

## Academic Advising

Advising Services for the Department of Software Engineering

Your academic advisor is available to help with any questions or concerns you have regarding your progress at RIT.

### Who is my academic advisor?

#### Undergraduate

Last Name begins with A-G

[Carrie Koneski](#)

Academic Advisor

GOL-1695

585-475-6352

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

Last Name begins with H-Z, Incoming Fall 2015 and later

[Megan Lehman](#)

Academic Advisor

GOL-1693

585-475-5179

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

Last Name begins with H-Z, Incoming Fall 2014 and prior

[Sarah Mittiga](#)

Academic Advisor

GOL-1575

585-475-2012

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

#### Graduate

Software Engineering

[Scott Hawker](#)

SE Graduate Program Director

GOL-1696

585-475-2705

[hawker@mail.rit.edu](mailto:hawker@mail.rit.edu)

Data Science

[Travis Desell](#)

DS Graduate Program Director

GOL-1559

585-475-2991

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

## Visit your advisor for:

- Help interpreting program requirements
- Assistance with course selection
- Help resolving academic difficulties
- Guidance for setting academic goals
- Accurate and current information on University policies and procedures
- Referrals to campus resources, when you aren't sure where to go

## Hours

Undergraduate students can meet with their advisors in two different formats: Open Advising and Appointments.

- **Open Advising:** These are time blocks decided by each advisor, offered on a first-come, first-served format. Most of these meetings are less than 15 minutes in length and are not available for Change of Program or Double Major conversations. Open advising times are posted in Starfish, and on weekly schedules posted on bulletin boards by the office.
- **Appointments:** These can be made by logging into Starfish (for undergraduate students only) or by visiting/calling the office. Each advisor has time available on his/her calendar to meet with students, and will work with students' schedules to find a mutually good time to meet.

## Appointments

To schedule an appointment:

### Current SE students:

- Log into **SIS** and click the teal Starfish icon (for undergraduate students only)
- Click *My Success Network* > *Schedule Appointment* link under your advisor's name
  - If there are no viable appointment blocks, contact the front desk (see below)
- Graduate students can contact their advisor to set up an appointment, or contact the front desk (see below)

### Non-SE students

- Call 585-475-5461, *or*
- Stop by the front desk in the SE Office, GOL-1690

## Academic Support

### **Mentoring/Tutoring through SSE**

The [Society of Software Engineers \(SSE\)](#) Mentoring Lab (GOL -1670) is staffed by volunteer student mentors who are available for help with coursework, tips on balancing academics, and other activities. A schedule is posted outside the lab each semester.

### **Review Sessions**

The SSE mentors hold review sessions for introductory Computer Science and Software Engineering courses throughout the semester. Sessions are scheduled to align with upcoming exams in each course.

### **Physics Help**

SE has hired a physics tutor to help with questions and concerns regarding University Physics I and II. The physics tutor will be available in the SSE lab during the semester (check with front office in GOL-1690 for times).

### **Academic Success Center (ASC)**

The ASC offers a number of programs and services that assist and empower students to achieve academic success, including individual and group instruction, tutoring, content-specific support in math and physics, peer to peer learning, and online content.

The ASC serves all students, from incoming freshmen to graduate students. In addition to skill development, the ASC offers courses designed to teach students how to improve their study techniques and how to make the most of their individual learning abilities.

### **Tutoring Center**

Targeted, one-on-one tutoring is available in a wide range of subjects at tutoring centers across campus. Visit their [website](#) for hours and locations of specific tutoring centers.

### **Khan Academy**

Video tutorials on a range of subjects, including Calculus and Computer Science.

### **HowToStudy.org**

Links to great resources, tips and tricks. Plus specific study tips by subject matter.

## Student Self-Audit

Are you on track with your program requirements? Need to know which classes to register for? We recommend following these steps to audit your progress each semester. As always, contact your academic advisor with questions at any time!

### **To conduct a Self-Audit:**

1. On [SIS](#), access your Academic Advising Report (Miscellaneous > Academic Advising).
2. Download your curriculum flowchart.
3. Check off completed courses on your flowchart. Use the tools listed below for help.
  - *TIP:* Don't forget Ethics, Economics, and Wellness requirements.
4. Use the Program Planning Sheet to plot out when you plan to take future courses.
  - *TIP:* Factor in pre-reqs and course timing.
  - *TIP:* Remember to include all required co-ops in your plan.
5. Contact your academic advisor with questions!

Schedule Maker: <https://schedule.csh.rit.edu/>