student trips and activities throughout the year.

Contact Persons: Jane Hutchinson, Office Manager

Telephone: 475-6680
Location: Student Alumni Union, RITreat, Room 1140
Web Site: <http://www.rit.edu/~ocasawww>

ONLINE LEARNING

Online Learning can help faculty use instructional technologies in ways that produce more effective teaching and learning both in online, blended and on-campus courses. Using effective and appropriate instructional technologies can increase faculty interaction with students, reduce the time and effort spent on administrative tasks, and most importantly, enhance student learning and success. Online Learning offers a wide array of services and resources:

- **Online Instructional Design** – Online Learning is recognized for its innovative use of learning and teaching technologies to support high quality, interactive course development. Our instructional design staff works closely with faculty to deliver effective learning solutions. We offer guidance, consultations and training for a broad range of instructional technologies. Staff can assist in developing and revising online, blended and on-campus courses, provide current information on “best practices” approaches to the integration of technology in the classroom and deliver coaching and training in the use of online instructional platforms.
- **Online Course Development** – Online Learning instructional designers and technologists will consult with faculty regarding online course design, media delivery options and material coordination for new and revised online courses including electronic/paper/video/audio, media duplication and copyright clearance.
- **Instructional Technologies** - Online Learning supports a variety of instructional, such as Clipboard (an online survey system), a student response system (“clickers”), and an online course evaluation system (OES). OL staff will collaborate with faculty to integrate instructional technologies into courses to enhance teaching and learning. Staff can assist with pilot projects using instructional technologies and will evaluate and recommend new and emerging instructional technologies.
- **Teaching/Learning Technologies Lab** – The TLT lab, along with training and support, provides faculty with a resource for creating their own digital course materials. Equipment and instruction is available for creating multimedia presentations such as captioned voice-annotated Powerpoint and the lab serves as a walk-in computing facility for faculty and staff. The TLT lab also offers training and support for myCourses.
- **Online Learning Support for Faculty and Students** -Online Learning, located in the lower level of Wallace Library, serves as a hub for operational support and services for distance learning faculty and students including logistical support for online courses, quarterly orientation

materials for faculty and students, technical support, proctored exam coordination and toll-free access to institute departments via 1-800-CALLRIT.

Telephone: 475-5089/5896 (TTY)

Web Site: <http://online.rit.edu/faculty/>

PARKING AND TRANSPORTATION SERVICES (PATS)

The Office of Parking and Transportation is responsible for administering the parking and transportation services at RIT. Policy requires that all vehicles operated on campus by students, faculty and staff must be registered within ten days of arrival on campus. You do not need to be the owner of the vehicle to register it. We understand that navigating a large campus that provides parking for thousands of students, employees, and visitors daily, can be challenging at times. With that in mind, transportation services are provided for all constituents. A shuttle service makes regularly scheduled stops at all RIT apartments, NTID, and academic areas throughout the school year.

The Parking and Transportation Services office is located in Grace Watson Hall and is open Monday-Friday from 8:00am till 5:00pm during the Academic Year (summer hours may vary). Detailed information on all our services and your rights can be found at www.rit.edu/parking. The Parking office offers the following services:

Bus and Shuttle Services

RIT provides both on- and off-campus shuttle services throughout the year. Hardcopy bus schedules are available at the Student Alumni Union information desk and the Parking and Transportation Office. Schedules are also posted on the Transportation webpage at <http://finweb.rit.edu/grms/pats/transportation/>.

Transportation Services operates a van service for those with impaired mobility, Monday through Friday, 7 a.m. to 6 p.m., during fall, winter, and spring quarters. The transportation division also provides vans for the use of student groups, clubs, and organizations. For more information, call the Transportation Office at (585) 475-7300 or the Front Desk at (585) 475-2074.

Parking Permits and Vehicle Registration

All vehicles operated on campus must be registered with the Parking Office each year. Vehicle registration decals must be properly displayed on each vehicle. Fines are imposed for operators in violation of RIT parking and traffic regulations. The vehicle registration process can be completed online at www.rit.edu/parking.

Handicap Parking Permits

RIT honors ADA-approved handicap parking permits from every state. Handicap parking permits can be obtained at your local municipalities for handicap permits. Resident students can apply for a NYS permit at the Town of Henrietta. The Parking Office does issue a 1-week temporary handicap permit.

PART-TIME & GRADUATE ENROLLMENT SERVICES, OFFICE OF

Part-time & Graduate Enrollment Services (PAGES) is an office within the Division of Enrollment Management & Career Services, charged with the responsibility for recruiting students into the Online Learning and evening division, undergraduate programs and the graduate programs offered by RIT. Prospective students should be referred to the offices for appropriate academic and financial information. Office hours are Monday through Thursday, 8:30 a.m.– 6:00 p.m.; Fridays, 8:30 a.m. – 4:30 p.m. Phone calls should be directed to 475-2229.

- Functions:
- Provide general information and counseling about RIT part-time and graduate programs and career outcomes.
 - Provide information about financing options, deferment programs, and employer paid tuition support programs available to prospective students.
 - Conduct on-campus recruitment programs designed to bring prospective students in contact with academic departments prior to each academic quarter.
 - Conduct outreach activities to business and industry to attract part-time learners to evening, part-time, and online undergraduate and graduate programs.
- enrollment.
- Produce publications and advertising in support of recruitment efforts; Guide to Part-time Study, radio and print ads to generate student interest and enrollment.
 - Responsible for recruitment and service to Executive Leader graduate programs conducted during Summer quarters.
 - Charged with responsibility for meeting Strategic Plan objectives related to part-Time, Online Learning and graduate enrollment, including International travel.
- seeking
- Point of contact for dislocated workers and recently separated workers to utilize retraining and education resources.

Contact Person: Joseph T. Nairn, Senior Associate Director, Offices of Part-time and Graduate Enrollment Services; Diane Ellison, Director, Offices of Part-time and Graduate Enrollment Services

Telephone: 475-2229
Location: Bausch & Lomb Center, Room 1241
Fax: 475-7164
E-mail Address: opes@rit.edu

Web Site: <http://www.rit.edu/parttime/> or www.rit.edu/grad

PUBLIC SAFETY DEPARTMENT (formerly named Campus Safety Department)

The RIT Public Safety Department is a well-trained, professional security agency that serves and protects the RIT community, 24 hours a day, 7 days a week. Although each individual is ultimately responsible for his or her own personal safety, the Department provides a variety of security services and prevention programs to the campus community. Services provided include: all requests for ambulance service; fire, occupational; criminal, accident and injury investigations; as well as providing a campus escort service. The Public Safety offices are located in Grace Watson Hall.

Telephone:	General Information	475-2853 – Voice/TTY
	EMERGENCY	475-3333 – Voice /TTY
	Escort Service	475-2853

Blue light campus courtesy telephones are also available throughout campus. The Public Safety Department sponsors several special programs during the year. Offered are such topics as personal safety, residential security, crime prevention, and alcohol awareness.

Additional information about Public Safety services, security procedures and crime statistics can be found in the Public Safety report, which can be obtained by calling 585-475-6963 or <http://www.finweb.rit.edu/publicsafety/publications.html>

Contact Person: Chris Denninger, Associate Director
Telephone: 475-6620
Location: Grace Watson Hall, Room 1348
Web Site: <http://www.finweb.rit.edu/publicsafety>

REGISTRAR, OFFICE OF THE

The Office of the Registrar is in charge of insuring the integrity of academic records and the maintenance of those records for both current and former students. The office is responsible for planning, processing and monitoring all registration activity. Methods of registration include: in-person, mail, fax and on-line through the RIT computer network and the Internet.

The Office of the Registrar is also responsible for the systems that support course, final exam and classroom scheduling. This includes the on-line Faculty/Staff Advising System, Early Alert and On-line Grading. The staff coordinates drop/add activity; processes withdrawals, change of grade and other records maintenance; records AP and transfer credit; produces class lists and grade rosters; mails grade reports; provides enrollment and degree verifications; and generates transcripts and academic advising reports. This office supplies student, faculty and staff ID cards for use throughout the campus.

Personnel act as a resource for questions regarding policies, procedures and accreditation of other post secondary institutions; coordinate degree certification and the mailing of diplomas; and provide academic and management information and reports.

Contact Person: Joe Loffredo, Registrar
Telephone: 475-2829
Location: George Eastman Building, First Floor, Room 1282
Office Hours: Mon.-Thursday 8:30 a.m.- 5:00 p.m.; Friday 8:30 – 4:30 p.m.

E-Mail Address: jjlrg@rit.edu
Web Site: <http://www.rit.edu/~605www/>

RESIDENCE HALLS ASSOCIATION

RHA is the independent resident student government whose main goal is to focus on student issues within the residence halls and provide support, programming, services and facilities to the students. The group's main concern is to improve life in the residence halls by making campus life more enjoyable through opportunities for social, cultural, and intellectual development.

Advisor: Jeff Sulik, Associate Director
Telephone: 475-6655
Location: Baker Hall Tunnels, Room 29-A133
E-Mail: rha@rit.edu

RESIDENCE LIFE (THE CENTER FOR)

The Center for Residence Life provides students with a wide variety of living options, educational programs and opportunities to develop interpersonally as they pursue their academic degree. These programs and activities are based upon a concept of student development, an approach which considers each individual as a whole with concern for aspects of their well-rounded development. This approach also assumes that students have major responsibility for their development using their own personal resources, yet RIT must always help them learn about themselves and others in their contemporary world.

Educational programming options for residence hall and apartments residents are intended to enhance students' abilities to communicate, to cope with the stress of academic achievement, and to promote their potential for career success. The Center for Residence Life welcomes faculty/staff who are willing to lead discussions, present programs, and speak on a variety of topics in the residence halls. We are committed to students' development through an approach which promotes the social, moral and educational growth of students in our halls.

Contact Person: Chuck Lamb, Director, Center for Residence Life
Telephone: 475-6022 (Voice/TTY)
Location: Kate Gleason Residence Hall, Bldg. 35

Web Site: <http://www.rit.edu/sa/rl>

RIT LIBRARIES

RIT Libraries are comprised of Wallace Library, the Cary Collection and the RIT Archives, all housed within Bldg. 5 on the Henrietta campus. Recent additions to the building include The RIT Museum and The Alexander S. Lawson Publishing Center (home to the RIT Cary Graphic Arts Press). Wallace Library is a high technology, multimedia resource center. The online menu provides access to a wide selection of up-to-date electronic resources in web-based or text formats. Through the Library, the RIT community has access to numerous electronic databases, as well as thousands of unique full-text electronic journals, books and newspapers. Library instruction includes online tutorials, research guides and streamed AV modules. The Library offers a completely wireless environment and wireless laptops are available for checkout at the Circulation Desk. There are clusters of networked public workstations, providing Internet access.

Located on the second floor, the Cary Collection contains more than 14,000 volumes of rare books illustrating fine printing and other materials detailing the history of printing, book design and illustration, papermaking and other aspects of the graphic arts. Also on the second floor, the VIA area provides access to PC and Mac workstations, printing, color copying, image scanning and other networked resources. Personal computers with Internet access are available and a knowledgeable VIA Assistant is on duty at all hours to help. Interlibrary loan services and in-house book requests are also accessed via the Library's on-line service called Information Delivery Services (IDS). Individual carrels and small group rooms provide study spaces to more than 1,000 students.

Many services are available through the RIT Libraries' web site at <http://library.rit.edu>. "One2one Live Reference Help" is a "live" reference service, offering the RIT community real-time online help. Library Subject Specialists are available to assist faculty in developing curriculum-based library instruction and assignments. All traditional library services are electronic, including Interlibrary Loans, Renewals, Holds and Electronic Reserves. "Connect NY", accessed through the Library's website, is a service which enables patrons to order materials from other academic libraries in New York, if the item can't be found (or is currently unavailable) within the Library's collection. Items requested through "Connect NY" are promptly shipped to the Library's Circulation Desk for pickup, at no cost to the patron.

The Library's very own café, "Java Wally's @ RIT Library" is often referred to as "the coolest place on campus." Serving quality beverages and light snacks, the café provides a comfortable setting for all members of the RIT community to meet, study, or take in "live" performances. The seating area also serves as the Library's "After Hours Room", open for extended hours, so that students always have a safe and comfortable place to study. A large multi-purpose area on the first floor is known as "The Idea Factory". An expansive environment, this room is the venue for many special events.

With its impressive collections of traditional and high-tech resources, a completely

wireless environment, a robust leisure collection, a deep and expansive online catalog, and its own café, RIT's Wallace Library truly is "The First Place to Go When You Need to Know!"

Contact: Library Hours, 475-2046 (Voice);
Reference Desk, 475-2563 (Voice/TTY) or 475-2564 (Voice);
Circulation Desk, 475-2562 (Voice); 475-2962 (TTY)
Location: Wallace Library (Building 5)
E-Mail Address: 610wlmref@rit.edu
Web Site: <http://library.rit.edu>

RIT OMBUDS OFFICE

The RIT Ombuds Office is a conflict management and dispute resolution resource available to any member of the RIT community. The Ombuds Office is a confidential, neutral, informal and independent resource. The Ombuds Office also has the responsibility for recommending changes to the Institute regarding problematic or recurring issues, policies or procedures.

Please feel free to contact anytime for information, questions or an appointment.

The Ombuds Office Staff:

Contact: Ms. Lee Twyman, RIT Ombudsperson
E-Mail: Lee.Twyman@rit.edu
Telephone: 585-475-2876

Mr. Michael Cross, Senior Staff Assistant
E-Mail: MJCOBD@rit.edu
Telephone: 585-475-7200

Location: Student Alumni Union (SAU/Building 4) Rooms 1110 and 1114
Office Hours: M-F, 8:00 a.m. to 4:30 p.m., or other times by appointment
Web Site: <http://www.rit.edu/~ombuds/>

SCHOOL OF PHOTOGRAPHIC ARTS AND SCIENCES (SPAS) GALLERY

SPAS Gallery is located in the northeast corner of the third floor of the Gannett Building (7B) in the School of Photographic Arts and Sciences. It serves as the primary venue for photographic and imaging display, with a diverse program of touring exhibitions, graduate thesis work, and presentations by visiting artists. Normal hours of operation are 9 a.m. to 5 p.m., Monday to Friday, or by appointment.

Contact Person: Therese Mulligan, Ph.D., Coordinator of the MFA Program in
Imaging Arts – Photography and Gallery Director
Telephone: 475-2616
Location: Gannett Building (7B), Room 2143

SERVICES FOR DEAF AND HARD OF HEARING STUDENTS

The National Technical Institute for the Deaf, one of RIT's colleges, provides access and support services for eligible students. The Department of Access Services provides real-time access to classes and co-curricular activities through sign language interpreting and real-time captioning. Notetaking services are also provided by Access Services. NTID faculty housed within the colleges of RIT bring special expertise to working with deaf and hard of hearing students, providing instruction, tutoring, advising and counseling. The NTID Department of Communication Studies and Services provides a variety of communication services including: assistive listening devices, support for cochlear implant users, speech therapy, and support for learning sign language. The services provided by NTID support the largest mainstreamed college program for students who are deaf in the world. Please contact the Office of the Associate Vice President for Academic Affairs for additional information.

Contact Person: Susan Miller
Phone: 475-7792
Location: LBJ (Building 60) Room 2850
Email: sjm6661@rit.edu

→ INTERPRETING, NOTETAKING AND REAL-TIME CAPTIONING SERVICES [DEPARTMENT OF ACCESS SERVICES]

The Department of Access Services facilitates communication between hearing, deaf, and hard of hearing members of the RIT community. Depending upon individual student need, either interpreting services along with note taking services, or real-time captioning services may be provided. Interpreters facilitate communication by expressing a deaf or hard of hearing person's message vocally and rendering a hearing person's message visually in sign language. Students may request interpreters for RIT courses, meetings with professors, out-of-class activities, student activities, and all other events. Faculty and staff may request interpreters for meetings and events. Early planning, special publicity, and invitations with a requested RSVP regarding the need for access services ensure appropriate use of resources and the success of your event. The largest provider of interpreting services in an academic setting in the world, Access Services provides over 100,000 hours of service annually. The majority of the interpreting service is delivered to RIT courses. Interpreting services are provided to courses and non-classroom events through the use of staff and freelance interpreters.

Real-time captioning facilitates communication for deaf/hard of hearing people by converting speech to English text. Most often using C-print, captionists type the spoken words into computers that process and display the words to be read in real time to students viewing a networked computer. The captionist, if requested, may also voice questions, comments, etc. for

the deaf/hard of hearing individual. Students may request C-Print services for RIT courses only. C-Print services are available for non-classroom events on a limited basis if needed.

Notetaking is provided for students in classes. Trained student notetakers are hired to take notes. The notes are scanned into a secure server from which they can be viewed, downloaded, and printed by students who have requested and approved to receive them. Instructors and tutors also gain access to the notes through the website: myAccess.rit.edu.

Other access services are provided depending upon individual student needs.

Please consult Access Services early in the planning stages of an event to maximize the possibility of obtaining interpreters. The best way to make, modify or track service requests is on-line at our website myAccess.rit.edu. At that site you can also see tips and additional links on how to make most effective use of Access Services.

The Office of the Director for Access Services is located in the Carey Building, Room 1576 at 475-6455. The scheduling staff may be reached by phone at 475-6281 or IM username “NTID Access”. Other contacts within Access Services which you may find useful are:

Contacts/Coordinators:

Real-time Captioning Services (all) sasnes@rit.edu	Sue Stella	5-4976	14-1522
CAST/Business/GCCIS clwdis@rit.edu	Cathy Widlund	5-5338	14-1587
Student Activities and Human Development jmhdisW@rit.edu	Jennifer Horak	5-6889	14-1587
Liberal Arts cmfdis@rit.edu	Colleen Freeman	5-5337	14-1591
RIT Program & Services clcdis@rit.edu	Cynthia Collward	5-6410	14-1591
Imaging Arts & Science japdis@rit.edu	Joyce Pemberton	5-5299	14-1595
Physical Education & Athletics mardis@rit.edu	Meredith Ray	5-6310	14-1595

Science & Engineering Cheryl Reminder 5-6071 14-1597
cardis@rit.edu

Residence Life & Judicial David Krohn 5-6298 14-1597
djkdis@rit.edu

→ **NTID SUPPORT OFFICES FOR THE DEAF or HARD OF HEARING STUDENTS**

NTID faculty and staff trained to work with deaf/hard of hearing students are located in the various colleges of RIT to support deaf/hard of hearing students taking courses in those colleges. The major components of the services provided include the following: tutoring, note-taking and advising.

→ **Tutoring:** Each college at RIT has unique tutorial arrangements with NTID. Tutors have the

ability to communicate with deaf/hard of hearing students as well as knowledge of course

content. Most NTID faculty have a master's degree in their content area and many have earned

doctoral degrees. NTID faculty provide instruction that clarifies information and concepts

previously taught in class. This instruction may be individual or take place in small groups.

NTID faculty work closely with the deaf/hard of hearing student's professors, department

chairs and dean's offices to assist the student in achieving the educational objectives. A major

goal of tutoring is helping deaf/hard of hearing students improve their study skills so that they

become independent learners. In some situations student tutors are also used.

→ **Academic Advising:** All baccalaureate students are assigned to a NTID faculty member for

advising. The NTID faculty advisors help the students plan their class schedules and select

courses each quarter. They are also available to answer questions and provide advice about a

student's major and career goals. NTID faculty advisors work cooperatively with the students'

academic advisors in their colleges.

→ **NTID Support Offices:**

Arts and Imaging Studies Support Kathy DeLorme 475-2850 Booth-3451
kad6008@rit.edu

Business Studies Support Melissa Youngman 475-6606 LBJ-2770
maynbt@rit.edu

Information & Computing njr9717@rit.edu Technology Support	Nancy Raco	475-2225	HLC-2200
Liberal Arts Support mhbnge@rit.edu	Meg (Brennan) Merritt	475-6466	CLA-2240
Science/Engineering Support massch@rit.edu	Melody Shust	475-2144	Gosnell-A180

Please contact the support offices above for more information and if you have any questions. For more information on Support Services, the Faculty Handbook: "A Guide to Support Services at RIT for Deaf Students" is an excellent resource.

STUDENT ACTIVITIES OFFICE (THE CENTER FOR CAMPUS LIFE)

The Center for Campus Life is located on the Mezzanine level in the RITreat of the Student Alumni Union (SAU), Center staff are also located throughout the rest of the building, including the Information Desk, Ingle Auditorium, and various student organizations (Student Government, Off-Campus and Apartment Student Association (OCASA) and College Activities Board (CAB). The professional staff and graduate assistants assist students in: registering student events; programming events and activities; advising clubs and organizations; planning events; providing leadership education; reviewing contracts; supporting faculty and staff advisors; advising of RIT's Greek-letter organizations. A number of staff provide advising and coordination to major student organizations including Student Government, CAB, OCASA, the radio station (WITR 89.7FM), and RIT's 164 clubs. The center staff also provide technical assistance (i.e. sound amplification and lighting) for programming in Ingle Auditorium and at major university events.

Contact Person: Michael D'Arcangelo, Director of the Center for Campus Life
 Telephone: 475-2224 (Voice/TTY)
 Central Office: 475-7058 (Voice/TTY)
 Room Reservations: 475-6992 (Voice/TTY)
 Information Desk (SAU) 475-6991 (Voice/TTY)
 Location: Student Alumni Union, Mezzanine, Room 2130
 Web Site: <http://campuslife.rit.edu/main/index.php>
 Advisor Guidelines: <http://campuslife.rit.edu/advisors/index.php?referer=clubs>

STUDENT CONDUCT AND CONFLICT MANAGEMENT SERVICES

[See Center for Student Conduct and Conflict Management Services, pg. 12]

STUDENT EMPLOYMENT OFFICE

The Student Employment Office (SEO) is the center for student part-time and summer employment services, including Federal Work-Study. All on and off-campus job opportunities are listed on the SEO web page at: www.rit.edu/seojobs. SEO staff members are available to assist students with all of their employment related needs. In keeping with RIT's commitment to experiential education, student employment is seen as another aspect of a student's experiential learning.

Office Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday
Contact Person: Joanne Stuewe, Associate Director, Student Employment
Telephone: 475-2631 (Voice), 475-2837 (TTY)
Location: Student Alumni Union, Room A-350
Web Site: <http://www.rit.edu/seojobs>

STUDENT FINANCIAL SERVICES, OFFICE OF (FORMERLY NAMED BURSAR'S OFFICE)

Maintains all student financial records, generates billings for tuition, fees, room and board charges, and determines financial eligibility of students for registration. The office processes payments, refunds, miscellaneous charges, controls the Institute cashiering function and provides loan counseling and collection of receivables.

Contact Person: Kathy Cole, Senior Associate Director
Telephone: 475-2756
Location: George Eastman Memorial Bldg., Main Hallway, 1st floor
Web Site: <http://www.finweb.rit.edu/sfs/>

STUDENT GOVERNMENT

Student Government is the governing body that represents all RIT students. They are the voice of all students on all Institute policies, developments and decisions. Student Government works closely with the RIT administration to ensure the “student perspective” is taken into account when decisions are made. In addition to being involved with Institute policies, Student Government also plans and provides several services for students. Some of the services provided include free legal services to all RIT students, van service to recognized clubs and organizations free of charge and a ride board. Student Government also plans the Horton Speaker Series each year. This series brings in prominent individuals to speak at RIT on a series of topics aimed to be informative and motivational. In the past these speakers have included Jimmy Carter, Jesse Jackson, Lech Walelsa, Johnnie Cochran, Magic Johnson, Robert Redford, just to name a few.

Office Hours: Monday-Friday, 9:00 - 5:00 p.m.
Contact Person: Kathy Hall
Telephone: 475-2204 (V/TTY)
Web Site: <http://www.sg.rit.edu>

STUDENT HEALTH CENTER

Student Health Center provides primary health care on an out-patient basis. The staff includes physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and Health Educators. Services are available by appointment. The Student Health Center is located on the first floor of the August Building. Students are seen by appointment as follows:

Monday - Thursday 8:30 a.m. - 7:00 p.m.

(closed on Wednesday 12 noon - 2:30 p.m.; **urgent medical**

services are

available)

Friday - 8:30 a.m. - 4:30 p.m.

Telephone: 475-2255 (V); 475-5515 (TTY)

Note: Hours are subject to change in the Academic calendar

A Student Health fee per quarter is mandatory for full-time, undergraduate students. All other students may pay either the quarterly fee or on a fee-for-service basis. Some lab/x-ray work ordered through the Student Health Center is not covered by this fee and may require additional charges. The health fee does not include prescription medications. The Institute requires students to maintain health insurance coverage as long as enrolled as a student at RIT. Students may obtain coverage through RIT or through other means. Medical records are confidential. Information will not be released without the written consent of the student. Exceptions to this rule are made only when reports are required by the public health laws of New York State. A wide range of health services and programs is available in or through the Student Health Center. These services include:

- General medical diagnosis and treatment.
 - Allergy injections.
 - Comprehensive gynecological services.
 - Laboratory and x-ray services. Procedures such as mono tests and urinalysis are completed at the Center; blood and other tests are sent out to a laboratory. If x-rays are needed, students are referred to an appropriate facility.
- Charges for these are frequently, but not always, covered by insurance.
- Mental health services are provided by the staff psychiatrist in conjunction with the RIT Counseling Center. Referrals may be made to community services.
 - Prescriptions written by Student Health Center providers may be purchased in the Center or at nearby pharmacies.
 - RIT Ambulance – For emergency medical services call Campus Safety at 475-3333

(V) or 475-6654 (TTY) for the RIT Ambulance. If RIT Ambulance is not available,

there may be a charge for services rendered by other emergency responders.

→ Limited services for faculty and staff on a fee-for-service basis.

The Center offers educational programs on Alcohol, Stress Management, Wellness, Tobacco, Nutrition, Sexuality, HIV/Aids, etc. Other topics can be developed/presented per request.

Contact person: Tim Keady
Telephone: 475-6926
Fax: 475-7788
Location: August Center, Room 1190
E-Mail Address: tckshc@rit.edu
Web Site: <http://rit.edu/~333www/>

STUDENT PROBLEM RESOLUTION OFFICE and OFFICE OF THE STUDENT OMBUDSPERSON [*See under RIT Ombuds Office, page 39*]

(THE) STUDENT VOLUNTEER OFFICE

(See under The Community Service Center, page 15)

TEACHING LEARNING CENTER

The mission of the Teaching Learning Center (TLC) is to promote and support teaching excellence and student learning at RIT. TLC offers a range of services and programs to assist faculty and teaching staff in enhancing and improving their teaching skills and assists colleges and departments in instructional improvement.

Contact Person: Lynn Wild
Telephone: 475-6543
E-Mail Address: lawetc@rit.edu
Web Site: <http://www.rit.edu/teach>

TECH CREW

The Student Alumni Union Tech Crew is a student-staffed support service that provides sound, stage lighting, and other stage-related activities in support of campus activities. It is located in Ingle Auditorium and they do provide services throughout the campus. Information on Tech Crew services is available at the Center for Campus Life.

Contact Person: Richard Morse, Coordinator, Technical Support Services
Telephone: 475-2257

E-Mail Address: tecccl@rit.edu
Location: Student Alumni Union, Room A093

TRiO STUDENT SUPPORT SERVICES

TRiO Student Support Services is a federally funded program which provides the necessary academic and personal support that will enable qualified students to realize their full potential and to complete their college career. TRiO supports first generation students, returning adults, financially disadvantaged students, and a limited number of students with disabilities.

Contact Person: Bernadette Lynch
Telephone: 475-2833
E-Mail Address: bdlldcr@rit.edu
Location: Eastman Building, 01-2378

UNIVERSITY NEWS SERVICES

University News Services is responsible for internal communication and enhancing the name and recognition of RIT locally, nationally and internationally. Located in Building 86, UNS is part of the Division of Office of Government and Community Relations. UNS increases public awareness of RIT through print, broadcast and Internet news media outlets. The department publicizes university programs, events on campus, student and faculty awards and accomplishments, sporting events and many other topics.

The UNS produces *News & Events*, the university's bi-monthly internal news publication and *University Magazine*, delivered three times per year to alumni, parents and friends of the university. Articles from both publications are available on the department's Web site. Visitors to the Web site will find enhanced coverage of RIT news through regularly produced "podcasts" and the department's Web log, The Tiger Beat.

In addition, UNS provides information on RIT's main Web site and operates the campus electronic signage system.

Contact Person: Paul Stella, Director, University News Services
Telephone: 475-4950
Location: Building 86, Room 1189
E-Mail Address: pbscom@rit.edu
Web Site: <http://www.rit.edu/news>

UNIVERSITY PUBLICATIONS

University Publications is part of the Enrollment Management and Career Services Division and works with the Office of Admissions and faculty members throughout RIT's colleges to produce market-oriented recruitment publications, such as the college

viewbooks, and Web pages. The staff's graphic designers, print buyers, writers, editors and Web developers have extensive experience to create materials for recruitment, fund-raising, or special events. The publications staff co-produces *The University Magazine* with University News Services.

Contact Person: Ellen Shady, Assistant Director
Telephone: 475-4957
Location: Building 86, Room 1167
E-Mail Address: ecscmp@rit.edu
Web Site: <http://www.rit.edu/upub>

VETERAN ENROLLMENT SERVICES

Description: The RIT Office of Veterans Enrollment Services (OVES) provides support services to current and incoming students as their advocate to ensure timely receipt of educational benefits from the U.S. Dept. of Veteran Affairs and the State of New York. OVES maintains information on other sources of financial assistance and scholarships offered specifically to Veterans and/or their dependents. Accessible by telephone or walk-in, the OVES counselors are willing to assist either on-the-spot or by appointment, whichever compliments the student's schedule. The OVES staff is available from 8:30 a.m. - 6:00 p.m., Monday through Thursday, and from 8:00 a.m. - 4:30 p.m. on Friday. This availability ensures the on-campus student or the commuter, day school, evening, or Distance, the support necessary to reach success at RIT. Often starting with Uniformed Service members or Reservist/National Guard Members, the OVES staff are ready to assist in helping identify the appropriate questions and help focus their direction to ensure these questions are answered clearly. From initial contact through program application, from benefit application through enrollment certification, from the Veterans Tuition Deferment to receipt of final benefit check, the OVES will help with related student matters. Special OVES programs include the RIT Veteran Deferment Program, RIT Disabled Veteran Scholarship, Tutorial Assistance, VA Work/Study, and VA claim development and appeal assistance. Our program is designed to assist transfer students with a smooth transition from community colleges to RIT. For targeted Veteran populations, we ensure community contact for external agency referrals. Uniformed Service members, Reservist/National Guard Members, Veterans and their dependents are encouraged to call or visit the OVES for further information.

Contact Person: Gene Clark, Director
Telephone: 475-6641 or 475-6008
Location: Bausch & Lomb Building, Room 1246

WELLNESS EDUCATION OVERVIEW

The wellness education requirement is designed to assist students in making healthy decisions and

choices to support their academic and social interactions in college and beyond. The learning experiences provided throughout the wellness curriculum are an integral part of the total educational experience at RIT.

Graduation Requirements:

- **Students entering seeking a Bachelor's Degree**
 - Two *different* wellness activity courses
 - Important Note: Two different courses would include different levels of and/or forms of a course that may have the same course number (e.g. Karate/Beginners and Karate/Advanced would count as 2 different activity courses).*

- **Students entering seeking an Associate's Degree (and AAS or AOS)**
 - One wellness activity course

Transfer Students Please Read:

Transfer students may apply course work successfully completed at a previous institution. The student's home department will **determine and** make decisions regarding transfer of health, wellness or activity courses. The Center for Intercollegiate Athletics & Recreation will be available for consultation.

RIT Wellness Program Course Offerings:

Health & Wellness Seminars: Wellness for Life; Wellness Challenge Exam; Abilities & Possibilities; Eating, Body Image and Food; Sexuality & Safety; Stress Management; Smoking Cessation; Massage: Wholistic Therapy, Health/Fitness Challenge.

Dance: Ballet, Ballroom Dance; Contemporary Jazz Dance; Country Line Dance; Dance/Ballet/Special Topics; Dance Performance; Fundamentals of Choreography; Hip Hop Dance; Irish Step Dance; Swing Dance; Tango; Tap Dance

Fitness : Aerobics (Cardio-Conditioning); Aerobicing (Kickboxing/Cardio-Boxing & Abs); Aquathenics; Conditioning & Fitness; Aqua Size; Weight Training; Turbo Kick; Core Glutes & Abs; Jogging; Jogging: 10K Training; Running for Fitness and Competition; Walking for Fitness; Spinning; Swimming for Fitness; Water Polo; Bootcamp; Pilates; Total Body Conditioning, Yoga and Kundalini Yoga.

Life Support and Safety : CPR/First Aid; , Care and Prevention of Athletic Injuries; First Aid, Lifeguarding and Water Safety Instruction.

Lifetime Recreation and Leisure: Archery, Badminton, Basketball, Billiards (Pocket Billiards), Bowling/Off campus, Fencing (Foil & Sabre), Fly Fishing, Flag

Football, Dodgeball, Frisbee (Ultimate), Golf, Disc Golf, Horseback/English (off-campus), Horseback/Western (off-campus), Ice Skating, In-Line Skating, Ice Hockey, Juggling, Officiating (basketball, softball, flag football), Racquetball, Softball, Team Handball, Soccer (Indoor/Outdoor), Skiing (downhill), Snow Boarding, Swimming, Tennis, Volleyball, & Curling

Interactive Adventures: Backpacking, Camp Cooking, Canoeing, Cross Country Skiing, Kayaking, Kayak Rolling, Hiking, Rock Climbing (Indoor & Outdoor), Bouldering, Top-Rope Set Up, Training for Climbers, Snow Shoeing, Wilderness Skills and more.

Martial Arts: Aikido, Cardio kickboxing, Karate, Kung Fu, Qigong, Tai Chi, Self-Defense/Women, Karate/Sparring and Brazillian Capoeira.

Wellness Team Contact Information:

Michelle A. Schrouder, M.S.

- Assistant Director/Wellness
- Campus Address: Student Life Center, Office 1244
- Phone: 585-475-6995
- Fax: 585-475-5378
- E Mail: michelle.schrouder@rit.edu

Dugan Davies, M.S.

- Wellness Instructional Program Instructor/Curriculum Coordinator and Fitness Center Support Staff
- Campus Address: Student Life Center, Office 1260
- Phone: 585-475-6232 Fax: 585-475-5378
- E Mail: dndhd@rit.edu
- Website: www.rit.edu/CIAR

John Buckholtz, B.S.

- Wellness Instructional Program Instructor/FC Manager, Coordinator of RIT Employee Health & Fitness Programs
- Campus Address: Student Life Center, Office 1262
- Phone: 585-475-7338 Fax: 585-475-5378
- E Mail: jpbped@rit.edu
- Website: www.rit.edu/CIAR

WITR FM RADIO STATION

WITR is a non-commercial radio station broadcasting in Dolby stereo, and is advised by a professional within the Center for Campus Life.

Contact Person: General Manager

Telephone: 475-2000
Location: Student Alumni Union, Lower Level, Room A060

(THE) WOMEN'S CENTER

The Women's Center provides information, programming, support and advocacy to address a wide variety of issues. Our areas of focus are:

- *Community Enhancement – programs to address a climate at RIT which attracts and retains women and supports their academic success*
- *Health/Wellness – programs and services which address and enhance the physical, emotional, social, academic and professional lives of women and men*
- *Leadership Development – programs which address opportunities to develop and apply skills for leadership*

At the Women's Center we strive to provide a visible and accessible location and a supportive environment where all are welcome and are encouraged to engage in dialogue, exchange viewpoints, and find assistance. The Women's Center may be called upon to make presentations to your classes (see our website for information of topics). Consider contacting us rather than cancel class when you are out of town or unable to teach one day. We have opportunities for (female and male) student involvement, including the Men's Program, our Student Advisory Board, women's leadership programming, V-Day, and many other volunteer and leadership experiences. The Women's Center also runs the CARES program, a 24-hour campus-based sexual assault, stalking and relationship violence crisis program. Stop by, e-mail or phone for more information!

Contact Person: Donna Rubin (Director)
Telephone/TTY: 475-7464
Location: Student Alumni Union, Lower Level, Room A450
E-Mail Address: Donnarubin@rit.edu
Web Site: www.rit.edu/womenscenter