Academic Advising References

Engineering Student Services
Location: GLE 2203
Phone: 585-475-7994

How to schedule an appointment with your advisor: To schedule an appointment, please check your advisor’s availability on Starfish by following these instructions: Go to SIS or MyCourses and click on the Starfish icon Login > Click “My Success Network” > Find your academic advisor > Click “Schedule Appointment”

Academic Advisors Photos and advisor contact information here(by department)

Faculty Advisors: name or information on when they will be assigned

What is Academic Advising?
Academic advising provides you with the opportunity to build a relationship with your advisor for the purposes of gaining assistance in planning your educational career, learning the skills needed for academic success, and accessing the resources and services that are available to you on the RIT campus.

Academic advising is a collaborative educational process whereby the advisor and student partner in meeting essential learning outcomes. In doing this, students are promoting their academic success, and outlining the steps for achievement of their personal, academic, and career goals. This advisor/student partnership requires proactive participation and involvement from both parties. This relationship also requires that the student and advisor come to meetings prepared with questions or material for discussion. The advisor can help you set your goals and encourage you to pursue and reach them.

Communication with Family and Others: RIT complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). Parents or other relevant parties will only be given access to your educational records if you have provided written consent. Your advisor will encourage your parents/guardians to speak with you directly instead, if possible. For more information regarding FERPA, please visit: www.rit.edu/fa/legalaffairs/content/frequently-asked-questions

What are your responsibilities as a student?
- Plan and attend regular appointments and group advising with your advisor each semester or as needed
- Come prepared for your advising appointments (ex: bring your flowchart or five-year plan)
- Check your progress through your Academic Advising Report (AAR) on SIS
- Clarify personal values and goals
- Become knowledgeable about university programs, policies, and procedures
• Complete all “to-do's” recommended by your advisor
• Speak up when you have a concern or if you have questions
• Read and respond to RIT emails in a timely manner
• Take responsibility for exploring career options by speaking with faculty, career services, and other available resources
• Seek opportunities that are consistent with your areas of interest
• Take ownership of how your decisions and actions impact your educational progress.

What are my responsibilities as your academic advisor?
• Remain accessible and responsive to advisees
• Communicate university policies and procedures
• Help students define and develop realistic goals both in the short and long term
• Match students’ needs with available resources and make appropriate referrals
• Assist students with planning paths that are consistent with their abilities’ and interests
• Educate advisees about the major (s) and/or career field (s) they are interested in pursuing, or direct students to appropriate resources
• Monitor and support students’ academic progress
• Keep students informed of curriculum requirements, including any changes that occur

Diversity Statement
I consider my office to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability- and other visible or nonvisible differences. RIT is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our governance website.

Assistance with Issues Involving Disabilities
RIT is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make me aware of your needs. In some cases, I may refer you to the Disability Services Office or the Academic Support Center. These offices provide a broad range of support services in an effort to ensure that the needs of each student are met. Through active involvement with all areas of the institute, these offices are able to monitor conditions relevant to students with disabilities and provide help with decisions affecting their quality of life. For more information please visit:
www.rit.edu/studentaffairs/disabilityservices
SUPPORT SERVICES IN ENGINEERING AND RIT

RIT Website: www.rit.edu/
KGCOE Website: www.rit.edu/kgcoe/
Student Handbook: www.rit.edu/kgcoe/student-resource/student-handbooks

Academic Policies:
https://www.rit.edu/academicaffairs/policiesmanual/policies/student
  Frequently used from the above link :
  D5.1 Academic actions and recognitions:
  https://www.rit.edu/academicaffairs/policiesmanual/d051
  D11.0 Final Exam Policies:
  https://www.rit.edu/academicaffairs/policiesmanual/d110
  D5.0 Grades: https://www.rit.edu/academicaffairs/policiesmanual/d050
  D2.1 Leave of Absence: https://www.rit.edu/academicaffairs/policiesmanual/d021

Academic Support Center (ASC) offers a variety of services for students experiencing academic difficulty or who need some support in managing their classes. (MON 2080, 585-475-6682, http://www.rit.edu/studentaffairs/asc)

Bates Study Center provides free tutoring in mathematics and physics. (GOS 1200, http://www.rit.edu/cos/tutoring-schedule)

Center for Residence Life serves students living in RIT residence halls, Greek free-standing houses, the RIT Inn and Global Village. (585-475-6023, http://www.rit.edu/studentaffairs/reslife/)

Center for Women and Gender is committed to promoting a campus community that is safe, equitable, and respectful of all members. Thus, our Center is a resource for the entire RIT Community. Also a Title IX reporting area. (Campus Center 1760, 585-475-7464, https://www.rit.edu/studentaffairs/womenandgender)

Cooperative Education & Career Services Office prepares students for their co-op experience by offering help with resumes writing, interviewing skills and the job search process. Every engineering student takes a mandatory 7 week class in their 2nd year to help them prepare for co-op and also has a co-op advisor (http://www.rit.edu/emcs/oce/, 585-475-2301)

Counseling Center offers free and confidential services including personal counseling, group counseling, alcohol/drug assessment, therapy and meditation. (AUG 2100, 585-475-2261, http://www.rit.edu/studentaffairs/counseling/)

Disability Services Office (DSO) works with students who have accommodations due to a diagnosed disability (http://www.rit.edu/studentaffairs/disabilityservices/, 585-475-2023)
**Enrollment Guide**- Search on Registrar website to getting computer help on campus, calculating grade point average, rules for Dean’s List, Suspension and Probation, withdrawing from a class, General Education Requirements, and much more.

**Eservices** [https://www.rit.edu/eservices](https://www.rit.edu/eservices). Through eservices, students can pay bills, view grades and schedules and more. Pay bills, add funds to Tiger Bucks and Food Debit, and view final grades and class schedules if given permission by the student. [https://www.rit.edu/infocenter/](https://www.rit.edu/infocenter/)

**Financial Aid** assists students and families meeting the cost of a quality education. (Bausch & Lomb Center, [http://www.rit.edu/emcs/financialaid/](http://www.rit.edu/emcs/financialaid/); KGCOE Contact: Peter Fagan (pjfsfa@rit.edu 585-475-2186)

**KGCOE Engineering Student Services Office** provides a place for engineering students to find advising, general information about all engineering programs, tutoring information, support and counseling. This office also supports the Engineering Exploration students while they decide on a major (GLE 2203, 585-475-7994, [http://www.rit.edu/kgcoe/](http://www.rit.edu/kgcoe/))

**NTID Support Services** offers a variety of services for deaf and hard of hearing students including note taking, interpreting, captioning, tutoring and academic advising. (585-475-6767, [http://www.ntid.rit.edu/support-services](http://www.ntid.rit.edu/support-services))

**Parent and Family Program** fosters relationships between parents and RIT in order to support student success. (585-475-4198, [www.rit.edu/parentsandfamilies](http://www.rit.edu/parentsandfamilies), parents@rit.edu)

**Public Safety** is open 24/7 and provides escort services, lost and found, public safety programs (Grace Watson Hall, 585-475-2853, [http://www.rit.edu/fa/publicsafety](http://www.rit.edu/fa/publicsafety))

**Q Center** is committed to promoting a campus community that is safe, equitable, and respectful of all members. Thus, our Center is a resource for the entire RIT community. Also a Title IX reporting area. (SAU-A530, 585-475-6355, [https://www.rit.edu/studentaffairs/qcenter/index.html](https://www.rit.edu/studentaffairs/qcenter/index.html))

**Resnet** provides technical support for students including machine tune-ups, virus scans, file recovery and full-service computer maintenance, upgrade and repair. ([http://www.rit.edu/its/resnet/](http://www.rit.edu/its/resnet/), 585-475-2600)

**Sol Study Center** provides math and physics tutoring on the dorm side of campus. (Sol Heumann Residence Hall, SOL-1016, [http://www.rit.edu/cos/tutoring-schedule](http://www.rit.edu/cos/tutoring-schedule))

**Student Financial Services** is the central billing center for student tuition and fees. (University Services Center, [http://www.rit.edu/fa/sfs](http://www.rit.edu/fa/sfs), 585-475-6186)
Student Health Center is staffed by physicians, registered nurses and nurse practitioners providing healthcare, education and support to students. (August Center, 585-475-2255, http://www.rit.edu/studentaffairs/studenthealth/)

Student Information System (SIS) is the system that is used by all students to access their student account information, enroll in classes, find open courses, view transcript, check for any enrollment holds, https://sis.rit.edu/info/welcome.do SIS training link for help with how to use SIS: http://www.rit.edu/sistraining

Tutoring Centers on Campus can be located through the Academic Support Center website. Chemistry, computer science and more! (http://www.rit.edu/asc/tutoring-centers.php)

Kate Gleason College of Engineering (KGCOE) Departments and Websites:

- Biomedical Engineering (http://www.rit.edu/kgcoe/biomedical/)
  - 585-475-7144, Institute Hall, Room 3101
- Chemical Engineering (http://www.rit.edu/kgcoe/chemical/)
  - 585-475-4510, Institute Hall, Room 2103
- Computer Engineering (http://www.rit.edu/kgcoe/computer/)
  - 585-475-2987, Gleason Hall, Room 3480
- Electrical Engineering (http://www.rit.edu/kgcoe/eme/)
  - 585-475-2165, Gleason Hall, Room 3105

- Microelectronic Engineering (http://www.rit.edu/kgcoe/eme/)
  - 585-475-6065, Gleason Hall, Room 3105
- Industrial & Systems Engineering (http://www.rit.edu/kgcoe/ise/)
  - 585-475-4245, Gleason Hall, Room, Room 1515
- Mechanical Engineering (http://www.rit.edu/kgcoe/mechanical/)
  - 585-475-5181, Gleason Hall, Room 2125