

***Advisor Center Guide:
Student Information System***

Rochester Institute of Technology

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What is Advisor Center and How Do I Get There?

Advisor Center is a portal within the Student Information System that serves as an online one-stop shop to access a student's schedule of classes, advisors, holds, course history, unofficial transcript, and more.

To access Advisor Center, go to www.rit.edu/infocenter/facultystaff, then, in the Faculty/Advisor box click the Student Information System link and log in with your RIT username and password.

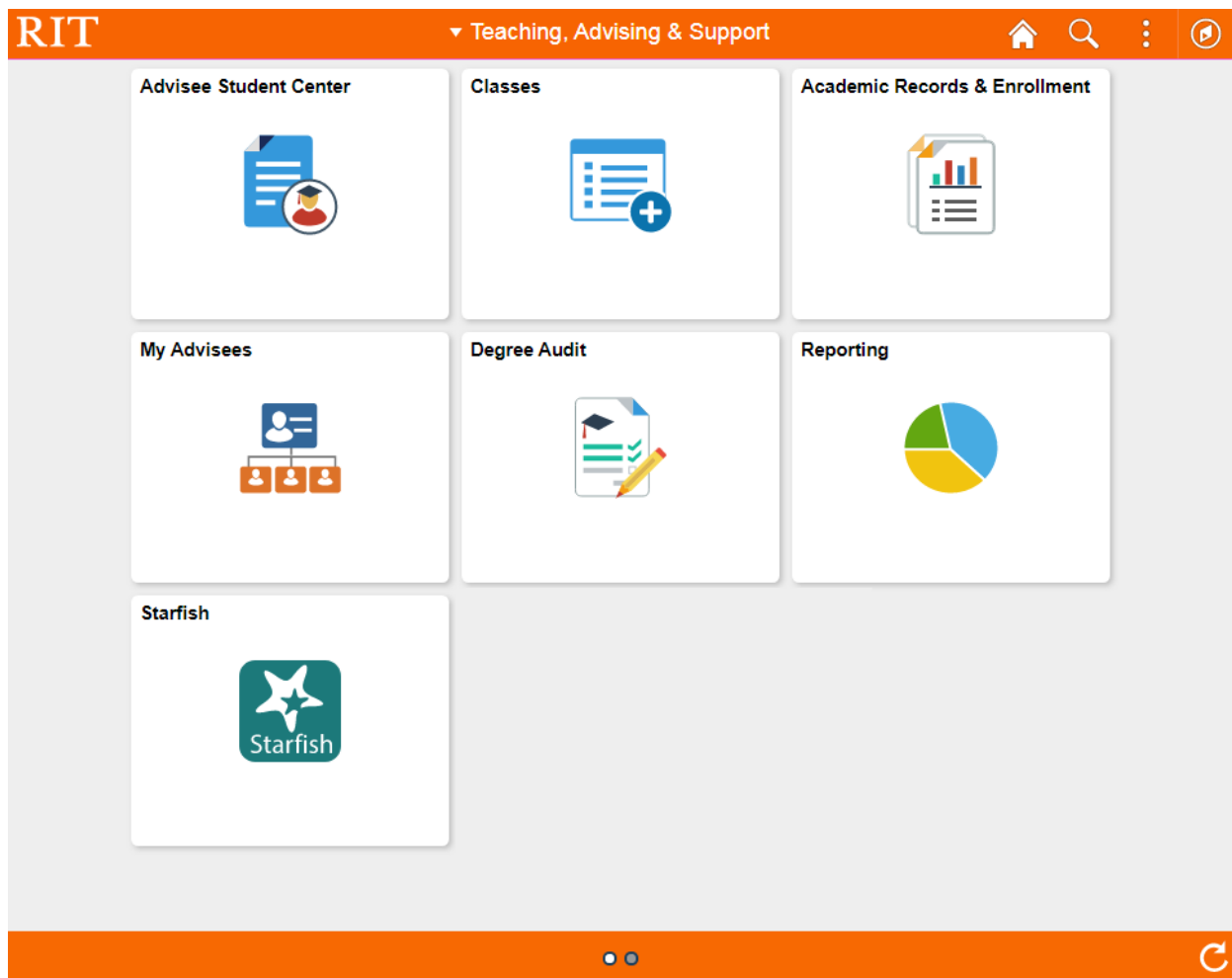
Faculty/Advisor

Faculty, including adjuncts, and advisors will be automatically provisioned in SIS. For other RIT employees, please complete the [Employee PeopleSoft Access Request Form](#).

Personnel who are not paid through RIT, or those needing faculty/advisor center access, please complete Faculty/Advisor Center Access Request Form. [Request Form](#).

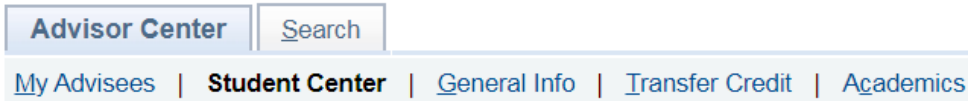
- [Student Information System](#)
- [Faculty Guide to the SIS](#)
- [Early Alert Guide](#)

Once logged in, you will be on the Teaching, Advising & Support Homepage



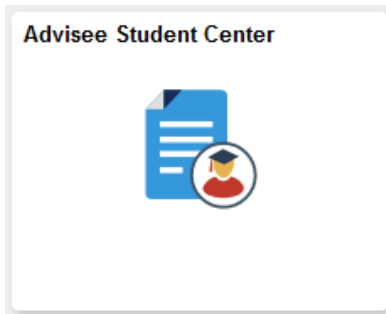
Advisor Center

Advisor Center is a tool within SIS that allows the advisor to easily access detailed student information. Advisor Center consists of five tabs that an advisor utilizes to help support students: my advisees, student center, general info, transfer credit, and academics.

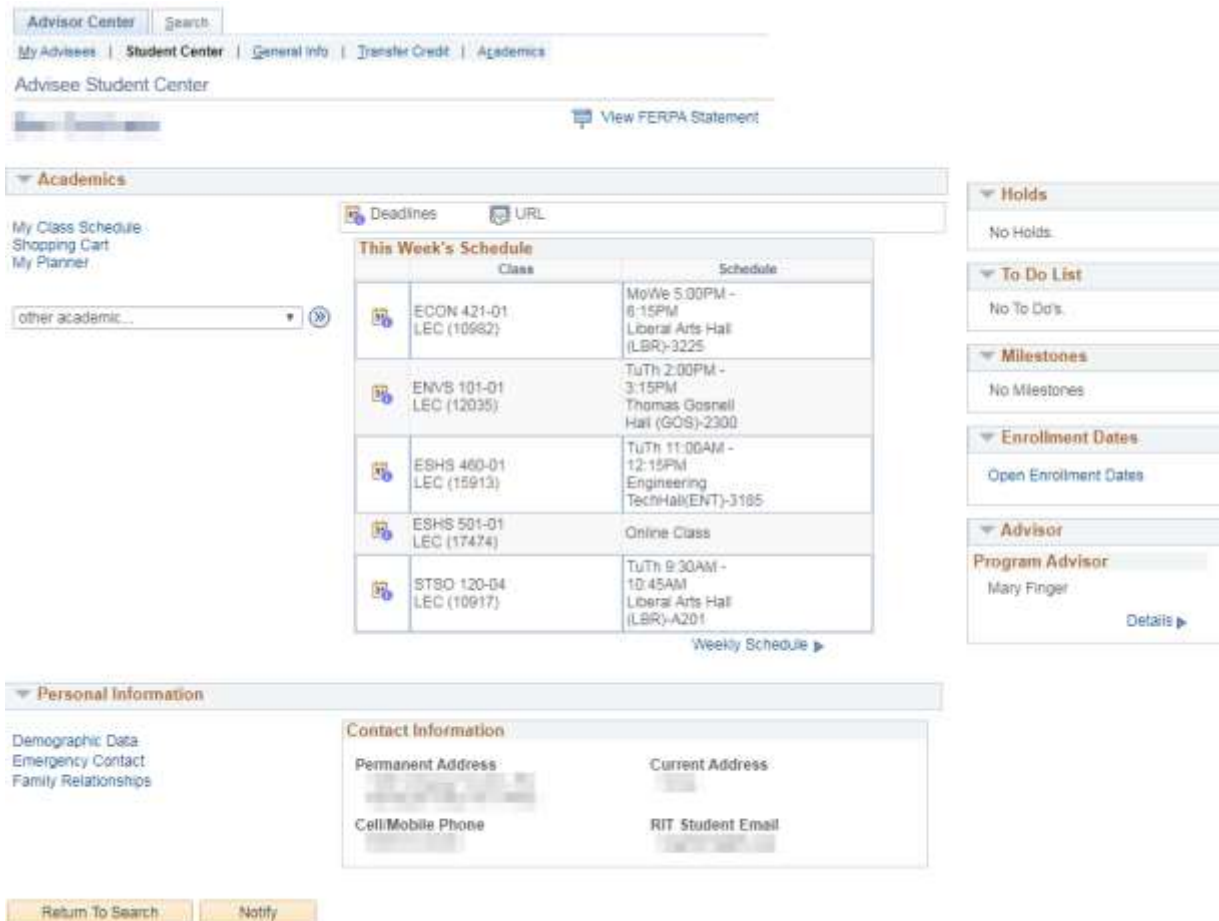


Advisee Student Center

From the My Advisees screen, click the “View” hyperlink to access Advisee Student Center. This will open the Advisee Student Center tab in a new window. Or, from the Teaching, Advising & Support homepage, select the “Advisee Student Center” tile.



The Advisee Student Center provides a summary of a student’s academics, personal information, holds, enrollment dates and assigned advisors. From this page, advisors drill down to get additional details. This display is similar but not identical to what the student sees.



Student Schedule

The student's schedule of classes is displayed in the center of the page. To view a list of enrolled, wait-listed, and dropped classes, click the **My Class Schedule** link. To view the classes in a calendar format, click the **Weekly Schedule** link beneath the schedule.



ID [redacted]

Advisor Center Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

[View FERPA Statement](#)

▼ Academics

- My Class Schedule**
- Shopping Cart
- My Planner

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	CSCI 331-01 LEC (13118)	MoWeFr 11:00AM - 11:50AM Slaughter Hall (SLA)-2150
	CSCI 352-01 LEC (13122)	MoWe 3:00PM - 4:15PM Golisano Hall (GOL)-3445
	ENGL 417-01 LEC (16287)	TuTh 9:30AM - 10:45AM Lyndon Johnson Hall (LBJ)-2590
	IGME 219-06 LEL (13526)	MoWeFr 12:00PM - 12:50PM Golisano Hall (GOL)-2570
	MATH 241-07 LEC (12651)	MoWeFr 8:00AM - 8:50AM Carlson Ctr Imaging (CAR)-1210

[Weekly Schedule ▶](#)

▼ Holds
No Holds.

▼ To Do List
No To Do's.

▼ Milestones
No Milestones

▼ Enrollment Dates
[Open Enrollment Dates](#)

▼ Advisor
Program Advisor
Donald Denz
[Details ▶](#)

Student Advisors

Student advisors are listed in the box in the bottom right-hand corner of the Student Center page.



ID [blacked out]

Advisor Center Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

View FERPA Statement

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	CSCI 331-01 LEC (13118)	MoWeFr 11:00AM - 11:50AM Slaughter Hall (SLA)-2150
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	ENGL 417-01 LEC (16287)	TuTh 9:30AM - 10:45AM Lyndon Johnson Hall (LBJ)-2590
	IGME 219-06 LEL (13526)	MoWeFr 12:00PM - 12:50PM Golisano Hall (GOL)-2570
	MATH 241-07 LEC (12651)	MoWeFr 8:00AM - 8:50AM Carlson Ctr Imaging (CAR)-1210

Weekly Schedule ▶

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
Donald Denz
[Details ▶](#)

Click the details link to find out additional information about the advisors, such as their role and email address.

Advisor Center Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisors

Academic Program UGRD Engineering Technology

Advisor Name	Committee
Mary Finger	Mary Finger (Primary Academic Advisor)

Service Indicators

Service Indicators may have an impact on services for a student and can prohibit enrollment, or restrict the availability of transcripts or diplomas. To view services impacted by the hold and information about how to resolve it, click the details link.

[View FERPA Statement](#)

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... ▾

Deadlines URL

This Week's Schedule

	Class	Schedule
	ARTH 135-11 LEC (16408)	TuTh 9:30AM - 10:45AM MAGIC Spell Studios (MSS)-2180
	DDDD 101-01 LEC (14620)	Fr 11:00AM - 12:50PM James E Booth (BOO)-A428
	DDDD 101-01S1 STU (14621)	Mo 11:00AM - 1:50PM James E Booth (BOO)-A450
	FDTN 131-05 STU (15536)	MoWe 2:00PM - 4:50PM James E Booth (BOO)-2530
	FDTN 141-05 STU (14430)	TuTh 2:00PM - 4:50PM Frank E. Gannett (GAN)-2130
	UWRT 150-11 LEC (10747)	TuTh 11:00AM - 12:15PM Orange Hall (ORN)-1350
	YOPS 10-062 LEC (15655)	We 12:00PM - 12:50PM James E Gleason Hall(GLE)-1129

[Weekly Schedule ▶](#)

Holds

Advising

[Details ▶](#)

To Do List

No To Do's.

Milestones

No Milestones

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Stephanie Solt
Shaun Foster

[Details ▶](#)

The details link includes information such as the start term, end term, and department.

Advisor Center

Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Holds

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Advising		USD	Rochester Institute of Tech.	2019-20 Spring (2195)		09/10/2019		Academic Advisor

Demographic Data

Select the “Demographic Data” link on the left-hand side of the page to view a student’s profile picture, University ID, date of birth (month/day) and additional demographic data.

Emergency Contact

If a student has designated an emergency contact, this information can be viewed by selecting the “Emergency Contact” link on the left-hand side of the page.

Contact Information

The contact information tab contains the student’s permanent address, current address, cell/mobile phone number, and their RIT email address. Additional contact information can be found on the “General Info” tab (see page 17).

The screenshot shows the Student Center interface. At the top, there are navigation tabs: Advisor Center, Search, My Advisees, Student Center, General Info, Transfer Credit, and Academics. Below these is the "Advisee Student Center" header and a "View FERPA Statement" link. The main content area is divided into sections: Academics, Holds, To Do List, Milestones, Enrollment Dates, and Advisor. The Academics section is expanded, showing a "This Week's Schedule" table with columns for Class and Schedule. The table lists several classes with their respective times and locations. Below the table is a "Weekly Schedule" link. The Personal Information section is also expanded, showing a list of links: Demographic Data, Emergency Contact, and Family Relationships. A red box highlights the Demographic Data and Emergency Contact links. Another red box highlights the Contact Information tab, which is currently selected and displays fields for Permanent Address, Current Address, Cell/Mobile Phone, and RIT Student Email.

Advisor Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Student Center

View FERPA Statement

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... >

Deadlines | URL

This Week's Schedule

	Class	Schedule
31	ARTH 135-11 LEC (16408)	TuTh 9:30AM - 10:45AM MAGIC Spell Studios (MSS)-2180
31	DDDD 101-01 LEC (14620)	Fr 11:00AM - 12:50PM James E Booth (BOO)-A428
31	DDDD 101-01S1 STU (14621)	Mo 11:00AM - 1:50PM James E Booth (BOO)-A450
31	FDTN 131-05 STU (15636)	MoWe 2:00PM - 4:50PM James E Booth (BOO)-2530
31	FDTN 141-05 STU (14430)	TuTh 2:00PM - 4:50PM Frank E. Gannett (GAN)-2130
31	UWRT 150-11 LEC (10747)	TuTh 11:00AM - 12:15PM Orange Hall (ORN)-1350
31	YOPS 10-062 LEC (15655)	We 12:00PM - 12:50PM James E Gleason Hall(GLE)-1129

Weekly Schedule ▶

Personal Information

Demographic Data
Emergency Contact
Family Relationships

Contact Information

Permanent Address
Current Address
Cell/Mobile Phone
RIT Student Email

Return To Search | Notify

Other academic... dropdown menu


To access additional student academic information, click the down arrow to open the “other academic...” drop-down menu. This menu gives the user access to view the student’s Academic Requirements, Course History, Exam Schedule, Grades, Transcript: Unofficial and Transfer Credit: Report. The following describes each of these menu items and their uses in greater detail.

Advisee Student Center


[View FERPA Statement](#)

Academics





My Class Schedule
Shopping Cart
My Planner

other academic... 

- Academic Requirements
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Deadlines  URL

This Week's Schedule

	Class	Schedule
	CSCI 331-01 LEC (13118)	MoWeFr 11:00AM - 11:50AM Slaughter Hall (SLA)-2150
	CSCI 352-01 LEC (13122)	MoWe 3:00PM - 4:15PM Golisano Hall (GOL)-3445
	ENGL 417-01 LEC (16287)	TuTh 9:30AM - 10:45AM Lyndon Johnson Hall (LBJ)-2590
	IGME 219-06 LEL (13526)	MoWeFr 12:00PM - 12:50PM Golisano Hall (GOL)-2570

Holds
No Holds.


To Do List
No To Do's.

Milestones
No Milestones


Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Donald Denz

Academic Advising Report (AAR)

From the “other academic...” dropdown menu select “Academic Requirements” and click the  button. The Academic Advisement Report (AAR) is an advisement tool designed to help students choose appropriate coursework and determine their progress toward graduation. Within the AAR, students and advisors will see how a student’s RIT coursework, transfer coursework, and test credits apply to graduation requirements for their declared major, immersion, minor, etc. The AAR displays program information specific to each student and outlines graduation requirements, general education requirements, and program requirements. All sections must be satisfied in order to earn a degree from RIT.

Course History


From the “other academic...” dropdown menu, select “Course History” and click the  button.

The Course History page allows you the advisor to view a list of all courses that a student has taken or enrolled in including external credit the student may have brought in to RIT. This is a simplified view that allows an advisor to quickly and easily sort the data.

By default the courses will be listed in order by Course Number. Click any of the column headings to sort data in ascending or descending order.

Advisor Center

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)



Advisee Course History




Select Display Option





Hide courses from My Planner

Show courses from My Planner


Sort results by

Then by

 Taken  Transferred  In Progress

Course	Description	Term	Grade	Units	Status	Enroll Status	Progress Units	Grade Points	Repeat Code
ACSC 10	YearOne	2015-16 Fall	S	0.00		Enrolled		0.000	
ARTH 135	Hist Wst Art: Ancient Medieval	2017-18 Fall	C	3.00		Enrolled	3.00	6.000	
BIOG 110	Field Biology	2015-16 Fall	X	4.00				0.000	
CRPG 61	CRP Academic Strategies	2017-18 Spring	A-	0.00		Enrolled	3.00	0.000	

Exam Schedule

From the “other academic...” dropdown menu select “Exam Schedule” and click the  button. The exam schedule is available no later than the first day of the term. Students should check their exam schedule for conflicts and/or determine if they are scheduled to take 3 or more exams in one day. (see D11.0 Final Exam Policies <https://www.rit.edu/academicaffairs/policiesmanual/d110>)



Select Display Option

List View


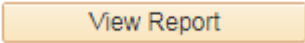
Weekly Calendar View

2019-20 Fall (2191) | Rochester Institute of Tech.

Class	Description	Exam Type	Exam Date	Schedule	Room
CSCI 352-01 (13122)	Operating Systems (Lecture)	Final	12/11/2019	10:45AM - 1:15PM	Golisano Hall (GOL)-3445
CSCI 331-01 (13118)	Intro Artificial Intelligence (Lecture)	Final	12/11/2019	4:15PM - 6:45PM	Golisano Hall (GOL)-1400
ENGL 417-01 (16287)	Deaf Literature (Lecture)	Final	12/12/2019	8:00AM - 10:30AM	Lyndon Johnson Hall (LBJ)-2590
MATH 241-07 (12651)	Linear Algebra (Lecture)	Final	12/13/2019	8:00AM - 10:30AM	Thomas Gosnell Hall (GOS)-2305
IGME 219-06 (13526)	3D Animation and Asset Prod (Lec/Lab)	Final	12/13/2019	10:45AM - 1:15PM	Golisano Hall (GOL)-2570

Transcript: View Unofficial

The unofficial transcript is generated as a PDF document. ***Note: For this to work you must make sure the popup blocker is disabled in your browser's settings.**

1. From the "other academic..." dropdown menu select **Transcript: View Unofficial**.
2. Click the  button.
3. Use the Report Type dropdown menu to select UNOFFICIAL ACADEMIC TRANSCRIPT.
4. Click the  button.

The unofficial transcript shows important information about a student's record on a term-by-term basis, such as degrees awarded by RIT, transfer credit earned from another college or university, AP credit, enrolled classes, grades, GPA statistics, program/plan (college/major & minor), term honors, and academic actions.

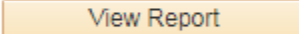
Note that the unofficial transcript does not say RIT anywhere on it and is only intended to serve as a snapshot of a student's record to RIT students, faculty, and administrative staff. For official documentation students should request an official transcript or enrollment verification.

Advisee Unofficial Transcript

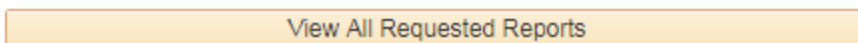


Choose an institution and report type and press View Report


****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution	<input type="text" value="Rochester Institute of Tech."/> ▼	
Report Type	<input type="text" value="UNOFFICIAL ACADEMIC TRANS"/> ▼	

This is an UNOFFICIAL Academic Transcript. To request an OFFICIAL Academic Transcript, please select Request Official Transcript within Student Center. For more information, visit <http://rit.edu/transcripts>



Transfer Credit: Report

From the “other academic...” dropdown menu select “Transfer Credit: Report” and click the  button. This provides the advisor with a simplified view of a student’s transfer course credits, test credits and other credits (waivers). For more detailed information regarding credit articulation utilize the transfer credit tab in advisor center or the unofficial transcript.

Advisee Transfer Credit



▼ Course Credits

No course credits found.


▼ Test Credits

Model Nbr 1 Posted
Institution Rochester Institute of Tech.
Career Undergraduate
Program UGRD Art and Design
Plan 3D Digital Design (BFA)

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade	
2019-20 Fall	AP	CSA	5.00	Posted	CSCI 105	4.000	X	
2019-20 Fall	AP	CSP	5.00	Posted	CSCI 101	3.000	X	
2019-20 Fall	AP	EMA	4.00	Posted	ECON 201	3.000	X	
2019-20 Fall	AP	MBC	5.00	Posted	MATH 181	4.000	X	
2019-20 Fall				Posted	MATH 182	4.000	X	
2019-20 Fall	AP	PH1	5.00	Posted	PHYS 111	4.000	X	
2019-20 Fall	AP	PH2	5.00	Posted	PHYS 112	4.000	X	
2019-20 Fall	AP	PHCE	5.00	Posted	PHYS 208	3.000	X	
2019-20 Fall	AP	PHCM	5.00	Posted	PHYS 206	3.000	X	
2019-20 Fall	AP	SUB1	5.00	No Rule		0.000		Equivalency Rule not found


General Info tab

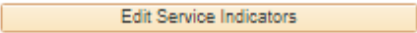
Select the “General Info” tab to access information regarding service indicators, student groups, personal data, names (preferred name vs. primary name) and contact information.

The  button is a shortcut to the manage service indicators page.

Advisor Center

[My Advisees](#) | [Student Center](#) | **General Info** | [Transfer Credit](#) | [Academics](#)


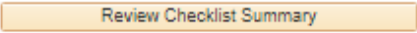
Advisee General Info  View FERPA Statement

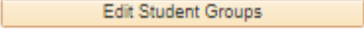
▼ **Service Indicators** 

★ Positive ⊘ Negative

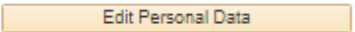
Service Indicators [Personalize](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	Advising	2019-20 Spring (2195)		09/10/2019		Academic Advisor

 **Initiated Checklists** 

▼ **Student Groups** 

Student Group	Description	Institution	Status
R28	Incoming Freshman	Rochester Institute of Tech.	Active as of 2019-08-11


▼ **Personal Data** 

Campus ID

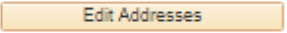
Date of Birth

Gender Male

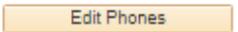
Marital Status Unknown

▼ **Names** 

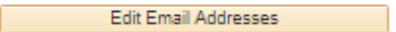
Name Type	Display Name	Status
Preferred		Active as of 2019-08-20
Primary		Active as of 2019-08-20

▼ **Addresses** 

Address Type	Address	Status
RIT Housing Mailing		Active as of 2019-08-20
Permanent		Active as of 2019-08-20
RIT Housing Assignment		Active as of 2019-08-20

▼ **Phones** 

Phone Type	Phone Number	Extension	Preferred
Cell/Mobile			<input type="checkbox"/>
Home			<input checked="" type="checkbox"/>

▼ **Email Addresses** 

Email Type	Email Address	Preferred
Home		<input type="checkbox"/>
RIT Student Email		<input checked="" type="checkbox"/>


Transfer Credit tab

View transfer, AP or other credit a student may have received. Click the “Detail” link for more information regarding credit articulation. For a simpler view of this information use the “other academic...” drop-down menu on the student center tab and select the “Transfer Credit: Report”, “Unofficial Transcript” and/or “Academic Requirements”.

[Advisor Center](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)


Advisee Transfer Credit

 [View FERPA Statement](#)

Course Credits


No course credits found.

Test Credits

[Model\(3\)](#) [Statistics\(4\)](#) 

Detail	Career	Institution	Program	Plan	Articulation Term	Model Status
Detail	Undergraduate	Rochester Institute of Tech.	UGRD Art and Design	3D Digital Design (BFA)	2019-20 Fall	Posted

Other Credits

[Model\(5\)](#) [Statistics\(6\)](#) 

Detail	Career	Institution	Program	Plan	Articulation Term	Model Status
Detail	Undergraduate	Rochester Institute of Tech.	UGRD Art and Design	3D Digital Design (BFA)	2019-20 Fall	Posted

Academics tab

Select the “Academics” tab to access a student’s career, program and plan information. This page also provides term summaries (term by term activity), which include enrolled courses, dropped courses and course grades. Term and cumulative GPA calculations appear at the bottom of the page.

The Academics Tab displays information about the student’s academic record. The top half of the page displays a student’s Institution, career, and program information while the bottom half of the page displays a student’s term by term enrollment information. **Note:** The top and bottom of the page are independent of each other. Selecting a specific career on the top part of the page does not affect the Term Summary information on the bottom part of the page.

The first section, **Institution/Career/Program**, displays the student’s career(s), academic program(s) and academic plan(s) along with their correlating SIS codes. This information is helpful when accurately completing University forms. A student may have multiple careers, career selected on the left-hand side of the screen corresponds to the program/plan information displayed on the right-hand side of the screen.

The next section, Term Summary, shows the terms in which the student has been enrolled. The most current term appears first, but you can click through other terms using the term list on the left-hand side. In the Term Summary, you can see any enrollment and term statistics. From this page you can access the Quick Enrollment component by click the Quick Enrollment link underneath the student’s term enrollment information.

Advisee Academics

[View FERPA Statement](#)

Institution / Career / Program

[Edit Program Data](#)

[RIT01 - Rochester Institute of Tech.](#)
[UGRD - Undergraduate](#)
[UCIS5 - UGRD Computing & Info Sciences](#)

Program UCIS5 UGRD Computing & Info Sciences
Student Career Nbr 0
Status Active in Program as of 08/09/2019
Admit Term 2151 2015-16 Fall (2151)
Expected Graduation 2201 2020-21 Fall (2201)
Approved Load Full-Time
Load Determination Base On Units
Level Determination Base On Units

Plan ASLDCS-IM ASL & Deaf Cultural Stud (IM)
Requirement Term 2181 2018-19 Fall (2181)

Plan COMPSCI-BS Computer Science (BS)
Requirement Term 2151 2015-16 Fall (2151)

Term Summary

[Edit Term Data](#)

[RIT01 - Rochester Institute of Tech.](#)
[UGRD - Undergraduate](#)
[2191 - 2019-20 Fall](#)
[2188 - 2018-19 Summer](#)
[2185 - 2018-19 Spring](#)
[2181 - 2018-19 Fall](#)
[2178 - 2017-18 Summer](#)
[2175 - 2017-18 Spring](#)
[2171 - 2017-18 Fall](#)
[2168 - 2016-17 Summer](#)
[2165 - 2016-17 Spring](#)
[2163 - 2016-17 Intersession](#)
[2161 - 2016-17 Fall](#)
[2158 - 2015-16 Summer](#)
[2155 - 2015-16 Spring](#)
[2153 - 2015-16 Intersession](#)
[2151 - 2015-16 Fall](#)

2019-20 Fall

Eligible to Enroll Yes
Primary Program UCIS5 UGRD Computing & Info Sciences
Academic Standing Status Data unavailable

▼ **Level / Load**

Academic Level - Projected 4th Year
Academic Level - Term Start 4th Year
Academic Level - Term End 4th Year
Approved Academic Load Full-Time

Academic Load Enrolled Full-Time

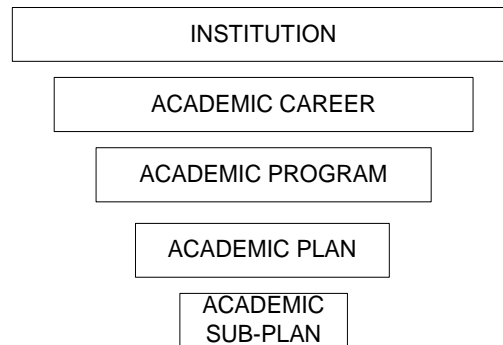
▼ **Classes**

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
CSCI 331-01 (13118)	Intro Artificial Intelligence (Lecture)	3.00	Standard Letter Grade		✓
CSCI 352-01 (13122)	Operating Systems (Lecture)	3.00	Standard Letter Grade		✓

Academic Structure: An Introduction

Academic Structure provides a foundation for all the Student Information System applications. These components allow RIT to organize its academic programs and offerings and associate them with both students and courses. The hierarchical nature of Academic Structure also allows us to efficiently automate many rules and requirements where various programs share requirements. The following image represents PeopleSoft's hierarchy for defining academic structure:



It is important to understand how the system defines these levels. Note that these may have slightly different meanings than what you are used to.

- Academic Institution** The structural element used to identify the university. RIT is one institution and thus we have only one Academic Institution code, which is RIT01 (RITzero1).
- Academic Career** A student's academic career, or simply "career" indicates the level of study that the student is actively enrolled in. RIT will utilize three Careers. Undergraduate (**UGRD**) will be used for students enrolled in any program issuing a Certificate, Diploma, AS, AAS, AOS, BS, or BFA. Graduate (**GRAD**) will be used for students enrolled in any program issuing an Advanced Certificate, MS, MBA, MArch, MFA or PhD. Continuing Education (**CNED**) will be used for NTID Summer Vestibule students and in the future, may be used for continuing education.
- Academic Program** The entity of the university to which a student applies and is admitted and from which the student graduates. As a general rule at RIT, linking the academic career and college unit together creates the academic program (*ex. UCLA = Undergraduate College of Liberal Arts, GCLA = Graduate College of Liberal Arts*).
- Academic Plan** An academic plan is the structural element that describes an area of study within an academic program, with one degree or certificate per plan. Plans are used for majors, 2nd majors, minors, and concentrations. Students will likely have multiple plans (*Ex. PACK-BS, ACCT-2M, ECON-MN, GFL-CONC*).
- Academic Sub-Plan** An area of further specialization or concentration within an academic plan. The academic sub-plan is always directly linked to a specific academic plan. RIT will normally use these for published program options and BS/MS programs.

My Advisees

Select the “My Advisees” section to access the first tab in Advisor Center, My Advisees.

Jenny LaFlam

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees View FERPA Statement

[View data for other students](#)

Select display option
 Link to Photos Include photos in list

Personalize Find [2] [icon]												
General		Details [icon]										
	Notify	Photo	Name	ID	Student Details	Campus	Academic Plan/Subplan	Admit Term	Academic Level	Cum Hours Earned	Status	Advisor Role
1	[icon]	[icon]	Stephanie Hansen Edward	611000000	View	MAIN	COMPSCI-BS	2171	02	054	AC	Acad Advis
2	[icon]	[icon]	Michael Andrew Roy	621000000	View	MAIN	COMPSCI-BS	2151	04	086	AC	Acad Advis

[Notify Selected Advisees](#) [Notify All Advisees](#)

[Go to top](#)

If you are assigned to students, as an advisor, your list of advisees will display on the **My Advisees** tab. This comprehensive list gives you quick access to high-level information for all of your advisees. You will also have access to the [View data for other students](#) button at the top of the My Advisees page. This allows you to search for any student by their University ID or primary first and last name.

If you are not assigned to students as an advisor, you may still have access to the [View data for other students](#) button on the My Advisees page. This allows you to search for any student by their University ID or primary first and last name.

You can also access My Advisees from the Teaching, Advising & Support homepage by select the “My Advisees” tile.



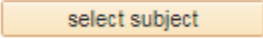
Class Search

All faculty and staff have access to Search for classes offered at RIT. Conveniently, when you are in the Advisee Student Center, there is a “Search” tab at the top of the screen that will bring you directly to the Class Search.

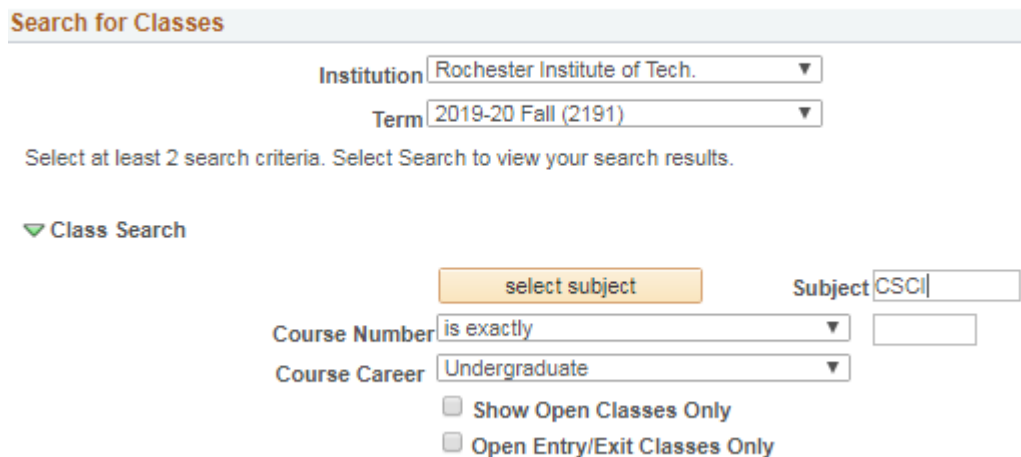


You can also reach the Class Search tab by going to the “Classes” tab in the Main Menu.

There are many fields available for use when searching for classes. The most popular class search seems to be for all classes being offered in a particular department in a given term. To execute this search:

1. **Enter the course subject code** in the Subject box. If you are unsure of the subject code use the  button for an alphabetical listing of subject codes.
2. If you would like to see only graduate or undergraduate classes, select the proper course career in the Course Career field. If you would like to see both undergraduate and graduate classes, make sure that you leave the Course Career field blank.
3. **Uncheck** the *Show Open Classes Only* box.
4. Press Enter on your keyboard

Enter Search Criteria

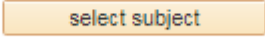


Search for Classes

Institution ▼
Term ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

 Subject

Course Number ▼

Course Career ▼

Show Open Classes Only
 Open Entry/Exit Classes Only

To execute additional searches you may select from the many options on this page. One important thing to remember is that in order to perform a search you must **include at least two search criteria**.

Forms

All forms can be found electronically on the Registrar's Office website. To locate the forms, navigate to:

1. <http://www.rit.edu/academicaffairs/registrar/>
2. Select Faculty/Staff
3. Select Forms or Restricted Forms to see a list of forms (all users will need to log in to use Restricted Forms)

Items found under **Forms** are intended for faculty/staff and/or students to access and may be brokered by students directly.

Those forms found under **Restricted Forms** are for faculty/staff use only and should not be given to students to obtain signatures, route, deliver, etc.

Term Values

Academic Year	Term	Value
2014-2015	Fall	2141
	Intersession	2143
	Spring	2145
	Summer	2148
2015-2016	Fall	2151
	Intersession	2153
	Spring	2155
	Summer	2158
2016-2017	Fall	2161
	Intersession	2163
	Spring	2165
	Summer	2168
2017-2018	Fall	2171
	Spring	2175
	Summer	2178
2018-2019	Fall	2181
	Spring	2185
	Summer	2188
2019-2020	Fall	2191
	Spring	2195
	Summer	2198
2020-2021	Fall	2201
	Spring	2205
	Summer	2208
2021-2022	Fall	2211
	Spring	2215
	Summer	2218
2022-2023	Fall	2221
	Spring	2225
	Summer	2228