RIT | Kate Gleason College of Engineering

2020-2021

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Undergraduate Engineering Student Handbook

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WELCOME TO THE KATE GLEASON COLLEGE OF ENGINEERING

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We are hopeful that the next several years will be exciting, interesting, and rewarding for the students, faculty and staff of the Kate Gleason College of Engineering (KGCOE). The field of engineering continues to keep pace with the technological changes in the world around us and we are looking forward to navigating this new era collaboratively.

In KGCOE, we are doing everything that we can to stay abreast of innovation. Our engineering curriculums continue to evolve, our laboratories continue to improve, and our interaction with industry is growing. We are so pleased that you have elected to join our dynamic engineering team!

This handbook was prepared to help you gain an understanding of our college and how it operates. The overriding principle we follow is a commitment to your academic and personal success. When you have completed your studies, you will be among the connoisseurs of engineering who are fully prepared to begin a fulfilling and transformative career.

If you encounter a situation that you need help resolving, and the information in this handbook does not adequately address your need, we encourage you to seek help, whether that means connecting with your academic advisor, instructor, department head, or any other professional in KGCOE. We want your time here at RIT to be pleasant, productive, and rewarding. Most importantly, we are your allies on this journey and we are excited to watch you succeed.

COMMUNICATING WITH STUDENTS, FACULTY, AND STAFF

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RIT Account (Google Apps at RIT: google.rit.edu)

Google Apps at RIT is the university's home for student email. To access your account, please visit google.rit.edu. RIT's computer network also provides access to the Student Information System (SIS) which is where you will search and register for classes, view your final grades, and track your progress towards completing degree requirements via your Academic Advisement Report (AAR). You can log into SIS from here:

https://infocenter.rit.edu/

The Office of Information and Technology Services (GAN/1113) can help you set-up your RIT account and become acquainted with the computer network. For assistance with connecting your personal computer to the RIT network, contact ITS ResNet (NRH/1034; Ext. 52600-V; 54927-TTY).

It is required that you activate and use your RIT email account. When a faculty or staff member wants to contact you by email, the RIT email address will always be used. Students may also use email to contact each other when setting up study groups or other social engagements. Make a habit of checking your RIT email account multiple times each day. We recommend that if you have a Smartphone, you link your email account to your mobile device:

https://www.rit.edu/its/services/email/gmail

MyCourses

MyCourses is a web-based academic and social platform that allows faculty and students to interact virtually by sharing and discussing course-related information (such as the course syllabus and exam dates). Many of your instructors will use MyCourses to assign work, facilitate dialogue among class members, and also to post grades for tests and assignments.

Communication with Faculty Members

Each faculty member has an office, telephone number, mailbox, and RIT email address. You are encouraged to see faculty members during their assigned office hours. Hours are posted on or near the faculty member's office door and in your course syllabus. During class, your instructor will share with their communication preferences and this information will also be available in the syllabus as well.

KGCOE PROGRAMS AND REQUIREMENTS

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KGCOE offers seven unique five-year long academic programs that include a year of cooperative education (Co-op) leading to a Bachelor of Science degree. The majors we offer for this degree are chemical, computer, biomedical, electrical, industrial, mechanical, and microelectronic engineering.

A list of course requirements (flowcharts) for each department/major is available on the department website. Degree requirements can be viewed on SIS by going to the Academic Requirements section and selecting Academic Advisement Report (AAR).

Engineering Exploration

On top of the seven traditional programs, prospective students can also apply directly to a one-year undeclared option if they require additional time to decide on a specific engineering path. During their first year, these Engineering Exploration students take the liberal arts courses required of all RIT students, as well as a one-credit Engineering Exploration Seminar course that introduces the various engineering disciplines.

Engineering Exploration students have one academic year to decide which engineering discipline to pursue. An assigned academic advisor will be available to help guide students through this decision-making process. Once an engineering discipline has been selected, the plan code on SIS will change from "ENGRX" to reflect the program code of the new department. Students must be in good academic standing and have successfully completed Calculus I (C- or better) at the time of the transition to their selected engineering department. If a student does not meet this criteria, other options outside of KGCOE may need to be explored. For information regarding academic standing, please go to University Policies: *https://www.rit.edu/academicaffairs/policiesmanual/d051*

Program Codes

Upon entry to RIT, students will be assigned a plan code according to their chosen major.

Program Codes for Engineering Students

BIME-BS	Biomedical Engineering	ENGRX-UND	Engineering Exploration
CHME-BS	Chemical Engineering	ISEE-BS	Industrial Engineering
CMPE-BS	Computer Engineering	MECE-BS	Mechanical Engineering
EEEE-BS	Electrical Engineering	MCEE-BS	Microelectronic Engineering

Diagram 1.

The program code for all undergraduate students is UCOE (Undergraduate College of Engineering). These codes are used when filling out paperwork/forms.

Cooperative Education Requirements

Cooperative education (co-op) allows students the opportunity to take what they have learned in the classroom and apply it directly in an industrial setting. All engineering students are required to complete a minimum of 48 weeks of co-op over four blocks (two academic terms, two summer terms). Students cannot co-op until the completion of their second year of coursework, depending on the department's co-op schedule and curricular structure.

Generally, students will alternate academic terms with blocks of full-time, paid, co-op employment, as recommended by their department. Transfer students entering RIT usually complete one term of academic coursework before beginning co-op. While on co-op, you do not pay tuition, but your advisor will enroll you in SIS in a co-op placeholder (0 credits) so you remain a full-time student and can receive co-op credit.

Within the Office of Cooperative Education and Career Services, a career services coordinator is assigned to each KGCOE department to assist students in finding a co-op or other employment. In conjunction with KGCOE, the co-op office also holds a required Engineering co-op Preparation Seminar course (EGEN 99-0 cr.) that students complete in their second year, prior to their first co-op experience. This seminar discusses the specific expectations for RIT engineering students during the job search and while on co-op, including resume/cover letter preparation, ethics, interviewing techniques, utilizing RIT's job search database *(https://www.rit.edu/careerservices),* and other sources to find positions.

Wellness Requirements

Wellness Education at RIT is designed to assist students in making healthy decisions. The two required learning experiences from the wellness curriculum are an integral part of a student's educational experience at RIT. Students seeking a bachelor's degree are required to complete a minimum of two different wellness "activity courses" prior to graduation.

Students can search for wellness course offerings on SIS (class search by course attribute > activity course). These courses are zero credits (pass/fail) and can be taken at any point during a student's academic career. Some students may be exempt from the wellness requirement (due to participation on a Varsity team, ROTC, military duty, and/or age exemption). For more information and to review the exemption scenarios, please click here:

http://www.rit.edu/studentaffairs/ciar/wellness.php

RIT 365

RIT 365 is a zero-credit course that all incoming freshmen (with the exception of honors students) take in their first semester at RIT. RIT 365 provides an opportunity for students to immerse themselves in the campus culture and connect with their peers on a deeper level. Through this experience, students will develop self-awareness and make meaningful connections that will provide a foundation for success.

Students will not be allowed to withdraw from the RIT 365 course unless they receive special permission from the Academic Success Center. The course is graded as pass/fail.

General Education Requirements

RIT's framework for general education meets specific university-approved general education learning outcomes and NYS Education Department liberal arts and sciences requirements. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to the fundamentals of liberal arts and sciences disciplines, and an opportunity for deeper study and integrative learning through a cluster of related courses.

First Year Writing Seminar is completed during a student's first year.

Also during the inaugural year, students typically start to select from a variety of general education perspectives (artistic, ethical, global, social, and an *extra* general education elective) in addition to beginning consideration of the required immersion (three courses all in one topic area from the approved list):

https://www.rit.edu/study/minors-and-immersions

General Education Requirement Chart

	Foundation	Course Name	Course #	Cr.	RIT term/ AP, TR, IB	Grade	WI (X)**
1	FY Writing	Writing Seminar UWRT 150 or ENGL 150					
2	General ed. elective						
	Perspectives						
3	Artistic:						
4	Ethical:						
5	Global:						
6	Social:						
	Immersion- Required (3 classes from list) https://www.rit.edu/study/minors-and-immersions *Minor- take 2 additional classes if minor is available for your immersion						
7							
8							
9							
*	Optional- minor						
*	Optional- minor						
	One of the Perspectives, Immersion courses, or your free elective must be Writing Intensive (WI) as indicated as a course attribute on SIS in addition the first year writing requirement (writing seminar).						

-The scientific, natural science and mathematical perspectives are prescribed for KGCOE students and included in the degree curriculum.
-If you plan to extend your immersion to a minor, be sure all immersion courses are listed in the minor. Not all immersions can be minors and not all minors are immersions. Check the immersion and minor website: https://www.rit.edu/study/minors-and-immersions

Diagram 2.

Minors

Students who wish to build a secondary area of expertise into their program of study can choose from an extensive list of minors in a variety of subject areas. Minors usually require five prescribed courses in a specified area composed of required and elective courses within that realm. Often times, students decide to extend their immersion (required) to a minor and then they only have to add two additional courses. These two additional courses can count towards a student's free elective requirement.

Turning an Immersion into a Minor

Immersion **+** Immersion **+** Immersion **+** Free Elective or Perspective **+** Free Elective or Perspective **=** Minor
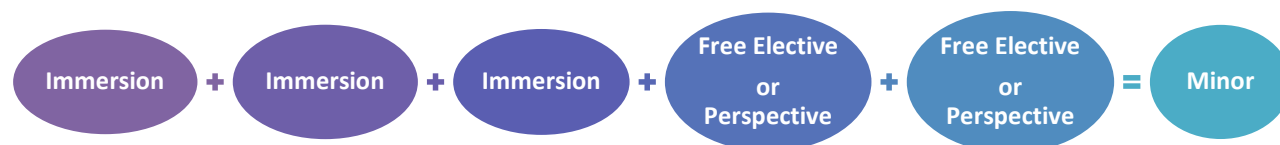
Diagram 3.

Refer to the description of each minor for specific requirements, as not all immersions have a corresponding minor option.

KGCOE Academic Advising Team

KGCOE is comprised of a team of professional academic advisors who actively partner with students as part of the comprehensive support network available to them at RIT. Utilizing a holistic approach, advisors help students develop both realistic academic and personal goals. In addition to required meetings, students are encouraged to meet and collaborate with their advisor regularly in an effort to achieve success in a safe and supportive environment.

All students will be assigned a professional academic advisor in KGCOE upon entry to RIT. The academic advisor will provide guidance by ensuring the completion of the degree requirements and keeping students on track for on-time graduation. This person can also help with challenges related to transitioning from high school to college as well as other personal issues and academic struggles. Students can view their advisor by going to the Advisors icon on the Student Home page on SIS. They can also click the Starfish icon to schedule a meeting with their academic advisor.

Each student will also be assigned a faculty advisor within their department. The faculty advisor can help with career advising, identifying focus areas for professional electives, and reflecting upon co-op experiences.

Heidi Hendrick	**Stephanie Krebbeks**	**Heather Roth**	**Vicki Rocha**	**Tabitha Vick**
Biomedical Eng.	Electrical Eng.	Electrical Eng.	Chemical Eng.	Industrial Eng.
hahiao@rit.edu	snkiao@rit.edu	hmriao@rit.edu	veriao@rit.edu	tjviao@rit.edu

Hillary McCormick	**Andrea Tuttle**	**Jen Kamish**	**Corinna Kizer-Zeeff**	**Pam Steinkirchner**
Mechanical Eng.	Mechanical Eng.	Mechanical Eng.	Computer Eng.	Computer Eng.
hemiao@rit.edu	agkiao@rit.edu	jdkiao@rit.edu	ckziao@rit.edu	pkseec@rit.edu

Assistant Dean of Student Services
Engineering Exploration Advising Lead

*Many of the academic advisors are assigned to students in Engineering Exploration. For assistance finding a specific advisor, please stop by the KGCOE Student Services Office (GLE-2203) or e-mail Amy Neufeglise, Assistant Dean of Student Services, at *alpiao@rit.edu*.

REGISTRATION PROCESS

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Registering for Courses

Bookmark or set up a Desktop link to the RIT Information Access Center:

https://infocenter.rit.edu/.

From the Infocenter, students can:

*Log into Student Information System (SIS) to view class schedule, transcript, Academic Advisement Report (AAR), final exams schedule, and search and register for classes
*Log into eServices to view their account, make an e-payment, and/or enroll in payment plan
*View upcoming class enrollment dates
*View the university academic calendar

Course Schedule Planning

SIS is the most up-to-date and accurate source for course information. Courses are listed by term, day, times, and classroom location. Upon logging into SIS, click on the Enroll & Search icon. This is where students can go to search for classes and begin filling their shopping cart in preparation for registration. Students are assigned a specific enrollment appointment time/day to enroll in courses for the upcoming term. This designated day/time is listed in SIS under the Enrollment Dates tab.

Academic Year Codes

For the 2020-2021 Academic Year:

***2201** is the code for fall term in the 2020-2021 academic year
***2205** is the code for spring term in the 2020-2021 academic year
***2208** is the code for summer term in the 2020-2021 academic year
***2211** is the code for the fall term in the 2021-2022 academic year
***2215** is the code for the spring term in the 2021-2022 academic year, and so forth…
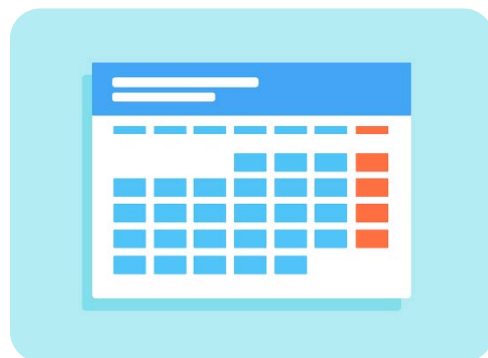
Schedule Planning Tips

*Schedule a meeting via Starfish with your academic advisor to discuss registration for the upcoming term and to review your progress towards degree requirements.

*Independently review your progress towards degree requirements by viewing your Academic Advisement Report (AAR) on SIS (Academic Records > My Academic Requirements) and also by referring to your flowchart and/or plan of study. Keep pre-requisites in mind.

*After adding courses to your planning space (shopping cart), select Validate to check for time and requisite conflicts. Validating your schedule will confirm that you meet the enrollment requirements for the class, but it does *not* guarantee you a spot in a course, as many courses are restricted to specific populations.

*Check when your actual enrollment appointment begins (Enroll & Search icon > Enrollment Dates). Remember, this is just the first day you can begin enrolling in classes; you can continue to change your schedule right through until the end of the add/drop period (first seven class days, excluding Sundays and holidays).

*Use a blank block schedule template (https://www.rit.edu/studentaffairs/asc/quick-links/study-tool-kit)
 to plot the time slots of your desired courses so you can see if there are any conflicts. You can also use an Excel chart or RIT Schedule Maker:

http://schedule.csh.rit.edu/.

*Begin with the required courses for which there is only one section offered and, therefore, for which you would have no alternatives. Continue with the courses that offer the least flexibility in terms of alternate sections.

*Schedule the courses with the greatest amount of flexibility in terms of alternate sections (or even alternate courses) last.

*Be prepared with an alternate schedule (or two) in case you are not able to get into your preferred sections or classes.

Credit Loads

Students must be enrolled in at least 12 credit hours in order to be considered a full-time student. Typically, students can enroll in up to 18 credit hours without additional cost. However, if they are in the RIT honors program, a student can register for up to 24 credits per semester without additional charge (~$1,616 per credit hour).

In most cases, permission from the home department is needed to enroll in an overload and it is advisable to talk to a financial aid counselor beforehand in order to see how this would impact student finances.

In order to graduate on time, students will likely need 16-18 credit hours each term and they will be required to follow their plan of study accordingly. This is usually five or six courses and possibly a lab and/or a zero credit course.

Common SIS questions and answers can be found here under the student section:

www.rit.edu/sistraining

Advising Holds

An advising hold is placed on all first-year student accounts to ensure that incoming students meet with their academic advisor during the second half of the semester. The advisor will remove the hold after this meeting. It is critical for students to meet with the designated advisor to review course requirements, and discuss goals for their college career.

Required advising meetings and holds are used for mid-career advising and for terms when students are scheduled to co-op. Advising should be a positive experience and it is recommended that students check in with their advisor each academic year, at minimum. Holds for second-year advising meetings have recently been added as well.

Students will get an email notification every term when the holds are put in place. Service Indicators/holds are viewable in the Student Information System (SIS) at the Student Center.

In addition to these holds, students may also see an immunization hold, a Student Financial Services (SFS) hold, a housing hold, a judicial hold, or a Dean's hold. These can only be removed by specific offices, so students should reach out to their advisor if they do not know where to go to have a hold removed.

UNIVERSITY-LEVEL POLICIES

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http://www.rit.edu/academicaffairs/policiesmanual/

Final Examination Policy

Final examination week is a mandatory component of the academic term designed to meet New York State and regional accreditation requirements for instructional hours.

The Office of the Registrar will provide the final examination schedule and make it available to the entire RIT community no later than the first day of each term. At that time, students can view their exam schedule on SIS (Enroll & Search icon > View my Exam Schedule).

If a student has two finals scheduled at the same time, the student must request a scheduling change.

Students shall not be required to take more than two examinations or more than 12 hours of exams within a 24 hour period. In these situations, the student may request a scheduling change through their academic department.

Whenever a scheduling change needs to be made, 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 examinations are service course examinations, the class with the larger enrollment will have precedence over the others. Multi-section courses with a common final exam scheduled will be treated as a single class for these purposes.

Dean's List

Full-time degree-seeking undergraduate students will be placed on the Dean's List if their term GPA is greater than or equal to 3.40; they do not have any grades of "Incomplete", "D" or "F", (including wellness and any other non-credit but required courses); and they have registered for, and completed, at least 12 credit hours during that semester. The Dean's List evaluation will occur at the end of the summer term or in the degree certification term. Placement on Dean's List is noted on the student's official transcript.

Undergraduate Academic Probation and Suspension Policy

An undergraduate student must maintain a cumulative GPA of 2.00 or above at RIT in order to remain in good academic standing. All probation and academic suspension actions are taken at the end of the fall, spring and summer terms. Probation refers to the academic action taken when a student is not in good academic standing. A student placed on probation is expected to sufficiently raise his/her GPA in the succeeding term so that the probationary status can be removed. In some circumstances, a student will also be required to satisfy specific conditions required by the home department in the form of an academic contract in order to be removed from probation. Failure to meet the terms of probation may result in suspension. Suspension refers to the academic action taken when a student is not permitted to enroll in courses at the university for a period of one calendar year.

Any degree-seeking undergraduate student whose term or cumulative grade point average (see D5.0-Grades, section G) falls below a 2.00 (C average) will be placed on probation. Any student whose term grade point average falls below 1.00 will be suspended from RIT for a period of one calendar year.

The full policy and conditions for academic action can be found here:

https://www.rit.edu/academicaffairs/policiesmanual/d051

Calculating your GPA

To calculate your term GPA:

*To determine quality hours (QH) for each grade earned, multiply the quality points (QP) by the number
 of credits for the course.

Example:

(A "B+" grade [3.33 quality hours] earned in a 4-credit course is worth 13.32 quality hours)

*Then, total number of quality hours/total number of credit hours attempted

GPA Calculation

Course	Grade	QP	x	Credits =	QH
BIOL 101	A	4.00		3	12.00
CHMO 231	B	3.00		3	9.00
CHMO 236	B	3.00		1	3.00
ENGL 210	B+	3.33		3	9.99
SOCI 102	A-	3.67		3	11.01
				13	45

45 quality hours ÷ 13 credits attempted = 3.46 GPA.

Diagram 4.

All GPA calculations should be carried out to two decimal places. Rounding can be done by adding .005 to the unrounded results and truncating after the second decimal.

RIT Grading Scale

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D	Minimum Passing Grade	1.00
F	Failure	0.00

Diagram 5.

Confidentiality

RIT complies with the Family Educational Rights and Privacy Act (FERPA) which governs access to students' educational records. Under this law, students enrolled in a postsecondary institution at any age 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 FERPA release form that allows parents/legal guardians to access their educational records. Without this signed consent, RIT cannot have discussions with parents regarding a student's specific educational information. Staff can offer parents general information about RIT policies and procedures that may help answer questions about a student's situation. Further, many RIT staff members will ask that conversations with parents also include students, opening the communication to all involved parties.

FERPA Consent to Release Student Information Form:

www.rit.edu/fa/legalaffairs/sites/rit.edu.fa.legalaffairs/files/docs/ferpaconsentform.pdf

KGCOE Academic Honesty Policy

KGCOE Honor Principle

"RIT Engineering faculty, staff and students are truthful and honorable, and do not tolerate lying, cheating, stealing, or plagiarism."

All members of our community are expected to abide by these principles and to embrace the spirit they represent. We each have a responsibility to address any unethical behavior we observe; either through direct discussion with the offending party, or by discussion with an appropriate faculty or staff member. Allowing unethical behavior to continue unchallenged is not acceptable.

Academic Misconduct

Policy D08.0 Student Academic Integrity Policy defines academic misconduct and the process by which cases of alleged academic misconduct are administered. Academic Dishonesty falls into three basic areas: cheating, duplicate submission and plagiarism.

Cheating is any fraudulent or deceptive academic act, including falsification of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation.

Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those courses. (If the courses are taken in separate terms, only the permission of the second instructor is required.) Similar rules apply for prior work done on co-op.

Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, internet), or paraphrases or summarizes those ideas without attribution. This also applies to group effort on work submitted for faculty evaluation.

Consequences of Academic Misconduct

At the instructor's discretion, violations of the academic integrity policy will incur a consequence that ranges from a lowered grade for an individual item (homework, quiz, exam, etc.) to an "F" in the course. Cases involving a pattern of repeat offenses will be referred to the Dean's office for possible academic suspension.

KGCOE Faculty and Staff Responsibilities

The faculty and staff bear key responsibilities in ensuring that students adhere to the RIT Academic Integrity Policy and the KGCOE Honor Principle. As such, they are expected to do the following:

Faculty are expected to remind students of the honor principle and academic integrity policies in every course, as an intrinsic part of the course materials, and ideally as a point of discussion.

Faculty are expected to inform students of what specific exceptions to the rules may apply to a particular course, such as whether working together on homework or lab assignments is permitted.

Faculty have an ethical responsibility to uphold academic integrity policies in their courses. Student grievances against any faculty member who fails to enforce academic honesty policies may be made to other faculty, advisors, or department heads within KGCOE, who will report these grievances to the appropriate administrator.

Administrators will support the faculty enforcement of these policies.

In the event of a student breach in academic integrity, KGCOE faculty and administrators are expected to follow the procedures outlined in D08.0, D17.0, and D18.0 to the best of their ability. The remainder of this document provides guidance to help faculty in executing this responsibility.

SUPPORT SERVICES

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This list provides brief descriptions of some of the many support services available at RIT. If a student requires a special service or accommodation that is not detailed below, they should speak to their academic advisor or visit the KGCOE Student Services Office (GLE/2203).

Academic Success Center (ASC)   Monroe Hall (MON/2080)

The ASC provides a variety of services to assist students in achieving academic success. These services include academic coaching, individual and group tutoring, and classes in time management, test taking, study skills, and organization.

Visit http://www.rit.edu/studentaffairs/asc for more information.

Bates Study Center   Gosnell Hall (GOS/1200)

This area provides free tutoring services each term in the areas of mathematics, chemistry and physics. The tutoring schedule changes each term and students are encouraged to check the ASC website for the most up-to-date tutoring schedule. Sol Study Center (located in Sol Heumann Hall) also provides math and physics tutoring during evening and weekend hours.

Visit http://www.rit.edu/studentaffairs/asc/ for more information.

Center for Religious Life   Schmitt Interfaith Center (SMT/1400)

Campus ministers for various religious traditions are available for services, personal counseling, and many program activities.

Visit http://www.rit.edu/studentaffairs/religion for more information.

Women and Gender (WAG)   Campus Center (CPC/1760)

This organization is committed to promoting a campus community that is safe, equitable and respectful of all members. The center serves as a resource for advocacy and education for the entire RIT Community.

Visit https://www.rit.edu/studentaffairs/womenandgender/ for more information.

Counseling and Psychological Services (CaPS)   August Center (AUG/2100)

CaPS provides free, short-term, goal-focused therapy including one-on-one counseling and group counseling, as well as alcohol/drug assessment and meditation workshops. CaPS also has offices embedded across campus (KGCOE-GLE 2101) that provide counseling by appointment with the same privacy and confidentiality standards as the main location.

 Visit http://www.rit.edu/studentaffairs/counseling for more information.

Disability Services Office (DSO)   Student Alumni Union (SAU/1150)

The DSO is dedicated to facilitating equitable access for students with disabilities. All enrolled RIT students with disabilities may register with the DSO and request appropriate accommodations (such as extra test time, separate testing rooms, etc.)

Visit http://www.rit.edu/studentaffairs/disabilityservice for more information.

Division of Diversity & Inclusion (DDI)   Eastman Hall (EAS/1120)

DDI works collaboratively with academic and administrative units to provide a wide range of holistic services and programs to enhance access and success for historically underrepresented students, faculty, and staff.

Visit https://www.rit.edu/diversity/ for more information.

Engineers of Color Creating Opportunities (ECCO)   Engineering Hall (ENG/2641-43)

This organization seeks to increase the enrollment of and improve the retention rate for AALANA students in engineering. The ECCO Center provides students with opportunities for leadership, mentoring, and participation in various outreach activities.

Visit http://www.rit.edu/kgcoe/ecco for more information.

International Student Services (ISS)   Student Alumni Union (SAU/ 2330)

The ISS office assists international students with issues pertaining to immigration (travel documents and regulations) as well as cultural, academic and personal matters.

Visit https://www.rit.edu/studentaffairs/iss/ for more information.

KGCOE Student Services Office   James E. Gleason Hall (GLE/2203)

The mission of the KGCOE Student Services Office is to provide a hub for engineering students for advising, support and counseling services. This office assists students in building a strong network within the Kate Gleason College of Engineering.

Visit http://www.rit.edu/kgcoe/student-resource/advising-services for more information.

Multicultural Center for Academic Success (MCAS)   Student Alumni Union (SAU/2300)

MCAS develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. The office offers personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and connections to campus and community resources.

Visit http://www.rit.edu/president/mcas/ for more information.

NTID Engineering Support Services   James E. Gleason Hall (GLE/1115)

A wide variety of services are available for engineering deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling.

Visit http://www.ntid.rit.edu/current/departments/ist/support_services.php for more information.

Office of Public Safety   Grace Watson Hall (GWH)

This office is open 24-hours a day and provides escort services, lost item recovery, vehicle registration, medical parking permits, and public safety programs. Public Safety offers a free **TigerSafe** app that allows campus users to connect with RIT Public Safety officers, turning any smartphone into a virtual blue light security phone.

Visit http://finweb.rit.edu/publicsafety for more information. For emergencies, call Ext. 53333-V or 56654; TTY.

The Q Center   Student Alumni Union (SAU/A530)

The Q Center is committed to promoting a campus community that is safe, equitable and respectful of all members. They foster an educational environment in which all community members can be successful without regard to gender, racial/ethnic origins, sexual orientation, gender identity and expression and socioeconomic status.

Visit https://www.rit.edu/qcenter for more information.

Student Health Center   August Center (AUG)

The Student Health Center is staffed by physicians, registered nurses and nurse practitioners that provide healthcare, education and support to students.

Visit http://www.rit.edu/studentaffairs/studenthealth or call Ext. 52255-V; 55515-TTY for more information.

Student Wellness Center   August Center (AUG 2nd Floor)

The Student Wellness Center is a cluster of programs and services focused on supporting student success and promoting a campus culture that encourages healthy lifestyles through collaborative education, programming and support services.

Visit studentwellness@rit.edu for more information.

Wallace Memorial Library   Wallace Center (WAL)

The library provides information in several forms including print, compact disks, microfilm, and microfiche. The area also provides an online computer catalog, computerized searching capabilities, and an interlibrary loan process to allow virtual access to all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources.

Visit http://wallacecenter.rit.edu for more information.

Women in Engineering (WE@RIT)
James E. Gleason Hall (GLE/2505)

This organization seeks to increase the enrollment and improve the retention rate of women students in engineering. WE@RIT provides interested students opportunities in leadership, mentoring, and participation in outreach activities.

Visit *http://www.rit.edu/kgcoe/women* *for more information.*

Student Chapters of Professional Organizations

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Aero Designs (Aero)

The student chapter of AERO's mission is to design, test, build, and fly RC model aircraft in the AIAA DBF competition. Each year, the design parameters change to give us a new challenge to adapt and build for. In the 2020-21 year, the group will be traveling and competing in Tucson, AZ.

Advisor: *Dr. Jason Kolodziej, GLE/2021, Ext. 54313-V, jrkeme@rit.edu*

American Institute of Aeronautics and Astronautics (AIAA)

AIAA is the largest professional society, principal voice, and information resource devoted to the progress of engineering and science in aviation and space. The RIT AIAA student chapter offers opportunities to work toward the advancement of the arts, sciences, and technology of aerospace and promote the professionalism of those engaged in these pursuits.

Advisors: *Dr. Agamemmon Crassidis, GLE/2081, Ext. 54730-V, alceme@rit.edu*
Dr. Daniel Kaputa, GOL/1341, Ext. 52073-V, dskiee@rit.edu

American Institute of Chemical Engineers (AIChE)

The student chapter of AIChE provides students with the opportunity to take part in many aspects of this professional organization. Students gain leadership skills and meet chemical engineers at a variety of events throughout the year.

Advisor: *Dr. Patricia Taboada-Serrano, INS/2105, Ext. 57337-V, ptsche@rit.edu*

American Indian Science and Engineering Society (AISES)

The AISES mission is to increase substantially the representation of American Indian and Alaskan Natives in engineering, science and other related technology disciplines.

Advisor: *Nicole Scott, GVP/2075, Ext. 55213-V, ndsfsp@rit.edu*

American Society of Mechanical Engineers (ASME)

The student chapter of ASME offers educational, technical, and social opportunities for students. Leadership skills are developed through formal training at an annual fall conference. The student chapter maintains close contact with and receives support from the local professional chapter.

Advisor: *Tim Landschoot, GLE/2134, Ext. 57439-V, tpleme@rit.edu*

BAJA SAE

Baja SAE is a collegiate design series sponsored by the Society of Automotive Engineers (SAE). RIT Baja is just one of over one hundred regularly competing teams in the North American region alone. Baja builds a new off-road vehicle every year that can survive and overcome a multitude of different terrains and obstacles.

Advisor: *Martin Gordon, SLA/2426, Ext. 57712, megite@rit.edu*

BIOPrint

The mission of BioPrint club is to provide an interdisciplinary environment geared at bringing together students from different fields of interest and expertise with the overall goal to learn from one another in a real world, hands-on application environment while also benefiting from partnerships and project-based opportunities. The club will feature three technical areas of expertise – Biomedical Modeling, Design and Materials Testing, Programming and Software Development and 3D Printing and Printer Maintenance.

Advisor: *Dr. Christian Linte, INS/3111, Ext. 54926-V, calbme@rit.edu*

Biomedical Engineering Society (BMES)

The mission of the RIT student chapter of BMES is to build and support the biomedical engineering community, locally, nationally and internationally, with activities designed to communicate recent advances, discoveries, and inventions related to medicine and biology; promote education and professional development; and integrate the perspectives of the academic, medical, governmental, and business sectors.

Advisor: *Dr. Michael Richards, INS/3110, Ext. 54397-V, msrbme@rit.edu*

Clean Snowmobile Team (CST)

Being part of an active and enthusiastic team, you're also joining a fun and caring family. Each individual on the team has the opportunity to pursue a specific interest, all the while still contributing to the overall progress of the team.

Advisor: *Jeff Lonneville, SLA/1522, Ext. 54908-V, jglasp@rit.edu*

Engineering House (EH)

Engineering House promotes team-building and encourage members to work together and accomplish goals. EH's strong family atmosphere allows the club to work together to complete projects, sponsor events, and participate in many exclusive activities throughout the year.

Advisor: *Richard Cliver, ENT/2156, Ext. 42693-V, rcceee@rit.edu*
     Aaron Tomassini, Ext 55861-V, altrla@rit.edu

Engineers for a Sustainable World (ESW)

ESW-RIT is an academic club that focuses on sustainability projects on RIT's Campus. Students from all backgrounds are encouraged to join our work towards socially and environmentally-conscious development.

Advisors: *Sarah Brownell, GLE/4441, Ext. 54076-V, sabeie@rit.edu*
     Brian Thorn, GLE/1596, Ext. 56166-V, bkteie@rit.edu

Electric Vehicle Team (EVT)

The RIT Electric Vehicle Team is a student-run organization dedicated to promoting the viability of electric vehicles through real-world demonstrations of electric driver trains in action. The team has designed and built a fully electric superbike that is raced in events at the professional level.

Advisor: *Carlos Barrios, GLE/3189, Ext. 55105-V, cabeee@rit.edu*

Engineering World Health (EWH)

Engineering World Health's goal is to inspire, educate and empower the biomedical engineering community – especially bioengineers just embarking on their careers – to improve healthcare delivery in the developing world.

Advisor: *Dr. Iris Asllani, INS/4104, Ext. 54924-V, icabme@rit.edu*

Formula SAE

The RIT Formula SAE Racing Team is dedicated to designing, fabricating, testing, developing, racing and promoting the finest Formula SAE racer in the world.

Advisors: *Dr. Alan Nye, GLE/2109, Ext. 56121-V, ahneme@rit.edu*
           Dr. Michael Schrlau, GLE/2122, Ext. 52139-V, mgseme@rit.edu

Hot Wheelz Formula SAE

Hot Wheelz is a student-run Formula SAE Hybrid racing team that offers hands-on experience for women who are interested in learning more about racing vehicles.

Advisor: *Dr. Kathleen Lamkin-Kennard, GLE/2185, Ext. 56775-V, kaleme@rit.edu*

Institute of Electrical and Electronic Engineers (IEEE)

IEEE is the world's largest professional engineering society. The RIT student branch strives to expose its members to industry and practicing professional engineers by sponsoring guest speakers, arranging plant tours, and conducting design contests.

Advisor: *Gill Tsouri, GLE/3071, Ext. 56452-V, grteee@rit.edu*

Institute of Industrial and Systems Engineers (IISE)

The student chapter of IIE is an on-campus professional engineering society whose function is to integrate academic knowledge with real-world practical applications. Activities include plant tours, guest speakers, regional student conferences, as well as the national spring conference.

Advisor: *Katie McConky, GLE/1565, Ext. 56062-V, katie.mcconky@rit.edu*

Microelectronic Engineering Student Association (MESA)

MESA is a fully student run organization dedicated to teaching students, through a hands-on environment, basic microelectronic engineering process, techniques and tool utilizations.

Advisor: *Dr. Robert Pearson, ENG/2923, Ext. 52645-V, repemc@rit.edu*

Multi-Disciplinary Robotics Club (MDRC)

RIT's student chapter of the National Society of Black Engineers is dedicated to the retention, recruitment, and successful graduation of its members.

Advisors: *Ferat Sahin, GLE/3031, Ext. 52175-V, feseee@rit.edu*
Raymond Ptucha, GLE/3441, Ext. 52623-V, rwpeec@rit.edu

National Society of Black Engineers (NSBE)

RIT's student chapter of the National Society of Black Engineers is dedicated to the retention, recruitment, and successful graduation of its members.

Advisors: *Diedra Livingston, BLC/1230, Ext. 54282-V, djloce@rit.edu*
Dr. Venessa Mitchell, ENG/2641, Ext. 52162-V, vmmeme@rit.edu

RIT First (Robotics)

FIRST Robotics doesn't end after high school! In the RIT FIRST Alumni Association, you can learn more about robotics through our club projects, mentor local teams to help them prepare to compete in competitions throughout New York, volunteer at various robotics events doing things ranging from robot inspection to emceeing and help run a Jr. FIRST LEGO League Expo! Come see what we're working on and get to know us at one of our meetings.

Advisor: *Kate Leipold, GLE/2136, Ext. 55372-V, knleme@rit.edu*

RIT Launch Initiative (Launch)

Interested in joining a highly motivated multi-major student organization exploring the design, manufacturing, and launch operations of high-powered rockets? We are a 100% student-run and student staffed club.

Advisors: *Mike Buffalin, Ext. 56339-V, mjbovpr@rit.edu*
Dr. Matt Marshall, GLE/3213, Ext. 57142-V, mmmeie@rit.edu

RIT Spex/Mission Control

RIT Space Exploration is an astronomical engineering student-faculty research group at RIT. RIT SPEX wishes to inspire students, develop novel technologies and pursue projects with cube seats, radio telemetry, propulsion, engineering, science, computers, and high-altitude ballooning.

Advisor: *Dr. Dorin Patru, GLE/3051, Ext. 52388-V, dxpeee@rit.edu*

RIT SPIE/OSA Student Chapter

RIT SPIE/OSA at RIT is a student organization affiliated with two no-for-profit professional societies – the international Society for Optics and Photonics (SPIE) and the Optical Society (OSA) – both serving an international community of scientists, engineers, technicians, and business leaders dedicated to advancing our understanding of and applications of light.

Advisor: *Ben Zwickl, GOS/3344, Ext. 54512, bmzsps@trit.edu*

RIT VEX U Robotics

As RIT's premiere performance robotics team, VEX U Robotics is committed to designing, constructing, and competing the highest performing VEX Robot in the world. We strive to provide a fun and engaging hands-on experience of the engineering process to students of all interests and backgrounds, while promoting a healthy and respectful competitive mindset.

Advisor: *Chris Brown, ENT/3128, Ext. 55080-V, cjbsps@rit.edu*

Society of Asian Scientists & Engineers (SASE)

SASE is dedicated to the advancement of Asian heritage scientists and engineers in education and employment so that they can achieve their full career potential. In addition to professional development, SASE also encourages members to contribute to the enhancement of the communities in which they live

Advisor: *Dr. Guoming Tian, gxtgsl@rit.edu*

Society of Hispanic Professional Engineers (SHPE)

The Society of Hispanic Professional Engineers is an association of students in engineering, science, technology, business, and other related disciplines at RIT. SHPE's main objective is to identify and promote professional growth opportunities for Hispanics. Some examples of this commitment to professional development are the regional and national leadership and career conferences that are held annually for SHPE members.

Advisors: *Dr. Marcos Esterman, GLE/1598, Ext. 56922-V, mxeeie@rit.edu*
Dr. Ruben Proano, GLE/1593, Ext. 54236-V, rpmeie@rit.edu

Society of Women Engineers (SWE)

The Society of Women Engineers at RIT is a student-run organization whose members belong to the engineering or engineering technology programs. SWE organizes several functions each term, including guest speakers, high school outreach, community activities, co-op interview discussions, tours, social events, and collaborative events with other student organizations. The RIT chapter of SWE is strongly committed to the encouragement of women in pursuing careers in engineering or related fields.

Advisor: *Dr. Marca Lam, GLE/2190, Ext. 56871-V, mjleme@rit.edu*

Theme Park Enthusiasts

Our mission is to bring together those with a similar passion for roller coasters and theme parks and foster this excitement for this unique industry.

Advisor: *Tim Landschoot, GLE-2134, Ext. 57439-V, tpleme@rit.edu*

Honorary Societies and Special Interest Clubs

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Membership in the following two organizations is based largely on outstanding academic achievement.

Pi Tau Sigma

Pi Tau Sigma is the mechanical engineering national honor society. Membership is open to women and men ranked in the upper third of the class in their fourth and fifth years at RIT. Chapter activities are tailored to foster high ideals in the engineering profession, support departmental activities, and promote professionalism. Service activities are supported by fund raising and social events.

Tau Beta Pi

This national engineering honor society was founded to mark in a fitting manner those who have brought honor to their alma mater by distinguished scholarship and exemplary character either as students in engineering or by their attainments as alumni in the field of engineering. It was also founded to foster a spirit of liberal culture in engineering colleges. Election to Tau Beta Pi is one of the highest honors that can come to an engineering student from his or her peers.

Special Interest Clubs

You can find clubs for any extracurricular interest you may have or you can even start your own club! Here are a few of particular interest to engineering students. For more information on student clubs:

https://www.rit.edu/studentaffairs/campuslife/clubs/join-club or https://thelink.rit.edu/ *for more information.*

All clubs are open to all students no matter their field of study.

Aero Design Club	**Robotics Club**
Amateur Radio Club	**SAE Clean Snowmobile Team**
Audio FX	
Baja SAE Club	
Bioengineering Club	
Engineering Student Council	
Engineers for a Sustainable World	
FIRST Robotics Team	
Formula SAE Team	
Green Vehicle Team	
Human Powered Vehicle	
Micro-Air Vehicle Club	

ADDITIONAL SERVICES AND CONTACT INFORMATION

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SERVICE	OFFICE	CONTACT
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center, first floor Ext. 56186-V; 52080-TTY	*https://eservices.rit.edu/eServices/welcome.do*
Career Counseling and Co-op Assistance	Co-op and Career Services Office Bausch and Lomb Center 1125 Ext. 52301-V; 56905-TTY	*http://www.rit.edu/co-op/careers.*
Change of Mailing Address and ID Card Replacement	Office of the Registrar Eastman Hall, first floor Ext. 52821-V	*https://www.rit.edu/academicaffairs/registrar/*
Copy and Fax Machines	Wallace Memorial Library, HUB Printing and Postal Center, Fine Arts Media Center, OSCA office (Campus Center 2010)	*https://library.rit.edu/print-copy-and-scan*
Emergency Services and Lost and Found	Office of Public Safety Grace Watson Hall Ext. 53333-V; 56654-TTY	*https://www.rit.edu/fa/publicsafety/*
Engineering Tutoring Help	KGCOE Student Services Office James Gleason Hall 2203 Ext. 57994-V	*www.rit.edu/eng* *Click 'Advising/Student Services' to see tutoring/mentoring information*
Financial Aid and Scholarships	Office of Financial Aid and Scholarships Bausch and Lomb Center 2107 Ext. 52186-V; 56909-TTY	*https://www.rit.edu/admissions/aid*
Library Skills Help	Wallace Memorial Library The Wallace Library, Reference Desk Ext. 52563-V/TTY	*http://library.rit.edu/*
Writing Assistance	Wallace Memorial Library Writing Commons, first floor Ext. 52563-V/TTY	*https://wallacecenter.rit.edu/services/writing-commons*
Parking Permits	Office of Parking Services Grace Watson Hall 1160 Ext. 52074-V/TTY	*https://www.rit.edu/fa/parking/parking*

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The RIT website offers students reliable access to a wealth of information, including on-campus resources and services. You can find this student handbook--as well as other useful documents--under the Student Resources Tab on the Kate Gleason College of Engineering website. For department-specific information and resources, please visit your department's website:

http://www.rit.edu/kgcoe

This handbook was last updated on 5/1/2020. Please refer to the RIT University Policies website for the most up-to-date information on university-level policies, as well as other policy-related information and resources:

http://www.rit.edu/academicaffairs/policiesmanual/