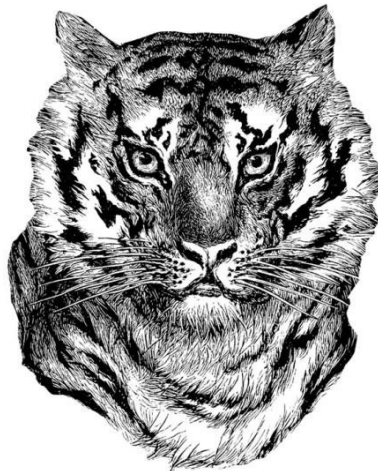


**Rochester Institute of Technology**

**Kate Gleason College**

**Of Engineering**



**Undergraduate  
Student Handbook**

## TOP TEN TIPS FOR FIRST YEAR STUDENTS

**#1: Go To Class** - New students often hear that in college, "you can go to class anytime you want." NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class. 99% of life is showing up!

**#2: Realize That Being a Student Is A Full-Time Job** - You can't work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation in your selected career.

**#3: Accept Responsibility For Yourself And your Behavior** - Take responsibility for your own actions and think for yourself. If what you say and do is prompted by others, or if nothing is ever your fault because others "pushed" you, you cannot claim to be an adult, just an immature follower.

**#4: Budget Time** - Have a social life, but plan your study time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them on a calendar. Remember, sleep is also necessary, so budget for that as well.

**#5: Take Care of Yourself** - When exhausted, rest. Eat properly and know when to relax. Plan exercise into your schedule. No one is going to thank you for working yourself into a frazzle or getting ill, let alone for staying up all night. It is amazing how many students demand their independence and simply do not know how to take care of themselves.

**#6: Become Part of University Life** - Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don't join every group but be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.

**#7: Learn To Communicate In The Classroom** - There are no dumb questions concerning subject matter. If you don't know or don't understand something, chances are several of your classmates don't either. Learning to ask questions is a skill. Develop it! Also, utilize faculty office hours.

**#8: Know Your Academic Situation Before The Withdraw Period** - If you have a question or concern about how you are doing in a class, go to the professor and discuss it. Keep yourself informed and record all grades received for each assignment. Read each syllabus carefully, and pay attention to the weight of all assignments as they determine the final grade in each course. Keep all grades updated.

**#9: Get Your Money's Worth** - The University wants you to succeed and offers an abundance of services geared toward that goal. These range from math and writing skills centers to personal counseling. Let the university serve you. You're paying for these services anyway, in the form of tuition and fees – use them. Become an explorer and locate the major academic buildings, library and service departments.

**#10: Phone Home** - That's right! Family can prove to be the best support service. They honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Parents, siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. Call, write, text, email, IM—often.

# TABLE OF CONTENTS

## Contents

TOP TEN TIPS FOR FIRST YEAR STUDENTS .....	2
TABLE OF CONTENTS.....	3
WELCOME TO THE KATE GLEASON COLLEGE OF ENGINEERING .....	5
COMMUNICATING WITH STUDENTS, FACULTY & STAFF .....	5
Student Mail Folder .....	5
myCourses.....	6
Communication with Faculty Members.....	6
KATE GLEASON COLLEGE OF ENGINEERING PROGRAMS AND REQUIREMENTS.....	6
Engineering Exploration.....	7
Program Codes.....	7
Cooperative Education Requirements.....	7
Wellness Requirements.....	8
Year One.....	8
General Education Requirements .....	9
Minors.....	9
Your Advisor.....	9
ENROLLING, SCHEDULING AND HOLDS .....	10
Enrolling in Courses.....	10
The Enrollment Guide .....	10
Planning your Course Schedule .....	11
Academic Year Codes.....	11
Tips on Planning a Schedule.....	11
Overload .....	12
Service Indicators/Holds .....	12
POLICIES.....	13
Examination Policy.....	13
Confidentiality.....	13
KGC OE Academic Honesty Policy .....	14
Honor Principles .....	14
Academic Dishonesty .....	14
Consequences of Academic Dishonesty .....	14
KGC OE Faculty and Staff Responsibilities.....	15
Discrimination and Harassment Policy.....	16
SUPPORT SERVICES .....	17
Student Chapters of Professional Organizations .....	19
Honorary Societies.....	21
Special Interest Clubs.....	21
ADDITIONAL SERVICES AND CONTACT INFORMATION .....	22
KATE GLEASON – A Remarkable Woman...A Special Engineer .....	26

*The RIT website offers students a wealth of information.  
You will find this handbook, as well as other useful links, under student resources at the Kate Gleason  
College of Engineering website.*

<http://www.rit.edu/kgcoe>



This handbook was updated last on 7/1/2014. Please refer to the RIT Policies & Procedures Manual for the most up-to-date information. <http://www.rit.edu/academicaffairs/policiesmanual/index.shtml>

## WELCOME TO THE KATE GLEASON COLLEGE OF ENGINEERING

The next several years promise to be exciting, interesting, and rewarding for you, your fellow students, and the faculty and staff of the Kate Gleason College of Engineering (KGCOE). The field of engineering continues to change, as it must, to keep pace with the technological changes in the world around us. We in KGCOE are doing all that is possible to stay abreast of these developments. The curriculum continues to evolve, our laboratories continue to improve, and our interaction with industry is ever expanding. We are pleased that you have elected to join our engineering team.

We want to make it easy for you to adjust to life in KGCOE, and have prepared this booklet to help you gain an understanding of our college and how it operates. The overriding principle that governs all of our actions is that we are here to help you study and learn about engineering, and to make the most of your college years. When you have completed your studies, you will be among those few who have mastered engineering—fully prepared to begin a career as a professional engineer.

If you encounter a circumstance or situation that you need help in resolving, and the information in this booklet is insufficient to provide you with a solution, please see your advisor, instructor, department head, or any staff member in KGCOE. We want to make your stay here at RIT pleasant, productive, and rewarding. We are partners with you in this journey to excellence.

## COMMUNICATING WITH STUDENTS, FACULTY & STAFF

### Student Mail Folder

Your student mail folder is located outside of your department office. Please check it often, at least once a week, for important notices from your department or other RIT offices, graded homework assignments, registration information, and co-op materials. Your mail folder was created as a way for faculty, staff and other students to communicate with you. First year students do not have many classes in Gleason Hall, Engineering Hall or Institute Hall, but you must check your mail folder regularly. It is *your responsibility* to stay informed.



### Computer Network

The computer account issued to you allows you to communicate, by email, with anyone on campus or off campus, with an email account. The computer network will also access the Student Information System (SIS) option which provides a convenient method for you to obtain information from the Registrar and Student Financial Services Offices. <https://infocenter.rit.edu/>

Via SIS, you may: register for courses; view your grades, class schedule, open and closed courses, AP and transfer credits, and update your contact information. Academic Computing and User Services [also known as the HELP desk] (GAN/1113) can help you establish your account and get acquainted with the computer network (Ext. 54357-V or 52810-TTY). For assistance in connecting your dorm room computer to the RIT network, contact ResNet (NRH/1055; Ext. 52600-V or 54927-TTY).

It is **required** that you activate and use your RIT email account. Whenever a faculty or staff member wants to contact you by email, they always use the RIT email. This email address is obtained through the Student Information System (PeopleSoft/SIS). It is **your responsibility** to have access to RIT email. Students use email to contact each other when setting up study groups. When department staff or advisors need to contact a student, they will use the RIT email. Faculty members do not accept the excuse "I don't read my RIT email."

## myCourses

myCourses is a web-based program that allows faculty and students to interact to discuss and post course related information. Many of your instructors will use myCourses to give assignments and to facilitate dialog among class members. During your first week of YearOne, you will learn more about myCourses.

## Communication with Faculty Members

Each faculty member has an office, telephone number, mailbox, and email address. You are encouraged to see faculty members during their assigned office hours. Hours are posted on or near the faculty member's office door and/or in your syllabus. You may also call or email to make an appointment or leave a message in the faculty member's mailbox (located in the respective department offices).



## KATE GLEASON COLLEGE OF ENGINEERING PROGRAMS AND REQUIREMENTS

The college offers seven 5-year cooperative education programs leading to the bachelor of science degree with majors in chemical, computer, biomedical, electrical, industrial and systems, mechanical, and microelectronic engineering.

A list of course requirements for your program is available from your department and is available on the department website.

## Engineering Exploration

In addition to the seven programs above, the college offers a one-year option for students who desire additional time in which to decide their engineering major. During their first year, students take the foundation courses required of all engineering students, as well as a one-credit Engineering Exploration Seminar course. The academic advisors for the exploration students are located in the Kate Gleason College of Engineering Student Services Office (GLE 2203).

Engineering Exploration students have one year to decide which engineering discipline to pursue. Academic advisors can help with this decision. You must meet with your advisor to make the declaration official. In the effective term, the plan will change from “ENGRX” to reflect the program code of the new department. Student records are forwarded to the new department where a new advisor is assigned.

## Program Codes

***You have been assigned a program code according to your chosen major. Program codes in KGCOE are listed below:***

Biomedical Engineering	BIME
Chemical Engineering	CHME
Computer Engineering	CMPE
Electrical Engineering	EEEE
Industrial & Systems Engineering	ISEE
Mechanical Engineering	MECE
Microelectronic Engineering	MCEE
Engineering Exploration	ENGRX

## Cooperative Education Requirements

Cooperative education (co-op) gives you the opportunity to take what you have learned in the classroom and apply it directly to the workplace.

All engineering students are required to complete 48 weeks of co-op. Beginning in the third year, students will alternate academic terms with terms of full-time co-op employment, as recommended by their department. Transfer students entering RIT at usually complete one term of academic coursework before beginning co-op.

The Cooperative Education and Career Services Office, in conjunction with KGCOE, holds required orientation sessions called Engineering Co-op Preparation Seminars (EGEN 99) for second year students (offered every term except summer). The six-week seminar classes discuss the specific expectations of RIT students during the job search and while on co-op, including resume/cover letter preparation, ethics, interviewing techniques, utilizing RIT Job Zone, and other sources to find positions. A Co-op Program Coordinator familiar with your major is available year round to provide guidance in finding co-op employment.

## Wellness Requirements

Good health and physical fitness is a basic element in the pursuit of excellence in many aspects of life. The learning experiences gained through fulfilling the physical education requirement play an integral role in the total educational experience at RIT.

### For the Baccalaureate Degree

Two different *wellness activity* courses must be completed before graduation.

For more information and special circumstances, contact the Center for Human Performance—The Wellness Recreation office; HAC/1212, Ext. 52620-V/TTY.

<http://www.rit.edu/studentaffairs/ciar/wellness.php>

## YearOne

### Course Description:

The YearOne class serves as an interdisciplinary catalyst for first-year students to access campus resources, services and opportunities that promote self-knowledge, leadership development, social responsibility and life skills awareness and application. YearOne is also designed to challenge and encourage first-year students to get to know one another, build friendships and help them become an integral part of the campus community.

### Course Structure:

YearOne is a zero-credit course that will occur during the first 12 weeks of the 16 week semester. First-year students will take YearOne during their first semester. The course will be comprised of both traditional in-class transitional topics and out-of-class experiential weeks. During out-of-class weeks students will be asked to engage in campus activities planned and/or coordinated by the peer advisors. These events and activities will be organized around themes identified by a group of student leaders.

Completion of the course is a graduation requirement. Students will not be allowed to withdraw from the course except by special permission from the Senior Director of the Academic Support Center. Students will be able to change their grade by repeating the course.



## General Education Requirements

RIT's framework for general education provides students with courses that meet specific university approved general education learning outcomes and New York State Education Department liberal arts and sciences requirements. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to fundamentals of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses.

For KGC OE students, the general education requirement consists of a total of 27 semester hours: six core perspective courses usually taken in the first two years (writing must be taken in the first year) and three advanced-level immersion courses usually taken after the completion of the core courses. For more information, consult with your academic advisor.

A handbook on General Education Requirements can be located at:

[http://www.rit.edu/cla/general\\_education.php](http://www.rit.edu/cla/general_education.php).

## Minors

Students who wish to build a secondary area of expertise into their program of study can choose from an extensive list of minors in a variety of subject areas. Minors usually require five designated courses in a specified area composed of required and elective courses within that area. Furthermore, some minors are disciplinary, others are interdisciplinary. Refer to the description of each minor for specific requirements. A list of available minors with links to more information on each minor can be found at:

[http://www.rit.edu/programs/minors\\_listing.php](http://www.rit.edu/programs/minors_listing.php)

## Your Advisor

You will be assigned a staff academic advisor in the KGC OE. Your advisor will provide guidance in meeting your program requirements, and help you answer questions or find solutions to any problems you may have related to your academic progress. They can also help you with transitioning from High School to College. You will see your advisor's name on SIS—under "Advisor".

You may also call your advisor to make an appointment to see him/her at a mutually convenient time.

See your advisor before enrolling in courses to be sure you are on the right track. If you experience any problems related to your course work, remember that the best time to see your advisor is *before* problems get too big so that the two of you can decide on a course of action to solve them while they are more easily manageable.

Each student will be assigned a faculty advisor by the beginning of their second year. This faculty member can help you with some career advising, focus areas for your professional electives, and co-op.

## ENROLLING, SCHEDULING AND HOLDS

### Enrolling in Courses

Bookmark or set up a link on your desktop to the RIT Information Access Center at

<https://infocenter.rit.edu/>

From the Infocenter, you can:

- Log into PeopleSoft/Student Info System (SIS)
- Use Academic Planning to help plan out your schedule and see the day and time when you can enroll
- Look at course selections, check which courses are open or closed, check your exam schedule
- Use Campus Finances to view your account, make an e-payment, and/or enroll in payment plan
- Access The Enrollment Guide

### The Enrollment Guide

This is an invaluable tool that includes information on the following topics and many more.

- The Academic Calendar
- Academic Probation, Suspension, and Dean's List
- College and Department Contact Information
- FERPA Laws
- Eservices Access Instructions
- General Education Information
- Calculating Grade Point Information
- Holds
- Minors
- Student Information System FAQs
- Enrolling in courses and enrollment verification
- Add/Drop Period and Withdrawing from a course
- Transcript requests
- Repeating a course
- Final Exam Policy

### Student Information System (SIS)

This is one of the most useful tools on campus. You can:

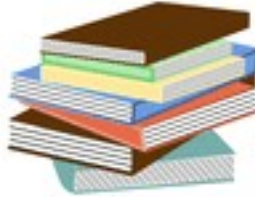
- Enroll in classes (during appropriate times)
- Check to see whether you have a financial, judicial, or housing service indicator on your enrollment
- Confirm your address and phone number are correct
- Find the Enrollment Guide which gives information about getting computer help on campus, calculating grade point average, rules for Dean's List, Suspension and Probation, withdrawing from a class, General Education Requirements, and much more.

## Planning your Course Schedule

The schedule of courses on SIS is the most up to date and accurate source for this information. It lists courses offered in a particular term, days and times, and classroom locations. Go to <https://infocenter.rit.edu/> and click on term Enrollment (Student Center) and log in. Under the Academics tab on the top left corner you should click search and that will take you to the Class Search page.

The engineering programs have the following codes:

BIME	Biomedical Engineering	ENGRX	Engineering Exploration
CHME	Chemical Engineering	ISEE	Industrial Engineering
CMPE	Computer Engineering	MECE	Mechanical Engineering
EEEE	Electrical Engineering	MCEE	Microelectronic Engineering



## Academic Year Codes

The 2014-2015 academic year will be broken up into terms:

2141 is the program code for fall term in the 2014-2015 academic year

2145 is the program code for spring term in the 2014-2015 academic year

2148 is the program code for summer term in the 2014-2015 academic year

## Tips on Planning a Schedule

- Learn which courses you should enroll in, and take courses in the correct sequence. Check the prerequisites. Your course load needs to be appropriate for you. Let your advisor help.
- Shopping carts for the upcoming semester open several weeks prior to when you can actually begin enrolling.
- Add courses into your shopping cart when the enrollment period begins. You can add additional courses into your shopping cart in the event some courses reach capacity by the time you enroll. Be sure to validate your shopping cart to check for conflicts and whether you have the pre-requisites for these courses. Validating will confirm that you meet the requirements for the class.
- Check when your actual enrollment appointment begins. Remember that this is just the first day you can begin enrolling in classes; you can continue to change your schedule right through the add/drop period.
- Use a blank block schedule to plot the time slots of your desired courses so you can see if there are any conflicts. You can also use an Excel chart or RIT Schedule Maker: <http://schedule.csh.rit.edu/#/>.
- Begin with the required courses for which there is only one section offered and, therefore, for which you would have no alternatives. Continue with the courses that offer the least flexibility in terms of alternate sections.

- Schedule the courses with the greatest amount of flexibility in terms of alternate sections (or even alternate courses) last.
- Be prepared with an alternate schedule (or two) in case you are not able to get into your preferred sections.

## Overload

You must be enrolled in at least 12 credit hours in order to be considered a full-time student. You can enroll up to 18 credit hours

In order to graduate on time, you will need to take the equivalent of 16-18 credit hours each term. This is usually five courses and possibly a lab. Taking more than 18 credit hours is considered an overload and you will be charged the applicable rate for each credit hour over 18. In most cases you need permission from your department head to enroll in an overload.

Common SIS questions and answers can be found at: [www.rit.edu/sistraining](http://www.rit.edu/sistraining). See the student section.

## Service Indicators/Holds

Any negative Service Indicator/hold will prevent enrollment or making changes to an existing schedule. Enrollment Service Indicators/holds are placed on first year students. This is to ensure you meet with your academic advisor to discuss your schedule. The advisor will have the hold removed after this meeting. It is important to meet with your advisor and have the hold removed before the start of the enrollment period or the system will prevent you from enrolling for the next term; you may not get your desired courses. You can however, fill your shopping cart and validate before the hold has been removed.

Students will get a notice every term when the holds are in place. Service Indicators/holds are viewable in the Student Information System (SIS) at your Student Center.

There are Service Indicators/holds other than Enrollment Holds which can prevent course enrollment. These are the Immunization Hold, Student Financial Services (SFS) Hold, Housing Hold and Judicial Hold. These holds can only be removed by the departments which put them in place.



## POLICIES

<http://www.rit.edu/academicaffairs/policiesmanual/universypolicies>

### Examination Policy

Course instructors will determine the method of student evaluation in their courses. If a formal final exam is offered it must be scheduled during exam week as specified in the Institute calendar. The Registrar's office will provide the final examination schedule no later than two weeks after the end of the add/drop period, and make it available to the entire RIT community.

In case of conflict where the student has two finals scheduled at the same time, service course examinations will take precedence over home department examinations. If both examinations are service course examinations, the class with the larger enrollment will have precedence.

Students have the right (if they wish) not to take three or more final exams in one day. In a case where the student does have three or more finals scheduled on the same day, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more of the examinations are service course examinations, the class with the larger enrollment will have precedence.

In all cases by the last day of the 10th week of classes during fall or spring term or in the case of summer term or other sessions less than 16 weeks by the last day of 2/3 of the session, the student should submit a written request for rescheduling to the head of the home department, with a copy to the instructor being asked to provide the rescheduled examination. By the last day of the 12th week of classes the department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination. The decision of the department head shall be considered to be final.

### Confidentiality

RIT complies with the (FERPA) Family Educational Rights and Privacy Act of 1974 which governs access and release of information from student educational records. This statute, in part, permits you to inspect your educational records, provides the opportunity for you to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside of the institute without your written permission.

Recognizing the need for RIT, its faculty and staff to draw upon aspects of your educational record to prepare or release evaluations and letters of recommendation to schools, prospective employers, and other persons, KGCOE provides a waiver form (available from your department staff) which students may sign to authorize such disclosure.

## KGCOE Academic Honesty Policy

(Derived from section D8.0 of the Institute Policies and Procedures Manual)

As a university, RIT is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students<sup>i</sup>, Academic Honesty demands that at all times student work be the work of that individual student<sup>ii</sup>, and that any information that a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

## Honor Principles

*“RIT Engineering faculty, staff and students are truthful and honorable, and do not tolerate lying, cheating, stealing, or plagiarism.”* All members of our community are expected to abide by these principles and to embrace the spirit they represent. We each have a responsibility to address any unethical behavior we observe; either through direct discussion with the offending party, or by discussion with an appropriate faculty or staff member. Allowing unethical behavior to continue unchallenged is not acceptable.

## Academic Dishonesty

Academic Dishonesty falls into three basic areas: cheating, duplicate submission and plagiarism.

1. Cheating is any fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation.
2. Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those courses. (If the courses are taken in separate terms, only the permission of the second instructor is required.) Similar rules apply for prior work done on co-op.
3. Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, internet), or paraphrases or summarizes those ideas without attribution. This also applies to group effort on work submitted for faculty evaluation.

## Consequences of Academic Dishonesty

Any act of Academic Dishonesty will incur the following consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign a lower grade, including an “F” for the offense itself or for the entire course. If after careful review of the evidence, the instructor decides that the student's actions are indeed misconduct and warrant a penalty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department Head and the Dean) documenting the offense. Depending on the seriousness of the offense, the student may also be brought before the Academic Conduct Committee of the College in which the offense occurred, and may face academic suspension or dismissal from the Institute. The student has the right to appeal any disciplinary action as described in section D17.0 “Academic Conduct and Appeals Procedures” and D18.0 “RIT Student Conduct Process” of the Institute Policies and Procedures Manual.

## KGCOE Faculty and Staff Responsibilities

The faculty and staff bear key responsibilities in ensuring that students adhere to this policy and that this policy is uniformly enforced. In addition to the procedures outlined in D17.0, section C of the Institute Policies and Procedures Manual, KGCOE faculty and staff are expected to do the following:

Faculty members are expected to remind students of this policy in every course, as an intrinsic part of the course materials, and ideally as a point of discussion.

Faculty members are expected to inform students of what specific exceptions to the rules may apply to a particular course, such as whether working together on homework or lab assignments is permitted.

Faculty members have an ethical responsibility to uphold the above policy in their courses. Student grievances against any faculty who fail to enforce this academic honesty policy may be made to other faculty, advisors, or department heads within KGCOE, who will report these grievances to the appropriate administrator.

Faculty members must discuss the rationale for the disciplinary action with the student, including appeal options. Consistent with the criteria outlined under Consequences of Academic Dishonesty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department Head and the Dean) documenting the offense.

Administrators will support the faculty enforcement of these policies.

### NOTES

<sup>i</sup> The policy for faculty ethical behavior is contained in C2.0 (Misconduct in Research and Scholarship) of the Institute Policies and Procedures Manual.

<sup>ii</sup> On occasion student work may be in the form of a group project assigned and sanctioned by an instructor or group of instructors.

## Discrimination and Harassment Policy

The RIT community is committed to a diverse and dynamic learning, working, and living environment.

RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.

RIT prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals. RIT defines discrimination as behavior which uses age, citizenship, color, creed, culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:

- making hiring or admissions decisions at RIT,
- determining participation in programs at RIT or sponsored by RIT,
- academic standing, or access to any benefit or privilege at RIT,
- administering disciplinary processes, except where distinctions are bona fide or otherwise permitted or required by law.

RIT defines harassment as unwelcome physical contact, conduct, or communication which has the purpose or effect of:

- unreasonably interfering with an employee's or student's work, academic activities or residential life at RIT, or participation in RIT-sponsored programs or events,
- creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored programs or events, as determined by RIT policy.

RIT is committed to an environment which encourages, promotes, and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend, and openly promote their ideas and opinions. The RIT policy prohibiting discrimination and harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The policy is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values does not include protecting acts of discrimination or harassment.

Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as discrimination or harassment and is prohibited.



## SUPPORT SERVICES

This list provides brief descriptions of some of the many support services available to you. If you have need of a special service that is not described below, please let your department office or the Student Services office (GLE/2203) know and every effort will be made to connect you with the appropriate office or group.

### **Academic Support Center**

**Monroe Hall (MON/2080)**

This center provides a variety of services including the College Skills Program and College Restoration Program. The College Skills Program offers workshops, classes, and labs for instruction in reading, writing, mathematics, and study skills. The College Restoration Program is designed for students who have experienced academic difficulty and suspension. For more information, call Ext. 56682-V/TTY or go to <http://www.rit.edu/studentaffairs/asc/>.

### **Bates Study Center**

**Gosnell Hall (GOS/1200)**

This area provides free tutoring services each term in the areas of mathematics, chemistry and physics. The tutoring schedule changes each term and students are encouraged to check the College of Science website for new times and tutors. This information is also available at [http://www.rit.edu/studentaffairs/asc/tutoring\\_mathphysics.php](http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php)

### **Center for Religious Life**

**Schmitt Interfaith Center (SMT/1400)**

Campus ministers for various religious traditions are available for religious services, personal counseling, and many program activities. <http://www.rit.edu/studentaffairs/religion> or call Ext. 52135-V/TTY.

### **Computer Engineering Mentoring Lab**

**James E. Gleason Hall (GLE/3452)**

This lab helps students from Computer Engineering and Software Engineering with their programming courses. Since the schedule of mentors changes termly, students are encouraged to check [www.rit.edu/eng](http://www.rit.edu/eng) click on Advising/Student Services and link to tutoring/mentoring.

### **Counseling Center**

**August Center (AUG/2100)**

Provides many services among which are personal and career counseling; alcohol/drug assessment, referral and educational services; and rape education and counseling. The services of the center are confidential and free. <http://www.rit.edu/studentaffairs/counseling> or call Ext. 52261-V. 56897-TTY.

### **Disability Service Office**

**Student Alumni Union (SAU/1150)**

They ensure access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource. <http://www.rit.edu/studentaffairs/disabilityservices> or call Ext. 52023

**English Language Center****Monroe Hall (MON/2040)**

The English Language Center offers courses of study of English as a second language to non-native speakers on a full-time and a part-time basis. Program offerings include conversation, grammar, writing, vocabulary, reading, presentation skills, business communication, and TOEFL preparation.

<http://www.rit.edu/studentaffairs/elc> or call Ext. 56684-V/TTY.

**International Student Program****Student Alumni Union (SAU/2330)**

This program assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US.

<http://www.rit.edu/emcs/ptgrad/international/international.php> or call Ext. 56943-V/TTY.

**KGCOE Carver Engineering Learning Center (ELC)****James E. Gleason Hall (GLE/1000)**

Free tutoring is provided by engineering faculty and students for most engineering, calculus, physics, and chemistry courses. If you have difficulty understanding the course work or have questions about homework, you are encouraged to drop in the center for help. Hours are posted each term outside the door. Check the schedule at [www.rit.edu/eng](http://www.rit.edu/eng) and click on Advising/Student Services and link to tutoring/mentoring.

**KGCOE Engineering Student Services Office****James E. Gleason Hall (GLE/2203)**

The mission of the KGCOE Student Services Office is to provide a place for engineering students to find advising, support and counseling services to build a solid foundation in the Kate Gleason College of Engineering. <http://www.rit.edu/kgcoe/student-resource/advising-services> or call Ext 57994.

**Multicultural Center for Academic Success****Student Alumni Union (SAU/2300)**

MCAS provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. It provides personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and a connection to campus and community resources. Call Ext. 54704 or <http://www.rit.edu/president/mcas/>.

**NTID Engineering Support Services****James E. Gleason Hall (GLE/1115)**

A wide variety of services are available for engineering deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling. For more information check

[http://www.ntid.rit.edu/current/departments/ist/support\\_services.php](http://www.ntid.rit.edu/current/departments/ist/support_services.php) or call 55314 or TTY 52209.

**Public Safety****Grace Watson Hall (GWH)**

This office is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. <http://finweb.rit.edu/publicsafety> or call Ext. 52853-V or Ext. 56654-TTY. For emergencies, call Ext. 53333-V or Ext. 56654-TTY.

**TRiO Student Support Services (OSS)****Student Alumni Union (SAU/2724)**

The goal of this office is to provide the necessary academic and personal support that will enable students who qualify to fully realize their potential and to successfully complete their college career. Services include tutoring, math support, counseling and advocacy. This office supports first generation students, financially disadvantaged students and students with disabilities.

<http://www.rit.edu/studentaffairs/slsa/trio-sss> or call Ext. 52833 V/TTY

**Student Health Service****August Center (AUG)**

Staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, they provide primary medical care on an out-patient basis. You may be seen on a walk-in basis during designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment.

<http://www.rit.edu/studentaffairs/studenthealth> or call Ext. 52255-V/TTY or Ext. 55515-TTY.

**Wallace Library****The Wallace Center (WAL)**

The library provides information in many forms including print, compact disks, microfilm, and microfiche. An on-line computer catalog, computerized searching capabilities, and interlibrary loan provide access to virtually all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources. <http://wallacecenter.rit.edu> or call Ext. 52562-V or Ext. 52962-TTY.

**Women in Engineering (WE@RIT)****James E. Gleason Hall (GLE/2505)**

This organization seeks to increase the enrollment and improve the retention rate of women students in engineering. WE@RIT provides interested students opportunities in leadership, mentoring, and participation in outreach activities. <http://www.rit.edu/kgcoe/women> or Ext. 56321

**Student Chapters of Professional Organizations****American Institute of Chemical Engineers (AIChE)**

The student chapter of AIChE provides students with the opportunity to take part in many aspects of this professional organization. Students gain leadership skills and meet chemical engineers at a variety of events throughout the year.

Advisor: Dr. Brian Landi, INS/4107, Ext. 54726, [bjlsps@rit.edu](mailto:bjlsps@rit.edu)

**American Society of Mechanical Engineers (ASME)**

The student chapter of ASME offers educational, technical, and social activities. Leadership is developed through formal training at an annual fall conference and through actual practice. The student chapter maintains close contact with and receives support from local chapter.

Advisor: Prof. Timothy Landschoot, GLE/2134, Ext. 57439, [tpleme@rit.edu](mailto:tpleme@rit.edu)

**Engineers for a Sustainable World (ESW)**

The student chapter of ESW works to involve students in hands-on projects that will ultimately improve sustainability worldwide.

Advisor: Dr. Brian Thorn, GLE/1596, Ext 56166, [bkteie@rit.edu](mailto:bkteie@rit.edu)

**Institute of Electrical and Electronic Engineers (IEEE)**

IEEE is the world's largest professional engineering society. The RIT student branch strives to expose its members to industry and practicing professional engineers by sponsoring guest speakers, arranging plant tours, and conducting design contests.

Advisor: Dr. Gil Tsouri, GLE/3173, Ext. 56452, [grteee@rit.edu](mailto:grteee@rit.edu)

### **Institute of Industrial Engineers (IIE)**

The student chapter of IIE is an on-campus professional engineering society whose function is to integrate academic knowledge with real-world practical applications. Activities include plant tours, guest speakers, regional student conferences, as well as the national spring conference.

Advisor: Prof. John Kaemmerlen, GLE/1562, Ext. 52767, [jxkpdm@rit.edu](mailto:jxkpdm@rit.edu)

### **Microelectronic Engineering Student Association (MESA)**

In MESA students who come together to help the community. Current involvements are Habitat for Humanity, Adopt-A-Highway, Adopt-A-Freshman, and other community organizations. Students help each other through tutoring and networking.

Advisor: Dr. Robert Pearson, ENG/2923, Ext. 52645, [repemc@rit.edu](mailto:repemc@rit.edu)

### **National Society of Black Engineers (NSBE)**

The student chapter of the National Society of Black Engineers is dedicated to the retention, recruitment, and successful graduation of its members.

Contact: Ms. Kimberley DeLardge, BLC/1236, [kjdoce@rit.edu](mailto:kjdoce@rit.edu)

### **Society of Automotive Engineers (SAE)**

The purpose of the RIT Society of Automotive Engineers is to give students the opportunity to meet with senior engineers in industry and provide students a chance to apply their classroom knowledge in such projects as the formula, solar and aero design competitions. Meeting announcements are posted on the SAE bulletin board outside the office of the Mechanical Engineering Department.

Advisor: Dr. Alan Nye, GLE/2181, Ext. 56121, [ahneme@rit.edu](mailto:ahneme@rit.edu)

### **Society of Hispanic Professional Engineers (SHPE)**

The Society of Hispanic Professional Engineers is an association of professionals and students in engineering, science, technology, business, and other related disciplines at RIT. SHPE's basic thrust is to identify and promote professional growth opportunities for Hispanics. Some examples of this commitment to professional development are the regional and national leadership and career conferences for SHPE members.

Advisors: Dr. Marcos Esterman, GLE/1598, Ext 56922, [mxeeie@rit.edu](mailto:mxeeie@rit.edu)  
 Dr. Ruben Proano, GLE/1593, Ext 54236, [rpmeie@rit.edu](mailto:rpmeie@rit.edu)

### **Society of Manufacturing Engineers (SME)**

The Society of Manufacturing Engineers is dedicated to the advancement of scientific knowledge in the field of manufacturing engineering. The student chapter activities include plant tours, speakers, and participation in national competitions. It interacts and works closely with the Rochester senior chapter.

Contact: Prof. Michael Slifka, GOL 1121, Ext 55160, [mjsmet1@rit.edu](mailto:mjsmet1@rit.edu)

### **Society of Women Engineers (SWE)**

The Society of Women Engineers at RIT is a student-run organization. Its members belong to engineering and engineering technology majors. SWE organizes several functions each term such as guest speakers, high school outreach, community activities, co-op interview discussions, tours, social events, and events with other student organizations. The RIT section is strongly committed to the encouragement of women in pursuing a career in engineering or related fields.

Advisor: Dr. Marca Lam, GLE/2190, Ext. 6871, [mjleme@rit.edu](mailto:mjleme@rit.edu)

### **Honorary Societies**

Membership in the following two organizations is based largely on outstanding academic achievement.

#### **Pi Tau Sigma**

Pi Tau Sigma is the mechanical engineering national honor society. Membership is open to women and men ranked in the upper third of the class in their fourth and fifth years at RIT. Chapter activities are tailored to foster high ideals in the engineering profession, support departmental activities, and promote professionalism. Service activities are supported by fund raising and social events.

#### **Tau Beta Pi**

This national engineering honor society was founded to mark in a fitting manner those who have brought honor to their alma mater by distinguished scholarship and exemplary character either as students in engineering or by their attainments as alumni in the field of engineering. It was also founded to foster a spirit of liberal culture in engineering colleges. Election to Tau Beta Pi is one of the highest honors that can come to an engineering student from his or her peers.

### **Special Interest Clubs**

You can find clubs for any extra-curricular interest you may have. Here a few of particular interest to engineering students. For more information on student clubs go to:

<http://campuslife.rit.edu/main/clubs/index>

All clubs are open to all students no matter what their field of study.

- Aero Design Club
- Amateur Radio Club
- Audio FX
- Bioengineering Club
- Engineers for a Sustainable World
- Engineering Student Council
- FIRST Robotics Team
- Formula SAE Team
- Green Vehicle Team
- Human Powered Vehicle
- Micro-Air Vehicle Club
- Mini Baja Team
- Robotics

## ADDITIONAL SERVICES AND CONTACT INFORMATION

SERVICE	OFFICE	CONTACT
Accessibility for Students with Physical Disabilities (both temporary and permanent).	Disabilities Services Sue Ackerman, Coordinator; Student Alumni Union 1150 Email: smacst@rit.edu TTY: 56988	Fredda Bishop Disabilities Coordinator Counselor: Student Services Gleason Hall 2203 Ext. 54595-V; 52145-V/TTY
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center 1st floor Ext. 56186-V; 52080-TTY	<a href="https://eservices.rit.edu/eServices/welcome.do">https://eservices.rit.edu/eServices/welcome.do</a>
Career Counseling	Co-op & Career Services Office BLC 1125 Ext. 52301 V 56905 TTY	Student Services Counselors Gleason Hall 2203 Ext. 57994
Change of Mailing Address	Registrar Eastman Hall 1 <sup>st</sup> floor	SIS (Student Information System)
Change of Program	Department Staff	Student Services Counselors Gleason Hall 2203 Ext. 57994
Co-op	Cooperative Education and Career Services Bausch & Lomb Center 1125 52301 V 56905 TTY	<a href="http://www.rit.edu/co-op/careers">http://www.rit.edu/co-op/careers</a> .
Copy Machines		<i>Wallace Memorial Library, HUB Printing &amp; Postal Center, Fine Arts Media Center</i>
Emergency Escort Service	Public Safety Ext. 53333-V; 56654-TTY	
Engineering Skills Help	Engineering Learning Center Gleason Hall 1000	Student Services Counselors Gleason Hall 2203, Ext. 57994 <a href="http://www.rit.edu/eng">www.rit.edu/eng</a> , click on Advising/Student Services and link to tutoring/mentoring
English Language	English Language Center Monroe Hall 2040 Ext. 56684	
Fax Machine		OSCA Office Campus Center 2010
Financial Aid and Scholarships	Financial Aid Bausch & Lomb Center 2107 Ext. 52186-V; 56909-TTY	

### ADDITIONAL SERVICES AND CONTACT INFORMATION

SERVICE	OFFICE	CONTACT
Illness	Student Health Ctr. August Center 1st floor Ext. 52255-V/TTY; 55515-TTY	
Library Skills Help	Wallace Library Reference Desk The Wallace Center Ext. 52563-V/TTY	
Lost & Found	Public Safety Ext. 52074-V; 52853 TTY	Student Services Office Gleason Hall 2203 Ext. 57994-V/TTY
Math Skills Help	Bates Center Gosnell Hall 1200	<a href="http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php">http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php</a>
Parking Permit	Parking Office Grace Watson Hall 1160 Ext. 52074-V/TTY	
Personal Counseling	Counseling Center August Center 2100 Ext. 52261-V/TTY	Student Services Counselors Gleason Hall 2203 Ext. 57994
Physics Skills Help	Bates Study Center Gosnell Hall 1200	<a href="http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php">http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php</a>
Student ID Card	Registrar Eastman 1st floor Ext. 52821-V/TTY	
Support for Women Engineering Students		WE@RIT Gleason Hall 2505 Ext. 52264-V; 52145-TTY
Support for Minority Engineering Students	Multicultural Center for Academic Success (MCAS) Student Alumni Union 2300	
Writing Skills Help	Writing Commons Wallace Center, First Floor	<a href="http://www.rit.edu/studentaffairs/asc/tutoring_writingcenter.php">http://www.rit.edu/studentaffairs/asc/tutoring_writingcenter.php</a>

## Your First Year of College: 25 Tips to Help You Survive and Thrive Your Freshman Year and Beyond

by Dr. Randall S. Hansen, CareerDoctor.org

1. **Go to all orientations.** Do you really need to go on yet *another* campus tour? Yes. The faster you learn your way around campus -- and around all the red tape -- the more at ease you'll feel and the better prepared you'll be when issues arise.
2. **Get to know your roommate and others in your residence hall.** The people you live with, most of whom are going through similar experiences and emotions, are your main safety net -- not only this year, but for all your years. You may change roommates after the first semester or you may stay roommates for all four years -- just take the time to get to know your fellow first-year students.
3. **Get Organized.** In high school, the teachers tended to lead you through all the homework and due dates. In college, the professors post the assignments -- often for the entire semester -- and expect you to be prepared. Buy an organizer, a PDA, a big wall calendar -- whatever it takes for you to know when assignments are due.
4. **Find the ideal place for you to study.** It may be your dorm room or a cozy corner of the library, but find a place that works best for you to get your work done -- while avoiding as many distractions as possible.
5. **Go to class.** Obvious, right? Maybe, but sleeping in and skipping that 8 am class will be tempting at times. Avoid the temptation. Besides learning the material by attending classes, you'll also receive vital information from the professors about what to expect on tests, changes in due dates, etc.
6. **Become an expert on course requirements and due dates.** Professors spend hours and hours preparing course syllabi and calendars so that you will know exactly what is expected of you -- and when. One of the lamest excuses a student can give a professor: "I didn't know it was due today."
7. **Meet with your professors.** Speaking as a professor, I can assure you there are only upsides to getting to know your professors, especially if later in the semester you run into some snags. Professors schedule office hours for the sole purpose of meeting with students -- take advantage of that time.
8. **Get to know your academic adviser.** This is the person who will help you with course conflicts, adding or dropping courses, scheduling of classes for future semesters, deciding on majors and minors. This person is a key resource for you -- and should be the person you turn to with any academic issues or conflicts. And don't be afraid of requesting another adviser if you don't click with the one first assigned to you.
9. **Seek a balance.** College life is a mixture of social and academic happenings. Don't tip the balance too far in either direction. One of my favorite former students always used to say her motto was to "study hard so she could play hard."
10. **Get involved on campus.** A big problem for a lot of new students is a combination of homesickness and a feeling of not quite belonging. A solution? Consider joining a select group -- and be careful not to go overboard -- of student organizations, clubs, sororities or fraternities, or sports teams. You'll make new friends, learn new skills, and feel more connected to your school.
11. **Strive for good grades.** Another obvious one here, right? Remember the words of the opening paragraph; while good grades could have come naturally to you in high school, you will have to earn them in college -- and that means setting some goals for yourself and then making sure you work as hard as you can to achieve them.



12. **Take advantage of the study resources on campus.** Just about all colleges have learning labs and tutors available. If you're having some troubles, these resources are another tool available to you. Another idea: form study groups.
13. **Make time for you.** Be sure you set aside some time and activities that help you relax and take the stress out of your day or week. Whether it's enlisting yoga techniques, watching your favorite television shows, or writing in a journal, be good to yourself.
14. **Don't feel pressured to make a hasty decision about a career or a major.** It doesn't matter if it seems as though everyone else seems to know what they're doing with their lives -- believe me, they don't -- college is the time for you to really discover who you are, what you enjoy doing, what you're good at, and what you want to be. It's not a race; take your time and enjoy exploring your options.
15. **Take responsibility for yourself and your actions.** Don't look to place the blame on others for your mistakes; own up to them and move on. Being an adult means taking responsibility for everything that happens to you.
16. **Make connections with students in your classes.** One of my best students said his technique in the first week of classes was to meet at least one new person in each of his classes. It expanded his network of friends -- and was a crucial resource at times when he had to miss a class.
17. **Find the Career Services Office.** Regardless of whether you are entering college as undeclared or have your entire future mapped out, seek out the wonderful professionals in your college's career services office and get started on planning, preparing, and acting on your future.
18. **Don't procrastinate; prioritize your life.** It may have been easy in high school to wait until the last minute to complete an assignment and still get a good grade, but that kind of stuff will not work for you in college. Give yourself deadlines -- and stick to them.
19. **Stay healthy/Eat Right.** A lot of problems first-year students face can be traced back to an illness that kept them away from classes for an extended period of time that led to a downward spiraling effect. Get enough sleep, take your vitamins, and eat right. If you haven't heard the jokes about college food, you soon will. And without mom or dad there to serve you a balanced meal, you may be tempted to go for those extra fries or cookies. Stay healthy and avoid the dreaded extra "Freshman 15" pounds by sticking to a balanced diet.
20. **Learn to cope with homesickness.** It's only natural that there will be times when you miss your family, even if you were one of those kids who couldn't wait to get away. Find a way to deal with those feelings, such as making a phone call or sending some email home.
21. **Stay on campus as much as possible.** Whether it's homesickness, a job, or a boyfriend or girlfriend from home, try not to leave campus too soon or too often. The more time you spend on getting to know the campus and your new friends, the more you'll feel at home at school. And why not take advantage of all the cultural and social events that happen on campus?
22. **Seek professional help when you need it.** Most colleges have health and counseling centers. If you're sick or feeling isolated or depressed, please take advantage of the many services these offices provide students. You don't have to face these issues by yourself.
23. **Keep track of your money.** If you've never had to create a budget, now is the time to do so. Find ways to stretch your money - and as best you can, avoid all those credit card solicitations you'll soon be receiving. The average credit card debt of college grads is staggering.
24. **Don't cut corners.** College is all about learning. If you procrastinate and cram, you may still do well on tests, but you'll learn very little. Even worse, don't cheat on term papers or tests.
25. **Be prepared to feel overwhelmed.** There's a lot going in your life right now. Expect to have moments where it seems a bit too much. As one student says, be prepared to feel completely unprepared. The trick is knowing that you're not the only one feeling that way.

## KATE GLEASON – A Remarkable Woman...A Special Engineer



The Kate Gleason College of Engineering at RIT, is the only engineering college named for a woman, and we are very proud to have this distinction. This remarkable woman achieved much during her lifetime:

- The first woman admitted to Cornell University's engineering program
- The first woman member of the Rochester Engineering Society
- The first woman elected to full membership in the American Society of Mechanical Engineers.

Kate Gleason was a pioneer, engineer, treasurer, salesperson, business leader, banker, developer, builder, suffragette and philanthropist. The positive economic and societal impact that she had on upstate New York and the nation was substantial and enduring.

*This handbook is intended to be an easy reference for new students entering the Kate Gleason College of Engineering. The information in it is drawn from various official RIT publications such as the Undergraduate Bulletin and the Educational Policies and Procedures Manual.*  
[\(<http://www.rit.edu/academicaffairs/policiesmanual/index.shtml>\)](http://www.rit.edu/academicaffairs/policiesmanual/index.shtml)

*This handbook should be used as a guide and in conjunction with the official RIT publications. Should there be discrepancies between this handbook and any official RIT publication, please note that the official RIT publications take precedence.*