Where Faculty Find Important Information in the SIS

RIT faculty can find much of the important information they need about the students and classes they teach using two main self-service portals within the Student Information System: the Faculty Center and the Advisor Center. To access the SIS, go to sis.rit.edu/facultystaff then click the Student Information System link and log in with your RIT username and password.

<table>
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<tr>
<th>Faculty Center</th>
<th>Advisor Center</th>
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<tbody>
<tr>
<td>Self Service &gt; Faculty Center &gt; My Schedule</td>
<td>Self Service &gt; Advisor Center &gt; My Advisees</td>
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<td>Everyone listed as an instructor for a class at RIT will have access to the Faculty Center, a portal within the SIS that serves as an online one-stop shop to access important information about your classes. You can use the Faculty Center to view information such as your:</td>
<td>All permanent, non-adjunct faculty have access to view records for all students using Advisor Center. The Advisor Center is a portal within the SIS that provides you a modified view of what students see when they log in to the SIS. You can use the Advisor Center to view information such as the student’s:</td>
</tr>
</tbody>
</table>
| • Class schedule  
  • Exam schedule  
  • Class Roster  
  • Student photos  
  • Historic class rosters and grade rosters of any class taught previously | • Class schedule  
  • Exam schedule  
  • Advisors  
  • Holds  
  • Enrollment appointments  
  • Contact information  
  • Picture  
  • University ID number  
  • Course history  
  • Grades  
  • Majors, minors, and concentrations (program/plan)  
  • Unofficial transcript  
  • Transfer credit  
  • Shopping cart |

You also use the Faculty Center to take the following actions:

• Email students  
• Download the class roster to Excel  
• Submit final grades

For more information, we encourage you to take advantage of the following resources:

• Step-by-step guides and instructions: rit.edu/sistraining/faculty-training-materials  
• A list of frequently asked questions: https://wiki.rit.edu/display/itskb/Faculty+FAQs  
• Email questions to ritenrollment@rit.edu