WE’RE WIDE AWAKE WHENEVER YOU ARE...

04 GETTING STARTED AT RIT
08 RIT ACADEMIC SUPPORT
12 RIT FINANCIAL SERVICES
16 ONLINE STUDENT SUPPORT
23 LIFE AT RIT
26 RESOURCES AT RIT
At RIT Online, we strive to make things simple for you and assistance is never more than a phone call or e-mail away. Most online students at RIT, whether they hope to complete a degree, a certificate, or just a single course, find that if they focus on just a few first steps, they quickly become oriented to our university and the many resources available. The following pages contain everything you need to succeed online at RIT.
GETTING STARTED AT RIT
Activate Your RIT Account

Your RIT computer account enables access to e-mail, Student Information System (SIS), eServices, myCourses, RIT Libraries Online Databases and more. You can access most of the services as soon as your computer account is created.

rit.edu/its/help/new_at_rit

View & Pay Your Bill

An online system provides real-time account access, online tuition payments, and grants 3rd party access to your financial account.

eservices.rit.edu

Order Your Textbooks

Course material can be purchased through the Barnes & Noble @ RIT Official Bookstore. Additional course materials may be stated on your course syllabus.

rit.bncollege.com

Access Your Course

You will use myCourses to access the syllabus, review the course materials, connect and collaborate with your classmates, and communicate with your instructor. Courses are accessible one week before the first day of class.

mycourses.rit.edu
Confirm Your Contact Info
Keep your address and phone number(s) current to ensure all RIT related materials will reach you in a timely manner.
sis.rit.edu

Student Code of Conduct
Based on a system of fundamental fairness, the conduct process holds students accountable for their behavior, and looks for alternative ways to educate students about community expectations.
rit.edu/conduct

Access the RIT Calendar
RIT’s official calendar lists the start and end dates of classes, important academic dates and holidays observed by RIT.
rit.edu/calendar

Know Where to Get Help
RIT Online
585-475-2400
ritonline@rit.edu
rit.edu/ritonline
Submit Your Health History & Immunization Forms
New York State law mandates that all college students provide proof of vaccinations if they attend events or classes on campus. Online students in a program/major where ALL courses are completed online or off-campus are not subject to this mandate. However, if an online student plans to attend an on-campus event you ARE subject to immunization compliance. The Student Health Center can provide more information.

Contact Your College/Department
Find your college’s website at rit.edu/overview/rit-colleges and learn about your program and course requirements.

Complete Your Financial Aid Process
Get information on loans and scholarships and find out who your Financial Aid Counselor is. You are assigned a Financial Aid Counselor based on your academic program. Online help is available from the Office of Financial Aid and Scholarships at rit.edu/financialaid.

Request Disability Services
The Disability Services Office provides students with disabilities equal access to programs, services, and physical facilities. A Request for Accommodations form is available at rit.edu/dso.

Submit Your High School Transcripts & AP Scores
Contact the College Board at collegeboard.com to request your AP scores.
Send all documents to:
RIT Undergraduate Admissions
60 Lomb Memorial Drive
Rochester, NY 14623-5604

Take the Online Math Placement Exam (MPE)
You will be notified if you are required to take the MPE—not all students are required to take this exam, so if you are not notified you do not have to take the exam. This exam is available online from May 15 through the month of June only. More info is available at rit.edu/science/sms/mpe.

OTHER ITEMS THAT MAY HELP WHEN YOU ARE GETTING STARTED.

We’re here to help. If you have any questions, just reach out to RIT Online at ritonline@rit.edu, your one-stop resource for getting information.
Your assigned academic advisor in your program/major is your first point of contact for advice and guidance on your course career path at RIT. However, if you are a non-matriculated student, or have not been assigned an academic advisor, there is a dedicated Concierge that may assist you in answering your questions. E-mail ritonline@rit.edu or call 585-475-2400 with any questions or concerns.
Enrolling in Classes

1. Check Enrollment Appointments & Holds
   Log in to the new SIS and check what time your enrollment appointment is. Check for academic or financial holds—holds on your account may prevent you from enrolling. You may not be able to remove holds instantaneously, so take action to resolve them in the weeks before your enrollment appointment.

2. Search for Classes & Build Shopping Cart
   Use the class search to find classes. If you are unsure of the course subject code, click select subject and sort by college using the Academic Group dropdown menu. Add classes to your shopping cart and create back-up plans in case your first choices fill up. Click “Validate” to make sure you meet the requisites and don’t have conflicts.

3. Check-In and Double-Check
   If you have questions about what to enroll in, check-in with your advisor, either by email or in person, to make sure you are on the right track. Then make sure to double-check your shopping cart closer to the time of your enrollment appointment to ensure no classes have closed. If a class is full you may have an opportunity to wait list the class.

4. Enroll In Classes
   When your shopping cart is all set and your enrollment appointment begins, click “enrollment shopping cart,” select the appropriate term, check the box for the classes you would like to take, and click “enroll.”
   [rit.edu/enrollment]

Adding, Dropping, and Withdrawing from Courses
You may change your schedule through the end of the Add/Drop period which consists of the first six class days of each term (excluding Saturdays, Sundays, and holidays of the Fall and Spring terms). During this period, you can modify your schedule by either adding or dropping courses online via the Student Information System (SIS), at your department, or at the Registrar’s Office. Access to the Student Information System (SIS) is also available on Saturdays and Sundays. When you drop a class during this time frame there is no record kept.

Once the Add/Drop period ends, a student can withdraw from a course on-line through the Student Information System (SIS). The withdrawal period ends on the Friday of the 12th week of classes. Before withdrawing from a course, students are encouraged to discuss their performance or concerns with the instructor. Once a student completes the withdrawal process, a grade of “W” is assigned to that course, and the withdrawal becomes part of the student’s permanent record.
Student Learning Support and Assessment

Student Learning, Support & Assessment is a cluster of departments, programs, and services that are designed to assist students in achieving academic and personal success at RIT. We look forward to working with you. Stand-alone programs and services are listed below.

Academic Support Center
The Academic Support Center’s (ASC) programs and services provide students with the individual and group opportunities needed to become successful, active learners. The mission of the ASC is to assist and empower students to achieve academic success. The ASC offers the following programs and services:

Academic Coaching
Individual appointment-based meetings with a Student Support Specialist to assist students in active learning strategies and learning strengths. Targeted invites are also offered to first-year students to address concerns stemming from poor study and learning skills, deficits in content area mastery, and challenging material while supporting the student overall growth.

Reading Support
Promoting effective ways to manage different types of reading demands.

Tutoring and Tutor Training
Providing an online clearinghouse of tutoring available at RIT, as well as a peer tutor training program for students interested in becoming a tutor.

Disability Services
RIT is committed to providing students with disabilities equal access to programs, services and physical facilities, and to fostering an environment where all community members are welcomed, valued and respected. Students who would like to request accommodation due to a disability must submit a “Request for Accommodations” form and appropriate documentation of the disability to the Disability Services Office.

The request form can be found online at rit.edu/dso. The request and supporting documentation will be reviewed and appropriate and reasonable accommodations will be recommended as needed.

Q. Will I receive the same accommodations I received in high school?
A. It depends on the documentation you submit, the type of disability you have, and the judgment of the Disability Services Director regarding reasonable accommodations at RIT. We are committed to providing you with accommodations for equal access that are within the boundaries of the law.

Q. How are instructors notified of my accommodations?
A. Students present instructors with a “Disability Services Agreement” that lists their recommended academic accommodations. See the Disability Services staff for copies of this document.

Q. As an NTID student, must I complete the request form?
A. Only if you have additional disabilities (vision, learning, physical, ADHD, etc.) for which you require accommodations. NTID has access services to meet your communication needs.

Q. How many students receive accommodations from the Disability Services Office?
A. In the 2012-2013 academic year, there were about 750 students with recommended accommodations.
Access Services for Deaf and Hard-of-Hearing Students

RIT provides the most accessible educational community in the world for Deaf/hard-of-hearing students. Academic support and access services are provided to students enrolled in Bachelors degree programs throughout the university. Services include sign language interpreting, real-time captioning, and notetaking.

All Deaf/hard-of-hearing students may request educational support services such as tutoring, personal and career counseling, and academic advising, as well as request access support services for extracurricular activities. Students may request an interpreter, captionist, or note taker by going to the Access Services Portal at myAccess.rit.edu.

Students will need to log on with their RIT username and password and click on the “Service Request” tab at the top of the page. myAccess.rit.edu

Any student enrolled in an online course may submit drafts of their writing assignments to Online Writing Commons. For more info visit rit.edu/studentaffairs/asc/writing-common.php
IT IS OUR PLEASURE TO ASSIST YOU: The Office of Financial Aid and Scholarships and Student Financial Services are equipped to help you with every financial aspect of your RIT education. From financial aid deadlines to how to pay your bill, these departments are happy to answer questions and provide guidance.

rit.edu/financialaid
RIT Online Tuition

RIT has discounted the tuition rate for students who are enrolled in eligible online programs to make online education affordable.* Online graduate students receive 43% off the standard graduate tuition rate, and online undergraduate students receive 36% off the standard part-time undergraduate tuition rate.

Please visit rit.edu/sfs for more information on costs.

*To determine if a program is eligible for the discounted RIT Online rate, visit rit.edu/ritonline/programs and select the appropriate program.

Financial Aid & Scholarships

While RIT merit scholarships and RIT grants are not available to students receiving the discounted RIT Online tuition, your financial aid award may contain a combination of alternative forms of aid, including federal government, state government, and specialized tuition assistance programs.

Federal financial aid in the form of student loans may be available to U.S. citizens or permanent residents enrolled in a minimum of six credits (2 classes) per semester. Students may search for outside (non-RIT) scholarships on the Office of Financial Aid and Scholarships webpage by going to the section called “Scholarship Searches.”

If a student’s financial circumstances have changed, or expect them to change, this office can provide guidance on this may impact a student’s financial aid eligibility.

rit.edu/financialaid

The Office of Financial Aid and Scholarships has office hours from 8:30am – 4:30pm Eastern Time, Monday through Friday.

Student Financial Services

- maintains student financial records
- generates billing for tuition, fees, room and board
- counsels students regarding their financial eligibility for registration
- manages information related to billing and payment plans
- processes payments on student accounts as well as food debit and Tiger Bucks accounts
- sells bus passes
- cashes personal checks up to $50 – personal checks can be cashed if the student is in good financial standing with the university

Each term, all RIT students are sent an email notification to their university email account stating that their eBill is available. Students have the option of authorizing up to three parties (parent, guardian, sponsor, other) access to view account statements, grades, schedule, and debit card balances and transactions.

Please check rit.edu/sfs for instructions.

The Student Financial Services Office is open Monday through Thursday from 8:30am to 5:00pm Eastern, and until 4:30pm on Friday.
Payment Procedures

University billing statements may be paid in cash, by check, or electronic check (eCheck), which is the preferred method of payment. It is quick and easy. Payments applied can be seen immediately, or you can select a future date for payments to be applied. Paper checks should be mailed to: Rochester Institute of Technology, Student Financial Services, P.O. Box 92878-200, Rochester, NY 14692-8978. RIT does not accept credit card payments directly for tuition, fees, room and board that appear on the student billing statement. However, we have an arrangement for a third party vendor to accept MasterCard and Discover Card when payment is made online. The vendor charges a service fee for each credit card transaction. Please check rit.edu/sfs for instructions.

Billing Options

RIT charges tuition for each of the two terms based on student registration. The bill is generated and a notification email is sent to the student and any third party they have signed up to have access. The student will have the ability to select a payment plan each term.

Payment Options

All students will receive an email statement for the upcoming term with the following payment options:

- Option #1 Pay in full with no fee
- Option #2 Pay in 4 installments with $40.00 fee.

You will need to enroll in your payment plan each term.

Title IV Authorization

Welcome to the RIT community. It is our understanding that you have received a financial aid package which includes Title IV Federal Student Aid (either Federal Direct Loans, PLUS Loans, Perkins Loans, Pell Grants, and/or SEOG). Federal financial aid regulations require that we automatically refund, within 14 days, any credit balance which may be created when the Title IV aid is distributed to your student account and it exceeds your charges for any given term.

However, we have found that most of our students and parents prefer the option to request these credit balances as soon as possible and not wait the 14 days for a refund (it takes RIT 3-5 days to deliver a refund check from the date of request). Others prefer the flexibility to maintain the credit balances on the student account to pay for subsequent terms’ charges or to request the refund at a later date. The federal financial aid regulations allow us the capability to provide these options to you if we receive written authorization from the student (or the parent in the case of PLUS loans).

If you would like the flexibility to handle your Title IV credit balances as stated above, please sign the following authorization statement and return it to: RIT Student Financial Services, 25 Lomb Memorial Drive, Rochester, NY 14623-5603. This form can also be found at the URL listed above. You may cancel this authorization at any time by contacting the Student Financial Services (SFS) Office in writing. Feel free to contact the Student Financial Services Office if you have any questions regarding this matter at 585-475-6186 (voice/tty) or askafs@rit.edu. rit.edu/sfs/forms/titleivauthorization.pdf
TITLE IV AUTHORIZATION

Student’s Name: ___________________________  University ID Number: ___________________________

Student Title IV Authorization

❑ I authorize RIT to maintain any excess funds of my federal financial aid over my current term’s charges until I request release of those funds or until the funds are applied to subsequent terms’ charges.

Student’s Signature: ___________________________

Parent PLUS Title IV Authorization

❑ I authorize RIT to release excess PLUS funds to my student upon his/her request.

PLUS Loan Borrower’s Name: ___________________________

Borrower’s Signature: ___________________________  Date: ___________________________
The RIT Online Concierge team is here to connect you to the resources and people at RIT to make your online study a success. Just because you’re learning remotely doesn’t mean you’re alone. If you have any questions, just reach out to RIT Online at ritonline@rit.edu, your one-stop resource for getting information.

rit.edu/ritonline/concierge
Teaching & Learning Services
Teaching & Learning Services assists students and faculty with the use of academic technologies, and makes referrals to additional learning resources when appropriate. [rit.edu/tls/contact](http://rit.edu/tls/contact)

myCourses
myCourses is the course management system of the Rochester Institute of Technology that allows instructors and students to interact and access course materials online. A variety of tools are available to promote interaction and provide resources for the students taking these courses in a secure environment. myCourses can be accessed at [myCourses.rit.edu](http://myCourses.rit.edu), with a valid RIT computer account.

A few helpful getting started resources on myCourses are:
- Basic Introduction
- Technical Readiness Checklist
- Overview of iPad and Mobile Access
- Getting Started Videos

Virtual Connect Meeting Room
Students who are doing group work in fully-online courses have the option of requesting a web conferencing room to facilitate group meetings. To request a meeting room in Adobe Connect, please email Teaching & Learning Support at [tlsupport@rit.edu](mailto:tlsupport@rit.edu) with your request and they will create the meeting room for you.

In your email include:
- Subject: Connect Meeting Request
- The full course number, including section number
- The name of the group that will use the meeting room, as it is named on myCourses

Information on how to use the Connect server can be found at: [wiki.rit.edu/display/adobeconnect](http://wiki.rit.edu/display/adobeconnect)

Other Academic Technologies
Online courses often use other technologies in addition to myCourses, RIT’s course management system. Teaching & Learning Support (TLS) provides extensive documentation and resources on a variety of RIT supported technologies. Visit the [Academic Technologies](http://Academic Technologies) webpage to view a list of the supported technologies and access links to related documentation.
Online Writing Commons

What is the Online Writing Commons?
The Online Writing Commons (OWC) is a service within myCourses designed to provide resources and services to improve your writing. Many online learners cannot visit campus to take advantage of face-to-face writing support. For that reason, Professional Writing Consultants from RIT’s Writing Commons offer the following online support:

- Assistance in improving your writing practices
- Encouragement for productive, goal-oriented conversations about writing projects at any stage of the composing process
- Creation of an intellectual space for you to explore university literacy practices

To learn more, visit their website: rit.edu/academicaffairs/writing/about-us

RIT Libraries at the Wallace Center

RIT Libraries (library.rit.edu) is here to support your information needs. Dedicated subject librarians, (library.rit.edu/meet-your-librarian) are also available to provide assistance with student research. The Library provides access to hundreds of thousands of resources including print materials, ebooks, journals, databases and multimedia materials. Many subject level resource guides are available to help you get started and are located at the library’s guide page: infoguides.rit.edu. Discover unique collections and treasures of the past in the RIT Archives and Cary Graphic Arts Collection (library.rit.edu/collections.html). Some of these materials are digital collections while others must be viewed on site. The RIT Libraries online resources are available anywhere at any time. In addition to individual librarian contacts, the reference desk can be reached via: library.rit.edu/help. Academic success starts here.

library.rit.edu
Online Proctoring

Online Course Proctoring
TLS provides proctoring services for online students who take proctored exams. These services include:
• Scheduling and administering proctored exam sessions at The Wallace Center
• Securely distributing exams to remote students
• Qualifying local proctors for remote students

Note that proctoring sessions at The Wallace Center are for fully online courses only! Online students who are eligible for testing accommodation should contact the Disability Services Office at 585-475-5538.
rit.edu/academicaffairs/tls/student/proctored-exams

Local students
Local students who live within 30 miles of the RIT campus must take proctored exams at the Wallace Center. Proctored exam sessions at The Wallace Center are scheduled from 6:00 p.m. to 7:00 p.m. and 7:30 p.m. to 9:30 p.m., Monday through Friday.

To register for an exam, go to the Exam Scheduling System at online.rit.edu/exams. You’ll need your RIT Computer Account username and password. You will receive a registration confirmation email within one business day.

Remote Students
Remote students who live more than 30 miles from the RIT campus must arrange for a local proctor. All proctor applications must be reviewed and approved before we can send an exam, so should send in the proctor application as early in the quarter as possible.

Remote students who have a local proctor on file from a previous term do not have to reapply unless their relationship with that proctor has changed. Contact exams@rit.edu if you have questions.

Remote students can attend proctored exam sessions at The Wallace Center if they choose by registering at online.rit.edu/exams. To secure off-campus proctoring or to apply to be a proctor, please download the appropriate form: rit.edu/academicaffairs/tls/student/proctored-exams

Rescheduling
Students who must cancel or reschedule an exam should go to the Exam Scheduling System at online.rit.edu/exams. You must cancel your current reservation before you can schedule another time.

If you are going to miss the exam deadline, you must contact your instructor. Instructors must contact exams@rit.edu to give permission for you to take an exam after the deadline.

Cancellations
If The Wallace Center must cancel an exam session due to bad weather or another reason, the Teaching & Learning Support desk will be informed by 4:00pm. You can call the Teaching & Learning Support desk at 585-475-2551 after 4:00pm to confirm your session.

If you have any other questions about proctored exams, contact exams@rit.edu.
Visit us at rit.edu/emcs/oce or call 585-475-2301. Our career specialists are here to support your academic & professional success.
Job Search Services:
• Job search advisement
• Online database of job listings - co-op, internship, and full-time job opportunities
• Career fairs
• Job search presentations and workshops
• Employer meet and greet info sessions
• Walk-in hours
• Interview preparation and mock (practice) interviews
• Graduate school information and advisement
• Professional network of mentors and advisers
• Assistance in securing international co-ops
• Resources such as Vault's Insider Guides, Going Global, and Career Search

Career Counseling Services:
• What are my talents?
• What do I love to do?
• What careers match my interests?
• Which major is best for me?
• What can I do with my major?
• How can I make a difference in the world?

Our career specialists are here to support your academic and professional success. No matter your field of study or major, our career counselors can provide you with information on what it takes to succeed in your chosen career. Whether you are seeking to change your major, or to pick a minor or concentration, we are available to assist you.

Visit us at rit.edu/emcs/oce or call 585-475-2301. We are open Monday through Thursday from 8:00am to 5:00pm and Friday 8:00am to 4:30pm.

Your career is important to us! We’re here to guide and educate students so that they can land a great co-op, explore career options through an internship, or secure their first professional position after graduation. Our staff of dedicated program coordinators works with students individually to achieve their goals. Employers throughout the U.S. and around the world recruit talented RIT students.
RIT Policies & Procedures

Student Rights and Responsibilities
As a student and member of the RIT community, it is important to understand your student rights. RIT’s Student Rights and Responsibilities outlines your obligations and expectations as a member of our community.

rit.edu/studentaffairs/studentconduct/rights-responsibilities/student-rights

Code of Conduct
Students and student organizations are expected to conduct themselves in ways that support the university’s mission. All Students are expected to comply with this Student Code from the time of admission through the separation from the university. This includes students on co-op and students not officially enrolled during a particular term, but who have a continuing relationship with the university.

rit.edu/studentaffairs/studentconduct/code-conduct

Title IX Resources
Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Additional laws prohibit sex discrimination in education on the basis of sex, as well as dating violence, domestic violence and stalking. This Student Gender-Based and Sexual Misconduct Policy is RIT’s Student Title IX Policy. RIT’s Student Title IX Policy applies whenever any allegation of sex discrimination is made by or against an RIT student. This policy applies equally regardless of an individual’s sexual orientation, gender, gender identity, or gender expression.


Computer Use Policy
The computing, network, and information resources of RIT are intended to support the mission of teaching, scholarly activity, and service for the University's students, faculty and staff. Appropriate use of computing and networking facilities by members of RIT’s academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society.

rit.edu/academicaffairs/policiesmanual/c082-code-conduct-computer-use

Academic Integrity
As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity. This policy outlines the procedures for resolving allegations of a breach in student academic integrity.

rit.edu/academicaffairs/policiesmanual/d080
LIFE AT RIT

ALMA MATER:
Hail, RIT! Together stand:
Creating good with mind and hand;
Inspired to learn 'till life is done,
As teachers, learners, all are one!
With pride in our diversity,
A spirit of Community,
We are the men, the women
Of the future, here, at RIT!
From RIT, our course is set;
We celebrate a promise kept;
A life, a living you have taught;
Let new horizons now be sought!
Join the RIT Online Community

**RIT has an inspiring, engaging, and enriching (not to mention fun) community both online and on-campus.** Be sure to connect with RIT Online on facebook, twitter, and LinkedIn to meet other online students like you, along with faculty and influencers from RIT and beyond. It’s a great networking space, and a place to see what your fellow students are up to.

**Reporter Online**
Reporter Online is the nation’s only full-color weekly online college magazine. It is published weekly during the academic year by RIT students.

reporter.rit.edu

**Brick City Homecoming and Family Weekend**
Each fall RIT celebrates its Brick City Homecoming & Family Weekend. This three-day event is a chance for students and families to spend time together while attending a number of exciting events. Nationally known speakers, cultural and athletic events, college receptions, opportunities to mingle with faculty, a 5K Fun Run, and the President’s Alumni Ball are just a few of the activities featured.

rit.edu/brickcity

**Imagine RIT**
Imagine RIT: Innovation and Creativity Festival is a campus-wide event that showcases the innovative and creative spirit of RIT students, faculty and staff. Visitors experience the breadth and depth of RIT through interactive presentations, hands-on demonstrations, exhibits, and research projects set up throughout campus. Children’s activities, games, food, and multiple performance stages with live music and entertainment are also a hit with visitors of all ages. Held annually each spring, Imagine RIT is the kickoff to Rochester’s rich festival season.

rit.edu/imagine

**Convocation & Commencement**
All of your preparation and hard work leads to commencement. Whether you will be celebrating on campus or streaming online, everything you need to know about commencement is available online.

rit.edu/commencement

**Submit Your Health History & Immunization Forms**
Planning to visit campus? New York State law mandates that all college students provide proof of vaccinations if they attend events or classes on campus. Online students in a program/major where ALL courses are completed online or off-campus are not subject to this mandate. However, if you plan to attend an on-campus event you are subject to immunization compliance. The Student Health Center can provide more information.

rit.edu/studenthealth
Lingo to Know

RIT has its own language and a lot of acronyms! Here are some common abbreviations to know.

- CAD College of Art and Design
- CET College of Engineering Technology
- CHST College of Health Sciences and Technology
- COLA College of Liberal Arts
- COS College of Science
- GCCIS B. Thomas Golisano College of Computing & Information Sciences
- GIS Golisano Institute of Technology
- ITS Information and Technology Services
- KGCOE Kate Gleason College of Engineering
- NTID National Technical Institute for the Deaf
- SCB E. Philip Saunders College of Business
- SIS Student Information System: sis.rit.edu
- SOIS School of Individualized Studies
- RITchie RIT’s Tiger Mascot

RIT Community Support

- Center for Religious Life rit.edu/religion
- Center for Women and Gender rit.edu/womenandgender
- Collegiate Science & Tech Entry Program rit.edu/cstep
- Counseling Center rit.edu/counseling
- Multicultural Center for Academic Success rit.edu/mcas
- Women in Engineering we.rit.edu
- Women in Technology rit.edu/cast/wit
RESOURCES AT RIT

AT YOUR FINGERTIPS: The online environment within RIT complements learning, connectivity with the university, and fosters those skills necessary for success at RIT and beyond. The following pages have links to various departments on the RIT campus that will help you along your way.
Admissions
Oversees the admissions process, receive applications, and conduct orientation sessions for new students.
admissions.rit.edu

RIT Computer Account
Your RIT Computer Account is your passport to RIT online services, including email, the Student Information System (SIS), the myRIT web portal, RIT Library databases and much more. If you have created an account as part of the RIT admissions process, this same account becomes your student account upon payment of your accept/tuition deposit. No additional action is required to activate your account. If you did not create an account as a part of the admissions process, you will receive an account activation email from RIT when you pay your $300 accept/tuition deposit. The account activation email will go to the email address supplied on your admissions application. If you have not received the account activation email, please contact the ITS Service Desk for further help. Your RIT Computer Account will be used to access:
• eServices RIT’s hub: make payments, view student accounts, view bills, view financial aid, set-up access for parents, 3rd parties, or sponsors (eservices.rit.edu)
• SIS (student information center – enrollment information is viewable here) (sis.rit.edu)
• myCourses (myCourses.rit.edu)
• your RIT Email (google.rit.edu)

Educational Records
The information below regarding educational records is only a summary taken from the Institute Policies and Procedures Manual. For complete details, please refer to rit.edu/academicaffairs/policiesmanual/d150

RIT complies with the Family Rights and Privacy Act (FERPA) of 1974, which governs access and release of information from student educational records. This statute, in part,
• permits students to inspect their educational records upon request
• provides the opportunity to seek amendment to such records
• requires student consent prior to disclosure of non-directory information

Any student who does not want all or part of his/her directory information disclosed must inform the Office of the Registrar to this effect in writing and such information concerning that student will not be released to anyone after receipt of the notice.
rit.edu/academicaffairs/policiesmanual/d150

Google Apps
Your RIT Computer Account provides access to Google Apps at RIT. To access RIT Gmail or any of the other Google Apps, visit google.rit.edu. If you have difficulty with your account or accessing any RIT online service, contact the Information and Technology Services (ITS) Service Desk at 475-4357 (voice), 475-2810 (TTY), servicedesk@rit.edu, or online at rit.edu/its/help

RIT Email (Gmail)
Google Apps at RIT is the home for student e-mail at RIT. To access your account, students should visit google.rit.edu. Google Apps at RIT provides access to the below listed Google services. Online documentation is available at rit.edu/its/services/email/gmail.html

RIT Security Standards
You must follow RIT security standards for protecting your computer and RIT computer account, including the use of security software and strong passwords. These requirements apply to ALL computers connecting to the RIT network. (Yes, Macs are required to have antivirus.)
rit.edu/security/tags/digital-self-defense

ITS Secure Computing
RIT’s Information & Technology Services department provides access to virus protection, anti-spyware, and firewall software to all RIT students.
rit.edu/its/security

Digital Self-Defense
As an RIT student, you have access to high bandwidth Internet connections and to credit opportunities that others would like to access. Use our resources to learn how to use the Internet safely and protect yourself and others from online threats. The threats are complex and include attacks against software vulnerabilities and configuration errors, malicious software/malware, and social engineering (phishing and other scams). You must also be alert for physical theft.

Stay safe by practicing Digital Self Defense
• Understand the dangers
• Understand RIT policies
• Follow RIT security standards
• Use common sense
• Practice safe social networking

Phishing and Other Online Scams
RIT is attacked by phishing attempts and other online scams many times throughout the year. Many people fall for these attempts because they appear to be legitimate messages. Although RIT filters out 99% of the spam it receives, some of these messages slip through. Don’t be a victim.
Office of the Registrar
The Office of the Registrar maintains the official academic records for current and former students. The office publishes an online registration guide; coordinates registration; issues ID cards; schedules classrooms; produces the final exam schedule; handles all corrections to student data; verifies enrollment and degrees; processes transcript requests; and prepares and mails diplomas.
rit.edu/registrar

RIT Policies
RIT’s policy website is designed to provide RIT administrators, faculty, staff, and students with a central location to access university-level governance and administrative policies, as well as policy-related information and resources.
rit.edu/~w-policy

RIT Online Calendar
Stay up informed on important dates such as when you have access to classes, start and end dates, and when final grades are due.
www.rit.edu/ritonline/calendar

RIT University ID Card
Your RIT University ID Card, as proof of student status, may provide you access to local discounts and/or reduced admission fees available to students. Online students who are interested in having a RIT student ID card can contact Linda Parr or Tina Sturgis.

Requests can be made in either through email at tmscst@rit.edu or lkprgr@rit.edu or writing by mail to Office of the Registrar, 27 Lomb Memorial Drive, Rochester, NY 14623. The card does indicate on it that the student is a Distance Learning Student and there is an expiration date on the back that is usually 4 years from the issue date.

The card will not have a picture of the student and therefore additional picture id may be needed when using the card for discounts.

The student is required to give their name, date of birth and address where the card should be mailed.