School of Chemistry and Materials Science

Undergraduate Student Handbook

2016 – 2017
Welcome to the School of Chemistry & Materials Science

My name is Paul Craig and I’m the Head of the School of Chemistry & Materials Science at RIT. Our goals are very simple. If you join us at RIT we will do our best to help you succeed both on a personal and on a professional level. According to the 2014 Gallup-Purdue Index Report, *Great Jobs, Great Lives*, students who do well after graduation have a number of things in common:

- They have had a professor who made them excited about learning.
- They spend more than one semester on a research project while in college.
- They complete an internship, research, or teaching experience where they get to apply what they have learned in class.
- They are active in extracurricular activities.

You will have opportunities to share these experiences in our department. You will meet dynamic faculty and staff members who are excited about chemistry and materials science. All of our faculty members teach courses in their specialties and 19 of them have active research groups. Many of our students participate in research projects during the academic year and the summer. Every year we send ten or more students to national conferences to present their research and to become immersed in their academic community. We have four different student groups that focus on activities related to chemistry, biochemistry and materials science.

We offer two undergraduate degrees, B.S. Chemistry and B.S. Biochemistry, and two master’s degrees, M.S. Chemistry and M.S. Materials Science & Engineering. Our undergraduate degrees are certified by the American Chemical Society and the Biochemistry degree also conforms to the guidelines of the American Society for Biochemistry & Molecular Biology.

About half of our graduates find jobs in industry as research scientists, analysts or managers. According to the National Association of Colleges and Employers, the average starting salary in these professions is $50,600. The other half typically enter graduate programs in chemistry or the life sciences.

One of our goals for our students is that they will be co-authors on manuscripts in the peer-reviewed literature. We are averaging more than ten peer-reviewed publications each year, with many student co-authors and even a few student first authors, quite an accomplishment for an undergraduate student.

Students at RIT gain hands-on experience with advanced instrumentation, including NMR and LC-MS, which will prepare them for future positions in industry. Some of them participate in cooperative education during their undergraduate careers, where they gain even more experience with state-of-the-art instrumentation and techniques.

We have a lot to offer and hope you will join us this coming fall
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For more information, you may visit RIT’s website, www.rit.edu and the College of Science website http://www.rit.edu/cos.
1.0 COMMUNICATING WITH STUDENTS, FACULTY, ADVISERS & STAFF

Advising

Upon admission into the School of Chemistry and Materials Science, each student is assigned an academic adviser and a career/professional faculty adviser. 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 adviser before registering for courses to be sure you are progressing toward degree completion. All first-year students have a registration hold on their accounts and their academic adviser will remove it once they have discussed 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 also meet with students by appointment. Students may also call or email to make an appointment. If you experience any problems related to your course work, remember that the best time to see your adviser is as soon as you detect a problem or issue, so that the two of you can decide on a course of action while they are more easily manageable. If you would like to change your adviser, see the academic unit staff assistant, or contact the Assistant Dean of the College of Science.

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 new 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 or add yourself to the wait list
• View open and closed courses, class schedules, and your grades
• Update your address
• Obtain information about semester charges, financial aid credit, and your account balance

RIT Information & Technology Services, located in the Frank E. Gannet Hall, room
1113, can help you establish your account and get acquainted with the computer network. You can reach ITS by phone at 585-475-4357 or 585-475-2810 (TTY).

For assistance in connecting your dorm room computer to the RIT network, contact ResNet (http://resnet.rit.edu/) located in the Nathaniel Rochester Hall, room 1034; 585-475-2600 or 585-475-4927 (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.

**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.
2.0 OVERVIEW OF UNDERGRADUATE PROGRAMS

There are currently two undergraduate programs within the School of Chemistry and Materials Science: Chemistry and Biochemistry. Each leads to a Bachelor of Science degree. Graduates from both programs are well-prepared, whether they choose to take employment upon graduation or go directly to graduate school in pursuit of advanced degrees.

Chemistry (CHEM-BS)

The chemistry program prepares students for positions in several fields of chemistry, including professional industrial work in process and laboratory operations, research and experimental work, supervision of technical projects, and managerial positions. A substantial number of students continue their education and earn advanced degrees in chemistry, or pursue careers in pharmacy, medicine, and dentistry.

The chemistry program allows for flexibility in the type and number of chemistry and university-wide elective courses taken by the student. The major also provides students the option of planning an elective concentration in complementary fields such as imaging science, business, graphic arts, psychology, biology, criminal justice, computer science, engineering, environmental science, forensic medicine, mathematics, packaging science, and physics.

All of our graduating Chemistry majors now finish RIT with an American Chemical Society certified degree. This degree may be completed in four or five years, depending on the amount of cooperative education experience each student elects (cooperative education experience is not required, but is highly encouraged). Co-op may begin as early as the summer after the first year. Students may elect to complete the BS degree requirements in a traditional four-year program with three summers of co-op work experience. Students who choose to complete co-op requirements during the academic year will most likely need to extend their program.

Biochemistry (BIOCHEM-BS)

The biochemistry program offers the same main thrust as the chemistry program but fortifies the course work with more biochemistry and biology.

Students who enroll in the biochemistry program often have an interest in combining the life and health sciences with a chemistry degree. Students take a year of general biology and upper-level electives in both biology and biochemistry in addition to a typical chemistry curriculum. During the upper-level years, students take a substantial core of courses in biochemistry, physical chemistry, liberal arts, and elective courses in life sciences.

Employment opportunities for biochemistry graduates exist in the chemical, pharmaceutical, agricultural, forensic medicine, and rapidly expanding biotechnological fields. Graduates are also well-prepared to enter advanced degree programs in biochemistry, biophysics, medicine, pharmacy, dentistry, and veterinary medicine.

All of our graduating Biochemistry majors now finish RIT with a degree that satisfies both the American Society for Biochemistry and Molecular Biology and the American Chemical Society certified degrees. This degree may be completed in four or five years, depending on the amount of cooperative education experience each student elects (cooperative education experience is not required, but is highly encouraged). Co-op may begin as early as the summer after the first year. Students may elect to complete the BS degree requirements in a traditional four-year program with three summers of co-op work experience. Students who choose to complete co-op requirements during the academic year will most likely need to extend their program.
### 3.0 PROGRAM REQUIREMENTS

**Chemistry Program**

[https://www.rit.edu/science/programs/bs/chemistry](https://www.rit.edu/science/programs/bs/chemistry)

Academic Program: UCOS

Academic Plan: CHEM-BS

In order to graduate with a degree in Chemistry, the student must successfully complete their major requirements, their math sequence including Multivariable Calculus, their Physics sequence, their liberal arts requirements, and any other General Education requirements. For students who complete the Chemistry degree program and are interested in an advanced degree, there is a B.S/M.S. degree option with the Material Science and Engineering program.

#### Graduation Requirements for a Chemistry B.S. degree in typical course sequence:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>CHEM-130 Chemical Connections</td>
<td>1</td>
</tr>
<tr>
<td>CHEM-151 General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM-155 Chemistry Workshop</td>
<td>2</td>
</tr>
<tr>
<td>MATH-181 LAS Perspective 7A: Project-based Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>LAS Foundation 1: First Year Seminar†</td>
</tr>
<tr>
<td></td>
<td>LAS Perspective 1</td>
</tr>
<tr>
<td>CHMA-161 Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CHMA-165 Analytical Methods Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHMO-331 Comprehensive Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-335 Comprehensive. Organic Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>MATH-182 LAS Perspective 7B: Project-based Calculus II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>LAS Foundation 2: First Year Writing</td>
</tr>
<tr>
<td></td>
<td>YearOne</td>
</tr>
<tr>
<td></td>
<td>Wellness Education*</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>CHMA-221 Instrumental Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-332 Comprehensive Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-336 Comprehensive Organic Chemistry Lab II</td>
<td>2</td>
</tr>
<tr>
<td>CHMI-351 Inorganic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>MATH-219 Multivariable Calculus</td>
<td>3</td>
</tr>
<tr>
<td>CHMA-222 Chemical Separations</td>
<td>3</td>
</tr>
<tr>
<td>CHMB-402 Biochemistry I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS-211 LAS Perspective 5: University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Third Year</td>
<td></td>
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</tr>
<tr>
<td>CHMP-441 Physical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS-212 LAS Perspective 6:</td>
<td>University Physics II</td>
</tr>
<tr>
<td>LAS Perspective 3, 4</td>
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<tr>
<td>LAS Elective</td>
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<tr>
<td>Free Elective</td>
<td></td>
</tr>
<tr>
<td>CHMP-442 Physical Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMP-445 Experimental Physical</td>
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<tr>
<td>Chemistry (WI)</td>
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<table>
<thead>
<tr>
<th>Fourth Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CHMI-352 Inorganic Chemistry II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Advanced Chemistry Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LAS Immersion 2, 3</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LAS Elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Advanced Chemistry Lab</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 123

Please see New General Education Curriculum–Liberal Arts and Sciences (LAS) for more information.

(WI) Refers to a writing-intensive course within the major.

* Please see Wellness Education Requirement for more information. Students completing bachelor's degrees are required to complete two Wellness courses.
Biochemistry Program
http://www.rit.edu/science/programs/bs/biochemistry

Academic Program: UCOS
Academic Plan: BIOCHEM-BS

Biochemistry is an exciting variation of the chemistry degree and may be completed in four or five years, depending on the amount of cooperative education. Students take a year of general biology, in addition to a typical chemistry curriculum, during the first two or three years. During the upper-level years, students in the biochemistry program take a substantial core of courses in biochemistry, physical chemistry, chemical literature, and the liberal arts as well as elective courses in biology, biotechnology, and clinical science. Students must take a minimum of two upper-division biology electives and one upper-division biochemistry elective.

Graduation Requirements for a Biochemistry B.S. degree in typical course sequence:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>CHEM-130 Chemical Connections</td>
<td>1</td>
</tr>
<tr>
<td>CHEM-151 General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM-155 Chemistry Workshop</td>
<td>2</td>
</tr>
<tr>
<td>MATH-181 LAS Perspective 7A: Project-based Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH-181 LAS Foundation 1: First Year Seminar†</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-121 Introductory Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHMO-331 Comprehensive Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-335 Comprehensive Organic Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>MATH-182 LAS Perspective 7B: Project-based Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH-182 LAS Foundation 2: First Year Writing</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-122 Introductory Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-122 YearOne</td>
<td>0</td>
</tr>
<tr>
<td>BIOL-122 Wellness Education*</td>
<td>0</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>CHMO-332 Comprehensive Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-336 Comprehensive Organic Chemistry Lab II</td>
<td>2</td>
</tr>
<tr>
<td>CHMA-161 Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CHMA-165 Analytical Methods Lab</td>
<td>2</td>
</tr>
<tr>
<td>MATH-219 Multivariable Calculus or MATH-251 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH-219 LAS Perspective 1, 2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Choose one of the following:</strong></td>
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<tr>
<td>CHMA-221 Instrumental Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

*Wellness Education can be completed in the first or second year.
†LAS Foundation 1 can be completed in the first or second year.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMA-222</td>
<td>Chemical Separations</td>
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</tr>
<tr>
<td>CHMB-402</td>
<td>Biochemistry I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS-211</td>
<td>LAS Perspective 5: University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-201</td>
<td>Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMB-403</td>
<td>Biochemistry 2</td>
<td>3</td>
</tr>
<tr>
<td>CHMB-405</td>
<td>Biochemistry Lab (WI)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS-212</td>
<td>LAS Perspective 6: University Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>LAS Perspective 3, 4</td>
<td>6</td>
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<tr>
<td></td>
<td>LAS Immersion 1, 2</td>
<td>6</td>
</tr>
<tr>
<td>CHMP-441</td>
<td>Physical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Biology Elective†</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHMI-351</td>
<td>Inorganic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Biology Elective†</td>
<td>3</td>
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<td></td>
<td>LAS Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LAS Immersion 3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Chemistry Lab Elective or Biochemistry Research‡</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Biochemistry Elective†</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

Please see New General Education Curriculum—Liberal Arts and Sciences (LAS) for more information.

(WI) Refers to a writing intensive course within the major.

* Please see Wellness Education Requirement for more information. Students completing bachelor’s degrees are required to complete two Wellness courses.

‡ Please consult an adviser for course options.
**Accelerated Dual Degree Option**

https://www.rit.edu/programs/chemistry-bs

B.S. in Chemistry, M.S. in Materials Science & Engineering

https://www.rit.edu/science/programs/bs-ms/chemistry

First: Academic Program: U-COS; Academic Plan: CHEM-BS
Then: Academic Program: G-COS; Academic Plan: MSENG-MS

The BS chemistry major may be combined with the MS in materials science and engineering, allowing undergraduate students to acquire both a bachelor’s and a master’s degree in a total of five years. This option is designed for students who wish to explore the industrial applications of chemistry in the areas of developing new materials (polymers, plastics, natural product substitutes), new processes for producing those materials, and research into new applications for existing materials.

<table>
<thead>
<tr>
<th>Course</th>
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<td></td>
<td>LAS Foundation 1: First Year Seminar†</td>
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<td>LAS Perspective 1</td>
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<tr>
<td>CHMA-161 Quantitative Analysis</td>
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<td>CHMA-165 Analytical Methods Lab</td>
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<tr>
<td>CHMO-331 Comprehensive Organic Chemistry I</td>
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<tr>
<td>CHMO-335 Comprehensive Organic Chemistry I Lab</td>
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<tr>
<td>MATH-182 LAS Perspective 7B: Project-Based Calculus II</td>
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<tr>
<td></td>
<td>LAS Foundation 2: First Year Writing</td>
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<td>Wellness Education*</td>
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<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>CHMA-221 Instrumental Analysis</td>
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<tr>
<td>CHMO-332 Comprehensive Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMO-336 Comprehensive Organic Chemistry II Lab</td>
<td>2</td>
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<td>CHMI-351 Inorganic Chemistry I</td>
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<tr>
<td>MATH-219 Multivariable Calculus</td>
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<td>Free Elective</td>
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<tr>
<td>CHMA-222 Chemical Separations</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>CHMB-402</td>
<td>Biochemistry I</td>
</tr>
<tr>
<td>PHYS-211</td>
<td>LAS Perspective 5: University Physics I</td>
</tr>
<tr>
<td></td>
<td>LAS Perspective 2</td>
</tr>
<tr>
<td></td>
<td>LAS Immersion 1</td>
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**Third Year**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CHMP-441</td>
<td>Physical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS-212</td>
<td>LAS Perspective 6: University Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>LAS Perspective 3, 4</td>
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<td></td>
<td>LAS Elective</td>
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<tr>
<td></td>
<td>Free Elective</td>
<td>6</td>
</tr>
<tr>
<td>CHMP-442</td>
<td>Physical Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMP-445</td>
<td>Experimental Physical Chemistry (WI)</td>
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**Fourth Year**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CHMI-352</td>
<td>Inorganic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Chemistry Electives</td>
<td>6</td>
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<tr>
<td></td>
<td>LAS Immersion 2, 3</td>
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<tr>
<td></td>
<td>LAS Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Advanced Chemistry Lab</td>
<td>3</td>
</tr>
<tr>
<td>MTSE-601</td>
<td>Introduction to Material Science</td>
<td>3</td>
</tr>
<tr>
<td>MTSE-617</td>
<td>Material Degradation</td>
<td>3</td>
</tr>
<tr>
<td>MTSE-702</td>
<td>Introduction to Polymer Science</td>
<td>3</td>
</tr>
<tr>
<td>MTSE-703</td>
<td>Solid State Science</td>
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**Fifth Year**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>MTSE-790</td>
<td>Thesis</td>
<td>9</td>
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<td>MTSE-704</td>
<td>Theoretical Methods</td>
<td>3</td>
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<td></td>
<td>Graduate Electives</td>
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<tr>
<td></td>
<td>LAS Electives</td>
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</tr>
</tbody>
</table>

**Total Semester Credit Hours** 150

Please see New General Education Curriculum–Liberal Arts and Sciences (LAS) for more information.

(WI) Refers to a writing intensive course within the major.

* Please see Wellness Education Requirement for more information. Students completing bachelor’s degrees are required to complete two Wellness courses.
4.0 GENERAL EDUCATION 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. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to fundamental of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses.

The new general education curriculum consists of the following requirements:

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.

- First Year Seminar
  More information at https://www.rit.edu/studentaffairs/asc/yearone/overview
- Writing Seminar
  More information at https://www.rit.edu/academicaffairs/writing/message-provost

Perspectives
Perspectives are defined as a total of 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.

1. Ethical
2. Artistic
3. Global
4. Social
5. Natural Science Inquiry (See Science Sequence Requirement, next page)
6. Scientific Principles (See Science Sequence Requirement, next page)
7. Mathematical

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. All College of Science students will automatically receive credit for perspectives 5-7 above as part of their regular curriculum.

Immersion
An immersion is a series of three related general education courses that further broaden a student’s judgment and understanding within a specific area through deeper learning. Immersions 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. 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.

**Out-of-Department General Education Electives**

The remaining general education elective credits may be specified by the academic programs in order for student’s 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.

The following courses can be used to satisfy the “Out of Department” General Education electives:

- Almost every* Liberal Arts course
- Any College of Science course that is not classified as chemistry or biochemistry
  o Note: Courses such as freshman symposiums, research courses, independent studies, and co-op do not qualify for general education electives. There may be additional courses that do not satisfy the general education requirement. See next page for College of Science Courses NOT suitable for General Education.

**College of Science Courses Not Suitable for General Education for Chemistry and Biochemistry Undergraduate majors**

- Any course with names beginning in CHEM, CHMA, CHMB, CHMG, CHMI, CHMO, or CHPO
- Any MATH, BIOL, or PHYS course that is already required for the CHEM-BS or BIOCHEM-BS degree
- BIOL:
  130 Introduction to Bioinformatics
  201 Cellular & Molecular Biology
  204 Introduction to Microbiology
  240 General Ecology
  265 Evolutionary Biology
  313 Comparative Animal Physiology
  321 Genetics
  322 Developmental Biology
  365 Population Genetics
  475 Conservation Biology
- ENVS:
  201 Environmental Workshop
301 Environmental Field Skills

- IMGS:
  181 Innovative Freshman Experience I
  221 Vision & Psychophysics
  230H The Music of the Spheres
  261 Linear and Fourier Methods for Imaging
  321 Geometric Optics
  341 Interaction Between Light and Matter
  351 Color Science

- ITDS-161 Frontiers of Science II

- MATH:
  220 Vector Calculus
  311 Linear Optimization
  312 Non-linear Optimization
  321 Game Theory
  331 Dynamical Systems
  341 Advanced Linear Algebra
  351 Graph Theory
  361 Combinatorics
  367 Codes and Ciphers
  367H Honors Codes and Ciphers
  371 Number Theory
  401 Stochastic Processes
  411 Numerical Analysis
  412 Numerical Linear Algebra
  431 Real Variables I
  432 Real Variables II
  441 Abstract Algebra I
  442 Abstract Algebra II
  461 Topology

- PHYS:
  150 Introduction to Special Relativity
  207 University Physics I: AP-C Waves
  209 University Physics II: AP-C Optics
  213 Modern Physics
  214 Modern Physics II
  283 Vibrations and Waves
  315 Experiments in Modern Physics
  316 Advanced Laboratory in Physics
  320 Mathematical Methods in Physics
  330 Classical Mechanics
  360 Intro to Chaotic Dynamics
  365 Physical Optics
  370 Stellar Astrophysics
371 Galactic Astrophysics
372 Extragalactic Astrophysics
373 Observational Astronomy
408 Laser Physics
411 Electricity and Magnetism
414 Quantum Mechanics
440 Thermal and Statistical Physics

• STAT:
  295 Statistical Analysis for Bioinformatics
  305 Intro to Regression
  315 Statistical QC
  325 Design of Experiments
  335 Intro to Time Series
  345 Non-parametric Stats
  405 Mathematical Stats I
  406 Mathematical Stats II
  415 Statistical Sampling

*For more information on your general education requirements, including a list of the Immersions available, please go to
https://www.rit.edu/academicaffairs/generaleducation/general-education-framework/overview
5.0 NON-GENERAL EDUCATION REQUIREMENTS

Experiential Learning
The College of Science at RIT has made a substantial commitment to opportunities for students to engage in experiential learning.

In the School of Chemistry & Materials Science (SCMS), we view experiential learning as any opportunity for our students to become fully engaged as scientists for an extended period of time. We have approved the following list of activities in chemistry, biochemistry or related fields to qualify as experiential learning for our majors and these activities will fulfill the institute requirement for experiential learning. All students who graduate with a major in Chemistry or Biochemistry from SCMS will be required to complete a minimum of one of the five experiential learning activities described below.

1. Full-time research either for credit or for pay for one academic term (fall, spring, or summer terms)

   The School of Chemistry and Materials Science is home to 18 research-active faculty in fields ranging from protein biochemistry to synthetic organic chemistry to magnetic materials and photovoltaics. SCMS has a strong tradition of undergraduate research with several recent students achieving co-authorship of peer-reviewed publications. Students within SCMS are encouraged to begin participation in undergraduate research as early as their freshman year.

   Alternatively, students can also participate in summer research at other institutions through the Research Experience for Undergraduates (REU) program funded by the National Science Foundation or institutionally funded Summer Undergraduate Research Fellowships (SURFs). Any students interested in pursuing full-time summer research should consult with their faculty advisor as early as the preceding fall semester to fulfill the application requirements for these programs in a timely manner.

2. Part-time research either for credit or for pay for two academic terms

   Comparable to the full-time option listed above, students can also achieve a significant involvement in experiential learning by engaging in part-time research for an extended period of time of at least two (2) academic terms. While opportunities for paid research do occur on occasion, they are somewhat sporadic and depend upon extramural funding for individual faculty. The more commonplace option is for students to engage in research for academic credit. The terms of these credit-based experiences are developed collaboratively between the individual student and research advisor and are negotiated on a term-by-term basis. At a minimum, students will need to enroll for one credit hour of research per semester for two semesters or conduct paid research for a minimum of 5 hours per week throughout each of two semesters.
3. Full-time cooperative experience for one academic term (from Office of Career Services and Cooperative Education)

“Cooperative Education, or co-op, gives you the opportunity to gain meaningful work experience before you graduate. It will also help you further define your career path and fully realize the value of what you are learning in the classroom. Cooperative education at RIT is full-time employment directly related to your field of study for a minimum period of 10 weeks (Summer term), a minimum period of 15 weeks (Fall or Spring term). Students are typically eligible for co-op after they have completed the first two years of coursework in their academic program.”

Past co-op opportunities within SCMS have included major chemical and biotechnology companies such as Merck and Amgen. Students interested in co-op should inquire with the College of Science Career Services Coordinator for more information.

4. Learning assistant or Teaching assistant for two academic terms

Learning Assistants (LAs) are undergraduates who are hired to facilitate small-group interaction in our large-enrollment courses. A limited number of LA positions are available based upon contingent funding for individual course instructors. The LA experience is valuable for students who continue on to any career, and will be a major addition to one’s CV. LAs help transform large-enrollment STEM courses by creating environments in which students can interact with one another, engage in collaborative problem solving, articulate and defend their ideas, and explicitly discuss aspects of the nature of science and the nature of learning science. LA positions are attained by a competitive process that is managed by the LA Program Coordinator. Interested students can refer to the RIT CASTLE website for further information about the LA Program.

Teaching Assistants (TAs) are similar to LAs in that they facilitate classroom interactions but are managed within the School of Chemistry and Materials Science. Students can sign up for Undergraduate Teaching Experience (CHEM 301). In contrast to LA positions, TA positions are not limited to our large-enrollment courses, but can be found in smaller, advanced courses and in teaching laboratories. Undergraduate TAs may also be assigned roles in lab/class preparation, grading and proctoring of assignments, and oversight of students during class or laboratory. At a minimum, students will need to enroll for one credit hour as a teaching assistant per semester for two semesters.

5. Study Abroad (see below for full details)
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 Requirement
https://www.rit.edu/programs/undergraduate-graduation-requirements#wellness.

All students must take at least two distinct wellness courses before graduation.

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 activity courses).

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 & application. YearOne is also designed to challenge and encourage first-year students to get to know each other, build friendships, and help them become an integral part of the campus community.

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 health, wellness, or activity courses. The Wellness Instructional Program 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, (585) 475-2620 (V/TTY).
http://www.rit.edu/studentaffairs/criw/contacts.php
6.0 OTHER DEGREE OPTIONS

Minors

With two further courses, students can build on the immersion to earn a Minor. A Minor allows students to develop a secondary area of interest and expertise. Often, this leads to lifelong engagement with an area that enriches their lives beyond their major.

RIT encourages all students to pursue a minor to broaden their knowledge. A list of all minors with their requirements is available at http://www.rit.edu/programs/minors-and-concentrations. To declare a minor, a student must fill out the “Minor Authorization/Change” form available on the registrar’s website under Current Students -> Forms. http://www.rit.edu/academicaffairs/registrar/forms

In general, a student cannot declare a minor that is offered within their home department.

Double Majors

RIT supports students that express an interest in enrolling in a double major. A double major is any combination of majors from RIT’s more than 200 academic programs. Students can combine any number of programs to create a double major that best meets their academic and professional goals. Some guidelines apply to the creation of a double major:

Examples of double majors past students have had:

- Chemistry and Biology
- Chemistry and Computer Science
- Chemistry and Applied Mathematics
- Chemistry and Medical Illustration
- Biochemistry and Biotechnology
- Biochemistry and Business Management

M.S. in Chemistry

The Master of Science degree in chemistry is offered on a full- or part-time basis. The program is designed to fill the needs of a traditional student or the practicing chemist who is employed full time and wishes to pursue a graduate degree on a part-time basis. This program allows you to receive a unique combination of coursework, teaching experience, and faculty mentored research to build one’s confidence, reinforce chemistry knowledge, and train you to apply your chemistry knowledge to solve problems. Our state-of-the-art chemical instrumentation allows us to offer an MS Chemistry program experience that will give students an edge necessary for career development or entry into a PhD program in chemistry.
M.S. in Materials Science and Engineering

The Masters of Science degree in materials science and engineering, offered jointly by the College of Science and the Kate Gleason College of Engineering, is designed with a variety of options to satisfy individual and industry needs in the rapidly growing field of materials. With the advent of new classes of materials and instruments, the traditional practice of empiricism in the search for and selection of materials is rapidly becoming obsolete. Therefore, the program offers a serious interdisciplinary learning experience in materials studies, crossing over the traditional boundaries of such classical disciplines as chemistry; physics; and electrical, mechanical, and microelectronic engineering.

Independent Study

To do an independent study, you need to obtain the approval of a faculty sponsor. You need to write a brief proposal and attach it to the one-page independent study form. You can obtain the form in the College of Science Student Services office: Gosnell 1130. 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.
7.0 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.

Below is the text that appears on the “Laboratory Safety Guidelines and Agreement” form that is distributed to every RIT student who enrolls in a chemistry lab:

    I understand that the following policies and procedures are in effect for all Laboratories within the College of Science buildings, and I hereby agree to comply with them whenever and wherever applicable. I also understand that failure to comply may result in the termination of my course enrollment and/or research privileges.

While working in the laboratory, I will

1. not smoke, eat, or drink, apply cosmetics.
2. wear gloves and a knee-length lab coat when working with reagents/media/chemicals, or as instructed by your lab instructor.
3. wear safety glasses (safety goggles or face shields when appropriate as stated by the instructor or research advisor) while working with experiments posing risk to eyes or face.
4. not leave the laboratory wearing gloves (clean or dirty). Use a container to carry items you don’t want to touch with bare hands.
5. not go barefoot or wear open toed shoes, sandals, crocs, sandals with socks, open backed shoes/sandals.
6. not wear loose clothing or any ear buds or ear phones.
7. tie back long hair.
8. not engage in any behavior that may be hazardous to my safety or to the safety of others.
9. not engage in careless use of equipment and supplies.
10. immediately notify the instructor/advisor of all accidents or injuries.
11. clean my work area at the end of each lab period, and make sure all utilities – especially gas outlets – are turned off.

I understand that I am not to work alone in a laboratory during weekdays before 8:00am or after 6:00pm, weekends or holidays. If access to a laboratory during non-class hours has been authorized, I understand that I must follow the departmental policy concerning the “buddy system”.

In the event of a laboratory accident or injury, or any other circumstance in which medical help or security assistance is required, I will notify the instructor/advisor first (if present) and then I will make use of one of the emergency phones located in the hallways on each floor of the building. The phone is operated by pushing the red button and talking into the speaker or by picking up the receiver and speaking into the phone. This provides a direct line to Public Safety, 24 hours per day, or contact Public Safety at (585) 475-3333.

I acknowledge that the instructor or research advisor has gone over the location and operation of safety equipment such as eye wash, safety shower, first aid and spill kits. I am also aware of the availability of MSDS (Material Safety Data Sheets) for each lab assigned. I also acknowledge that the Instructor has reviewed the information on this agreement with me.

I acknowledge that if I am allowed to obtain key or card swipe access to a laboratory area I must first go through the Laboratory Safety and Gas cylinder Training given by the Environmental Health and Safety Department (training/refresher training is required on an annual basis each fall) before the key/swipe access will be issued.

I acknowledge that all items I have checked out from the College’s A-level Main Stores, Life Science and CBT stockrooms are returned by the last day of classes. If any items are lost, broken, or not returned, I understand that I will be charged a replacement fee equal to the cost of the outstanding item(s).
**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.

**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

**Areas of Refuge**

We also have “Areas of Refuge” designated in the Gosnell building for those individuals that cannot safely evacuate the building utilizing the stairwells. These are located in the southeast corner of the Gosnell building in rooms 1300, 2300 and 3305.
**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

**Hierarchy of Buddy System**

1) Have a buddy in the room (Preferred)
2) Have a buddy in the vicinity (i.e. same building and floor)*
3) Have a buddy offsite to call, text or email*

*Sign in sheet required

**Example Sign in Sheet:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of person working in the lab</th>
<th>Contact Info (Phone or email)</th>
<th>Time In</th>
<th>Time Out</th>
<th>Name of Buddy</th>
<th>Contact Info for Buddy (Phone or email)</th>
</tr>
</thead>
</table>

**Options for sign in sheet:**

a) Door hanger
b) Plastic sleeve outside of door on wall (in case door is propped open)
c) Designated sign in area with sign in sheet (see above)
d) Designated “Buddy System Area” sign
e) Online form
**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.
8.0 COURSE ENROLLMENT

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

**Student Information System (SIS)**

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

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 immersion
- Check to see whether you have a financial, advising, student conduct, or housing hold on your registration
- Apply for graduation

The SIS Training link can be found at: http://www.rit.edu/sistraining/student-training-materials

Some terms you should become familiar with when using the Student Information System can be found at http://www.rit.edu/enrollment/glossary.php
**Semester Codes**

A four-digit number identifies each semester. The first three identify the academic year and the fourth number identifies the specific semester: 1-Fall, 3-Intersession, 5-Spring, and 8-Summer.

Examples:

Academic Year 2016-2017

- 2161 is the program code for fall semester in the 2015-2016 academic year.
- 2163 is the program code for the intersession in the 2015-2016 academic year.
- 2165 is the program code for spring semester in the 2015-2016 academic year.
- 2168 is the program code for summer semester in the 2015-2016 academic year.

**Enrolling in Courses**

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

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.

**Tips on Planning a Schedule**

- Meet with your adviser.
- 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 (among other factors such as ROTC, Honors Program, and participation in varsity athletics) 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.
**Overloads**

You must be registered for at least 12 credit hours to be considered a full-time student. 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, and need department permission to overload. Students in the Honors Program are not assessed additional tuition for overloads.

**Holds**

Any hold 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 courses and degree plan. The academic adviser will have the hold removed 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, and 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 include the Health Hold, Student Financial Services (SFS) Hold, Housing Hold, Library Hold, and Student Conduct Hold. These holds can only be removed by the units which put them in place.

**Wait List**

The wait list functionality in the new 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.

Please note that not all courses have waitlist functionality.

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

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

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**

Within the first seven calendar days, excluding Sundays and holidays, of the full fall, spring and summer terms is the add/drop period.  
See https://www.rit.edu/academicaffairs/policiesmanual/d030.  
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 unit staff 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. https://www.rit.edu/academicaffairs/policiesmanual/d050

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 12th 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.
9.0 GRADES

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 Definitions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
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<tr>
<td>B</td>
<td>Above Average</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
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<tr>
<td>C-</td>
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<td>1.67</td>
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<tr>
<td>D</td>
<td>Minimum Passing Grade</td>
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<tr>
<td>F</td>
<td>Failure</td>
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</table>

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.

**Program Grade Point Average**

There will be two methods of grade point average calculation for undergraduate 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](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.

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

A matriculated undergraduate student will be placed on the Dean's List if the following conditions for the term are met. The student has:

- Registered for and completed at least 12 credit hours in the semester
- GPA for the semester of 3.40 or better,

No grades of I, F, or D for any course (including wellness and any other non-credit but required courses).

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

Academic Probation and Suspension

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 below, 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. The rules can be found at https://www.rit.edu/academicaffairs/policiesmanual/d051.

Repeating a Course

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

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

It is strongly recommended that you apply for graduation at the beginning of your final academic year. In SIS, simply click on the double arrow where the text “other academic…” appears in your record, and select Apply for Graduation. Fill out and submit the form online.

See also: COS Guidelines for Participation in Graduation policy section D06.0 – log in with RIT computer account is required:
https://www.rit.edu/science/sites/rit.edu.science/files/D06.0ParticipationInGraduation.pdf

See also: RIT Graduation Requirements
9.0 POLICIES

Final Examination Policy

http://www.rit.edu/academicaffairs/policiesmanual/d110

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/d150

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**

https://www.rit.edu/academicaffairs/policiesmanual/c000

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, 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 Principles

We each have a responsibility to address any unethical behavior we observe; either through direct discussion with the offending party, or by discussion with an appropriate faculty, adviser or staff member. Allowing unethical behavior to continue unchallenged is not acceptable.

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.

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 (C6.0)

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.
10.0 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, 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 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 http://www.rit.edu/studentaffairs/asc/math-and-physics-support/overview

Chemistry Tutoring

Chemistry tutoring is available during the academic term. This fall’s schedule can be found here: https://www.rit.edu/science/documents/scms-chemistry-tutoring-schedule

The Center for Woman and Gender

The mission of the Center for Women and Gender is to foster an educational environment in which all community members can be personally, academically, and professionally successful without regard to gender, racial/ethnic origins, sexual orientation, gender identity, socio-economic status, or spiritual beliefs.

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

Campus ministers for various religious traditions are available for religious services and many program activities. http://www.rit.edu/studentaffairs/religion or call Ext. 585-475-2137
**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](http://www.rit.edu/studentaffairs/counseling) or call Ext. 52261-V/TTY.

**Disability Service Office**  
*Student Alumni Union (SAU/2340 & 2342)*

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](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](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 [http://www.rit.edu/academicaffairs/instituteadvising/index.php](http://www.rit.edu/academicaffairs/instituteadvising/index.php)

**International Student Program**

*Student Alumni Union (SAU/2330)*

This office offers assistance for international students with visas, immigration regulations, and travel documents, as well as adjustment to the academic and cultural expectations in the US. [http://www.rit.edu/studentaffairs/iss/](http://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 [http://www.rit.edu/president/mcas/](http://www.rit.edu/president/mcas/).

**NTID Science Support Services**
**Gosnell Hall (GOS/A115)**

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](http://www.ntid.rit.edu/scimath/support) or call 585 475-6400-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](http://finweb.rit.edu/publicsafety) or call Ext. 52853-V/TTY. For emergencies, call Ext. 53333-V or Ext. 56654-TTY.

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

**Student Health Service**
**August Center (AUG)**

Staffed by physicians, nurse practitioner, 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](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 confidential, neutral, and independent 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 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/cos/WISE/index.html or call 475-7046.
Student Chapters of Professional Organizations

Alpha Chi Sigma

Alpha Chi Sigma AXΣ is a national co-educational professional chemistry fraternity. Joining AXΣ is a great way to advance yourself, both professionally and personally. To learn more, visit http://www.rit.edu/sg/axe/index.html

The American Society for Biochemistry and Molecular Biology (ASBMB)

The RIT ASBMB Student Affiliates is a charter member of the National Undergraduate Affiliates Network (UAN) of the American Society of Biochemistry and Molecular Biology. ASBMB Student Affiliates was organized in 2003 as a way to strengthen ties between Biochemistry and Molecular Biology (Biotechnology) students and faculty. To learn more, visit https://www.facebook.com/rit.asbmb/

The Materials Research Society (MRS)

The Materials Research Society will build a dynamic, interactive, global community of materials researchers to advance technical excellence by providing a framework in which the materials disciplines can convene, collaborate, integrate and advocate. To learn more, visit http://www.rit.edu/science/mrs

Clubs

Get involved on campus. Below are some of the clubs where you would generally find SCMS students:

• College of Science Student Advisory Board (COSSAB)
• ChemClub
• House of General Science (HoGS)

For a complete listing of science clubs check http://www.rit.edu/cos/student-clubs

For a complete listing of RIT clubs check https://thelink.rit.edu/Organizations
Facility Management

Facility Management Services (FMS) takes charge of the ownership of the over 5 million square feet of building space and 1,300 acres that comprise the RIT campus. Popular links helpful to new RIT students and the RIT populace as a whole are:

Campus Maps (http://facilities.rit.edu/campus/maps/) and
Building Identity Reference List (http://facilities.rit.edu/campus/buildingidentitylist/)

For more on FMS, visit http://www.rit.edu/fa/facilities/

Additional Services and Contact Information

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<td>Catherine Mahrt-Washington</td>
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<td>Sue Ackerman, Coordinator;</td>
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<td>Emergency Escort Service</td>
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<td><a href="http://finweb.rit.edu/publicsafety/safety/">http://finweb.rit.edu/publicsafety/safety/</a></td>
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<tr>
<td></td>
<td>Ext. 53333-V;</td>
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<td></td>
<td>56654-TTY</td>
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<tr>
<td><strong>English Language</strong></td>
<td><strong>English Language Center</strong></td>
<td><a href="https://www.rit.edu/studentaffairs/els/">https://www.rit.edu/studentaffairs/els/</a></td>
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<td>Monroe Hall 2040</td>
<td>Ext. 56684</td>
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<td><strong>Fax Machine</strong></td>
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<td>OCASA Office</td>
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<td>Campus Center 2010</td>
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<td><strong>Financial Aid and Scholarships</strong></td>
<td>Financial Aid</td>
<td><a href="http://www.rit.edu/emcs/financialaid/index.php">http://www.rit.edu/emcs/financialaid/index.php</a></td>
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<td>Bausch &amp; Lomb Center 2107</td>
<td>Ext. 52186-V; 56909-TTY</td>
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<td><strong>Illness</strong></td>
<td>Student Health Ctr.</td>
<td><a href="http://www.rit.edu/studentaffairs/studenthealth/">http://www.rit.edu/studentaffairs/studenthealth/</a></td>
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<tr>
<td></td>
<td>August Center 1st floor</td>
<td>Ext.52255-V/TTY; 55515-TTY</td>
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<tr>
<td><strong>Institute Advising Office</strong></td>
<td>1202 Eastman Building 1</td>
<td>Lynne Mazadoorian Director, Institute Advising Office</td>
</tr>
<tr>
<td></td>
<td>585-475-7024</td>
<td><a href="mailto:lcmdc@rit.edu">lcmdc@rit.edu</a></td>
</tr>
<tr>
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<td><a href="http://www.rit.edu/academicaffairs/advising/">http://www.rit.edu/academicaffairs/advising/</a></td>
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<td><strong>Library Skills Help</strong></td>
<td>Wallace Library Reference Desk</td>
<td>The Wallace Center</td>
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<td><strong>Lost &amp; Found</strong></td>
<td>Public Safety</td>
<td>Student Services Office</td>
</tr>
<tr>
<td></td>
<td>Ext. 52074-V; 52853-TTY</td>
<td>Gosnell Hall 1102</td>
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<td>Ext. 55221-V</td>
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<td>Service</td>
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<td>Website/Contact Information</td>
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<td>Parking Permit</td>
<td>Parking Office</td>
<td><a href="http://facilities.rit.edu/pats/parking/permits.html">http://facilities.rit.edu/pats/parking/permits.html</a></td>
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<td>Personal Counseling</td>
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<td>Student ID Card</td>
<td>Registrar</td>
<td><a href="https://www.rit.edu/academicaffairs/registrar/">https://www.rit.edu/academicaffairs/registrar/</a></td>
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<tr>
<td>Support for Women in Science</td>
<td>WISe</td>
<td>Phone: (585) 475-5221, E-mail: <a href="http://www.rit.edu/cos/WISe/index.html">Women In Science</a></td>
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<td>Support for Minority Science Students</td>
<td>Multicultural Center for</td>
<td><a href="http://www.rit.edu/president/mcas/">http://www.rit.edu/president/mcas/</a></td>
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<td>Writing Skills Help</td>
<td>Writing Center</td>
<td><a href="http://www.rit.edu/academicaffairs/writing/">http://www.rit.edu/academicaffairs/writing/</a></td>
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<td>Monroe Hall 2050</td>
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</table>

Parking Permit

- Parking Office
  - Grace Watson Hall 1160
  - Ext. 52074-V/TTY

Personal Counseling

- Counseling Center
  - August Center 2100
  - Gleason Hall 2203 Ext. 52261-V/TTY

Physics Skills Help

- Bates Study Center
  - Gosnell Hall 1200

Student ID Card

- Registrar
  - Eastman 1st floor
  - Ext. 52821-V/TTY

Support for Women in Science

- WISe
  - Phone: (585) 475-5221
  - E-mail: Women In Science
  - [http://www.rit.edu/cos/WISe/index.html](http://www.rit.edu/cos/WISe/index.html)

Support for Minority Science Students

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

Writing Skills Help

- Writing Center
  - Monroe Hall 2050