Who is my academic advisor?

Your academic, faculty and other support advisor assignments are in SIS.
- Log in to SIS
- On the right column you will see a blue box labeled Advisor.
- Click on the “Details” to view your academic, faculty and other support advisors.

How do I contact my advisor?

The best way to contact your advisor is through email. You may email your advisor directly through the SIS system.
- Log in to SIS
- On the right column you will see a blue box labeled Advisor
- Click on the “Details” in the Advisor blue box and you can send your advisor an e-mail by clicking on their name in the following screen.

How will my Advisor contact me?

- RIT email is the primary tool your advisor will use to contact you.
- Check your RIT email at least once per day. If you use other email accounts, forward your other email to your RIT email account.
- It is also important to update your other contact and emergency contact information in SIS

Did you receive my AP scores/transfer credit?

You can view the AP and transfer credits received by RIT
- Log in to SIS
- Go to Academics Tab
- Use the drop down option and select transfer credit: report – click arrow
- You will be able to view all AP credit. This includes credit accepted and credit not accepted.

What do I do if I want to change my schedule?

Consult with your Academic Advisor before making changes to your schedule.
I am playing a sport, how do I change my schedule to accommodate practice and games?

- Contact your academic advisor to discuss scheduling options.

How long does it typically take an advisor to respond to emails or phone calls?

- Advisors will do their best to accommodate athletic schedules, when possible.
- Advisors typically respond to emails or phone calls within 48 business hours.

How do I schedule an appointment with my advisor?

- You can now schedule appointments directly with your advisor through the Starfish system using Connect!
- Contact your academic advisor to schedule an advising appointment. You may email your advisor directly through the SIS system.

How often should I meet with my advisor?

- Students are encouraged to meet with their academic and faculty advisor on a regular basis, when there are questions or if academic interests change. The advising team (academic and faculty) are an important resource for you as you progress through your RIT experience. Advising is required for new first-year and transfer students. However, all students are highly encouraged to meet with their academic and faculty advisor each semester.
  - First-year students are required to meet with their advisor in the Fall and Spring semester of their First year.
  - Incoming transfer students are required to meet with their advisor in their first semester at RIT.

All students are highly encouraged to meet with their faculty advisor each semester.

How do I declare a minor?

Students are encouraged to speak with their advisor before declaring a minor.

- For a complete list of RIT minors go to http://www.rit.edu/programs/minors-and-concentrations
- Once you have met with your advisor, complete the Minor Authorization form.
- Schedule an appointment with the appropriate Minor Advisor and obtain their signature.
- Take the signed Minor Authorization form to your academic advisor.
How do find a Minor Advisor?

- Got to [http://www.rit.edu/programs/minors-and-concentrations](http://www.rit.edu/programs/minors-and-concentrations)
- Click on the desired minor
- The Minor Advisor name and contact information is listed at the top of the page.

How do I find out what books I need for my classes?

- Log in to SIS and go to the drop down, select Class Schedule and Click Arrow
- Go to the yellow bar above your class schedule labeled Buy My Books From Barnes and Noble
- This will open a new window with the Barnes and Noble webpage.
- Once you are at the Barnes Noble page you will be able to see text book and other course material information.

How do I know if I have a Hold on my account?

- Log in to SIS
- On the right column locate the blue box labeled Holds
- If you have a hold, the name of the hold will appear in this box. For more information about the hold click Details.