Spring 2018-2019 (2185) Enrollment & Helpful Hints Guide

Department of Information Sciences & Technologies

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1. Welcome

Welcome to the Enrollment Guide to assist you in enrolling for Spring 2019 (2185) classes.
There is lots of great information in this guide but if you have questions, please don't hesitate reaching out to your Academic Advisor:

- CIT, HCC & WMC students with last names of A-L: Betty Hillman – betty.hillman@rit.edu
- CIT, HCC & WMC students with last names of M-Z: Ashley Meyer – ashley.meyer@rit.edu
- All ANSA, INFOTEC & NETSYS students: Betty Hillman – betty.hillman@rit.edu

2. Fill Shopping Carts

Shopping Carts open on October 29th. It is important to place your courses in the shopping cart ASAP as the department chair uses this as a guide to see if we have enough sections offered and to make sure there are no major course time conflicts. Remember to "**validate**" your shopping cart the day before enrollment to make sure no course restrictions were added by departments.

3. Searching for Classes

SIS: https://www.rit.edu/infocenter/

All courses are coded with 4 letter subject codes. Courses offered by IST are listed as ISTE or NSSA.

Tiger Center: https://tigercenter.rit.edu

A new class search tool developed by RIT students in partnership with ITS. Tiger Center has the same functionality as SIS but may be more intuitive when searching for classes.

For more information regarding how to use SIS for Enrollment please visit:
http://www.rit.edu/sistraining/student-training-materials

4. Searching for Arts & Science Perspectives

1. Log into https://www.rit.edu/infocenter/
2. Select **Student Info System**.
3. Click on **Student Center**.
4. Click **Search for Classes** button on the right.
5. Change the **Term** menu to the term you wish to look for courses.
6. Use **Course Career** menu to select **Undergraduate.**
7. Change course number to Greater than or equal to.
8. Enter the number **1** in the course field.
9. To see all options, uncheck **Show Open Classes**.
10. In the course attribute field, enter **PERS**.
11. Select the perspective you wish to search by clicking on the magnifying glass under course attribute value.
12. Click **Search**. This list displays all scheduled open and closed General Education classes for the perspective you chose.

Note: Check your worksheet as <u>some</u> require the Natural Science & Scientific Principle Perspectives to be a **4 credit** course. Any questions, ask your advisor.

5. Finding an Immersion
An Immersion is a grouping of three related upper-level general education courses. Immersions are university approved; students cannot pick a cluster of courses to create their own Immersion. You can pick an immersion that is relevant to your major, or pick something based on your interests. It is up to you!

This site lists all Immersions:
- University catalog at http://www.rit.edu/programs/immersions

This site helps you explore Immersions but only shows Liberal Arts Immersions:
- Please visit: http://www.rit.edu/cla/navigator and let the exploration begin!

6. Declaring an Immersion
- Log into SIS
- Click on the My Academics link located on the left side navigation bar (main page)
- Click on Declare/Change Immersion
- Select an Immersion from the drop-down menu and click submit
- You will receive a confirmation message that the immersion has been added to your student record

7. Writing Requirements
- One introductory Writing Intensive (WI) course in the first year, called First Year Writing (FYW). Students learn about the social and intellectual aspects of university writing, and develop critical literacy practices required for academic success. FYW consists of three courses: UWRT 150; ENGL 150; or ISTE 110
- One course or sequence of courses in the student's degree program (WI-PR). Program WI courses reinforce the knowledge and practices introduced in FYW and students gain mastery of written forms specific to the student's major area of study at RIT
- A third WI course (2014 beyond worksheets). Ideally this is a general education course (WI-GE), but it may also be a second PR-WI course for students pursuing a double major. WI-GE courses located throughout the "Perspective" and "Immersions" curriculum use writing to engage students in course content. Reinforce the knowledge and practices introduced in FYW

8. Searching for Writing Intensive Courses in SIS

- Click the **Search for Classes** tab
- Change the "**Course Number**" drop down to "**Greater Than or Equal to**" and enter the number "**1**" in the "**Course Number Field**"
- Click the **"Course Career"** dropdown menu and select **"Undergraduate"**
- Click the **"Show Open Classes Only"** box
- Under **"Additional Search Criteria"** section:
- Type **WRTG** in the Course Attribute field
- Click the magnifying glass by the Course Attribute Value field to bring up a list of all WI categories
- Select the WI Course you wish to search

9. Searching for WI courses in Tiger Center

- **https://tigercenter.rit.edu**
- Scroll down to **Class Search**
- In the class search type in the course number, course name, or course subject code – such as **ENGL** for a writing class. Click "**Search**"
- You can also go to "**Advanced Search**" and check the box of the category that you are searching for and click "**Search for Classes**" to view a list of the classes.

Course Attribute Options [ANY]

☐ Access Services	☐ Study Abroad	☐ NTID General Education – Foundation
☐ Activity Course	☐ Writing Intensive	☐ NTID General Education – Perspectives
☐ Honors	☐ General Education – Elective	☐ NTID Supported Students Only
☐ Science, Math & Tech Literacy	☐ General Education – Perspectives Category	

10. Setting Up a Swap in SIS
After you have enrolled, you might still change your mind about a class. Swapping a class allows you to switch from a class you've already enrolled in to a new class. The benefit of this function, however, is that you won't lose your spot in the current class if the new class is full or has a Wait List.

Swaps are especially helpful when:
• You want to switch from one section of a class to another
• You are at the maximum number of credit hours for the term
• You want to maintain full-time status (12 credits)
• You want to add yourself to the wait list for a class, but don't want to lose your current position in another class until you get in.
Note: To swap to a wait list, you must not already be on the wait list for the desired class. Swaps also cannot be set up if there are any course restrictions that have not previously been fulfilled: ie. Missing prerequisites

To successfully swap a class, complete the following steps:
1. Once in the Student Center, click the Enroll link on the left beneath Academics.
2. Click the Swap subtab under the Enroll tab.
3. If necessary, select the term and click Continue.
4. Under Swap This Class, select the class you no longer want to take.
5. Under With This Class you can do one of three things: **a)** select a class that's in your shopping carts; **b)** search for a class to add to your shopping cart; **c)** enter the 5-digit class ID if you know it. **Note:** Class IDs are unique to the class section and change each term.
6. Click the button to the right of the new class to continue the swap.
7. This brings you to the confirmation page where you can click either Finish Swapping to confirm or Cancel if you no longer want to swap.
8. After you click Finish Swapping, you may receive a message confirming the class has been replaced successfully. However, if the class has a Wait List, the message will indicate your position in the Wait List line. If the class is closed or you don't have the prerequisites, the message will indicate that you cannot make the swap.
9. If the swap was made, your updated schedule will be displayed when you click My Class Schedule. If you set up a swap to a class with a Wait List, it will show you are still enrolled in the original class and on the Wait List for the new class.

Setting Up a Class Swap in Tiger Center
1. Login to Tiger Center
2. Click on the menu button on the left (three horizontal lines stacked on each other)
3. Click on Enrollment
4. Click on Swap
5. Find the class and click the Swap Button
6. Follow the instructions listed there to request the swap

11. Taking Wellness Classes

For the Baccalaureate Degree Two *different* wellness activity courses must be completed before graduation. They are zero credits and can be taken anytime.

12. NTID Supported Students (Cross Registered Students)

- Each NTID supported student is assigned:
    - Academic Advisor in assigned major- to assist with course selection
    - NTID Support Coordinator- to provide information about tutoring resources in your area of study
    - NTID Counselor-provides, personal, career counseling and information regarding campus resources

First discuss course planning with your academic advisor.

You can find names and contact information of your assigned NTID support resources in the SIS Student Center (example below):

If you want classes supported by **access services**, be sure to check and see which classes are already designated for support services.

Choose those sections first. (Support services include interpreting, notetaking, and Real Time captioning.)

Click this icon to expand and see more fields
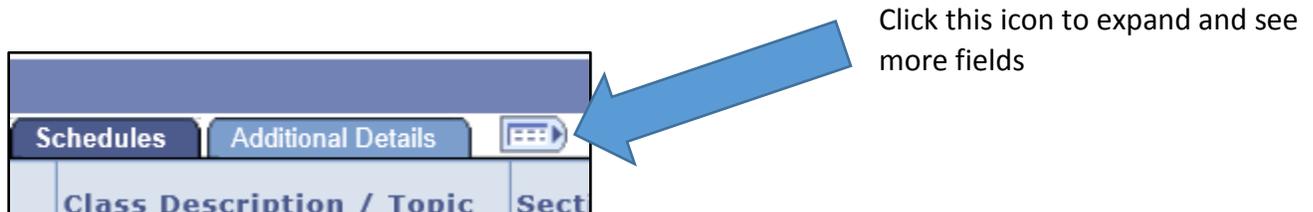
Section	Status	Credit Hours	Course Attribute
01(LEC) 15086	🟢	0 units	CAPTION INTERPRET NOTETAKE
600(LEC) 17552	🟢	0 units	
01(LEL) 14878	🟢	3 units	
01(LEC) 14879	☐	3 units	INTERPRET NOTETAKE GENED ELEC FYW
01(LEL) 14880	🟢	4 units	CAPTION INTERPRET NOTETAKE GENED ELEC

This is what you will see!

To assist you into getting into supported sections with access services, you are allowed to enroll in classes **one day earlier** than your scheduled year level enrollment.

Your exact enrollment dates and times are shown in the SIS.

Even if your course has been designated as a supported section, you still need to request your access services.

To request access services, go to myaccess.rit.edu and log in using your RIT username and password

There is a deadline for requesting access services each semester. Requests made before the deadline are given higher priority. Be sure to make your request early before the deadline. Deadline information can be found in www.myaccess.rit.edu

Once you enroll in your classes, **immediately**, request for access services.

If you have question or concerns about access services, go to myaccess.rit.edu.

12. Declaring Your Co-op (Handshake)

1. Report Online through the Co-op Office
   - Go to https://www.rit.edu/emcs/oce/
   - Click the "**Students**" link on the left-hand side
   - Click "**Report Co-op or Internship**" on the left-hand side
   - Log in with your RIT username and password
   - Complete the form
2. Approval Process
   - The co-op office will verify and approve your employment with the company, then post your registration on JobZone
   - Your co-op program coordinator will review the job you submitted in Job Zone and approve it
   - Your department will then register you in SIS.

12.1 Completion of Co-op Employer Evaluations and Student Work Reports

The Office of Career Services & Cooperative Education sends a link to a Co-op Evaluation to employers via email near the end of a student's co-op term. It is their responsibility to rate the student's performance at work, add comments, and submit that back to the university. Please make sure to remind your supervisor about the evaluation close to the end of your co-op.

Students have to submit a Work Report about their experience that their academic department reviews. Students can complete their Report through the co-op site: https://coopeval.rit.edu/coopEval/login?rit Click on "**Pending**" to get started. *IMPORTANT: Please complete your work report by the end of your co-op term for timely grading.*

12.2 Grading for Co-ops

Co-ops will be reviewed and graded by a student's home department on a rolling basis. Grades are pass/fail.

12.3 Cooperative Education Abroad

Maria J Richart
Associate Director for International Outreach
Saunders College of Business Career Coordinator
Office of Career Services and Co-op
585-475-5479

13. Auditing a course
- Auditing a course indicates that a student has officially registered for the course for no credit.
  - Warning - If you have already completed the course previously, either here at RIT or as transfer credit, the Audit will change the credit to zero your grade will be an "AU".
- Permission of the instructor is needed to audit a course
- With permission of the instructor, the student may elect to take examinations and do course assignments
- Credit hours are not earned and GPA calculations are not affected
- Audit courses do not count toward the residency or other degree requirements
- A student may register for audit during add/drop period and may not change from audit to credit or credit to audit after the official add/drop period
- Students may audit at no incremental charge provided the total credit hours do not exceed 18 credit hours
- If less than full-time status and a student wants to audit a class, see Student Financial Services for tuition rates
- Forms to audit a class can be found on the Registrars website: https://www.rit.edu/academicaffairs/registrar/forms.html

14. Study Strategy Tips for a Computing Student

Daily:
- **Practice:** This is the most important. You are learning a new language – TOUCH THAT KEYBOARD AS MUCH AS POSSIBLE! DEVELOP THE MUSCLE MEMORY!
- **Take Notes:** Have printed out copies of the slides that will be presented that day and TAKE NOTES on them during the lecture.
- **Ignore:** Your phone and the urge to internet browse during class. Stay Focused!
- **Participate:** Volunteer to answer and ask questions
- **Get Help:** TAs are great for individual problems, but the SI is great for starting to develop a "tech group" to work in so you can see what questions that others have too.

Weekly:
- **Map It:** Create flow charts and pseudo code of what your computer program needs to do (prior to writing a program code, write out what you are going to do in English first).
- **Organize:** Plan out project and practice time on your calendar plus leaving extra time before it is due to trouble shoot problems if needed.

Tips:
- Expect three hours outside of class per credit hour for computing courses – especially for programming and web development courses
- Do not procrastinate, expect errors to happen; leave the last few days free to review your completed assignment; do not leave the last few days for possible problems as more than likely there will be a problem – computer acts up, code won't work; it's life – things happen.
- To move up from a Jedi Knight to a Jedi Master – EXPLORE! Once you have completed an assignment, go back and break it, play with it, see what happens when you tweak it. ONLY in this way will you truly come to understand the power that awaits you! ☺

15. Requesting Academic Transcripts
Academic Transcripts
Transcript Service

RIT maintains a single academic transcript reflecting all courses taken at RIT. There is a charge for transcripts, please refer to the Institute's current Enrollment Guide for details. This can be found on the main SIS page under Registration Policies/Procedures: https://www.rit.edu/infocenter/sites/rit.edu.infocenter/files/images/2018-19%20Enrollment%20Guide%209-12-18.pdf.

There are a number of ways to request your transcript. Transcripts can be requested through the Student Information System (SIS), in person, by mail, or by fax.
For current students and recent graduates the most efficient way to request a transcript, and the option that provides the quickest turn-around time, is through the SIS at https://rit.edu/sis. Transcript requests received through SIS are processed and mailed within two business days.

Ordering a Transcript On-line
1. In SIS, under other academic, select Transcript: Request Official.
2. Select whether you want to send the transcript immediately, or if we are to wait for all grades to be posted (end of term), or until your degree is posted.
3. Select the quantity of transcripts you would like sent to a specific address.
4. Check Send To My Address or select Edit Address to pull up the formatting for the mailing address. Enter the address.
5. The transcript will be mailed to the address you type. Be sure to spell carefully and provide accurate information.
6. Select SUBMIT.
Helpful

To view your unofficial transcript, follow the steps above but for #1 select Unofficial. You may be able to do a save as to send it to an employer that is requesting an unofficial transcript while waiting for the official one to arrive.

Helpful Hints:
What you type is exactly the way the address will print. Use proper capitalization. Include the complete mailing address (recipient's name, address, city, state, country, zip code/postal code). Incomplete address information will delay your request.
Do not enter e-mail addresses! We do not e-mail transcripts.
If you need assistance, please call 585/475-2821.

16. Scheduling an Advising Appointment:

- Starfish

    - Log in to SIS or your MyCourses and click the
    - Click "**My Success Network**", then the "**Schedule Appointment**" link under my name (Elizabeth Hillman or Ashley Meyer)
- IST Office – 585-475-2700 or stop by GOL -2100
- Emails – nope (used just for generic questions)

17. Final Exam Schedule Policies
http://www.rit.edu/academicaffairs/policiesmanual/d110

In case of conflict where the student has two finals scheduled at the same time, service course examinations will take precedence over home department examinations. If both examinations are service courses examinations, the class with the larger enrollment will have precedence.

Students have the right (if they wish) not to take three or more final exams in one day. In a case where the student does have three or more finals scheduled on the same day, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more of the examinations are service course examinations, the class with the larger enrollment will take precedence.

In all cases by the last day of the 10th week of classes during fall or spring term, or in the case of summer term or other sessions less than 16 weeks by the last day of 2/3 of the session, the student should submit a written request for rescheduling to the head of the home department, with a copy to the instructor being asked to provide the rescheduled examination. By the last day of the 12th week of classes the department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination. The decision of the department head shall be considered to be final.

18. Textbooks

https://wiki.rit.edu/pages/viewpage.action?pageId=65602684

The My Class Schedule page within the Student Center has a link to the Barnes & Noble page (our campus book store). From there you can buy your textbooks directly and find their ISBN numbers. In order for this feature to work, make sure to disable your popup blocker. To view your textbooks:
1. Log into **Student Center**. You will access your main student center page
2. Click the **Enroll** tab under Academics
3. Click the **My class schedule** tab
4. Click the **Buy My Books from Barnes and Noble** button