ADVISING AND ACADEMICS
WHAT IS ACADEMIC ADVISING?

• We provide advising and support to help ensure your academic success

  • Help students navigate course registration and degree requirements
  • Focus on academic policies and procedures
  • Help students take advantage of the academic resources available to them
  • Liaise between students and the main campus
  • Collaborate with faculty to ensure seamless support of students
WHO IS MY ADVISOR?

Ms. Ellen Yang – ewycad@rit.edu
• ME Mechanical Engineering
• ME Engineering Management

Ms. Alison Williams – ajwcad@rit.edu
• MS Service Leadership & Innovation
• MS Professional Studies – City Science

Ms. Jesel Talao – jdtcad@rit.edu
• MS Electrical Engineering
• MS Networking and System Administration
HOW DO I CONTACT MY ADVISOR?

- **In-Person**
  - Room 118
  - Walk-Ins or Make an Appointment

- **Email**
  - You can email us directly from your SIS account, which you will learn about in the IT Session
  - This is the easiest way to contact us!

- **Phone**
2 Semesters – Fall and Spring
- 14 weeks + 1 week final exams
  - **Fall**: September – December
  - **Spring**: End of January – May

Summer Session - 5 weeks
- Usually 1 course per program (optional)
CREDIT SYSTEM

- Each program requires you to earn a certain number of credits (at least 30 for a master’s)
- Each course is worth a certain number of credits
- Credits = contact hours per week, but not always!
- Typical courses carry 3 credits
- Typical course load per semester: 2 courses = 6 credits

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<thead>
<tr>
<th>Program</th>
<th>ME Mech Engnr</th>
<th>MS Elec Engnr</th>
<th>ME Engnr Mngmt</th>
<th>MS NSA</th>
<th>MS SLI</th>
<th>MS City Science</th>
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<tbody>
<tr>
<td>Credits</td>
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<td>30</td>
<td>30</td>
<td>30</td>
<td>33</td>
<td>33</td>
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GPA

- **GPA** = grade point average
  - **Semester** = average in a particular semester
  - **Cumulative** = average of all semesters

*You must have 3.0 cGPA to graduate*
The grades I, W, X do not affect GPA
- I = Incomplete, automatically turns to an F after 2 semesters
- W = Withdrawal
- X = Transfer Credit

<table>
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<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>3.33</td>
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<td>B</td>
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<td>1.00</td>
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<tr>
<td>F</td>
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</table>
To remain in good standing, you must have a 3.0 cumulative GPA

- **Probation**
  - If your cumulative GPA is below 3.0 after 9 credits

- **Suspension** (can be appealed)
  - If your cumulative GPA still remains below 3.0 after a further 9 credits

C- grades and below do not count toward the fulfillment of program requirements for a graduate degree.
ENROLLING FOR COURSES

• Enrollment is done online on SIS (Student Information System)

• This semester, your advisor will enroll you:
  • **Step 1**: Attend program session
  • **Step 2**: Look at Course Selection Form
  • **Step 3**: Speak to faculty and visit courses, if necessary, to help you decide.
  • **Step 4**: Email your advisor with your course selection
  • **Step 5**: Check your SIS Student Center to ensure you are enrolled in the correct courses
**DEADLINES**

- **Add/Drop** – now until January 28\(^{\text{th}}\)
  - First week of every term where you can add and drop courses without any penalty. You can visit classes you’re not registered in to help you decide.

- **Withdrawal** – January 29\(^{\text{th}}\) until April 12\(^{\text{th}}\)
  - To drop a course after the add/drop deadline, you will receive a grade of “W” on your transcript. This does not affect your GPA, but is permanently on your record. You can only withdraw until the 10\(^{\text{th}}\) week of the semester.

*Blended Courses:*

  - **Add/Drop** – 1 week after course start
  - **Withdrawal** – after 50% of in-class meetings
Thank you and Welcome!