

May 2009

Dear Student

Congratulations on your acceptance into the professional and technical communication program at Rochester Institute of Technology.

As you know, effective professional communication is essential in the technical and specialized worlds of business and industry. Today, people use communication skills more than any others in their job, and the use of these skills becomes more frequent and important with each level of responsibility in an organization. Your education in our program will equip you to succeed in today's job market.

To start your career at RIT off on the right foot we encourage you to read the *New Student Survival Guide* that will be mailed to you in June. It contains a checklist of to-do items and information about the many services and resources that will help you make the most of your experience at RIT. You will also find details about New Student Orientation, which you are required to attend August 30 through September 6.

We will pre-register you for fall quarter classes and a copy of your tentative schedule will be mailed to you in August. Our staff assistant, Melinda Beyerlein (msbgpt@rit.edu, 585-475-6649) or I will be available to help you finalize your schedule and make any adjustments during Orientation. You will be assigned an academic adviser, a department of communication faculty member, to consult with on such matters as course registration, your professional core, and graduation requirements. In addition to your academic adviser, the department of communication has at least two Peer Mentors who are communication students you'll find to be helpful in a number of contexts.

My office is located in the Eastman Building, third floor, room 3012. Once you arrive on campus, please stop by the office to check your mail folder, which is located in the hall outside my office, for advising and scheduling information. Please check your folder on a regular basis since it serves as one important medium through which we communicate with you. Moreover, your folder is conveniently located only a few steps away from our program staff assistant, Melinda Beyerlein (585-475-6649) whom I believe you will find to be extremely helpful in answering questions and providing information.

Along with the rest of the department of communication faculty, I look forward to seeing you soon.

Yours sincerely,

Patrick M. Scanlon
Professor and Coordinator of Undergraduate Degree Programs
Department of Communication