College of Science

Undergraduate
Student Handbook

2023-2024

RIT | College of **Science**

WELCOME TO THE COLLEGE OF SCIENCE

Welcome to the 2023-2024 academic year! The College of Science is pleased to have you as a student.

As you progress toward degree completion, you will find that we put our student's educational needs first. Take time to get to know our faculty, staff and advisors. Please feel free to stop by their offices and get to know them. We are proud of our team, facilities and students.

This handbook has been specially prepared to provide current information about the College of Science. We have included information about our academic plans, enrollment, grades, advising, policies, co-op requirement, commencement and other related matters.

You have my best wishes for a successful year.

Sincerely,
André O. Hudson, Ph.D.
Dean of the College of Science
Professor- Thomas H. Gosnell School of Life Sciences

RIT's 2018-2025 Strategic Plan:

https://www.rit.edu/strategicplan/overview

College of Science Diversity, Equity, and Inclusion (DEI) Plan:

https://www.rit.edu/science/diversity-equity-and-inclusion-dei-plan

COMMUNICATING WITH STUDENTS, FACULTY, ADVISORS & STAFF

Advising
http://www.rit.edu/science/advising

Upon entering RIT, each student is assigned a professional academic advisor and a faculty advisor. Undergraduate students will meet with their academic advisor regarding course/degree planning and progression and meet with their faculty advisor regarding career and graduate school planning. A required step in a successful registration is to see your academic advisor before registering for courses to be sure you are progressing toward degree completion. All first year, transfer and mid-degree students have a hold on their account and their

academic advisor will remove it once they have met to discuss their course and degree plan. All advisors have an office location, telephone number and email address. They maintain open office hours for quick questions and meet with students by appointment. Students may also call or use the online Starfish scheduler to make an appointment.

If you experience any problems related to your course work, remember that the best time to see your advisor is *before* problems get too big so that the two of you can decide on a course of action while they are more easily manageable. If you do not know your academic advisor's name or his/her contact information you can find this information by accessing the SIS Infocenter and select **Student Info System**. Your primary academic advisor's name appears on the right side of your student center landing page. If you would like to change your advisor contact the Director of Academic Advising.

Computer Network
http://www.rit.edu/its/services/email/gmail.html

RIT provides an e-mail address and account for all students, faculty, and staff. This e-mail account is created when you receive an RIT computer account. See: http://www.rit.edu/its/connected.html. This account allows you to communicate via email with anyone on or off campus.

RIT's Student Information System (SIS) Training link can be found at: http://www.rit.edu/sistraining/student-training-materials

The Student Information System (SIS), https://infocenter.rit.edu/, allows you to: register for courses, view your grades, view your class schedule, view open and closed courses, wait list ability, update your address, obtain information about semester charges, financial aid credit, and your account balance. Academic Computing and User Services (GAN/1113) can help you establish your account and get acquainted with the computer network (Ext. 54357-V or 52810-TTY).

For assistance in connecting your dorm room computer to the RIT network, contact ResNet (https://www.rit.edu/its/resnet/) NRH/43-1034; Ext. 52600-V or 54927-TTY).

You are *required* to activate and use your RIT email account. Faculty, advisors or staff members will contact you by using only your RIT email. It is *your responsibility* to gain access to RIT email.

If you have chosen to forward your e-mail to a different e-mail system, then it is *your responsibility* to turn mail forwarding on and off at start.rit.edu.

RIT's MyCourses
https://mycourses.rit.edu/index.asp

myCourses is RIT's web based program that allows instructors and students to

interact and access course materials online. A variety of tools are available to instructors to promote interaction and provide resources for the students in their courses.

COLLEGE OF SCIENCE PROGRAMS AND REQUIREMENTS

The College of Science offers programs leading to the bachelor of science degree with majors in applied mathematics, computational mathematics, applied statistics and data analytics, biology, biotechnology & molecular bioscience, bioinformatics and computational biology, environmental science, chemistry, biochemistry, imaging science, and physics.

A list of course requirements for your program is available from your academic unit and is available on the academic unit website.

Experiential Learning

All students are required to complete Experiential Learning (EL) before they graduate. The experiential learning requirement can be fulfilled through a variety of methods including Co-op, undergraduate research, summer research experiences, designated EL courses, etc. These experiences all emphasize learning through doing or performing actions that promote the skills of critical thinking in iterative cycles of both reflection and active experimentation.

E.L. requirements for your program are available from your academic unit.

Science Exploration
https://www.rit.edu/science/study/science-exploration

The Science Exploration Program (SEP) allows students to explore numerous options before deciding on a program of study. Students in Science Exploration will develop an in-depth appreciation for the specific field in which their team was involved while simultaneously learning about the other College of Science disciplines through the work of their classmates.

Science Exploration students have up to one year to decide which science discipline to pursue. The program director will help with this decision.

A Change of Program/Plan Application is available online:
http://www.rit.edu/academicaffairs/registrar/forms and is required
to make the change official. In the effective term, the program code changes to reflect your new discipline. Student records are forwarded to the new academic unit where a new advisor is assigned.

Program/Plan Codes

Program/Plan codes of the College of Science are listed below:

BIOL	BIOLOGY
BIOTECH	BIOTECHNOLOGY & MOLECULAR BIOSCINECE
BIOINFO	BIOINFORMATICS AND COMPUTATIONAL BIOLOGY
ENVS	ENVIRONMENTAL SCIENCE
CHEM	CHEMISTRY
BIOCHEM	BIOCHEMISTRY
IMGS	IMAGING SCIENCE
APPMTH	APPLIED MATHEMATICS
APPSTAT	APPLIED STATISTICS AND DATA ANALYTICS
CMTH	COMPUTATIONAL MATHEMATICS
PHYS	PHYSICS
NEURO	NEUROSCIENCE
SCIEXP	SCIENCE EXPLORATION

Double and Dual Major Policies – Refer to Policy D01.2 and D01.3

Definitions

Double major: http://www.rit.edu/academicaffairs/policiesmanual/d012

A double major is a program of study that meets the requirements of two distinct majors in a single Bachelors degree. The program of study consists of courses required to meet the degree requirements for each of the two majors, together with the liberal arts and science courses needed to meet the general education requirements for the degree. The minimum number of credit hours required for a double major equals the total number of credit hours required for the major comprising the larger number of credit hours for the degree.

Students may apply the same coursework towards the fulfillment of requirements for both majors. Students who complete the requirements for a double major receive a single diploma that acknowledges both majors.

Because a double major program leads to a single Bachelors degree, each of the two majors must be associated with the same degree type (i.e., both must be registered as a BS degree or both must be registered as a BFA degree).

Dual major: http://www.rit.edu/academicaffairs/policiesmanual/d013

A dual degree program is one in which the student works towards satisfying the academic requirements for two distinct degree types in an integrated fashion. Currently at RIT at the undergraduate level, this option applies solely to those students who aspire to earning the Bachelor of Science (BS) and the Bachelor of Fine Arts (BFA) in a single program of study. Students may apply the

same coursework towards the fulfillment of the requirements for both degrees. To achieve the academic depth and breadth implied by a program of study that results in the awarding of two undergraduate degrees, a dual degree program consists of substantial additional coursework as compared to that required for a double major; namely, a minimum of 30 additional semester hours beyond the credit hours required for the degree program comprised of the smaller number of credits. Students who successfully complete a dual degree program receive two diplomas, one for each degree earned.

Cooperative Education Requirements
http://www.rit.edu/programs/bioinformatics-bs
https://www.rit.edu/cooperative-education

There's no better way for students to apply what they've learned in the classroom than to participate in a cooperative education experience. Not only do students gain insight into their career field, they make contacts with professionals, clarify their career goals, and give themselves an edge over the competition.

In the College of Science, **only** bioinformatics students are **required** to complete one co-op experience, although all students are encouraged to participate. The Cooperative Education and Career Services Office, in conjunction with your advisor, is available year-round to provide guidance in finding co-op employment.

Study Abroad and Fellowships
http://studyabroad.rit.edu/

The Study Abroad & Fellowships Office works closely with students, faculty, affiliate universities and international institutions to provide RIT students with the opportunity to study abroad through over 250 programs in 50+ countries. Students have the option of studying abroad during any time of the year whether it is at one of our global campuses in **Croatia, Dubai or Kosovo**, an affiliated semester program, or one of our unique faculty led programs.

Wellness Requirements
http://www.rit.edu/studentaffairs/criw/wellness-gradrequirements.php

Graduation Requirement
Approved Wellness Graduation Requirement

Students seeking a Bachelor's Degree
 - Two different wellness activity courses.
Important Note: Two different courses would include different levels of and/or forms of a course that may have the same course number (e.g. Karate/Beginners and Karate/Advanced would count as 2 different courses).

Transfer Students:
Transfer students may apply course work successfully completed at a previous institution. The student's home department will **determine** and make decisions regarding transfer of wellness courses. The Wellness Instructional Program staff will be available for consultation.

For more information and special circumstances, contact the student life center representative at: Hale-Andrews Student Life Center, HAC/1212, Ext. 52620 V/TTY. http://www.rit.edu/studentaffairs/criw/contacts.php

RIT 365
https://www.rit.edu/studentlife/rit-365

At the core of the required RIT 365 course is the Plan-Do-Reflect Cycle. Facilitators will lead you through a series of experiential opportunities and dialogue. You will encounter and practice professional competencies such as creativity, communication, collaboration, critical thinking and self-awareness.

Liberal Arts Requirements

General Education Curriculum – Liberal Arts and Sciences
https://www.rit.edu/study/undergraduate-graduation-requirements

RIT's framework for general education provides students with courses that meet specific university approved general education learning outcomes and New York State Education Department liberal arts and sciences requirements. Students in all bachelor of science degree programs are required to complete a minimum of 60 credit hours in General Education; students in all bachelor of fine arts degree programs are required to complete a minimum of 30 credit hours in General Education. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to fundamentals of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses.

The general education curriculum consists of the following requirements:

1. **First Year courses—**two courses in the first year that introduce students to the intellectual life of the university, and provide a focus on communication skills to prepare students for future course work and life-long learning.
   a. First Year Writing: UWRT-150, ENGL-150, ISTE-101
   b. First Year LAS Elective
2. **Perspectives—**eight courses designed to introduce students to seven key areas of inquiry that develop ways of knowing the world. The perspective courses introduce students to fundamentals of a liberal arts and sciences discipline (methods, concepts, and theories) while addressing specific general education learning outcomes.
   a. Perspective 1 (ethical): Courses focus on ethical aspects of decision-making and argument, whether at the individual, group, national, or international level. These courses provide students with an understanding of how ethical problems and questions can be conceived and resolved, and how ethical forms of reasoning emerge and are applied to such challenges.

b. Perspective 2 (artistic): Courses focus on the analysis of forms of artistic expression in the context of the societies and cultures that produced and sustained them. These courses provide insight into the creative process, the nature of aesthetic experience, the fundamentals of criticism and aesthetic discrimination, and the ways in which societies and cultures express their values through their art.

c. Perspective 3 (global): Courses in this category encourage students to see life from a perspective wider than their own and to understand the diversity of human cultures within an interconnected global society. Courses explore the interconnectedness of the local and the global in today's world or in historical examples, and encourage students to see how global forces reverberate at the local level.

d. Perspective 4 (social): Courses focus on the analysis of human behavior within the context of social systems and institutions. Because RIT recognizes that student success depends on the ability to understand how social groups function and operate, these courses provide insight into the workings of social institutions' processes.

e. Perspective 5 (natural science inquiry): Science is more than a collection of facts and theories, so students are expected to understand and participate in the process of science inquiry. Courses focus on the basic principles and concepts of one of the natural sciences. In these classes, students apply methods of scientific inquiry and problem solving in a laboratory or field experience.

f. Perspective 6 (scientific principles): Courses focus on the foundational principles of a natural science or provide an opportunity to apply methods of scientific inquiry in the natural or social sciences. Courses may or may not include a laboratory experience.

g. Perspective 7A, 7B (mathematical): Courses focus on identifying and understanding the role that mathematics plays in the world. In these courses, students comprehend and evaluate mathematical or statistical information and perform college level mathematical operations on quantitative data.

3. **Immersion**—a series of three related general education courses that further broaden a student's judgment and understanding within a specific area through deeper learning.

4. **General Education electives**—The remaining general education elective credits may be specified by the academic programs in order for students to fulfill supporting requirements (e.g. math or science, foreign languages, etc.). Some of these credits will be free general education electives that can be chosen by the students themselves. Credits in the perspectives category that exceed the minimum requirement will be applied toward the elective credits

Immersion

Immersions - As part of their requirements, **bachelor's degree students must complete an immersion**—a concentration of three courses in a particular area. These courses support deeper learning within a focus area and are used to meet RIT's general education requirements. In many cases, an immersion can lead to a minor with the addition of two courses. However, not all minors have a corresponding immersion and vice versa.

A list of immersions can be accessed here:
https://www.rit.edu/study/immersions-and-minors

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

Students pursuing a bachelor's degree have the option of completing a minor, which can complement a student's major, help them develop another area of professional expertise, or enable them to pursue an area of personal interest. Completion of a minor is formally designated on the baccalaureate transcript, which serves to highlight this accomplishment to employers and graduate schools.

Please note: A minor is a related set of academic courses consisting of no fewer than 15 credit hours. The following parameters must be met in order to earn a minor:

- At least nine credit hours of the minor must consist of courses not required by the student's home major.
- Students may pursue multiple minors. A minimum of nine credit hours must be designated towards each minor; these courses may not be counted towards other minors.
- The residency requirement for a minor is a minimum of nine credit hours consisting of RIT courses (excluding "X" graded courses).

Not all minors are approved to fulfill general education requirements. Please check with an advisor in regards to minors approved to fulfill these requirements.

Science Minors offered within the College of Science
https://www.rit.edu/science/study/minors

- Actuarial Science
- Applied Cognitive Neuroscience
- Applied Statistics
- Art of Science/Science of Art
- Astronomy
- Bioinformatics Analysis
- Biology: Cellular and Molecular
- Biology: Ecology and Evolution
- Chemistry

- Environmental Science
- Imaging Science
- Mathematics
- Optical Sciences
- Physics
- Quantum Information Science and Technology

Independent Study

To do an independent study, you need to obtain the approval of a faculty sponsor. Once the faculty member approves your proposal, it then goes to the Academic Unit Chair for final approval. Independent Study is not intended to replace a required course that is not offered at a convenient time.

To obtain the form go to COS web: https://www.rit.edu/science/forms-docs log in with RIT computer account is required: Under Forms you will see: 🔍 Independent Study / Research Contract.

Academic Progress Toward Degree Completion

Understanding program degree requirements, including, but not limited to: course selection, course prerequisites and appropriate course sequencing, co-op requirements, and evaluation will support timely progress towards degree completion.

It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.
https://www.rit.edu/academicaffairs/policiesmanual/d040

Federal regulations require financial aid recipients to maintain minimum standards of satisfactory academic progress (SAP) for continued receipt of federally sponsored aid. All students receiving federal assistance must remain admitted in a degree program. Regulations require a maximum time frame for degree completion. For more information refer to:
https://www.rit.edu/admissions/aid/policies/ugrad-progress

SAFETY POLICIES AND PROCEDURES

Health and Safety

RIT is committed to ensure the health and safety of all employees, students, and visitors while they are on RIT's campus. The Environmental Health and Safety Department is charged with developing and implementing programs to ensure this health and safety, while being compliant with federal, State and local regulations/requirements. Through program implementation (including proper training) and health and safety awareness, RIT faculty, staff, and students should feel confident that they are working and learning in a safe and healthy

environment. If you have any health and/or safety related questions, please contact EH&S office at (585) 475-2040.

NOTE: The College of Science requires that safety training be completed prior to being granted access to any COS lab. Most labs generally require lab and gas cylinder training while others may require additional training and would be based on the function of the lab space and will be notified as such.

Lab Safety
https://www.rit.edu/fa/grms/ehs/content/labstudio-safety

It is the responsibility of the RIT EH&S Department to help ensure faculty, staff, students, and visitors have a safe and healthy working and learning environment in all RIT owned and operated laboratories and/or studios. In order to accomplish this, RIT has developed a Laboratory and Chemical Hygiene Safety Program that includes guidelines to ensure safe work practices and training to keep faculty, staff and students current with regards to these established guidelines.

The goal of RIT's Laboratory and Chemical Hygiene Safety Program is to minimize the risk of exposure, injury/illness to employees, students, and visitors while working in laboratories by ensuring that they are provided with the appropriate information, support, and equipment needed to work safely.

Please refer to your academic unit's handbook for specific requirements.

Laser Safety
https://www.rit.edu/fa/grms/ehs/laser

Lasers (Light Amplification by Stimulated Emission of Radiation), which produce an intense and highly directional beam of light, are used in many teaching and research applications on RIT's campus. The human body is vulnerable to the output of certain lasers, and under certain circumstances, exposure can result in damage to the eye and skin. Therefore, special precautions must be taken and personal protective equipment used when lasers are in use.

Fire Safety
http://www.rit.edu/fa/grms/ehs/fire

Fire Safety is a practice of personal and public safety. The main goal to ensure the safety of RIT students, faculty, staff, and visitors through fire prevention, utilizing the 3 "E's" (Engineering, Education and Enforcement). These efforts include installation, inspection, testing and maintenance of fire detection and suppression equipment, providing educational programs on fire safety topics and enforcing federal, state, local regulations and RIT policies with regard to fire safety.

Please refer to your academic unit's handbook for specific requirements.

Buddy System

The Buddy System requires any 'lone operator' to identify someone (a "buddy") who will be in contact with them, know where they are and know who to contact in the event that communication is lost with the person on campus. The system is set up in tiers based on the level of risk and the hazards that the individual will encounter. At every level, the buddy must know where the specific location of the person working on campus and have the phone number for Public Safety. A consistent communication schedule is agreed on and the individual and their buddy make contact based on that schedule. If the individual cannot be reached for any reason, the buddy will contact Public Safety, let them know that communication has been lost and where to find the individual.

BUDDY SYSTEM PROCEDURE:

If your work requires a buddy, you must:

1. Identify which tier your work falls under, using the requirements in Table 1.
2. If you are not working directly with any of the hazards listed, you fall into Tier 4. A buddy is recommended.
3. Determine who your buddy will be and notify them of: the building and room number you will be in, the materials/equipment you will be working with, associated hazards, and the time period during which you will be working.
4. If the buddy is not required to be in the room with you (Tiers 2,3), set up a communication schedule and check in with your buddy on a pre-established, periodic basis (via phone call, text, or email, etc..).
5. Ensure the buddy has your contact information and the contact information for Public Safety. Instruct your buddy to contact Public Safety immediately should a scheduled check-in be missed and you cannot be reached:
   a. RIT Public Safety 585-475-3333 (V/TTY) or RITPublicSafety (AIM)
   b. Provide your name and location
   c. Contact your buddy prior to work to let them know you will be going into the lab/studio area, and let them know when you leave that area.

NOTES:

1. These are the minimum requirements for establishing a buddy system. Specific colleges/departments may be more restrictive with their process.
2. If you will be in a machine shop, working directly with an identified hazard, you MUST have a buddy. If you will be in a shop, but not working directly

with any hazards, a buddy is recommended but not required. Follow the Shop Safety Buddy System Procedure.

Radiation Safety

https://www.rit.edu/ehs/radiation-safety

RIT's Environmental Health and Safety Department shall make all efforts to ensure that users of radioactive materials and/or radiation producing equipment are provided with the necessary information and training that will enable them to work with these materials in a safe manner. RIT requires annual Radiation Safety Training for all faculty, students, and staff who use radioactive sources or radiation producing equipment on RIT's campus. In compliance with State code, there exists a Radiation Safety Committee (RSC) and Radiation Safety Officer (RSO) who are responsible for overseeing the use of radiation on the RIT campus and enforcing pertinent regulations.

Gas Cylinder Safety

Gas cylinder training needs to be taken by those individuals that work with and handle compressed gas cylinders. This training covers information about the proper labeling and identification of cylinders, handling and storage procedures, and some specific hazards of concern associated with the more hazardous types of compressed gases.

BioSafety

The Rochester Institute of Technology (RIT) has an Institutional Biosafety Committee (IBC) to oversee all biohazards and infectious agent projects regardless of the source of funding and/or if they conducted on campus or sponsored by RIT. This committee is comprised of individuals from applicable disciplines on campus as well as required non-RIT individuals with appropriate expertise. This committee ensures the implementation of policies and manages potential hazards related to biological materials at RIT.

ENROLLMENT, SCHEDULING AND HOLDS

Enrolling in Courses

All first-year students and transfer students, please note the first-year student/transfer student hold on your account will not be removed until after you meet with your advisor.

Bookmark or set up a link on your desktop to the RIT Information Access Center at https://infocenter.rit.edu/

From the Infocenter, you can:

- Log into the Student InfoSystem (SIS)
- Look at course selections, check which courses are open or closed, check your exam schedule
- Find information in the Registration Guide and locations to get help with computer problems

## I. Student Information System (SIS)
https://www.rit.edu/infocenter/

RIT's Student Information System Training link can be found at:
http://www.rit.edu/sistraining/student-training-materials

SIS is one of the most useful tools on campus. You can:
- Register for classes during enrollment appointments.
- Monitor your degree progress with Academic Requirements
- Stay aware of important calendar dates and deadlines
- Check your financial aid status.
- Get information about housing.
- Ensure your address is correct.
- Review your current schedule.
- Sign up for a liberal arts concentration.
- Check to see whether you have a financial, judicial, or housing hold on your registration.

II. Tiger Center
https://tigercenter.rit.edu/
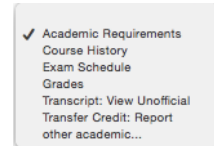
A tool designed and developed by RIT students that allows you to search for classes, enroll in classes and view important academic information. This is a beta release and additional features are in development. Log in with your username and password at tigercenter.rit.edu.

Planning your Course Schedule

The schedule of courses on Student Information System (SIS) is the most up to date and accurate source for this information. It lists courses offered in a particular term, days and times, classroom locations and method of instruction. Go to https://sis.rit.edu/info/welcome.do and click on Open/Closed Courses.

Semester Codes

Academic Year 2023 - 2024: a four-digit number identifies each semester. The fourth number identifies the specific semester: 1-Fall, 5-Spring, and 8-Summer.

Examples:
- 223**1** is the program code for fall semester in the 2023-2024 academic year.
- 222**5** is the program code for spring semester in the 2023-2024 academic

year.
- 223**8** is the program code for summer semester in the 2023-2024 academic year.

Tips on Planning a Schedule

- Meet with your advisor.
- Make sure you don't have any holds on your account.
- Know which courses you should register for, and take courses in the correct sequence. Check the prerequisites. Your course load needs to be appropriate for you. Let your advisor help.
- 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.
- Be prepared to use the wait list and swap functions in case you are not able to get into your preferred sections.

Enrollment Appointments
https://www.rit.edu/sistraining/student-training-materials#preparing-to-enroll-for-classes

You will be assigned an appointment time based on your year level when you can begin enrolling. Enrollment appointments will be staggered in half-hour increments throughout the day, so you won't get locked out of the system. *You can enroll in classes from the time your appointment begins up until the end of the add/drop period*

Overload
https://www.rit.edu/sfs/tuition-and-fees

You must be registered for at least 12 credit hours to be considered a full-time student; 15 credit hours will assist in more timely progress toward degree completion. You can register for up to 18 credit hours. Students enrolled in more than 18 credit hours are charged $1232 for each additional credit hour.

SIS Indicators

Certain SIS Indicators (holds) will prevent you from enrolling or making changes to an existing schedule. Enrollment Indicators are placed on all first year and transfer students. This is to ensure that you meet with your academic advisor to discuss your goals, courses and degree plan. The academic advisor will remove the indicator after this meeting. It is important to meet with your academic advisor and have the indicator removed before the start of the enrollment period or the system will prevent you from enrolling for the next semester; you may not get your desired courses. Students will get a notice every semester when the indicators are in place. Indicators, and their hold definitions, are viewable in the student information system. Additional indicators that can prevent course

registration are the Mid-degree, Health, Student Financial Services (SFS), Housing, Library and Judicial Indicators (holds). These indicators can only be removed by the units which put them in place.

Wait List

The wait list functionality in the SIS offers many advantages, including: full integration with registration, automated enrollment process that will move a student from the wait list when openings occur in a class (section), better tools for academic departments to monitor and manage wait lists, and more efficient ways for advisors to monitor wait list requests of advisees.

When you are registering for courses and a course is already filled, or you are unable to get one or more courses you need to maintain progress toward completing your degree, use the Wait List functionality. In order to place yourself on a wait list, you must first opt in to the wait list through the shopping cart. When adding a class to your shopping cart, you must check the "Wait list if class is full" option. Then, when you go to enroll in the class if it is full, you will be added to the wait list as long as you meet the class requisites, have no holds, and the wait list is not full. When you are added to a wait list, you will receive a wait list position number, which tells you your rank on the wait list. As people drop from the class, students on the wait list will be moved into the class.

Check your schedule on SIS a day or two before the start of classes to confirm times and locations.

Class Swap
https://www.rit.edu/sistraining/sites/rit.edu.sistraining/files/files/Swapping%20Classes.pdf
Class swap eliminates the fear of dropping a class to pick up another. It creates a safety net, keeping you enrolled in the current class until the system can automatically add you to your preferred new class.

Add/Drop
http://www.rit.edu/academicaffairs/policiesmanual/d030

Within the first seven calendar days, excluding Sundays and holidays, of the full fall, spring and summer terms, is the add/drop period. See Policy D03.0 – Section D. Add/Drop dates are listed on the Institute calendar: http://www.rit.edu/calendar/.

You are responsible academically *and* financially for all courses in your schedule. You **must** review your schedule carefully to make sure that you are attending the courses *and sections* as listed. If there are any discrepancies, they must be corrected immediately. See your academic advisor if you have any questions about your schedule. Click for the Add/Drop online form: http://www.rit.edu/academicaffairs/registrar/forms

Withdrawing from a Course

EFFECTIVE WITH THE START OF THE 2021-22 ACADEMIC YEAR:

Before 80% of a term is completed (eleventh week of a 14-week semester), undergraduate and graduate students will follow their respective processes as outlined below in D05.IV.A. After 80% of the term is completed, all students will follow the same process described in D05.IV.B.

A. BEFORE 80% (11 weeks) OF THE TERM IS COMPLETED:

1. Undergraduate Students

Students are strongly advised to consult with their academic advisor and instructor before they withdraw from any courses. A student may not use the drop with a grade of "W" option to avoid charges of academic dishonesty or after the instructor has officially submitted the final grade.

Prior to the end of the eleventh week of fall or spring term, a "W" will be assigned upon a full-time student's request, providing the student maintains full-time credit status. In processing the request, the student, course instructor, advisor, and the home program or department head will be notified via e-mail.

In order for a full-time undergraduate student to withdraw below full-time status, a student must request special permission from primary program or department leadership. Undergraduate degree seeking students who are enrolled less than full-time may not withdraw from any courses without the approval of primary program or department leadership. (RIT's definition of full-time can be found in policy D02.0.III.E)

If approved, the student, advisor, and course instructor will be notified. If denied, the student has the right to appeal the decision in accordance with the college's appeal process.

GRADES

Grade Definitions

RIT uses a +/- grading system upon which the program and institute cumulative grade point averages are based.
https://www.rit.edu/academicaffairs/policiesmanual/d050

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

COS Policy on Incomplete Grade for undergraduate and graduate students states:

"Incomplete" Grades: A grade of "I", **will only be considered by COS faculty if a student has been attending classes and is passing coursework** (homeworks, quizzes, tests). If the request for an Incomplete grade (I) is granted, all outstanding coursework must be submitted no later than the end of the following two terms; including summer session, or the "I" grade becomes an "F" grade. The general guideline is that an incomplete grade will not be granted to students that have fallen behind in their work without sufficient justification.

Grade Point Average
https://www.rit.edu/academicaffairs/policiesmanual/d050

There will be two methods of grade point average calculation for undergraduate and graduate students that appear on grade reports and transcripts.

1. University - Term
2. University - Cumulative

Note: A yearly GPA will be calculated for part-time undergraduate students to be used for dean's list calculations (see D05.1.A-Academic Actions and Recognitions). University averages will reflect all RIT credit bearing course work completed.

In addition to the university requirements, individual colleges and/or programs may define more rigorous requirements for maintaining good academic standing. This information must be approved by the dean, clearly defined within published college policy, communicated in the university bulletin, and communicated to the Provost's Office. For programs housed outside the college structure, the approval of the director of the academic unit is required

The term grade point average reflects a single term of academic activity.

The cumulative grade point average reflects the sum total of course work completed at RIT and will be updated each term the student is in attendance.

Note: For graduate students, a program grade point average is manually calculated by the academic unit, used for degree certification and reflects course work completed at RIT applicable to graduation in a student's current academic

graduate program. The current academic program refers to the university and college degree course requirements specified by the degree granting college and noted in the graduate catalog. The program grade point average must be least 3.00 ("B" average) as a graduation requirement. All academic program course attempts are included in this calculation.

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

For undergraduates, in the case of a repeated or excluded course, the student's permanent academic record will show a notation indicating the course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies at the university and then engages in graduate study will begin a new graduate cumulative GPA when re-classified as a graduate student.

Dean's List
https://www.rit.edu/academicaffairs/policiesmanual/d051

By action of the college concerned, 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.

Degree-seeking undergraduate students who students who maintain less than 12 credit hours in each term in which they are enrolled during the academic year may qualify for Dean's List if they have completed at least 9 credit hours during the academic year (fall, intersession, spring, and summer term). Courses used to calculate GPA for Dean's List must have a cumulative GPA equal to or greater than 3.40 without grades of "Incomplete" "D" or "F" and without being placed on probation.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.

The GPA calculation will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

*Retroactive Dean's List: in the past; due to change of grade(s), are not an option.

Starfish/Academic Alerts

Academic alerts are used to foster student success. Academic Alert is *one* option, however not the only option, that allows the course instructor to inform a student that they may be at-risk in specific areas within the course. Advisors assigned to the student also receive academic alert notification(s) of the instructor's concern. Instructors using academic alert, and academic advisors, can then take a coordinated approach to help students utilize campus resources and develop an action plan. *If* you receive an academic alert(s), it is **your responsibility to respond** *promptly* to each academic alert by discussing the reason for the academic alert with your course faculty and academic advisor. It is **your responsibility** to be aware of **your standing in class** throughout the term.

Remember, if you experience any problems related to your course work, the best time to see your faculty and academic advisor is *before* problems get too big. This will allow you and your advising team to decide on a course of action while challenges are more easily manageable.

Academic Probation

https://www.rit.edu/academicaffairs/policiesmanual/d051
An undergraduate student must maintain a cumulative GPA of 2.00 or above at RIT in order to remain in good academic standing. To help students maintain satisfactory academic performance, RIT has set academic standards that serve to identify, warn, and provide timely intervention to a student who is experiencing academic difficulty.

A student can be placed on probation no more than two terms during a given undergraduate degree level (i.e., associate or bachelor) at RIT. Students who have had two academic probations and do not meet the criteria for good academic standing will be placed on academic suspension.

In addition to the university requirements outlined in policy, individual colleges and/or programs may define more rigorous requirements for maintaining good academic standing. This information must be approved by the dean, clearly defined within published college policy, communicated in the university bulletin, and communicated to the Provost's Office. For programs housed outside the college structure, the approval of the director of the academic unit is required.

All probation and academic suspension actions are taken at the end of the fall, spring and summer terms.

Academic Suspension

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

The rules for suspension are in the Policies and Procedures Manual, not the Undergraduate Bulletin. You should bookmark the web address for the Policies and Procedures Manual:
https://www.rit.edu/academicaffairs/policiesmanual/d051

Repeating a Course
http://www.rit.edu/academicaffairs/policiesmanual/d050

An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final. Courses taken at other institutions may not be considered as repeats. Credit earned by examination/experience may not be used to repeat previous course work.

Application for Graduation

If you are planning to complete your degree requirements within this academic year (by the end of Fall or Spring semesters or Summer term) you will need to log in to SIS and complete an Application for Graduation.

See also: D05.0 COS Guidelines for Participation in Graduation policy under College of Science "Documents" – log in required with RIT computer account: https://www.rit.edu/myrit/ **which states in part:**

Undergraduate Students: Students who are registered for all courses required to be certified for graduation in the spring or summer term of the current academic year and students who have been certified at the end of the previous fall term will participate in graduation each spring.

Graduate Students: M.S. and B.S./M.S. students who are expected to complete all degree requirements by the end of the summer term may participate in graduation. M.S. and B.S./M.S. students may only participate in graduation and be listed in the commencement booklet one time.

Ph.D. students who are expected to complete all degree requirements, including the dissertation defense, by the end of the summer term may participate in the spring term graduation ceremonies.

See also: RIT Graduation Requirements
https://www.rit.edu/academicaffairs/policiesmanual/d120

POLICIES

There are two important policy that apply to undergraduate students – the course withdrawal policy found in D05.0 – Grades and the academic probation and suspension policy found in D05.1 – Academic Actions and Recognitions. Additional details about the specific policies are provided below.

1) **The course withdrawal policy**, D05.IV, **apply to undergraduate students and requires students, including part-time students, who wish to withdraw below 12 credit hours to request approval from academic department leadership**. Situations will vary, and decisions will be based on

each student's circumstances. It is possible that some requests may not be granted. If you are thinking about withdrawing from a course, I encourage you to talk with your faculty, access support resources, and check in with your advisor before withdrawing

2) **The academic action/probation policy, D.5.1.II**, also apply to undergraduate students. Academic probations will be limited to two over the course of a student's degree program. Academic suspension will be for a minimum of one term rather than a year. If a suspension appeal is granted, a student will be placed on deferred suspension. Students on academic probation, deferred suspension, or returning from suspension will work with their program to create an academic success plan.

RIT Non Discrimination Statement

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:
Stacy DeRooy
Director of Title IX and Clery Compliance
Title IX Coordinator
171 Lomb Memorial Drive
Rochester, NY 14623
585-475-7158
Stacy.DeRooy@rit.edu
www.rit.edu/titleix

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made regardless whether the person reporting is the alleged victim of any conduct that could constitute sex or gender-based discrimination or harassment. Reports may be made at any time (including during non-business hours) by calling the telephone number noted above, by electronic mail, by mail to the office address listed for the Title IX Coordinator, or by filing a report on line with RIT's Title IX Office.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

Final Examination Policy
https://www.rit.edu/academicaffairs/policiesmanual/d110

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 University scheduled final examination time periods meet this requirement. Final examinations are to be given during this time period and instructors must make clear in their syllabi how they will meet this requirement. If the final assessment is not conducive to a scheduled classroom format, the alternative must be clearly stated on the syllabus, disclosed to the department head, and satisfy the course instructional credit hours as defined in policy D01.V. Under no circumstances shall a final examination or final assessment be scheduled on Reading Day.

The Registrar's Office will provide the final examination schedule no later than the first day of each term, and make it available to the entire RIT community. Instructors may not change the official date and time of the exam. In extraordinary circumstances, instructors may request their department head for a change in time. The department head will work with the college scheduling officer in an attempt to change the time of the exam. The decision of the department head shall be final.

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 twelve (12) hours of exams on a single day. In such an instance, the student may request a scheduling change.

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.

In all cases requiring a scheduling change, the student should submit a written request for rescheduling no later than four (4) weeks before the first day of final examinations. The written request should be submitted to the head of the home department with a copy to the instructor being asked to provide the rescheduled examination. The department head will, after consultation with the parties

involved, notify the student of the date of the rescheduled examination no later than two weeks before the first day of final examinations. The decision of the department head shall be considered to be final.

Student Privacy
https://www.rit.edu/academicaffairs/policiesmanual/d150

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal statute that provides RIT students with privacy and access rights relating to their education records. Generally, RIT students have the right to:

A. Inspect and review education records (with certain limited exceptions) within forty-five (45) days of the day RIT receives a student's written request for access;

B. Request the amendment of education records if the student believes they are inaccurate;

C. Require RIT to obtain the student's written consent before releasing personally identifiable information from the student's education records unless an exception applies; and

D. File a complaint with the United States Department of Education's Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

This policy addresses RIT's implementation of FERPA's requirements and privacy protections. It incorporates the procedures found here FERPA Procedures.

Compliance Policy and Code of Ethical Conduct
https://www.rit.edu/academicaffairs/policiesmanual/c000

Rochester Institute of Technology shapes the future and improves the world through creativity and innovation. As an engaged, intellectually curious, and socially conscious community, we leverage the power of technology, the arts, and design for the greater good. At the heart of this vision and mission is a commitment to excellence that extends to all aspects of our educational and research programs. In pursuit of excellence, all members of the RIT community are expected to conduct their work in the highest ethical manner and to comply with the law and policies that govern activities and operations of the university.

Honor Code
https://www.rit.edu/academicaffairs/policiesmanual/p030

Integrity and strong moral character are valued and expected within and outside of the RIT community. As members of the RIT campus community, including students, trustees, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our' fellow members of the RIT community, and recognize that all individuals at this

university are part of the larger RIT family, and as such are entitled to that support and mutual respect which they deserve.

- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

Academic Integrity
https://www.rit.edu/academicaffairs/policiesmanual/d080

As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity.

In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

Discrimination and Harassment Policy (C06.0)
https://www.rit.edu/academicaffairs/policiesmanual/c060

The RIT community is committed to a diverse, inclusive and dynamic learning, working, and living environment. It is committed to an environment which encourages, promotes and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. This Policy is not intended to restrict freedom of speech or any form of artistic or visual expression. It is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values, however, does not include protecting acts of discrimination or harassment. Acts of discrimination or harassment (defined below) must be based on an individual's group, class, or category as defined in this Policy. This Policy only addresses behavior that is based on an individual's group, class, or category. Conflicts and concerns that are not based on an individual's group, class, or category are addressed by RIT's Resolution of Conflicts and Concerns Among RIT Employees (C6.1).

This Policy is inclusive of Title IX of the Education Amendments of 1972 which is a federal law that prohibits discrimination on the basis of sex under any education program or activity receiving federal financial assistance. The initiation of an investigation of a potential violation of C06.0 precludes an individual from later requesting the use of policy C06.1 to investigate the same issue. In addition, once a C06.0 investigation is initiated, it shall be fully investigated in accordance with the Procedures.

Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as

discrimination and harassment and is prohibited. Nothing in this policy relieves RIT of the obligation of adhering to federal, state, and local laws.

SUPPORT SERVICES

This list provides brief descriptions of some of the many support services available to you. If you have need of a special service that is not described below, please let your academic unit office know and every effort will be made to connect you with the appropriate office or group.

Academic Success Center
Monroe Hall (MON/2080)
This center provides a variety of services including the College Skills Program and College Restoration Program. The College Skills Program offers workshops, classes, and labs for instruction in reading, writing, mathematics, and study skills. The College Restoration Program is designed for students who have experienced academic difficulty and suspension.

For more information, call go to https://www.rit.edu/academicsuccesscenter/ for the College of Science tutoring schedule.

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 College of Science website for new times and tutors.

This information is also available at https://www.rit.edu/studentaffairs/asc/math-and-physics-support/math-physics-tutoring

Spirituality & Religious Life (Schmitt Interfaith Center/1400)
Campus ministers for various religious traditions are available for religious services, personal counseling, and many program activities.
http://www.rit.edu/studentaffairs/religion or call Ext. 52137-V/TTY.

Counseling Center
August Center (AUG/2100)
Provides many services among which are personal and career counseling; alcohol/drug assessment, referral and educational services; and rape education and counseling. The services of the center are confidential and free.
http://www.rit.edu/studentaffairs/counseling or call Ext. 52261-V/TTY.

Disability Service Office
Student Alumni Union (SAU/1150)
They ensure access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource.
http://www.rit.edu/studentaffairs/disabilityservices or call Ext. 52023-V/TTY.

English Language Center
Monroe Hall (MON/2040)
The English Language Center offers courses of study of English as a second language to nonnative speakers on a full-time and a part-time basis. Program offerings include conversation, grammar, writing, vocabulary, reading, presentation skills, business communication, and TOEFL preparation. http://www.rit.edu/studentaffairs/elc or call Ext. 56684-V/TTY.

Institute Advising Office
The Institute Advising Office is an excellent starting point for general questions related to RIT advising. If any member of the RIT community - student, faculty, or staff - needs assistance with advising related issues, the Institute Advising Office is a great place to start. If you would like to schedule an appointment, send an email to advising@rit.edu or fill out a request form on their web site https://www.rit.edu/academicaffairs/advising/general-contact

International Student Program
Student Alumni Union (SAU/2330)
Assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US. https://www.rit.edu/studentaffairs/iss/

Multicultural Center for Academic Success (MCAS)
Student Alumni Union (SAU/2300)
MCAS provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. It provides personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and a connection to campus and community resources. Call 475-4704 or https://www.rit.edu/diversity/multicultural-center-academic-success-mcas

NTID Science Support Services
Gosnell Hall (GOS/1115)
A wide variety of services are available for science deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling.

For more information check https://www.rit.edu/ntid/support-services/other-colleges or call 475-6400-V/TTY.

Public Safety
Grace Watson Hall (GWH)
This office is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. https://www.rit.edu/fa/publicsafety or call Ext. 52853-V/TTY. For **emergencies**, call Ext. 53333-V, Ext. 52853-General number or Text (585) 205-8333.

In addition, lost items are turned into the COS Dean's office: GOS (8)-1102 at the reception desk and held onto for 30 days, then sent to Public Safety.

Student Health Service
August Center (AUG)
Staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, they provide primary medical care on an out-patient basis. You may be seen on a walk-in basis during designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment.
http://www.rit.edu/studentaffairs/studenthealth or call 475-2255 or 475-5515-TTY.

The Ombuds Office
Student Alumni Union (SAU/1114)
The Ombuds Office is a resource open to assist any member of the RIT community seeking assistance with conflict management and conflict resolution. Email: ombudsask@rit.edu or call 475-7200.
http://www.rit.edu/ombuds/

Wallace Library
The Wallace Center (WAL)
The library provides information in many forms including print, compact disks, microfilm, and microfiche. An on-line computer catalog, computerized searching capabilities, and interlibrary loan provide access to virtually all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources. http://wallacecenter.rit.edu or call 472551-V-TTY.

Women in Science (WISe)
This organization seeks to increase the enrollment and improve the retention rate of women students in science. WISe plays a central role in contributing to the engagement of women in sciences and mathematics through a diverse and unique educational experience. WISe provides interested students opportunities in leadership, mentoring, and participation in outreach activities. For more information: https://www.rit.edu/science/wise
or call 475-4273.

Student Chapters of Professional Organizations
See your academic unit for information on professional organizations.

Honorary Societies
See your academic unit for information on honorary societies.

Clubs
Offerings of clubs at RIT can be found at
https://www.rit.edu/student-clubs-and-organizations

ADDITIONAL SERVICES AND CONTACT INFORMATION

Service	Office	Contact
Accessibility for Students with Physical Disabilities (both temporary and permanent).	Disabilities Services Catherine Lewis, Director; Student Alumni Union 1155 Email: cbldso@rit.edu TTY: 475-6988	Catherine Mahrt-Washington Disabilities Coordinator Gosnell Hall 1104 475-7046 cewsse@rit.edu
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center 1st floor 475-6186-V; 475-2080-TTY	https://www.rit.edu/eservices/ asksfs@rit.edu
Career Counseling	Counseling Center	August Center 2100 475-2261-V/TTY https://www.rit.edu/careerservices/students/career-counseling
Change of Mailing Address	Registrar Eastman Hall 1st floor	SIS (Student Information System)
Change of Program	Department Staff	https://www.rit.edu/academicaffairs/registrar/forms.html

	Registrar's office	
Conflict management/resolution	The Ombuds Office	http://www.rit.edu/ombuds/
Co-op	Cooperative Education and Career Services Bausch & Lomb Center 1125 475-2301-V 475-6905-TTY	https://www.rit.edu/emcs/oce/
Copy Machine		Wallace Memorial Library, HUB Printing & Postal Center
Emergency Escort Service	Public Safety 475-3333-V; 475-6654-TTY	https://www.rit.edu/fa/publicsafety/
English Language	English Language Center Monroe Hall 2040 Ext. 56684	http://www.rit.edu/studentaffairs/elc
Financial Aid and Scholarships	Financial Aid Bausch & Lomb Center 2107 475-2186-V; 475-6909-TTY	https://www.rit.edu/admissions/financial-aid
Illness	Student Health Ctr. August Center 1st floor 475-2255-V/TTY; 475-5515-TTY	http://www.rit.edu/studentaffairs/studenthealth/
Institute Advising Office	1202 Eastman Building 1 585-475-7024	Lynne Mazadoorian Director, Institute Advising Office lcmldc@rit.edu http://www.rit.edu/academicaffairs/advising/
Library Skills Help	Wallace Library Reference Desk The Wallace Center	

	475-2563-V/TTY	
Lost & Found	Public Safety 475-2074-V; 475-2853-TTY	Student Services Office Gosnell Hall 1102 Ext. 55221-V
Math Skills Help	Bates Center Gosnell Hall 1200	https://www.rit.edu/studentaffairs/asc/math-and-physics-support/overview
Parking Permit	Parking Office Grace Watson Hall 1160 475-2074-V/TTY	https://www.rit.edu/parking/students
Counseling	Counseling Center August Center 2100 Gleason Hall 2203 475-2261-V/TTY	http://www.rit.edu/studentaffairs/counseling/
Physics Skills Help	Bates Study Center Gosnell Hall 1200	https://www.rit.edu/studentaffairs/asc/math-and-physics-support/overview
Student ID Card	Registrar Eastman1st floor 475-2821-V/TTY	
Support for Women in Science	WISe	http://www.rit.edu/science/wise
Support for Minority Science Students	Multicultural Center for Academic Success (MCAS) Student Alumni Union 2300	https://www.rit.edu/diversity/multicultural-center-academic-success-mcas
Writing Skills Help	Writing Center Monroe Hall 2050	http://www.rit.edu/academicaffairs/writing/

Building Identity Reference List

https://www.rit.edu/fa/facilities/content/building-identity-reference-list

Campus Maps

https://maps.rit.edu/