

College of Science

Undergraduate  
Student Handbook

2015 – 2016

**R·I·T** | *College of* **SCIENCE**

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*Both RIT and the College of Science websites, [www.rit.edu](http://www.rit.edu) and <http://www.rit.edu/science/>, offer a wealth of information at your fingertips.*

## WELCOME TO THE COLLEGE OF SCIENCE

Welcome to the 2015-2016 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 advisers. 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,  
Sophia A. Maggelakis, Ph.D.  
Dean of the College of Science  
Professor of Mathematics

## COMMUNICATING WITH STUDENTS, FACULTY, ADVISERS & STAFF

### Advising

<http://www.rit.edu/science/advising>

Upon entering RIT, each student is assigned a professional academic adviser and a faculty adviser. Undergraduate students will meet with their academic adviser regarding course/degree planning and progression and meet with their faculty adviser regarding career and graduate school planning. A required step in a successful registration is to see your academic adviser before registering for courses to be sure you are progressing toward degree completion. All first year students have a hold on their account and their academic adviser will remove it once they have met to discuss their course and degree plan. All advisers 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 scheduler to make an appointment.

If you experience any problems related to your course work, remember that the best time to see your adviser 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 adviser'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 adviser's name appears on the right side of your student center landing page. If you would like to change your adviser see the academic unit staff assistant or 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 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 (<http://resnet.rit.edu/> NRH/43-1034; Ext. 52600-V or 54927-TTY).

You are **required** to activate and use your RIT email account. Faculty, advisers 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](http://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 actuarial science, biology, biotechnology & molecular bioscience, bioinformatics, 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 in the College of Science 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.

EL requirements for your program are available from your academic unit.

### **Science Exploration**

<http://www.rit.edu/science/sep>

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 adviser is assigned.

### **Program/Plan Codes**

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

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

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

<http://www.rit.edu/science/ugrad>

### **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>

<http://www.rit.edu/co-op.html>

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 adviser, 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>

### **YearOne**

<http://www.rit.edu/studentaffairs/asc/YearOne-overview.php>

The required YearOne class serves as an interdisciplinary catalyst for first-year students to access campus resources, services and opportunities that promote self-knowledge, leadership development, social responsibility and life skills awareness and application. YearOne is also designed to challenge and encourage first-year students to get to know one another, build friendships and help them

become an integral part of the campus community.

### **Liberal Arts Requirements**

<http://www.rit.edu/programs/undergraduate-graduation-requirements> - Liberal Arts requirements *for those students who entered RIT prior to fall 2013.*

For more information, visit the web site as there will be continued updates and consult with your assigned adviser or an adviser in the Liberal Arts Office of Academic Advising; LIB/2210, 52444-V/TTY. <http://www.rit.edu/cla/>

### **General Education Curriculum – Liberal Arts and Sciences (effective fall 2013 for incoming freshman)**

<https://www.rit.edu/programs/undergraduate-graduation-requirements#newgened>

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. **Foundation 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 coursework and life-long learning.
  - a. LAS Foundation 1: First Year Seminar
  - b. LAS Foundation 2: UWRT-150, ENGL-150, ISTE-101
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.

### **From Perspective to Immersion**

<https://www.rit.edu/programs/immersions>

Immersion, a concentration of three courses in a particular area, build on the broad appreciation of liberal arts and sciences that students have gained through Perspective courses. After gaining a range of key perspectives in math, science,

natural science, global culture and society, sociological perspectives, artistic understanding and appreciation, and ethical awareness, students go on to immerse themselves in a particular field or interdisciplinary theme. These Perspectives equip students with the necessary habits of critical thinking and analysis to help them both explore the world around them, and appreciate its diversity. This “Immersion” allows students to delve more deeply into a particular intellectual endeavor, or interdisciplinary problem. These immersions are meant to complement the student’s program—exposing them to approaches and questions that are truly distinct but also potentially complementary to their major program of study.

A list of immersions can be accessed here:

<http://www.rit.edu/programs/immersions>

### **Minors**

<https://www.rit.edu/programs/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 adviser in regards to minors approved to fulfill these requirements.

### **Science Minors offered within the College of Science**

<https://www.rit.edu/science/ugrad>

- Applied Statistics
- Astronomy
- Biology: Cellular and Molecular
- Biology: Ecology and Evolution
- Chemistry

- Environmental Modeling
- Environmental Science
- Imaging Science
- Mathematics
- Optical Sciences
- Physics

### **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/emcs/financialaid/ugrad\\_progress.html](https://www.rit.edu/emcs/financialaid/ugrad_progress.html)

## **SAFETY POLICIES AND PROCEDURES**

### **Lab Safety**

<http://finweb.rit.edu/grms/ehs/lab/>

It is the duty of the RIT Environmental Health & Safety Department, faculty, staff and students to ensure a safe and healthy working and learning environment in all RIT owned and operated laboratories. In order to accomplish this, RIT has

developed a Laboratory and Chemical Hygiene Safety Program that includes guidelines to ensure safe work practices, and a training program 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 injury or illness to employees and students 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**

<http://finweb.rit.edu/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 is fire prevention, taking extra but necessary steps to ensure the safety of RIT faculty, staff, students, and visitors while fire prone processes, such as metal working and even cooking, are carried out.

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

### **Emergency Phones**

A910 – Located in the hallway outside of room #A207

A925 – Located in the hallway outside room #A355

1910 – Located in the hallway outside of room #1103

1925 – Located in the hallway outside of room #1345

2910 – Located in the hallway outside of room #2219

2925 – Located in the hallway outside of room #2345

3910 – Located in the hallway outside of room #3215

3925 – Located in the hallway outside of room #3345

Gosnell building elevator

Ross building outside of room #A290

Students, staff, faculty should try to evacuate like everyone else using the assigned evacuation routes and stairwells. If they can't use a stairwell (or others can't assist them), they can wait in the stairwell or other location. They need to

call or text Public Safety (585-475-7812 call, 585-205-8333) to let them know they couldn't get out and where they are. Folks can also call 9-1-1 in that case as well.

## **Buddy System**

The buddy system is needed when working with Hazardous Chemicals or Situations.

A Buddy is someone who meets the following:

- Has taken applicable safety training for the lab, studio, or area if the buddy will be in the room with the student/employee while he/she is working
- Is preferably an RIT student, faculty or staff member
- Is available to communicate for the duration of the individual working alone
- Knows to call RIT Public Safety if a situation should arise

## **Buddy System Process**

If you will be working alone in a designated 'buddy system area' or in a situation that requires the use of the buddy system, the following MUST be done:

- 1) Find/determine who your buddy will be
- 2) Inform the buddy of the building and room number where you will be working (if they will not be in the room with you), when and for approximately how long
- 3) Set up a communication schedule and check in with your buddy on a pre-established, periodic basis (call, text or email)
- 4) Ensure that the buddy has the contact information for both yourself and RIT Public Safety
- 5) Instruct the buddy to contact RIT Public Safety immediately should a scheduled check-in be missed and they cannot reach you:
  - a. RIT Public Safety 475-3333 (V/TTY) or RITPublicSafety (AIM)
  - b. Provide your name and location
- 6) Contact the buddy to let them know when you leave

NOTE: These are the minimum requirements for establishing a buddy system. Specific areas may be more restrictive with their process.

## **Radiation Safety**

<http://www.rit.edu/fa/grms/ehs/content/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.

## **ENROLLMENT, SCHEDULING AND HOLDS**

### **Enrolling in Courses**

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

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://sis.rit.edu/info/welcome.do>

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.
- 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.

## **Student Information Terminology**

<http://www.rit.edu/enrollment/glossary.php>

Terms you should become familiar with when using these Scheduling Systems.

## **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](https://tigercenter.rit.edu/).

To receive support or provide feedback, please visit

<https://www.rit.edu/its/tigercentertalk/>

## **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 2015-2016: a four-digit number identifies each semester. The fourth number identifies the specific semester: 1-Fall, 3-Intersession, 5-Spring, and 8-Summer.

Examples:

- 2151 is the program code for fall semester in the 2015-2016 academic year.
- 2153 is the program code for the intersession in the 2015-2016 academic year.
- 2155 is the program code for spring semester in the 2015-2016 academic year.
- 2158 is the program code for summer semester in the 2015-2016 academic year.

## **Tips on Planning a Schedule**

- Meet with your adviser.
- 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 adviser 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**

<http://www.rit.edu/enrollment/>

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/fa/sfs/billing/tuitionandfees/1516/undergraduate/fulltime>

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 \$932 for each additional credit hour.

### **Holds**

Certain holds will prevent you from enrolling or making changes to an existing schedule. Enrollment Holds are placed on all first year and transfer students. This is to ensure that you meet with your academic adviser to discuss your goals, courses and degree plan. The academic adviser will remove the hold after this meeting. It is important to meet with your academic adviser and have the hold 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 holds are in place. Holds, and hold definitions, are viewable in the student information system. Additional holds that can prevent course registration are the Health Hold, Student Financial Services (SFS) Hold, Housing Hold, Library Hold and Judicial Hold. These holds 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 advisers 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/how\\_to\\_swap\\_classes.pdf](https://www.rit.edu/sistraining/sites/rit.edu.sistraining/files/files/how_to_swap_classes.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 - Registration](#). 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 adviser 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 – Drop with Penalty**

Once the Add/Drop period has ended, you can withdraw from a course until the end of the twelfth week of the semester.

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D5.html>

Refer to the academic calendar for the exact date: <http://www.rit.edu/calendar/>.

Before you decide to withdraw from a course, you are strongly encouraged to discuss your performance or concerns with your instructor. When you withdraw,

*drop with penalty* occurs the day after add/drop and continues until the end of the 12<sup>th</sup> week of the semester, and the withdrawal becomes part of your permanent record. <http://www.rit.edu/enrollment/glossary.php>  
 Withdrawing from a course will not change your enrollment status from full-time to part-time.

Always talk to your academic adviser before making the decision to withdraw/drop with penalty and remember:

- Not attending class does not constitute an official withdrawal.
- You will remain registered for a class unless you officially withdraw from it.
- If you do not withdraw, the instructor must give you a grade, whether or not you have attended class.
- Some academic units require an appointment with the academic unit head to discuss a possible withdraw prior to the twelfth week.
- Check with your academic unit staff for the procedures followed by your academic unit.
- Withdrawing after the twelfth week is not guaranteed and requires signatures from your academic unit head and the Associate Dean, or the Dean; this is granted only in rare cases.
- If you withdraw from a class, your official transcript will show a grade of W.

## GRADES

### Grade Definitions

RIT uses a +/- grading system upon which the program and institute cumulative grade point averages are based.

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D5.html>

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

When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation ("I") to a student. The

instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a "Change of Grade" form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an "F" grade or a "U" grade if the "I" was associated with an "R" or "S" graded graduate course. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

If there are extenuating circumstances which render an instructor unable to assign a grade or evaluate a student's work and assign a grade to replace an "Incomplete" notation, the head of the academic unit in which the course was taught will select an instructor to act in the place of the original instructor. After appropriate evaluation of the student's work, that instructor will assign a grade in place of the "Incomplete" notation.

### **Grade Point Average**

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D5.html>

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 <https://www.rit.edu/academicaffairs/policiesmanual/d051>). 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.

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.

### 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. Advisers assigned to the student also receive academic alert notification(s) of the instructors concern. Instructors using academic alert, and academic advisers, 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 adviser. 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 adviser 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.

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:

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D5.html>

### **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: COS Guidelines for Participation in Graduation policy section 3.9**

**& 3.10 – log in with RIT computer account is required:**

<http://www.rit.edu/cos/policies>

**See also: RIT Graduation Requirements**

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D12.html>

## **POLICIES**

### **Final Examination Policy**

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D11.html>

If the method of student evaluation includes a formal final examination, this exam must be scheduled during exam week as specified in the university calendar. Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for the exam week. Instructors will notify their college scheduling officer to include their course in the final examination schedule.

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.

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

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

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

If the instructor chooses not to give a formal final examination, it is the expectation that the instructor will treat the exam week as a full component of the academic term. During this exam week, appropriate educational activities should be scheduled, including the opportunity for students to benefit from the instructor's professional counsel.

### **Student Privacy**

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D15.html>

RIT complies with the **Family Rights and Privacy Act of 1974**, which governs access and release of information from student educational records. That statute, in part:

- Permits students to inspect their educational records.
- Provides the opportunity to challenge the accuracy of such records.
- Limits disclosure of non-directory information such as grades and class schedules to persons outside the institute without the student's written permission.

Prior consent is not required for disclosure of educational records to officials of RIT who have been determined to have a legitimate educational interest.

All students, regardless of age, have a right under RIT policy D15 of access to and confidentiality of their educational records. The parents (or guardian) of a dependent student have the same rights of access to the records of the student, regardless of the student's age. The parents (or guardian) of a nondependent student are not permitted access without the student's written consent. Except in unusual situations, RIT will not initiate the release of any information or records to parents and expects students to keep their parents informed to whatever degree the individual students and parents deem appropriate.

All parental rights to access education records, without consent, transfer to the student at age 18. Therefore, parents will only be given rights to access educational records if a) the student has given written consent, b) in compliance with a subpoena, c) by submission of evidence that the parents declare the student as a dependent (as defined by the Internal Revenue Service). Students may obtain the form "FERPA Consent to Release Student Information" at <http://www.rit.edu/fa/legalaffairs/sites/rit.edu/fa/legalaffairs/files/docs/ferpaconsentform.pdf> to allow parents the right to access educational records.

Requests to limit disclosure of directory information must be filed in writing annually in the Registrar's Office. Students have the right to file complaints with the U.S. Department of Education concerning alleged failures to comply with the act.

### **Code of Ethical Conduct for Faculty, Staff, Students and Trustees**

<http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C0.html>

This policy and code applies to all members of the RIT community, including students, faculty, staff, and trustees. It governs all community members' conduct while representing RIT, utilizing RIT's resources, being on RIT property, or while attending RIT functions. This policy and code incorporates the RIT Compliance Program and Procedures that seek to ensure ethical, legal, and regulatory compliance available at the [Office of Legal Affairs](#) website. This policy and code should be read with the other RIT policies available online at [www.rit.edu/academicaffairs/manual](http://www.rit.edu/academicaffairs/manual), as well as the specific policies and procedures incorporated below that already address key obligations and compliance risk areas for members of the RIT community.

### **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**

<http://www.rit.edu/~w-policy/sectionD/D8.html>

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

A breach of student academic integrity falls into three basic areas: cheating, duplicate submission and plagiarism.

1. Cheating: Cheating is any form of fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation.
2. Duplicate submission: 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 same courses.
3. Plagiarism: Plagiarism is the representation of others' ideas as one's own without giving proper attribution to the original author or authors. Plagiarism

occurs when a student copies direct phrases from a text (e.g. books, journals, and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism.

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 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. The RIT Policy Prohibiting Discrimination and Harassment is not intended to restrict freedom of speech or any form of artistic or visual expression. The policy 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.

RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life. It prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with RIT.

The initiation of an investigation of a potential violation of C6.0 precludes an individual from later requesting the use of policy C6.1 to investigate the same issue. In addition, once a C6.0 investigation is initiated, it must be fully investigated. Confidentiality will be maintained as described in the definition section of this policy.

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 Support 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 <http://www.rit.edu/~w-asc/> 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>

**Center for Religious Life  
Schmitt Interfaith Center (SMT/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](mailto:advising@rit.edu) or fill out a request form on their web site <http://www.rit.edu/academicaffairs/instituteadvising/index.php>

### **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. <http://www.rit.edu/emcs/ptgrad/international/international.php>

### **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 <http://www.rit.edu/president/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 <http://www.ntid.rit.edu/scimath/support> 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. <http://finweb.rit.edu/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](mailto:ombudsask@rit.edu) or call 475-7200.

<http://www.rit.edu/ombuds/>

## **TRiO Student Support Services (OSS)**

### **Campus Center (SAU/2724)**

The goal of this office is to provide the necessary academic and personal support that will enable students who qualify to fully realize their potential and to successfully complete their college career. Services include tutoring, math support, counseling and advocacy. This office supports first generation students, financially disadvantaged students and students with disabilities.

<http://www.rit.edu/studentaffairs/trioss/> or call 475-2506 V/TTY.

## **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 475-2551-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: <http://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

Get involved on campus. Get a listing of science clubs at <http://www.rit.edu/cos/student-clubs>

Offerings of clubs at RIT can be found at <https://www.rit.edu/studentaffairs/campuslife/major-student-organizations>

### ADDITIONAL SERVICES AND CONTACT INFORMATION

Service	Office	Contact
Accessibility for Students with Physical Disabilities (both temporary and permanent).	Disabilities Services Sue Ackerman, Coordinator; Student Alumni Union 1150 Email: smacst@rit.edu TTY: 56988	Catherine Mahrt-Washington Disabilities Coordinator Student Services Gosnell Hall 1112 Ext. 57046 <a href="mailto:cewsse@rit.edu">cewsse@rit.edu</a>
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center 1st floor Ext. 56186-V; 52080-TTY	<a href="https://eservices.rit.edu/eServices/welcome.do">https://eservices.rit.edu/eServices/welcome.do</a>
Career Counseling	Counseling Center	August Center 2100 Ext. 52261-V/TTY <a href="https://www.rit.edu/emcs/oc/student/career-counseling">https://www.rit.edu/emcs/oc/student/career-counseling</a>
Change of Mailing Address	Registrar Eastman Hall 1 <sup>st</sup> floor	SIS (Student Information System)
Change of Program	Department Staff Registrar's office	<a href="https://www.rit.edu/academicaffairs/registrar/forms.html">https://www.rit.edu/academicaffairs/registrar/forms.html</a>
Conflict management/resolution	The Ombuds Office	<a href="http://www.rit.edu/ombuds/">http://www.rit.edu/ombuds/</a>

Co-op	Cooperative Education and Career Services Bausch & Lomb Center 1125 52301-V 56905-TTY	<a href="http://www.rit.edu/co-op/careers">http://www.rit.edu/co-op/careers</a>
Copy Machine		Wallace Memorial Library, HUB Printing & Postal Center
Emergency Escort Service	Public Safety Ext. 53333-V; 56654-TTY	<a href="http://finweb.rit.edu/publicsafety/safety/">http://finweb.rit.edu/publicsafety/safety/</a>
English Language	English Language Center Monroe Hall 2040 Ext. 56684	<a href="http://www.rit.edu/studentaffairs/elc">http://www.rit.edu/studentaffairs/elc</a>
Fax Machine		OCASA Office Campus Center 2010
Financial Aid and Scholarships	Financial Aid Bausch & Lomb Center 2107 Ext. 52186-V; 56909-TTY	<a href="http://www.rit.edu/emcs/financialaid/index.php">http://www.rit.edu/emcs/financialaid/index.php</a>
Illness	Student Health Ctr. August Center 1st floor Ext. 52255-V/TTY; 55515-TTY	<a href="http://www.rit.edu/studentaffairs/studenthealth/">http://www.rit.edu/studentaffairs/studenthealth/</a>
Institute Advising Office	1202 Eastman Building 1 585-475-7024	Lynne Mazadoorian Director, Institute Advising Office <a href="mailto:lcmldc@rit.edu">lcmldc@rit.edu</a> <a href="http://www.rit.edu/academicaffairs/advising/">http://www.rit.edu/academicaffairs/advising/</a>
Library Skills Help	Wallace Library Reference Desk The Wallace Center Ext. 52563-V/TTY	
Lost & Found	Public Safety Ext. 52074-V; 52853-TTY	Student Services Office Gosnell Hall 1102 Ext. 55221-V
Math Skills Help	Bates Center Gosnell Hall 1200	<a href="https://www.rit.edu/studentaffairs/asac/math-and-physics-support/overview">https://www.rit.edu/studentaffairs/asac/math-and-physics-support/overview</a>
Parking Permit	Parking Office Grace Watson Hall 1160 Ext. 52074-V/TTY	<a href="http://facilities.rit.edu/pats/parking/permits.html">http://facilities.rit.edu/pats/parking/permits.html</a>
Personal	Counseling Center	<a href="http://www.rit.edu/studentaffairs/co">http://www.rit.edu/studentaffairs/co</a>

Counseling	August Center 210 0 Gleason Hall 2203 Ext. 52261-V/TTY	<a href="#">ounseling/</a>
Physics Skills Help	Bates Study Center Gosnell Hall 1200	<a href="https://www.rit.edu/studentaffairs/asc/math-and-physics-support/overview">https://www.rit.edu/studentaffairs/asc/math-and-physics-support/overview</a>
Student ID Card	Registrar Eastman 1st floor Ext. 52821-V/TTY	
Support for Women in Science	WISe	Phone: (585) 475-5221 E-mail: <a href="mailto:lvmsch@rit.edu">lvmsch@rit.edu</a> <a href="http://www.rit.edu/science/wise">http://www.rit.edu/science/wise</a>
Support for Minority Science Students	Multicultural Center for Academic Success (MCAS) Student Alumni Union 2300	<a href="http://www.rit.edu/president/mcas/">http://www.rit.edu/president/mcas/</a>
Writing Skills Help	Writing Center Monroe Hall 2050	<a href="http://www.rit.edu/academicaffairs/writing/">http://www.rit.edu/academicaffairs/writing/</a>

### **Building Identity Reference List**

<http://facilities.rit.edu/campus/buildingidentitylist/>

### **Campus Maps**

<http://facilities.rit.edu/campus/maps/>