

A Faculty Guide: Student Information System

Rochester Institute of Technology

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System Requirements, Security and Access

Browser Requirements

The following browsers are supported by PeopleSoft and are thus recommended for use:

- Chrome 89
- Edge (Chromium) 89
- Firefox 78.9 ESR, 87 RR
- Safari 14 (macOS)

If you use an unsupported browser or version, results may be unpredictable. Many transactions will work fine, but some will not work at all.

Student Information System Security

System security roles are being defined by the University that relate to individual functional roles at RIT. The role(s) that you are assigned within the system will determine the security level and, therefore, the resources you are able to access.

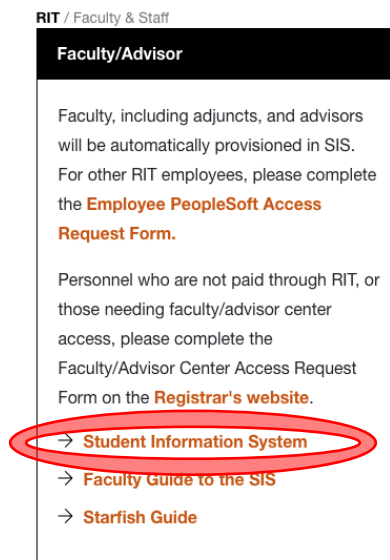
System Access

Faculty user accounts will be automatically activated after appropriate paperwork is submitted to Human Resources. Any individuals who cannot access their accounts as expected should contact the ITS Service Desk at (585) 475-5000 or by opening a ticket at help.rit.edu.

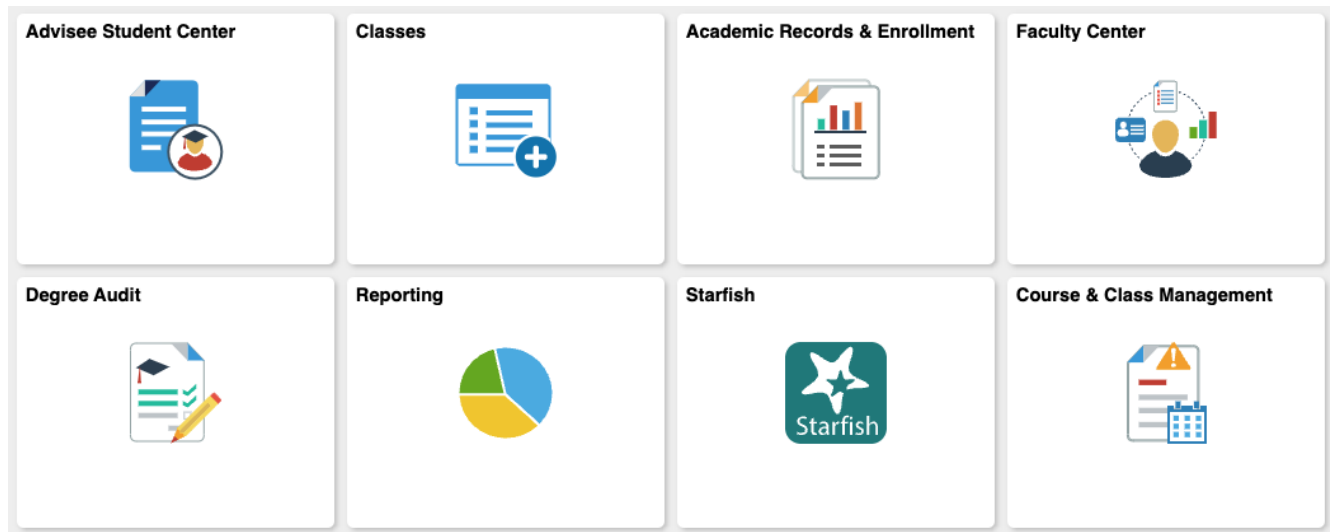
What is the Faculty Center and how do I get there?

The Faculty Center is the faculty portal within the Student Information System. It serves as an online one stop shop to access your schedule of classes, class rosters, historic grade rosters and more.

To access the Faculty Center, go to sis.rit.edu/facultystaff, then, in the Faculty/Advisor box click the Student Information System link and log in with your RIT username and password.



Once you've logged in, use the Main Menu to navigate to **Self Service > Faculty Center > My Schedule**.



Faculty Center

My Schedule Page

The My Schedule page displays all classes, being offered in the current term, that have you listed as an instructor. Once final exams rooms and times are scheduled, they too will show on the My Schedule page. To find your final exam schedule, look below your teaching schedule for the area titled My Exam Schedule. You can also view your teaching or exam schedules in a calendar format by clicking the View Weekly Teaching/Exam Schedule links.

**Please note that the calendar does not feed from your Outlook calendar. This is a standalone calendar including your courses/exams only.*

Kim Clingerman

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

2021-22 Spring (2215) | Rochester Institute of Tech.

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

View Personal Data Summary

My Exam Schedule

Icon Legend | Class Roster | Grade Roster | Learning Management

My Teaching Schedule > 2021-22 Spring (2215) > Rochester Institute of Tech.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACCT 110-01 (50003)	Financial Accounting (Lecture)	26	TuTh 9:30AM - 10:45AM	Max Lowenthal Hall (LOW)-3115	Jan 10, 2022 - Apr 25, 2022

View Weekly Teaching Schedule

Go to top

My Exam Schedule > 2021-22 Spring (2215) > Rochester Institute of Tech.

You have no final exams scheduled at this time.

Go to top


Go to top

Icon Legend


To access a class roster or grading roster, click the icons next to each class. Please note that at present, the Learning Management option is not being leveraged.



Class Rosters

From the My Schedule page, you can access your class rosters, using the  to the left of your class schedule.

My Teaching Schedule > 2021-22 Spring (2215) > Rochester Institute of Tech.


Personalize View All First 1 of 1 Last						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
 ACCT 110-01 (50003)	Financial Accounting (Lecture)	26	TuTh 9:30AM - 10:45AM	Max Lowenthal Hall (LOW)-3115	Jan 10, 2022-Apr 25, 2022	

Class rosters display the names, University IDs, colleges and majors (programs and plans), and year levels of students in your class. When you access a class roster, by default it will only display the students currently enrolled in the class. However, you also have the ability to view students currently on a wait list, students who have dropped the class or all students enrolled, waiting, or dropped from the class if you wish.

Above the list of students is a total count of the number of NTID-supported students. While the previous SIS specifically flagged each NTID-supported student, RIT administration made a conscious decision, in partnership with legal affairs, not to flag students individually in the new system.

You can click the table headers in order to sort the class roster by name, program/plan, year level, etc.

2021-22 Spring | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

 ACCT 110 - 01 (50003)
Financial Accounting (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Max Lowenthal Hall (LOW)-3115	Robert Huss, Jackie Pickett, Kim Clingerman	01/10/2022 - 04/25/2022

*Enrollment Status

Supported Students 0







Enrollment Capacity 35

Enrolled 26

Select display option

☒ Link to Photos

☐ Include photos in list

Enrolled Students									
Personalize Find  									
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Supported
1	<input type="checkbox"/>			Agostino, Emma G	Graded	3.00	UGRD Science - App Stats & Actuarial Sci (BS)/Psychology (IM)	Third Year	No
2	<input type="checkbox"/>			Amburgey, Daniel I	Graded	3.00	UGRD Science - Chemistry (BS)	First Year	No

Navigating to View Students who are Waitlisted or have Dropped a Class

Using the Enrollment Status drop down menu in the center of the Class Roster page, you may select a roster view that includes only the enrolled students (default), only the students on a wait list, only the students who have dropped the class or a view which includes students from all of the categories.

*Enrollment Status: Enrolled ▼

- All
- Dropped
- Enrolled
- Waiting

Viewing Class Rosters with Student Photos

You can include photos in the class roster by:

1. Selecting the **Include photos in list** radio button. When you select this option, it will display a photo next to the first student on the class roster.
2. To view photos for all students on the class roster, click the **View All** button in the blue bar.

Class Roster



[View FERPA Statement](#)

2012-13 Fall Quarter | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

▼ **1115 1 - 02 (14442)**

[change class](#)

Fac/Staff Spinning (Activity)

Days and Times	Room	Instructor	Dates
Th 5:00PM-5:50PM	Hale-Andrews Center (HAC)-SPIN	Sturgis,Tina	09/06/2012 - 11/15/2012


*Enrollment Status: Enrolled ▼

Enrollment Capacity 31 Enrolled 6

Supported Students 0

Select display option: ☐ Link to Photos ☒ **Include photos in list**

Find **View All** First 1 of 6 Last



☐ **Notify**
ID [REDACTED]
Name [Auburn, Luke](#)
Grade Basis Sat/Fail
Units Taken

Program & Plan GRAD Liberal Arts - Comm & Media Tech (MS)
Level Graduate
Status Enrolled
Status Note

Printing Class Rosters

If you wish to print a class roster with photos, ***do not use the Printer Friendly View link***. The printer friendly view will not display/print photos. You should simply print from the Class Roster page if you want to include photos.

Note for Firefox users: users have reported that, when printing from certain versions of Firefox, the page is blank except for the header. There is a workaround to print a class roster from Firefox:

1. Pull up a class roster in Firefox.
2. Right click (or hold Control and click for Mac users) in the white part of the page
3. Mouse over “This Frame” in the popup menu
4. Click “Print Frame...” in the popup sub-menu

Class Roster

[View FERPA Statement](#)

2012-13 Fall Quarter | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

▼ **1115 1 - 02 (14442)** [change class](#)

Fac/Staff Spinning (Activity)


Days and Times	Room	Instructor	Dates
Th 5:00PM-5:50PM	Hale-Andrews Center (HAC)-SPIN	Sturgis,Tina	09/06/2012 11/15/2012

*Enrollment Status:

Enrollment Capacity 31 Enrolled 6

Select display option: ☐ Link to Photos ☒ Include photos in list

[Find](#) | [View All](#) | [First](#)





☐ Notify
ID [REDACTED]
Name [Auburn,Luke](#)
Grade Basis Sat/Fail
Units Taken
Program & Plan GRAD Liberal Arts - Comm & Media Tech (MS)
Level Graduate
Status Enrolled Status Note

Back
Forward
Reload
Stop
Bookmark This Page
Save Page As...
Send Link...
View Background Image
Select All
This Frame
View Page Source
View Page Info
Inspect Element (Q)

Show Only This Frame
Open Frame in New Tab
Open Frame in New Window
Reload Frame
Bookmark This Frame
Save Frame As...
Print Frame...
View Frame Source
View Frame Info

Downloading a Class Roster to Excel

From the Class Roster page, you can download your class roster to Excel so you can have an editable spreadsheet at your disposal. In order for this to work ***you must make sure the popup blocker on your browser is disabled.***

1. From the Main Menu, click **Self Service**
2. Click **Faculty Center**
3. Click **My Schedule**
4. Select the appropriate class by clicking the Class Roster  icon.
5. In the blue bar above the list of students, click the Download button .

*NOTE: If you are using **Internet Explorer**, you must press and hold the **Ctrl** key before you click the Download button—continue holding Ctrl until you save the file. Although you have the option to open or save the file it is strongly recommended that IE users save the file. Once saved, the file can be opened and used immediately.

6. You can now open the file with Excel or save it to your computer. You now have an editable version of the class roster that you can manipulate to show the information you find most useful or add columns.

Emailing students from the Class Roster

When you click a student's name, it will automatically populate an email message with the student's RIT email address using your computer's preferred email client.

You can also notify a select group of students or the entire class using buttons at the bottom of your class roster.

*Enrollment Status Enrolled

Enrollment Capacity 27 Enrolled 2

Supported Students 0










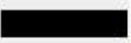
Select display option:



Link to Photos



Include photos in list

Enrolled Students							Find  	First  1-2 of 2  Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1				Daraghmeh, Mohammad Mahmoud	Sat/Fail	1.00	UGRD Engineering - Computer Engineering (BS)	1st Year
2				Shumov, Petar	Sat/Fail	1.00	UGRD Computing & Info Sciences - Info Security & Forensics (BS)/Art History (CONC)	4th Year

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

notify selected students


notify all students

Final Exams

Your final exam schedule is displayed directly below your weekly teaching schedule. Note that times and locations of final exams may differ from a typical class meetings. If you notice an issue with an assigned final exam, contact the scheduling officer in your college/area.

Historic Class/Grade Rosters

You can view class and grade rosters for any term that you were previously listed as an instructor. To view class rosters and grade rosters for a previous term:

1. From the My Schedule page, click the Change Term  button
2. Select the appropriate term
3. Click continue

Faculty Center

Select Term




[View FERPA Statement](#)

CONTINUE

Select a term then click Continue.		
	Term	Institution
<input type="radio"/>	2011-12 Summer Quarter	Rochester Institute of Tech.
<input type="radio"/>	2011-12 Spring Quarter	Rochester Institute of Tech.
<input checked="" type="radio"/>	2011-12 Winter Quarter	Rochester Institute of Tech.
<input type="radio"/>	2011-12 Fall Quarter	Rochester Institute of Tech.
<input type="radio"/>	2010-11 Summer Quarter	Rochester Institute of Tech.

The classes that you taught in the selected term will display on a My Schedule page for the term selected. From the My Schedule page you will be able to select the grade roster icon (next to the class you would like to review) to view the class roster including the grades that were assigned to the students.

My Teaching Schedule > 2010-11 Summer Quarter > Rochester Institute of Tech.						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	4003 499-01 (40688)	Computer Science Co- Op (Cooperative Education)	181	TBA	TBA	Jun 6, 2011- Aug 20, 2011

Wait Lists

- Wait lists are established at the class (section) level by the college/department offering the class.
- Auto-enrollment is a feature of wait lists. On a nightly basis, eligible students can be moved from the wait list into open seats based on their position on the waitlist.
- When a waitlist exists, students on the wait list will have priority to enroll over those who are not.
- Wait lists have a maximum capacity. As a general rule, it is recommended that the wait list capacity be 1/2 the enrollment capacity for the class.
- Wait listing begins as soon as enrollment appointments begin and a class has reached capacity.
- Wait lists will be active through the add/drop period.
- Students (or administrative staff on behalf of the student) must elect to be added to a wait list.
- The wait list position number informs students, staff and administration of a student's position on the wait list.


What prevents enrollment from a wait list?


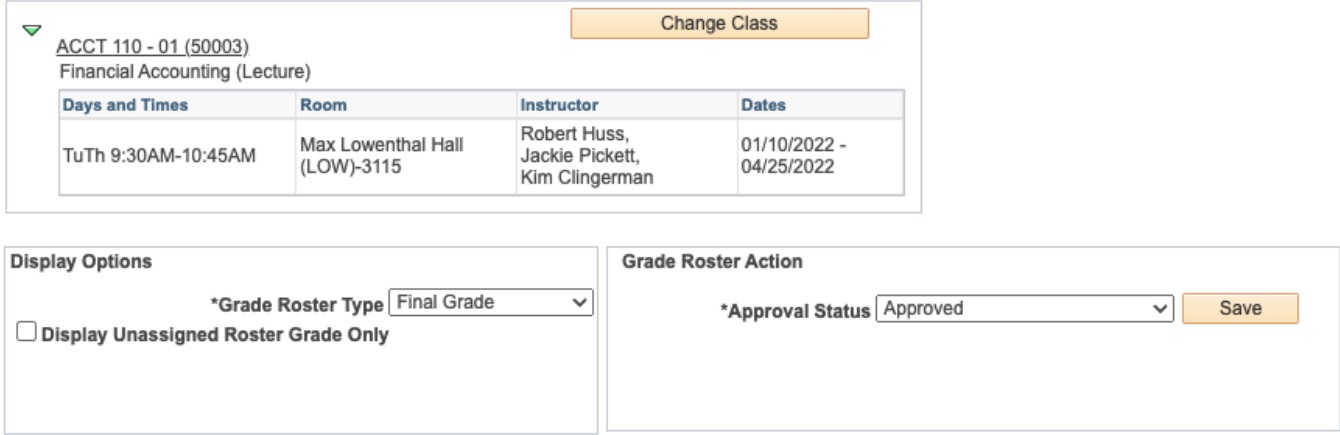
Once a student has added themselves to a wait list, the enrollment process runs every night and enrolls students based on availability and wait list position. When a student elects to be waitlisted, they are made aware of their wait list position. Students may always check their wait list positions on their class schedule in the Student Center. If an opening in a class occurs and a student is concerned because they were not enrolled, please review the following factors and work with the student to resolve so that they may become eligible to be enrolled from the wait list.

- The wait listed class has a time conflict with another class the student is already enrolled in and a *swap* has not been setup by the student.
- Requisites (requirements or restrictions) for the class are not met.
- The student has a hold that was not present at the time of enrollment.
- The student is already enrolled in the maximum number of units (using *swap* will prevent this issue).

How to Enter and Post Final Grades


All final grades must be posted using the Student Information System (SIS). To access the SIS, go to sis.rit.edu/facultystaff and click the Student Information System link, then log in with your RIT username and password.

- 1 From the Main Menu, navigate to **Self Service > Faculty Center > My Schedule.**
- 2 Click the Grade Roster icon  next to the class you would like to submit grades for.
- 3 Use the dropdown menus in the **Roster Grade** column to assign a grade for each student on your grade rosters.
 Note that you can assign the same grade to multiple students at a time by checking the box next to their name and using the **<-add this grade to selected students** dropdown menu and button.

 You may enter grades on a rolling basis and save your progress by clicking the  button. However, saving **DOES NOT** mean the grades have been submitted. You must post the grades in order for them to appear on a student's transcript.
- 4 Once you have set the roster grades for all students in your class, change the **Approval Status** dropdown menu to **Approved**.


The screenshot shows the following details:

 - Class: ACCT 110 - 01 (50003) Financial Accounting (Lecture)
 - Change Class button
 - Table:

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Max Lowenthal Hall (LOW)-3115	Robert Huss, Jackie Pickett, Kim Clingerman	01/10/2022 - 04/25/2022
 - Display Options:
 - *Grade Roster Type: Final Grade (dropdown)
 - ☐ Display Unassigned Roster Grade Only
 - Grade Roster Action:
 - *Approval Status: Approved (dropdown)
 - Save button
- 5 Click  on the lower right-hand side of the screen.
- 6 Once you click Post, the final grades have been submitted and will appear on the student's record.
 If you need to submit grade changes prior to the end of the grading period, you can do so electronically using the **Request Grade Change** link on the grade roster.

 If you need to submit grade changes after the grading period ends, you must submit a Change of Grade paper form. This can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.

Frequently Asked Questions about Grading

Q: When can I begin posting grades?

A: Grading opens on the first day of final exams for the term. All dates should be reviewed against the grading newsletter.



Q: When are grades due?

A: Grades are typically due 48 hours after the last day of final exams. All dates should be reviewed against the grading newsletter.

Q: What happens if I don't post my grades by the deadline?

A: Grades not submitted by 11:59PM on the deadline will require a Change of Grade form for each student in the class. This form can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.

Q: How do I change a grade before the grading period is over?

1. From the Main Menu, navigate to **Self Service > Faculty Center > My Schedule**.
2. Click the Grade Roster icon  next to the class you would like to submit grades for.
3. Click the **Request Grade Change** link.
4. Adjust the dropdown menu in the Official Grade column to reflect the appropriate grade(s).
5. Click the  button.
6. You should see the word **Success** next to each grade that you changed.

Q: How do I change a grade after the grading period is over?

A: You must submit a Change of Grade form. This can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.

Q: Can I post my grades via MyCourses?

A: Grades cannot be imported via MyCourses. You must enter and submit the grades via the SIS.

Q: If I have a Teaching Assistant, can I have him enter grades?

A: Yes, a teaching assistant can enter grades if they are listed as an instructor for the class with grade or approve access. For more information, contact the scheduling officer from your college/academic area.

Q: If there are multiple instructors for a class, who posts the grades?

A: Whoever is listed as the primary instructor for the class must submit the final grades.

Q: Can a student proceed in a sequence of classes if a grade isn't submitted?

A: The system does not prohibit enrolling the student in the next class of the sequence.

Q: Will grades be automatically entered for students who audit a class?



A: No. You must still enter a grade of AU on your grade roster and post the grade.

Q: What is the difference between the roster grade and the official grade?

A: The roster grade shows the grades you entered when you first posted grades. The official grade is what appears on the student's transcript and reflects any changes that have been made since grades were originally posted.

How to Submit Final Grades for Co-Op Courses

Final grades for co-op courses must be posted using the Student Information System (SIS). Note that the grading process for co-op differs from the process used for most courses. Co-op grade rosters may be partially submitted and grades can be entered on a rolling basis for up to two academic terms after the enrolled term. To access the SIS, go to sis.rit.edu/facultystaff and click the Student Information System link, then log in with your RIT username and password.

1	From the Main Menu, navigate to Self Service > Faculty Center > My Schedule .								
2	Click the Grade Roster icon  next to the class you would like to submit grades for.								
3	<p>Use the dropdown menus in the Roster Grade column to assign a grade for each student on your grade roster that has completed all of the requirements for their co-op. Leave the grade for any students who have not yet completed their co-op requirements blank, so that you can enter the grades at a later date.</p> <p>Note that you can assign the same grade to multiple students at a time by checking the box next to their name and using the <-add this grade to selected students dropdown menu and button.</p>								
4	<p>You may enter grades on a rolling basis and save your progress by clicking the  button. However, saving DOES NOT mean the grades have been submitted. Once you have entered the roster grades for all students who have completed the co-op requirements, change the Approval Status dropdown menu to Ready for Review.</p> <div><div>2021-22 Spring Regular Academic Session Rochester Institute of Tech. Undergraduate</div><div><div><div><div><div><div>▼</div><div>ACCT 110 - 01 (50003)</div><div>Financial Accounting (Lecture)</div></div><div><table><tr><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr><tr><td>TuTh 9:30AM-10:45AM</td><td>Max Lowenthal Hall (LOW)-3115</td><td>Robert Huss, Jackie Pickett, Kim Clingerman</td><td>01/10/2022 - 04/25/2022</td></tr></table></div></div><div><div>Change Class</div></div></div></div><div><div><div>Display Options</div><div><div>*Grade Roster Type</div><div>Final Grade</div><div>▼</div></div><div><input type="checkbox"/> Display Unassigned Roster Grade Only</div></div><div><div>Grade Roster Action</div><div><div>*Approval Status</div><div>Ready for Review</div><div>▼</div></div><div><div>Save</div></div></div></div></div></div>	Days and Times	Room	Instructor	Dates	TuTh 9:30AM-10:45AM	Max Lowenthal Hall (LOW)-3115	Robert Huss, Jackie Pickett, Kim Clingerman	01/10/2022 - 04/25/2022
Days and Times	Room	Instructor	Dates						
TuTh 9:30AM-10:45AM	Max Lowenthal Hall (LOW)-3115	Robert Huss, Jackie Pickett, Kim Clingerman	01/10/2022 - 04/25/2022						
5	<p>Beginning the day after grades are due, a nightly process will run that automatically posts any grades entered on co-op grade rosters marked as Ready for Review. Once this process runs, the final co-op grade will appear on the student’s record. You may input grades, using the same grade roster, for any student who has not yet been issued a grade for up to two terms after the enrolled term.</p> <p>If circumstances dictate a change of grade, you must submit a Change of Grade paper form. This can be found on the Registrar’s office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms— Restricted.</p>								

Advisor Center

All permanent, non-adjunct faculty have access to the Advisor Center in addition to the Faculty Center. The Advisor Center allows you to see detailed academic records for all students at RIT. To access the Faculty Center, select the tab at the top of the Faculty Center page.

Kim Clingerman

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

[My Advisees](#)

If you are assigned to students, as a faculty advisor, your list of advisees will display on the **my advisees** tab. Whether you have advisees or not, you should have access to the [VIEW DATA FOR OTHER STUDENTS](#) button at the bottom of the *my advisees* page. This allows you to search for any student by their University ID# or first and last name.

Once you've selected a student from your list of advisees or searched for them using the **View Data for Other Students** button, you will be taken to a view of their Student Center.

How to view a student's schedule

The student's schedule of classes is displayed in the center of the page. To view a list of enrolled, wait listed, and dropped classes, click the **My Class Schedule** link. To view the classes in a calendar format, click the **weekly schedule** link beneath the schedule.

[Advisee Student Center](#)

[Kelly Ripa](#)

*Change Advisee

Ripa, Kelly

change

Academics

My Class Schedule

[Shopping Cart](#)

[My Planner](#)

other academic... >>

Deadlines

URL

Gradebook

This Week's Schedule

	Class	Schedule
	0505 213-01 LEC (21511)	MoWeFr 12:00PM - 1:00PM George Eastman Hall (EAS)-1300
	1016 265-01 LEC (21512)	TuTh 8:00AM - 10:00AM Liberal Arts Hall (LBR)-A205
	1016 283-01 LEC (21513)	MoWeFr 2:00PM - 3:00PM Thomas Gosnell Hall (GOS)-1300
	4003 242-01 LEL (21514)	TuTh 10:00AM - 12:00PM Thomas Gosnell Hall (GOS)-3178

weekly schedule >

Holds

Advising

details >

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment

Your Shopping Cart for the 2012-13 Fall Quarter Regular Academic Session session is available for use beginning April 15, 2012.

Enrollment Appointment

You may begin enrolling for

How to view advisors

The student's advisors are listed in the bottom box to the right of the Student Center page. Click the details link to find out additional information about the advisors, such as their email addresses. For the 2012-13 class and beyond, the advisor's relationship to the student (ex: primary academic advisor, faculty advisor, HEOP counselor, etc.) will be listed. Students that were converted from the legacy may or may not have their advisor's role listed.

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	0505 213-01 LEC (21511)	MoWeFr 12:00PM - 1:00PM George Eastman Hall (EAS)-1300
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	1016 283-01 LEC (21513)	MoWeFr 2:00PM - 3:00PM Thomas Gosnell Hall (GOS)-1300
	4003 242-01 LEL (21514)	TuTh 10:00AM - 12:00PM Thomas Gosnell Hall (GOS)-3178

[weekly schedule >](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Permanent Address 27 Lomb Memorial Drive Rochester, NY 14623 Monroe	Current Address None
Cell/Mobile Phone 585/475-7912	RIT Student Email regadmin@rit.edu

Holds

Advising
[details >](#)

To Do List
No To Do's.

Enrollment Dates
Shopping Cart Appointment
Your Shopping Cart for the 2012-13 Fall Quarter Regular Academic Session is available for use beginning April 15, 2012.
Enrollment Appointment
You may begin enrolling for the 2012-13 Fall Quarter Regular Academic Session on April 26, 2012.
[details >](#)

Advisor
Program Advisor
Ed Visor
Professor Plum
Ima Helper
[details >](#)

How to view holds

Holds have an impact on services for a student and can prohibit enrollment, or restrict the availability of transcripts or diplomas. To view services impacted by the hold and information about how to resolve it, click the details link.

All students that will be transitioning from quarters to semesters will have an Individual Advisement Plan (IAP) academic hold on their account. This will not restrict them from taking any action until they attempt to enroll in Fall 2013-14 semester classes. Once students meet with their advisors to discuss their IAPs, the hold will be released.

How to access RIT course history

The Course History page allows you to view a list of all courses that a student has taken or enrolled in. Use the "...other academic" dropdown menu to select Course History and click the >> button to access the Course History page.

Advisor Center

Search

my advisees || student center || general info || transfer credit || academics

Advisee Student Center

Kelly Ripa

*Change Advisee

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic...

Academic Requirements
Assignments
Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
other academic...

Deadlines

URL

Gradebook

This Week's Schedule

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weekly schedule ▶

Holds

Advising

details ▶

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the 2012-13 Fall Quarter Regular Academic Session session is available for use beginning April 15, 2012.

Enrollment Appointment
You may begin enrolling for

By default the courses will be listed in order by Course Number. Click the headings to sort courses by name, the term they were taken, grade, or number of units.

Advisee Course History

Kelly Ripa

Select Display Option

☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by

Then by

Taken Transferred In Progress



Course	Description	Term	Grade	Units	Status
0505 213	Fine Arts:Visual Arts	2011-12 Winter Quarter		4.00	
0508 211	Science Tech Values	2011-12 Fall Quarter	B	4.00	

How to access an unofficial transcript

The unofficial transcripts shows important information about a student's record on a term-by-term basis, such as degrees awarded by RIT, enrolled classes, grades, GPA statistics, program/plan (college/major & minor), term honors, and academic actions. Any credits that transferred from another college or university will be the first thing listed on the unofficial transcript. Students admitted to RIT in the 2012-13 Fall term and beyond will also have AP credits listed before their undergraduate record begins; students that were converted from the legacy SIS will still have AP credit listed as an enrollment during their first term at RIT.

Note that the unofficial transcript does not say RIT anywhere on it and is only intended only to serve as a snapshot of a student's record to RIT students, faculty, and administrative staff. For official documentation, students should request an official transcript or enrollment verification form.

The unofficial transcript is generated as a PDF document. **Note that in order for this to work you must make sure the popup blocker on your browser is disabled.**

1. Use the "other academic..." dropdown menu to select **Transcript: View Unofficial**.
2. Click the  button.
3. Use the Report Type dropdown menu to select UNOFFICIAL ACADEMIC TRANSCRIPT.
4. Click the  button.

Advisee Unofficial Transcript

COURTNEY

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

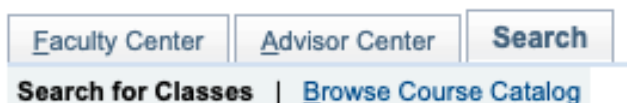
Academic Institution	Rochester Institute of Tech. ▼	
Report Type	UNOFFICIAL ACADEMIC TRAI ▼	

This is an UNOFFICIAL Academic Transcript, please contact the Registrar's Office to request an OFFICIAL Academic Transcript.



Class Search

All faculty have access to Search for classes offered at RIT. Conveniently, when you are in Faculty Center, there is a Search tab at the top of the screen that will bring you directly to the Class Search.



There are many fields available for use when searching for classes. The most popular class search seems to be for all classes being offered in a particular department in a given term. To execute this search:

1. **Enter the Course Subject code** in the Course Subject box
2. Change the Course Number qualifier to **greater than or equal to** and **enter 1 in the course number box**.
3. If you would like to see only graduate or undergraduate classes, select the proper course career in the Course Career field. If you would like to see both undergraduate and graduate classes, make sure that you leave the Course Career field blank.
4. **Uncheck** the *Show Open Classes Only* box.
5. Press Enter on your keyboard

A screenshot of the 'Search for Classes' interface. At the top, there are links for 'Search for Classes' and 'Enter Search Criteria'. Below these, the 'Search for Classes' section is active. It shows 'Institution' as 'Rochester Institute of Tech.' and 'Term' as '2021-22 Fall (2211)'. A message says 'Select at least 2 search criteria. Select Search to view your search results.' Under the 'Class Search' section, there is a 'select subject' button, a 'Subject' field with '4003' and 'Computer Science', a 'Course Number' field with 'greater than or equal to' and '1', a 'Course Career' field, and a checked checkbox for 'Show Open Classes Only'.

To execute additional searches you may select from the many options on this page. One important thing to remember is that in order to perform a search you must **include at least two search criteria**.

Academic Structure: An Introduction

Academic Structure provides a foundation for all the Student Information System applications. These components allow RIT to organize its academic programs and offerings and associate them with both students and courses. The hierarchical nature of Academic Structure also allows us to efficiently automate many rules and requirements where various programs share requirements. The following image represents PeopleSoft's hierarchy for defining academic structure:



It is important to understand how the system defines these levels. Note that these may have slightly different meanings than what you are used to.

Academic Institution	The structural element used to identify the university. RIT is one institution and thus we have only one Academic Institution code, which is RIT01 (RITzero1).
Academic Career	A student's academic career, or simply "career" indicates the level of study that the student is actively enrolled in. RIT will utilize three Careers. Undergraduate (UGRD) will be used for students enrolled in any program issuing a Certificate, Diploma, AS, AAS, AOS, BS, or BFA. Graduate (GRAD) will be used for students enrolled in any program issuing an Advanced Certificate, MS, MBA, MArch, MFA or PhD. Continuing Education (CNED) will be used for NTID Summer Vestibule students and in the future, may be used for continuing education.
Academic Program	The entity of the university to which a student applies and is admitted and from which the student graduates. As a general rule at RIT, linking the academic career and college unit together creates the academic program (<i>ex. UCLA = Undergraduate College of Liberal Arts, GCLA = Graduate College of Liberal Arts</i>).
Academic Plan	An academic plan is the structural element that describes an area of study within an academic program, with one degree or certificate per plan. Plans are used for majors, 2 nd majors, minors, and concentrations. Students will likely have multiple plans (<i>Ex. PACK-BS, ACCT-2M, ECON-MN, GFL-CONC</i>).
Academic Sub-Plan	An area of further specialization or concentration within an academic plan. The academic sub-plan is always directly linked to a specific academic plan. RIT will normally use these for published program options and BS/MS programs.

Program Library

With the transition to the new Student Information System (SIS) all of the codes used to identify college and major for student have been updated. A reference guide outlining all of the new plan (major/minor/concentration) codes has been added to the Registrar's office web page and can be accessed using the following link: <http://www.rit.edu/academicaffairs/registrar/program-library>

It is recommended that individuals use the STARS-Peoplesoft Cross-walk until they become more comfortable with the nomenclature used in the SIS. This document will allow you to search using the old program code and provide you with a translation to the new Program/Plan information being used to associate a student with a particular college and major.

Forms

All official Registrar's office forms have been updated to reflect our new processing requirements. Any "leftover" forms that you may have in your office should be discarded. All forms can now be found electronically on the Registrar's office website. To locate the forms, navigate to:

1. <http://www.rit.edu/academicaffairs/registrar/>
2. Select Faculty/Staff
3. Select Forms **or** Restricted Forms to see a list of forms (all users will need to log in to use Restricted Forms)

Items found under **Forms** are intended for faculty/staff and/or students to access and may be brokered by students directly.

Those forms found under **Restricted Forms** are for faculty/staff use only and should not be given to students to obtain signatures, route, deliver, etc.

Term Values

To identify terms, RIT uses a four-digit term codes where fall term ends in 1, spring in 5, and summer in 8. An easy guide for determining the term value:

1. Type the year – 2022
2. Add the ending based on the term - 1 for fall – 20221
3. Remove the second digit - 2221

Academic Year	Term	Value
2021-2022	Fall	2211
	Spring	2215
	Summer	2218
2022-2023	Fall	2221
	Spring	2225
	Summer	2228

Additional PeopleSoft Training Modules

Throughout the stages of transition to the new Student Information System, additional training opportunities will be made available to students, staff and faculty. All training documentation can be found online at: <http://www.rit.edu/sistraining>. Below you will find a list of training tools presently available.

System Overview

- Introduction to PeopleSoft
- CRM Fundamentals (including video)
- Wait Lists (including video)

Faculty

- Visual Tour of the new Class Search
- Faculty Center Overview (including video)






Students

- Visual Tour of the new Class Search
- Student Center Overview (including video)
- How-to Guide that explains searching for Wellness classes

Advisors

- Visual Tour of the new Class Search
- Advisor Center Overview (including videos)
- Student Center Overview for Advisors (including videos)
- Processing in PeopleSoft for Advisors & Academic Support Staff
- AP Credit Evaluation
- Editing Advisor Assignments

Appendix A: Glossary of Terms and Icons in PeopleSoft

PeopleSoft Term/Icon	Description
 (Look up icon)	The look up icon appears next to each field with values associated with it. If at any time a user is unsure of a value, clicking the look up icon will open a window listing all valid values for the field in question.
 (Add a new row)	This symbol is used to add additional entries to the transactional pages. For example if you have added one class and you want to add another for the same term, you would select the  to add the row for the second class.
 (Delete a row)	The  icon is used to remove a row from a list.
Academic Career	Career indicates the level of study that the student is currently enrolled in – undergraduate, graduate or continuing education.
Academic Group	Used to group academic programs and courses. Most closely resembles the legacy college structure.
Academic Institution	The institution is always RIT01 and is the same for all campuses regardless of location (RITzero1).
Academic Level	Student year level
Academic Load	The number of units (credits) a student can enroll in per term.
Academic Organization	Units responsible for programs, plans, and/or courses.
Academic Plan	An area of study within an academic program or academic career. Major, 2 nd major, minor, or concentration.
Academic Program	The combination of academic career and academic group.
Academic Structure	Defines how programs (including degrees, majors, specializations, and concentrations) are organized.
Academic Sub-plan	An area of further specialization within an academic plan. Sub-plans are always linked or attached to a Plan.
Action Date	The date the information was updated to the system.
Action Reason	Indicates why a particular program action was taken, or offers further description of the program action.
Add	The process of enrolling a student into a class.
Auto Enroll	A feature set up in the class schedule which automatically enrolls the student in a related class (i.e, when a student enrolls in a class that has a required lab, the system enrolls them into the lab).
Auto Populate	Once a specific field is filled in, tabbing out of that field will cause other specific fields in that section to automatically fill in as well.

Campus	A campus is used to indicate where the courses are scheduled. RIT Croatia, RIT Dominican Republic, RIT Dubai, RIT Kosovo, RIT Main, RIT Prague, RIT Turkey.
Career	Undergraduate (UGRD), graduate (GRAD), continuing education (CNED).
Class	A specific offering of a course in a term. A class may have several components such as a lecture or lab.
Class Associations	How groups of classes are set up to ensure the appropriate related classes of the same course are presented to students during the enrollment process.
Class Number	The class number is a unique, 5-digit, identifier given to each offering of a course. Class numbers are unique per class (section) and are also unique per term.
Class Roster	A list of students enrolled in a class, on a wait list for a class, or that have dropped the class.
Class Schedule	Provides class scheduling information by week or term.
Course Attributes	Searchable characteristics that are attached to courses or specific class sections. Some examples of class attributes include General Education Electives, Honors, and Access Services. Course Attributes must be assigned a corresponding Course Attribute Value.
Course Catalog	A list of all courses that are or have been offered at RIT, with descriptions and all other course details.
Course ID	Master course identification number automatically assigned by the system. Course IDs always remain with the course, even if the course is renumbered.
Drop	The process of removing a class that a student is already enrolled in or on a waitlist for.
Drop with Penalty	The process of dropping a class after the add/drop period. This will assign a student a grade of W for the class.
Edit	The process of changing characteristics of a class that a student has enrolled in. Editable characteristics include the number of units and the grading basis.
Effective Date	Allows the tracking of changes over time by recording the date each change becomes effective. This allows for the entry of future-dated changes, and the ability to view changes to a record over time.
Enrollment Appointment	Date and time when a student or group of students can begin enrolling in classes for a term.
Enrollment Component	When scheduling a course that requires more than one component, all sections associated to one component type will be defines as the “enrollment” component and any other components will be considered the “non-enrollment” component.
Enrollment Request	An attempt to enroll or register in a particular class.
Enrollment Requirement Group	A set of rules that is associated to one or more courses and/or classes and specifies the requirements that a student must meet in order to enroll. The rule can specify things such as a student’s career, program and plan, academic level, etc.
Expected Graduation Term	The term the student expects to graduate.
Faculty Center	Self-service component that centralizes information about an instructor’s classes and students in one location.

Grade Roster	The component of the Faculty Center that instructors use to enter grades for their classes.
Graded Component	Every course has to have a graded component. Classes which are assigned the graded component will have grade rosters generated for them at the end of the term in preparation for grade entry.
Instruction Mode	How a class is taught (in person, online, blended, etc.)
Legacy	Commonly used to refer to the old SIS or any system that PeopleSoft is replacing
Location	Searchable field used to provide more detail regarding where a class is offered. RIT Croatia, RIT Dominican Republic, RIT Dubai, RIT Kosovo, RIT Prague, RIT Turkey, Rochester Institute of Technology, including off-campus locations for a specific campus.
Matriculation	The process which automatically creates a student record for applicants who have accepted an offer of admission, have been admitted, and have paid their registration deposit. Matriculation enables the student to be term activated and then proceed with registration. Note: This term no longer indicates if a student is degree seeking.
Negative Service Indicator (🚫)	Typically have an impact on services for a student and can prohibit enrollment, or restrict the availability of transcripts or diplomas.
Person Record	Data in PeopleSoft that uniquely identifies a person. Includes information that identifies a person, such as: name, birth date, citizenship, gender, ethnicity, address, and telephone number. Each person only has one person record in PeopleSoft.
Planner	Students can use the planner to identify courses they would like to take in the future.
Positive Service Indicator (★)	Utilized to designate special services to be provided to a student, or to identify special populations of students (i.e. Fullbright scholars).
Requisites	Course restrictions, pre-requisites, and co-requisites.
Reserve capacities	Blocks of seats reserved for specific groups of students for specific periods of time.
Service Impact	The resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
Session	A period of time within a term in which classes are offered.
Student Appointment Block	Determines how groups of students are assigned to an enrollment appointment.
Student Center	A self-service component where students manage their university-related activities.
Student Record	A historical account of a student's record.
Subject/Subject Area	Topic area of a course (i.e. quarters: 1001, semesters: BIOL).
Swap	The process of switching from a class a student is currently in to a desired class they would like to enroll in. The student will not lose their seat in the class they are currently enrolled in until they receive a seat in the desired class.

Term	Describes a period of time in which classes are scheduled and students register and statistics are calculated. A term can represent a quarter, semester, or intercession period.
Term Activation	Creation of a term record for a student which then enables them to register in the activated term(s) when registration opens.
Term Roll	The process of copying a previous year's term forward providing a starting point for the scheduling of a new term.
Units	Credit Hours. Identifies the amount of credit that applies to the course.
Variable Data	The information that links a specific communication to a person in the database, using key data from the person's record.
Wait List	A process that allows students to receive a spot on a list for possible entry into a class that is full.