R.I.T
UNIVERSITY
STUDIES
PROGRAM
2014 – 2015 Handbook

got a major?
Welcome to the University Studies Program!

Chances are you selected RIT based on its reputation for excellence in education, the focus on applied education, the outstanding co-operative education program and the opportunity for you to grow in an innovative and creative environment.

Whether you are a new student at RIT or a current student who is “re-deciding” your academic program, you likely have many interests and have selected the RIT University Studies Program (USP) to help you on your way.

You are now among a unique group of students who are academically strong and intellectually curious, who are taking advantage of the flexibility offered in USP to sample their varied interests. RIT offers a multitude of choices and the University Studies Program will help you discover which program is the best fit for you.

We hope this handbook will assist you in understanding RIT and USP a little better.

Again, welcome! You have made an excellent choice for your education!

Marty Burris, Director
University Studies Program

USP Vision Statement
The University Studies Program will facilitate the engagement of undeclared students into the RIT community and guide them toward personal success in selecting their academic plan and career path.

USP Mission Statement
The RIT University Studies Program staff and faculty will provide academic advisement and career guidance to University Studies students and to the general RIT student community. We will guide each student toward identifying a program of study and a pathway to achieve his or her educational and career goals. This will be accomplished through:

- Individual advising
- Attention to overall student growth, development and success
- Career Assessment to discover each student’s interests, values and skills
- Collaboration and partnership with the RIT academic groups and divisions
Table of Contents

Pg. 4  Student Responsibilities and Expectations
Pg. 5  RIT Policies & Procedures
Pg. 7  Support Services at RIT
Pg. 11 Enrolling in Courses at RIT
Pg. 13 Methods of Communication
Pg. 14 Important Contact Information for USP Students
USP Student Responsibilities and Expectations

Academic Advising

- Students will be assigned to an academic advisor who will work with them throughout the time they are enrolled in USP
- Students will be expected to know their advisor’s name and contact information and will meet with him or her regularly, especially before enrolling in classes for a subsequent term

Career Exploration Seminar Course/Exploration Process

- Career Exploration Seminar is a required one-credit hour course
  - Taught by professionals with a background in career and student development
- Students will:
  - Enroll in and pass Career Exploration Seminar during their first term in USP
  - Learn about themselves, their interests, values, and skills
  - Complete standardized career-interest and personality-profile inventories
  - Successfully research college major and career options
  - Engage in the major exploration process
  - Meet with prospective Departments in a timely manner as recommended by their advisor

USP First Year Courses

- USP students will complete foundational courses in math, science and the liberal arts throughout their time in the program
- USP students will “sample” courses across the various disciplines at RIT
- “Sample” courses can help confirm or deny interest in an academic field of study
- All students are required to complete First Year Writing in their first year, with no exceptions
- All students will enroll in the “Year One” course in their first term at RIT
  - Honors Program Students are required to take the Honors First Year Seminar

Transfer Credit

- USP will review students’ AP, IB, and college transfer credit once official transcripts are provided to RIT
- All transfer credit will be reviewed by the students’ new department once they are admitted to an academic program
Satisfactory Academic Progress

- Driven by the federal student aid programs standards
- Must earn a semester GPA above a 2.00 GPA, as well as maintain this cumulatively
- Must satisfactorily complete 66.6% of attempted unit hours, due to financial aid implications
- Students are expected to maintain a full-time status (12-18 units per term) and progress, in a timely fashion, toward degree completion

Admission to a New Academic Program

- The intention is for USP students to find and declare an academic major within one year
- Students cannot be in any undecided programs at RIT beyond their second year as determined by credit hours or time
- USP will provide information about specific application deadlines and supplemental information for academic plans in which students are interested
- Requirements may include, but are not limited to:
  - Minimum grade point average
  - Portfolio of artwork
  - An admissions essay
  - Meeting with department chair
  - Summer bridgework
- In all cases, students are strongly encouraged to have several plans for their final academic option

RIT Policies and Procedures

All USP students should familiarize themselves with the academic policies and procedures at RIT, how their academic information is protected, and what their rights are as students at RIT. To access the most up-to-date information, please visit: http://www.rit.edu/academicaffairs/policiesmanual
Institute Policies & Procedures

- There are many to include:
  - Academic Policies & Procedures
    - Enrollment and add/drop procedures
    - Class attendance
    - Early alerts
    - Leave of absence or Withdrawal
    - Withdrawal/refund policy
    - Grades
    - Academic Actions: dean’s list, probation, suspension
    - Repeating courses

Please familiarize yourself with these policies.

Student Rights & Responsibilities
http://www.rit.edu/studentaffairs/studentconduct/rr.php

- Includes:
  - RIT honor code
  - Code of conduct for computer and network use
  - Drug and alcohol policies

Student information is protected under FERPA

- RIT complies with the Family Rights and Privacy Act (FERPA) of 1974, which governs access and release of information from student educational records. Parents of dependent students, which most students are at RIT, have full access to a student’s educational record once verified.
- On occasion, students may be asked to sign an information release form.
- Advisors do not assume a student is a dependent and so will communicate with that student before disclosing information to parents.

Wellness Education at RIT

- Most students will need two different wellness activity courses to graduate from RIT. But feel free to take more! They are fun and will provide energy and balance to your academic life.

General Education at RIT

- Your best resource of what is required of you is to inquire with your academic advisor
Support Services at RIT
There are many support services here at RIT; here are the most used and referred:

ASC Academic Support Center
http://www.rit.edu/studentaffairs/asc/
Monroe Hall - 2080
475-6682 (v/tty)
asc@rit.edu

- Academic Coaching
  - Voluntary one-to-one appointments available for RIT students
  - Attention given to first-year, first-time students who received a D, F, and/or W and a term GPA of 2.00-3.00 in the previous term
  - Identifies barriers to success; assists in obtaining tools for academic progress
- Academic Success Workshop Series
- EMPOWER
  - A fee-based service offered to all RIT students. Students who choose to participate in this service will work with a mentor either once or twice a week to set goals and build skills to overcome challenges.
- Math Support
- Multiple Course Offerings
  - Applied Study Strategies
  - Critical Math Skills
  - Insights on Success
  - Study Strategies Lab
- Reading Support
- Supplemental Instruction
- Tutor Training

Career Counseling
http://www.rit.edu/emcs/oces/student/career-information
Bausch & Lomb Center 1st Floor
475-2301 (v/tty)

- Individualized Career Counseling
- The services of the center are confidential and free
Center for Women & Gender
http://www.rit.edu/studentaffairs/womenandgender/
Campus Center 1760
475-7464 (v/tty)

- Mission: To foster an educational environment in which all community members can be personally, academically, and professionally successful without regard to gender, racial/ethnic origins, sexual orientation, gender identity, socio-economic status, or spiritual beliefs

College Restoration Program
http://www.rit.edu/studentaffairs/crp/
Student Alumni Union 2110

- Academic intervention program
- Requires student application and department referral
- For students on academic probation or suspension
- Limited space each term

Counseling Center
http://www.rit.edu/studentaffairs/counseling/index.php
August Center 2100
475-2261 (v/tty)

- Services offered: personal, alcohol/drug assessment, referral and education services
- The services of the center are confidential and free to matriculated RIT students

Disability Services
http://www.rit.edu/studentaffairs/disabilityservices/
Student Alumni Union 1150
475-7804 (v/tty)

- The Disability Services Office at RIT is committed to providing students with disabilities equal access to programs, services and physical facilities at RIT

Math & Science Study Centers
http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php
Bates—Gosnell Hall 1200
SOL—Sol Heumann Hall 1016

- Free math, chemistry, and physics tutoring
- The tutoring schedule changes each term and students are encouraged to check the above website for the current schedule
Multicultural Center for Academic Success (MCAS)
http://www.rit.edu/president/mcas/
Student Alumni Union 2300

- Multicultural programming with the goal of:
  - Increasing student retention and graduation
- Services all students but primarily African American, Latin American, and Native American (AALANA)

Ombuds Office
http://www.rit.edu/ombuds/
Student Alumni Union 1114
(585) 475-7200

- Open to any member of the RIT community
- Impartial, independent, confidential dispute management

Public Safety
http://finweb.rit.edu/publicsafety/
Grace Watson Hall
Information—475-2853 (v/tty)
Emergencies—475-3333 (v/tty)

- The Public Safety Department is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs

Spectrum Support
http://www.rit.edu/studentaffairs/ssp/
Student Alumni Union 2140
585-475-6936 (v/tty)

- Assisting in the transition to college life
- Supporting the development of self-awareness and self-advocacy skills
- Building skills and confidence in interacting with others
- In order to be eligible for the program, students must register with the Disability Services Office and provide documentation of Autism Spectrum Disorder (ASD). Once registered, students with ASD will be invited to participate in the program.
**Student Employment Office**  
[http://www.rit.edu/emcs/seo/](http://www.rit.edu/emcs/seo/)  
University Services Center 1350  
475-2631 (v), 475-2837 (tty)

- Helps students find part-time work both on-campus and off-campus as well  
  as work-study jobs  
- Current job listings  
- Employment counselors help to find jobs

**Student Health Center**  
August Center  
475-2255 (v/tty)

- Staffed by physicians, nurse practitioners, registered nurses, and an  
  interpreter for the deaf  
- Provides primary medical care on an out-patient basis  
- Students are seen on a walk-in basis during designated hours Monday  
  through Friday  
- Routine medical evaluations and specialty care services (allergy injections,  
  women’s health care, psychiatric care, substance abuse counseling and health  
  education) are provided by appointment

**Writing Center**  
Wallace Center, First Floor

- Housed in Academic Affairs, University Writing Program  
- First Year Writing  
- Writing throughout the curriculum
Enrolling in Courses at RIT

https://sis.rit.edu/info/welcome.do

- Based on year level and enrollment appointment (randomly selected)
- https://sis.rit.edu/registration/login.do
- Year level is determined by the number of credit hours students have earned as matriculated undergraduate students (not including current coursework in progress):

<table>
<thead>
<tr>
<th>Year Level</th>
<th>4 and 5 Yr. Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-26 credit hours</td>
</tr>
<tr>
<td>2</td>
<td>27-55</td>
</tr>
</tbody>
</table>

RIT courses

- Some courses may require prerequisites.
- Some courses may require special permission from the instructor or department.

First Year Writing

- All students must take the Writing Placement Exam (WPE) prior to enrolling in this course UNLESS they scored:
  - 560 or above on SAT verbal
  - 6 or above on SAT essay
  - 23 or above on ACT English
- Must be completed in the first year of study, without exception.

Math Courses

- All USP students must take the Math Placement Exam (MPE) prior to enrolling in a math course.
- Math is critical to most program choices

Enrolling in Classes

- Students are required to meet with their advisor to discuss class schedules
- Students will plan for alternative courses/schedules
- Students should plan to enroll during their assigned appointment
- Students are required to adhere to the Institute deadlines for dropping/adding and withdrawing
**Problems Enrolling in Classes**

- If students cannot enroll through SIS they may have a Negative Service Indicator on their account. Indicators can include:
  - First Year Enrollment Holds (removed after specific advisor meeting)
  - Student Financial Services
  - Student Health
  - Your home department
  - Judicial Affairs
  - Another department

**Dropping or Withdrawing from Courses**

- Prior to dropping or withdrawing from a course, the student should meet with their academic advisor to discuss the reasons and implications.

**Options**

- No action (stop attending but do not drop or withdraw):
  - Students may earn a grade of “F”
  - GPA may be lowered
  - Financial Aid may be restricted
  - Grade becomes official part of students’ transcript

- Dropping a course:
  - Course does not appear on students’ record

- Withdrawing from a course:
  - Course appears with a grade of “W” on student’s transcript

**TO BE AWARE:**

- There are specific deadlines for dropping or withdrawing from a course—check on the Student Information System for these dates
- International students—Being enrolled in anything less than 12 credits may affect visa status
- All students—financial aid may be affected when fewer than 12 credits are completed
- A student who is on an academic contract should carefully review the terms of his/her contract to make sure a “W” is permitted
- Students should consult with their advisor before completing a course withdrawal
Methods of Communication

RI T Message Center
my.rit.edu

- A trusted source of communication that allows you to identify what communications you want to receive AND how you want to receive them
- USP highly recommends all students subscribe to the RIT Message Center

RI T Gmail and Google Apps

- Gmail:
  - Most communication from the University Studies offices to students will be done via e-mail, including:
    - Notices of special events
    - Pre-registration information
    - Important messages from advisors
- Google Apps:
  - Students’ RIT email account will allow them to access Google Docs, Google talk, Google Sites, and RIT Gmail (with no advertisements!)
  - Visit http://google.rit.edu for information on how to log in to your account

Cell Phone

- Students should provide their cell phone number to their advisor
- Important information will be relayed to students via this method when time is of the essence

RI T Alert System
sis.rit.edu

- Alerts include:
  - Campus emergencies
  - Weather-related closures
- To register cell phone and IM:
  - Students need to go to the sis.rit.edu
  - Select the Student Information System link
  - Log in with your username and password
  - You will be taken to your Student Center Page
  - Select Cell/Mobile Phone link in the Personal Information section
  - Add or update your cell phone information as necessary
  - You’ll know the message is from RIT Alert by the message sender:
    - Text: 89361
    - Phone: 585-475-3200
Important Contact Information for USP Students

University Studies Program Contacts

<table>
<thead>
<tr>
<th>Appointment Requests</th>
<th><a href="mailto:transfer@rit.edu">transfer@rit.edu</a></th>
</tr>
</thead>
</table>
| **University Studies Program**  
  **Director/Advisor/ Honors Advocate** |  
  Ms. Marty Burris  
  585-475-4027  
  marty.burris@rit.edu  
  1182 Student Alumni Union |
| **University Studies Program**  
  **Assistant Director/Advisor/ Ambassador Program Coordinator** |  
  Mr. Angelo Fuino  
  585-475-2588  
  jafusp@rit.edu  
  1180 Student Alumni Union |
| **University Studies Program**  
  **Senior Academic Advisor/ Living Learning Community Coordinator** |  
  Mr. Dewey Lawrence  
  585-475-4289  
  dilcms@rit.edu  
  1180 Student Alumni Union |
| **University Studies Program**  
  **Senior Staff Assistant/ Disability Services Coordinator/Orientation Coordinator** |  
  Ms. Susan Lindsay  
  585-475-5263  
  slbsse@rit.edu  
  1180 Student Alumni Union |

Rochester Institute of Technology  
University Studies Program  
1180 Student Alumni Union  
(585) 475-5263 (voice)  
rit.edu/universitystudies

Institute Contacts

| **Res Hall B Community Enrichment Coordinator for USP Students** |  
  Stephanie Kреббeks  
  585-475-2799  
  sndrla@rit.edu  
  1031 Kate Gleason Hall |
| **Multicultural Center for Academic Success MCAS** |  
  Jonathan Ntheketha  
  585-475-4548  
  jxnmcs@rit.edu  
  2316 Student Alumni Union |
| **USP Financial Aid Contact** |  
  To Be Determined  
  2130 Bausch & Lomb Center |
| **USP Reference Librarian** |  
  Lara Nicosia  
  585-475-2626  
  ldnwml@rit.edu  
  1428 Wallace |