

**R.I.T**  
**UNIVERSITY**  
**EXPLORATION**  
**2017 – 2018 Handbook**

*find your direction*

*Welcome to University Exploration!*

Chances are you selected RIT based on its reputation for excellence in education, the focus on applied education, the outstanding co-operative education program and the opportunity for you to grow in an innovative and creative environment.

Whether you are a new student at RIT or a current student who is “re-deciding” your academic program, you likely have many interests and have selected University Exploration to help you on your way.

You are now among a unique group of students who are academically strong and intellectually curious, who are taking advantage of the flexibility offered in University Exploration to sample their varied interests. RIT offers a multitude of choices and our program will help you discover which is the best fit for you.

We hope this handbook will assist you in understanding RIT and University Exploration a little better.

Again, welcome! You have made an excellent choice for your education!



Marty Burris, Director  
University Exploration

***UNIVERSITY EXPLORATION Vision Statement***

University Exploration will facilitate the engagement of undeclared students into the RIT community and guide them toward personal success in selecting their major and career path.

***UNIVERSITY EXPLORATION Mission Statement***

The University Exploration staff and faculty will provide academic advisement and career guidance to University Exploration students and to the general RIT student community. We will guide each student toward identifying a program of study and a pathway to achieve their educational and career goals. This will be accomplished through:

- Individual advising;
- Attention to overall student growth, development and success;
- Facilitating each students’ self-discovery of their interests, values, and skills;  
and
- Collaboration and partnership with the RIT academic colleges and divisions

## Table of Contents

- Pg. 4***      ***Important Contact Information for University  
Exploration Students***
- Pg. 5***      ***Student Responsibilities and Expectations***
- Pg. 7***      ***RIT Policies & Procedures***
- Pg. 8***      ***Support Services at RIT***
- Pg. 12***     ***Enrolling in Courses at RIT***
- Pg. 14***     ***Methods of Communication***

## Important Contact Information for University Exploration Students

### University Exploration Contacts

<b><i>Appointment Requests</i></b> <a href="mailto:transfer@rit.edu">transfer@rit.edu</a>	
<p><b><i>University Exploration Director/Advisor/ Honors Advocate</i></b>                  Ms. Marty Burris                  585-475-4027  <a href="mailto:marty.burris@rit.edu">marty.burris@rit.edu</a>                  2046 Global Village</p>	<p><b><i>University Exploration Assistant Director/Advisor/ Student Ambassador Coordinator</i></b>                  Mr. Dewey Lawrence                  585-475-4289  <a href="mailto:dilcms@rit.edu">dilcms@rit.edu</a>                  2048 Global Village</p>
<p><b><i>University Exploration Academic Advisor/Living Learning Community Coordinator</i></b>                  Mr. Pradip Ananda                  585-475-2571  <a href="mailto:pkarla@rit.edu">pkarla@rit.edu</a>                  2044 Global Village</p>	<p><b><i>University Exploration Senior Staff Specialist/ Disability Services Coordinator/Orientation Coordinator</i></b>                  Ms. Susan Lindsay                  585-475-5263  <a href="mailto:slbsse@rit.edu">slbsse@rit.edu</a>                  2040 Global Village</p>

### University Contacts

<p><b><i>Res Hall B Community Enrichment Coordinator for University Exploration Students</i></b>                  Melissa Keightley                  585-475-5711  <a href="mailto:mskrla@rit.edu">mskrla@rit.edu</a>                  1111 Nathaniel Rochester Hall</p>	<p><b><i>Multicultural Center for Academic Success MCAS</i></b>                  Jonathan Ntheke                  585-475-4548  <a href="mailto:jxnmcs@rit.edu">jxnmcs@rit.edu</a>                  2316 Student Alumni Union</p>
<p><b><i>University Exploration Financial Aid Contact</i></b>                  Kari Young                  585-475-2186  <a href="mailto:Kari.young@rit.edu">Kari.young@rit.edu</a>                  2130 Bausch &amp; Lomb Center</p>	<p><b><i>University Exploration Reference Librarian</i></b>                  Susan Mee                  585-475-2568  <a href="mailto:Susan.Mee@rit.edu">Susan.Mee@rit.edu</a>                  1430 Wallace</p>
<p><b><i>NTID Counselor</i></b>                  William Moore                  585-475-6397  <a href="mailto:wemncd@ntid.rit.edu">wemncd@ntid.rit.edu</a>                  2777 Lyndon B. Johnson Hall</p>	<p>Rochester Institute of Technology                  University Exploration                  2040 Global Village                  (585) 475-5263 (voice)  <a href="http://rit.edu/universityexploration">rit.edu/universityexploration</a></p>

# University Exploration Student Responsibilities and Expectations

## *Academic Advising*

- Students will be assigned to an academic advisor who will work with them throughout the time they are enrolled in University Exploration
- Students will be expected to know their advisor's name and contact information and will meet with him or her regularly, especially before enrolling in classes for a subsequent term

## *Academic Advising Appointment*

- Use your personalized My Success Network channel to schedule an appointment with your primary academic advisor
- Access your Starfish Home page by logging into SIS or myCourses and clicking on the Starfish icon
  - <https://sis.rit.edu/info/welcome.do>, <https://mycourses.rit.edu/>



## *Career Exploration Seminar Course/Exploration Process*

- Career Exploration Seminar is a required one-credit hour course
  - Taught by professionals with a background in career and student development
- Students will:
  - Enroll in and pass Career Exploration Seminar during their first term in University Exploration – **NO EXCEPTIONS**
  - Learn about themselves, their interests, values, and skills
  - Complete standardized career-interest and personality-profile inventories
  - Successfully research college major and career options
  - Engage in the major exploration process
  - Meet with prospective Departments in a timely manner as recommended by their advisor

## *University Exploration First Year Courses*

- University Exploration students will:
  - Complete foundational courses in math, science and the liberal arts throughout their time in the program
  - “Sample” courses across the various disciplines at RIT – these can help confirm or deny interest in an academic field or study

- Enroll in the “Year One” course in their first term at RIT
  - Honors Program Students are required to take the Honors First Year Seminar
- All students are required to complete First Year Writing in their first year, with no exceptions

### ***Transfer Credit***

- Your advisor will review students’ AP, IB, and college transfer credit once official transcripts are provided to RIT
- All transfer credit will be reviewed by the students’ new department once they are admitted to an academic program

### ***Admission to a New Academic Program***

- The intention is for University Exploration students to find and declare an academic major within one year
- Students cannot be in any undeclared programs at RIT beyond their second year as determined by credit hours
- University Exploration will provide information about specific application deadlines and supplemental information for academic plans in which students are interested
- Requirements may include, but are not limited to:
  - Minimum grade point average
  - Portfolio of artwork
  - An admissions essay
  - Meeting with department chair
  - Summer bridgework
- In all cases, students are strongly encouraged to have several plans for their final academic option

## **RIT Policies and Procedures**

All UNIVERSITY EXPLORATION students should familiarize themselves with the academic policies and procedures at RIT, how their academic information is protected, and what their rights are as students at RIT. To access the most up-to-date information, please visit: <http://www.rit.edu/academicaffairs/policiesmanual>

### ***University Policies & Procedures***

- There are many to include:
  - Academic Policies & Procedures
    - Enrollment and add/drop procedures
    - Class attendance
    - Early alerts
    - Leave of absence or Withdrawal
    - Withdrawal/refund policy
    - Grades
    - Academic Actions: dean's list, probation, suspension
    - Repeating courses

*Please familiarize yourself with these policies.*

### ***Student Rights & Responsibilities***

<http://www.rit.edu/studentaffairs/studentconduct/rr.php>

- Includes:
  - RIT honor code
  - Code of conduct for computer and network use
  - Drug and alcohol policies

### ***Student information is protected under FERPA***

- The Family Educational Rights and Privacy Act (**FERPA**) governs who has access to students' educational records. Under this law, students over the age of 18 are in control of their records and must grant access for others, including parents, to view these records. Educational records include academic records, testing data, disciplinary records, and financial information. Students can sign a release form (found on the **Policies and Procedures page**) that allows parents to access records.
- On occasion, students may be asked to sign an information release form.
- Advisors do not assume a student is a dependent and so will communicate with that student before disclosing information to parents.

### ***Wellness Education at RIT***

- Most students will need two different wellness activity courses to graduate from RIT. But feel free to take more! They are fun and will provide energy and balance to your academic life.

### ***General Education at RIT***

- Your best resource of what is required of you is to inquire with your academic advisor

## **Support Services at RIT**

There are many support services here at RIT; here are the most used and referred:

### ***ASC Academic Support Center***

<http://www.rit.edu/studentaffairs/asc/>

Monroe Hall 2080

585-475-6682 (v/tty)

[asc@rit.edu](mailto:asc@rit.edu)

- Academic Coaching
  - Voluntary one-to-one appointments available for RIT students
  - Attention given to first-year, first-time students who received a D, F, and/or W and a term GPA of 2.00-3.00 in the previous term
  - Identifies barriers to success; assists in obtaining tools for academic progress
- EMPOWER
  - A fee-based service offered to all RIT students. Students who choose to participate in this service will work with a mentor either once or twice a week to set goals and build skills to overcome challenges.
- Math & Physics Support
- Multiple Course Offerings
  - Applied Study Strategies
  - Critical Statistics Skills
  - Insights on Success
  - Study Strategies Lab
  - First Year Requirement
- Reading Support
- Supplemental Instruction
- Tutor Training & Tutoring



### ***Career Counseling***

<https://www.rit.edu/emcs/oce/student/career-counseling>

Bausch & Lomb Center 1<sup>st</sup> Floor

585-475-2301 (v/tty)

- Individualized Career Counseling
- The services of the center are confidential and free

### ***Center for Women & Gender***

<http://www.rit.edu/studentaffairs/womenandgender/>

Campus Center 1760

585-475-7464 (v/tty)

- Mission: To foster an educational environment in which all community members can be personally, academically, and professionally successful without regard to gender, racial/ethnic origins, sexual orientation, gender identity, socio-economic status, or spiritual beliefs

### ***College Restoration Program***

<http://www.rit.edu/studentaffairs/crp/>

Campus Center 2720

- Academic intervention program
- Requires student application and department referral
- For students on academic probation or suspension
  - With term/cumulative GPA's between 0.0 and 2.5
- Limited space each term

### ***Counseling Center***

<http://www.rit.edu/studentaffairs/counseling/index.php>

August Center 2100

585-475-2261 (v/tty)

- Services offered to all RIT students: individual counseling and psychotherapy, outreach and workshops, assessments and evaluations (drug/alcohol related included), group counseling and psychotherapy, crisis/emergency services, psychiatry services, referrals to community providers
- The services of the center are confidential and free to matriculated RIT students

***Disability Services***

<http://www.rit.edu/studentaffairs/disabilityservices/>

Student Alumni Union 1150

585-475-2023 (v/tty)

- The Disability Services Office at RIT is committed to providing students with disabilities equal access to programs, services and physical facilities at RIT

***Math & Science Study Centers***

<https://www.rit.edu/studentaffairs/asc/math-and-physics-support/math-physics-tutoring>

Bates—Gosnell Hall 1200

SOL—Sol Heumann Hall 1016

- Free math, chemistry, and physics tutoring
- The tutoring schedule changes each term and students are encouraged to check the above website for the current schedule

***Multicultural Center for Academic Success (MCAS)***

<http://www.rit.edu/president/mcas/>

Student Alumni Union 2300

585-475-4704 (v/tty)

- Multicultural programming with the goal of increasing student retention and graduation
- Services all students but primarily African American, Latin American, and Native American (AALANA)

***Ombuds Office***

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

Student Alumni Union 1110

585-475-7200

- Open to any member of the RIT community
- Impartial, independent, confidential dispute management

**Public Safety**

<http://finweb.rit.edu/publicsafety/>

Grace Watson Hall

Information—585-475-2853 (v/tty)

Emergencies—585-475-3333 (v/tty)

Text— 585-205-8333

- The Public Safety Department is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs

**Spectrum Support**

<http://www.rit.edu/studentaffairs/ssp/>

Student Alumni Union 2140

585-475-6936 (v/tty)

- Assisting in the transition to college life
- Supporting the development of self-awareness and self-advocacy skills
- Building skills and confidence in interacting with others
- In order to be eligible for the program, students must register with the [Disability Services Office](#) and provide documentation of Autism Spectrum Disorder (ASD). Once registered, students with ASD will be invited to participate in the program

**Student Employment Office**

<http://www.rit.edu/emcs/seo/>

University Services Center 1350

585-475-2631 (v), 585-475-2837 (tty)

- Helps students find part-time work both on-campus and off-campus as well as work-study jobs
- Current job listings
- Employment counselors help to find jobs

***Student Health Center***

<http://www.rit.edu/studentaffairs/studenthealth/>

August Center

585-475-2255 (v/tty)

- Staffed by physicians, nurse practitioners, registered nurses, and an interpreter for the deaf
- Provides primary medical care on an out-patient basis
- Students are seen on a walk-in basis during designated hours Monday through Friday
- Routine medical evaluations and specialty care services (allergy injections, women’s health care, psychiatric care, substance abuse counseling and health education) are provided by appointment

***University Writing Commons***

<https://www.rit.edu/academicaffairs/writing/>

Wallace Center, First Floor

- Provide writing support to all RIT students
- Coordinate and help develop writing resources across campus
- Cultivate vibrant environments for practicing, teaching and researching writing

**Enrolling In Courses at RIT**

<https://sis.rit.edu/info/welcome.do>

- Based on year level and enrollment appointment (randomly selected)
- [sis.rit.edu](http://sis.rit.edu)
- Year level is determined by the number of credit hours students have earned as matriculated undergraduate students (not including current coursework in progress):

<u>Year Level</u>	<u>4 and 5 Yr. Programs</u>
1	0-26 credit hours
2	27-55
3	56-84
4	85 & Above

***RIT courses***

- Some courses may require prerequisites.
- Some courses may require special permission from the instructor or department.

### ***First Year Writing***

- All students must take the Writing Placement Exam (WPE) prior to enrolling in this course UNLESS they scored:
  - 560 or above on SAT Reading
  - 23 or above on ACT English
- Must be completed in the first year of study, **without exception.**

### ***Math Courses***

- All University Exploration students must take the Math Placement Exam (MPE) prior to enrolling in a math course.
- Math is critical to most program choices

### ***Enrolling in Classes***

- Students are required to meet with their advisor to discuss class schedules
- Use Starfish to schedule your academic advising appointment, prior to enrollment
- Students will plan for alternative courses/schedules
- Students should plan to enroll during their assigned appointment
- Students are required to adhere to the Institute deadlines for dropping/adding and withdrawing

### ***Problems Enrolling in Classes***

- If students cannot enroll through SIS they may have a Negative Service Indicator on their account. Indicators can include:
  - First Year Enrollment Holds (removed after specific advisor meeting)
  - Student Financial Services
  - Student Health
  - Your home department
  - Judicial Affairs
  - Another department

### ***Dropping or Withdrawing from Courses***

- Prior to dropping or withdrawing from a course, the student should meet with their academic advisor to discuss the reasons and implications

## **Options**

- No action (stop attending but do not drop or withdraw):
  - Students may earn a grade of “F”
  - GPA may be lowered
  - Financial Aid may be restricted
  - Grade becomes official part of students’ transcript
- Dropping a course:
  - Course does not appear on students’ record
- Withdrawing from a course:
  - Course appears with a grade of “W” on student’s transcript
- TO BE AWARE:
  - There are specific deadlines for dropping or withdrawing from a course—check on the Student Information System for these dates
  - International students—Being enrolled in anything less than 12 credits may affect visa status
  - All students—financial aid may be affected when fewer than 12 credits are completed
  - A student who is on an academic contract should carefully review the terms of his/her contract to make sure a “W” is permitted
  - Students should consult with their advisor before completing a course withdrawal

## **Methods of Communication**

### ***University Exploration Social Media Accounts***

- Facebook
  - <https://www.facebook.com/RITexploration/>
- Instagram
  - <http://www.instagram.com/RITexploration>
- Twitter
  - <https://twitter.com/RITexploration>

### ***RIT Message Center***

*my.rit.edu*

- A trusted source of communication that allows you to identify what communications you want to receive AND how you want to receive them
- University Exploration highly recommends all students subscribe to the RIT Message Center

## ***RIT Gmail and Google Apps***

- Gmail:
  - Most communication from the University Exploration offices to students will be done via e-mail, including:
    - Notices of special events
    - Pre-registration information
    - Important messages from advisors
- Google Apps:
  - Students' RIT email account will allow them to access Google Docs, Google talk, Google Sites, and RIT Gmail (with no advertisements!)
  - Visit <http://google.rit.edu> for information on how to log in to your account

## ***Cell Phone***

- Students should provide their cell phone number to their advisor
- Important information will be relayed to students via a phone call when time is of the essence

## ***RIT Alert System sis.rit.edu***

- Alerts include:
  - Campus emergencies
  - Weather-related closures
- To register cell phone and IM:
  - Students need to go to the *sis.rit.edu* and select the *Student Information System* link; Log in with your username and password
  - You will be taken to your Student Center Page
  - Select Cell/Mobile Phone link in the Personal Information section
  - Add or update your cell phone information as necessary
  - You'll know the message is from RIT Alert by the message sender:
    - Text: 89361
    - Phone: 585-475-3200