Advisor Center Guide: Student Information System

Rochester Institute of Technology

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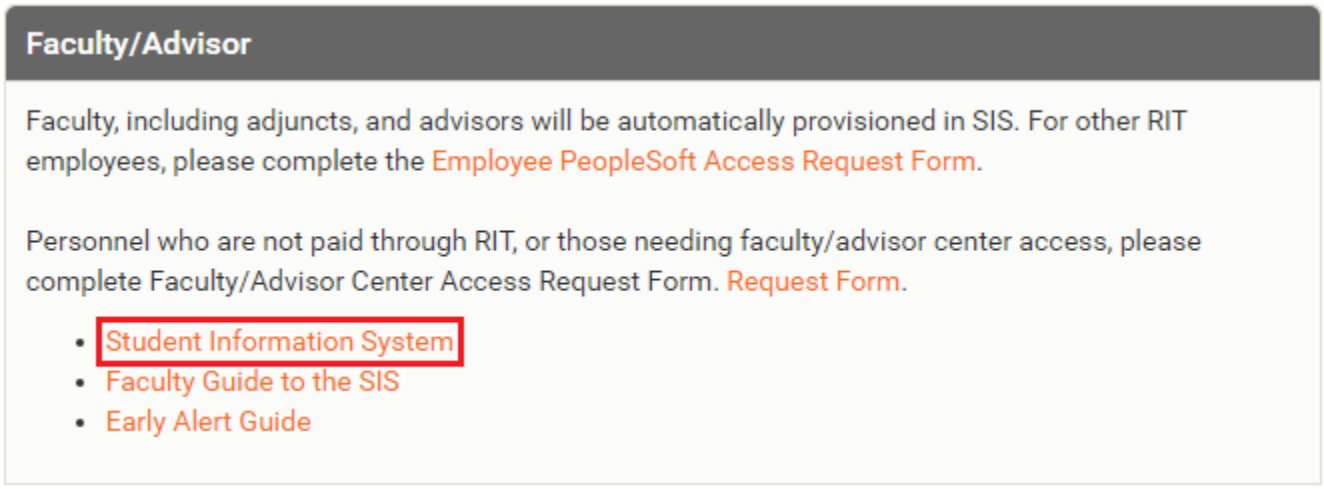
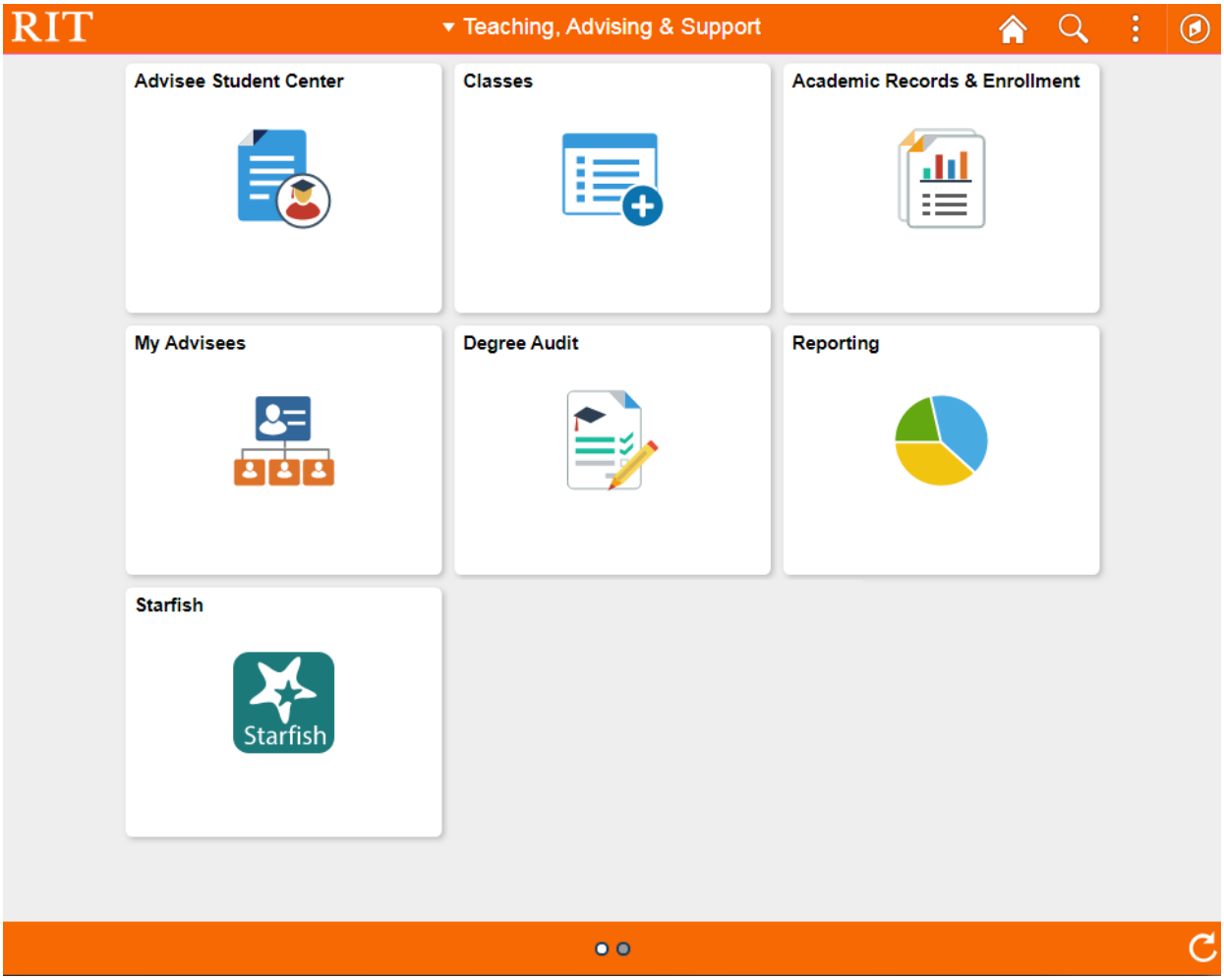
What is Advisor Center and How Do I Get There?

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.

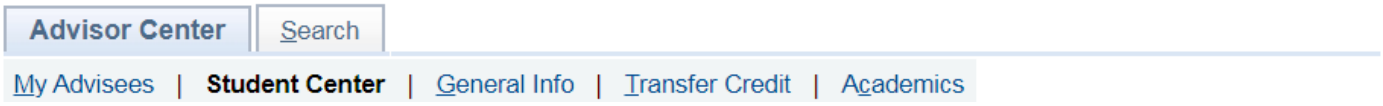


Once logged in, you will be on the Teaching, Advising & Support Homepage



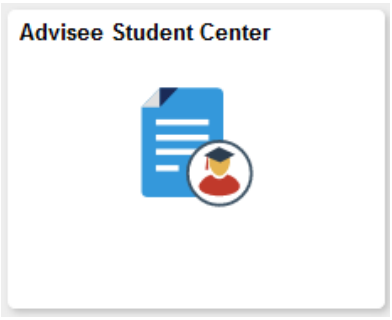
Advisor Center

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.

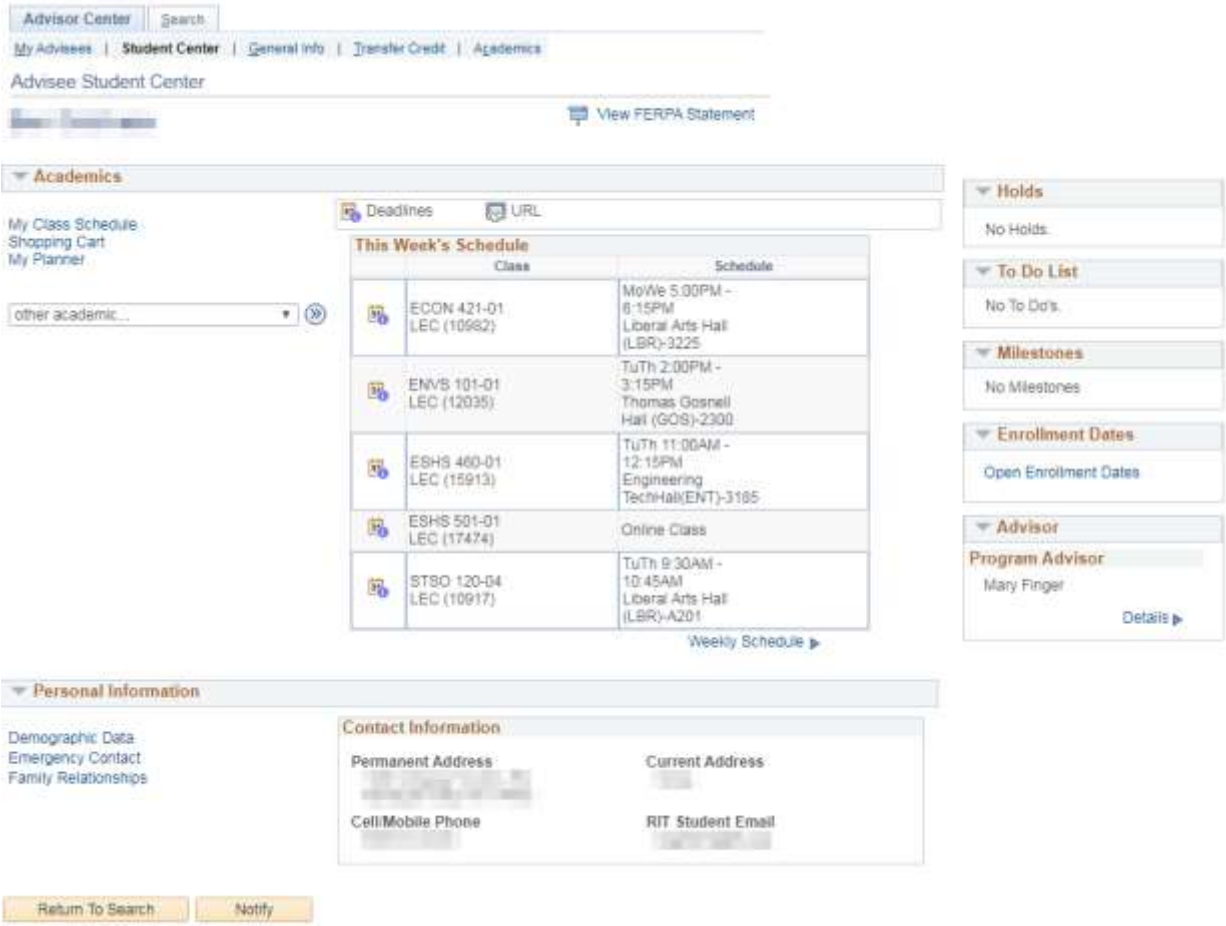


Advisee Student Center

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.

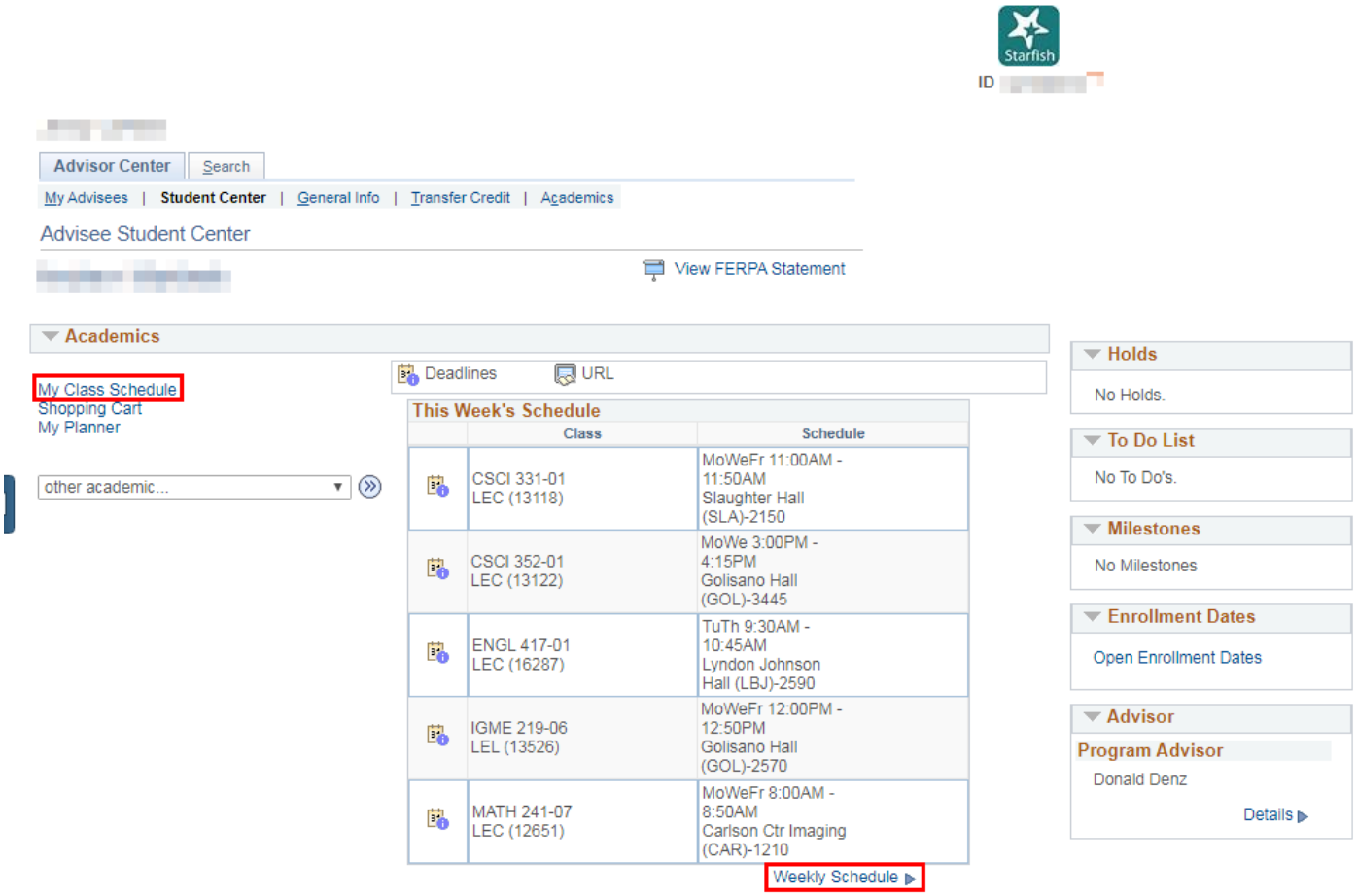


The Advisee Student Center provides a summary of a student's academics, personal information, holds, enrollment dates and assigned advisors. From this page, advisors drill down to get additional details. This display is similar but not identical to what the student sees.



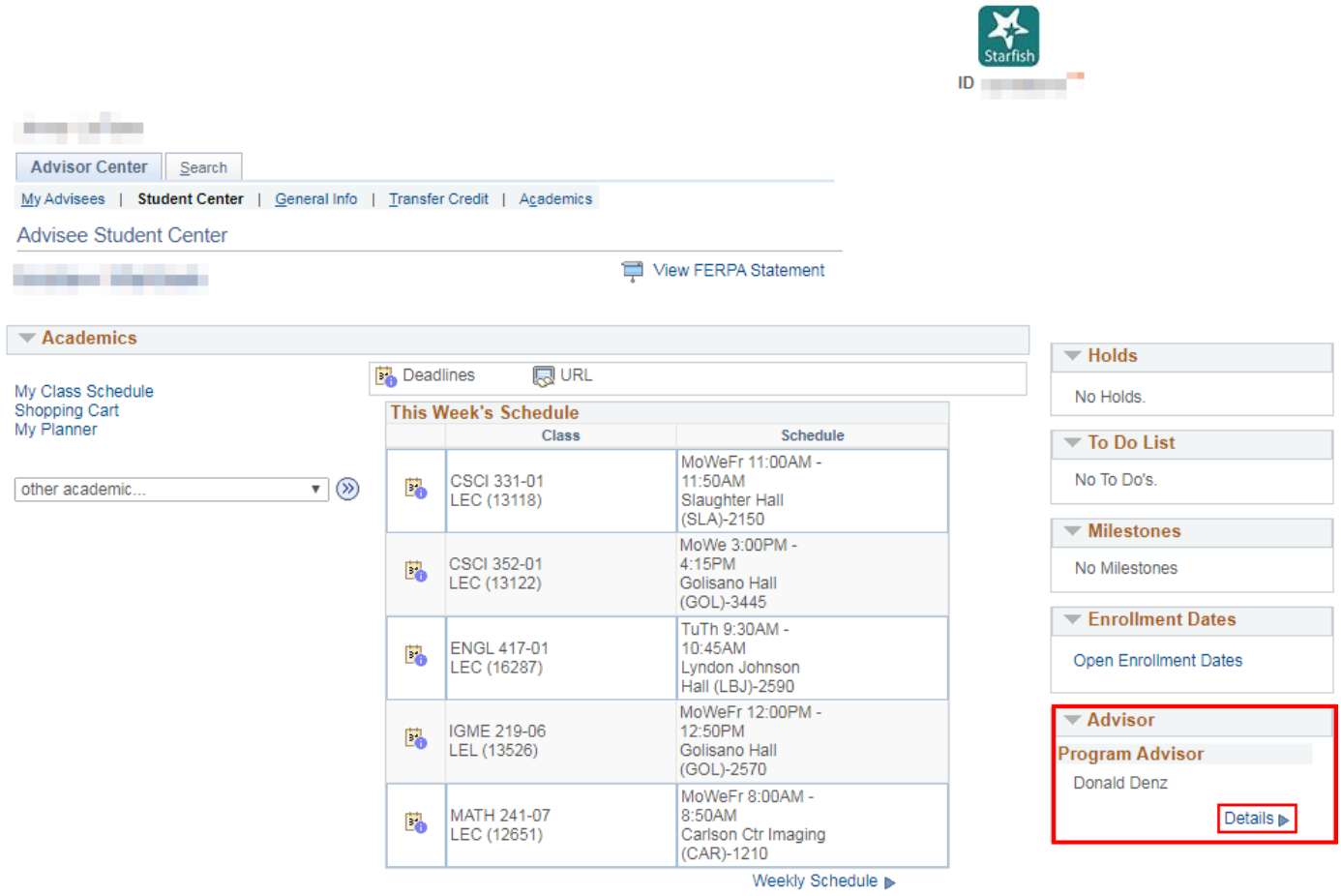
Student Schedule

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.



Student Advisors

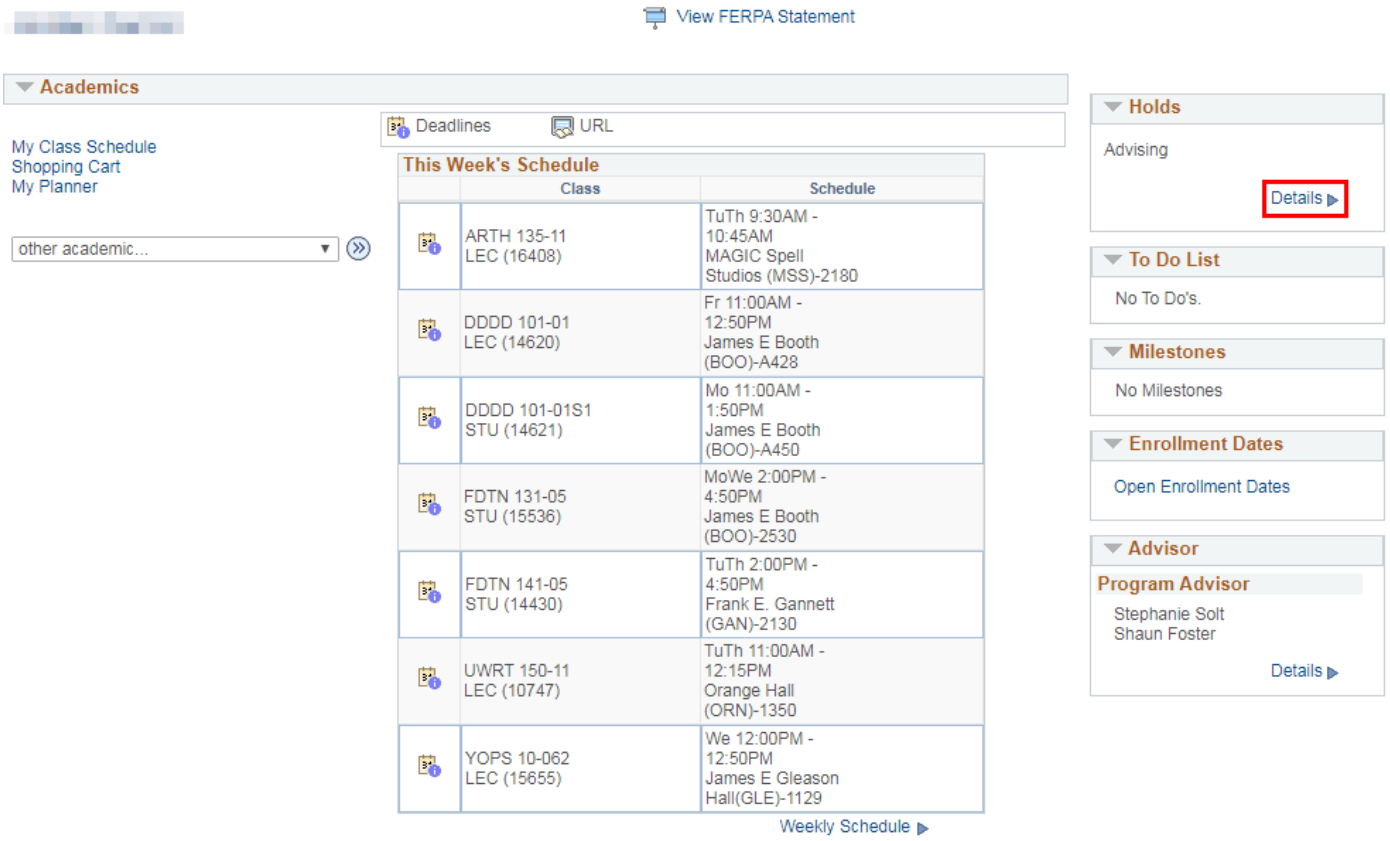
Student advisors are listed in the box in the bottom right-hand corner of the Student Center page.



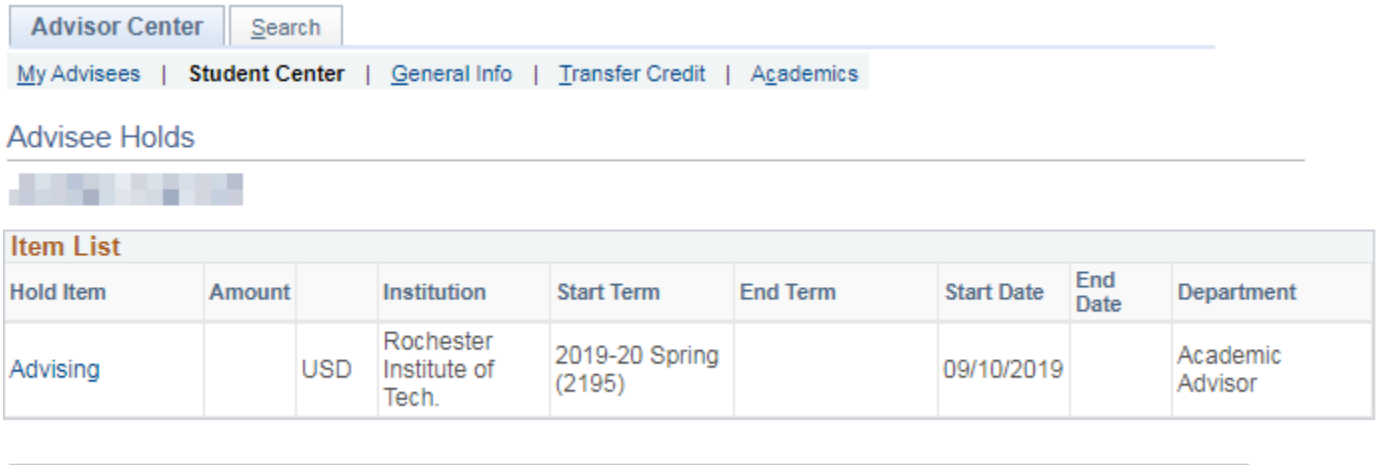
Click the details link to find out additional information about the advisors, such as their role and email address.

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.



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



Demographic Data

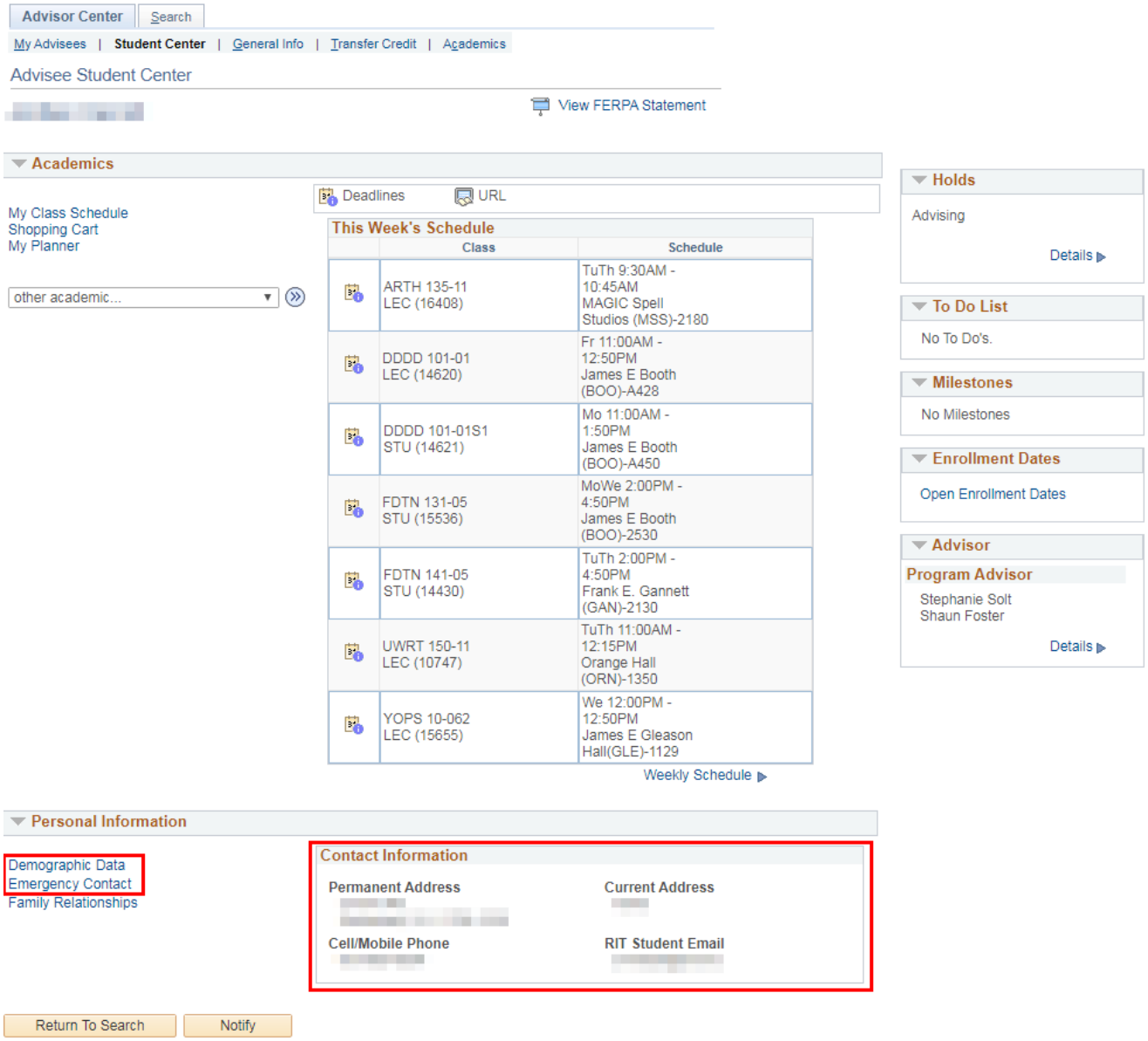
Select the “Demographic Data” link on the left-hand side of the page to view a student’s profile picture, University ID, date of birth (month/day) and additional demographic data.

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.

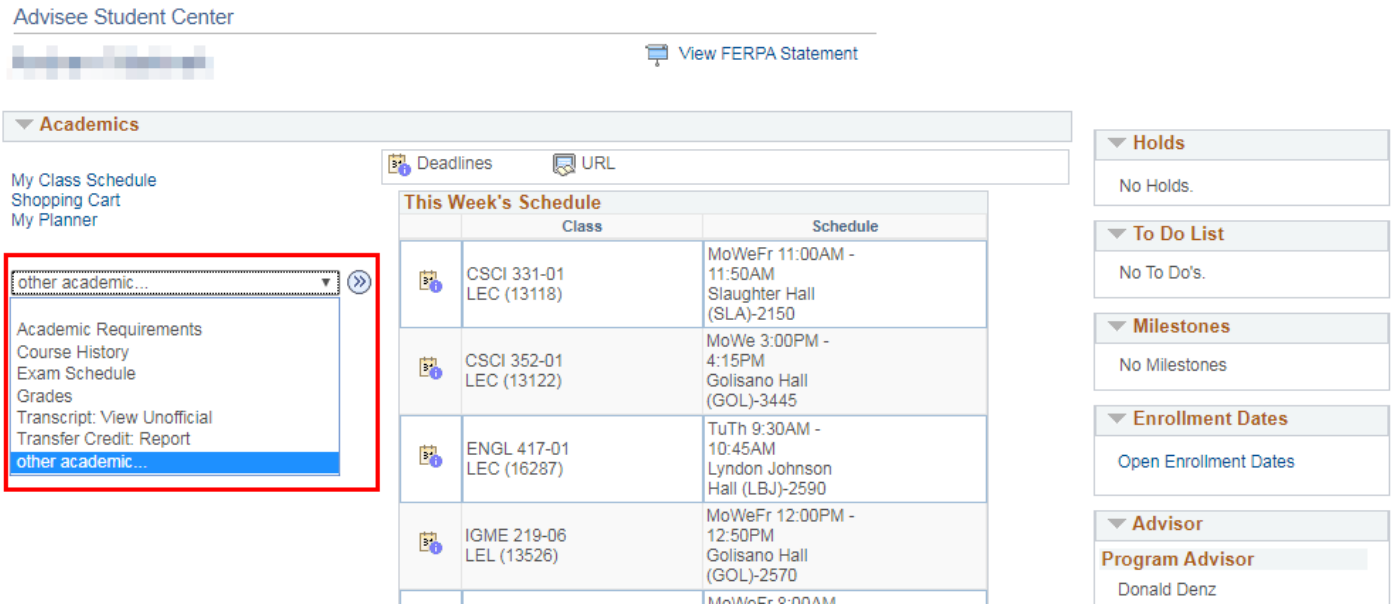
Contact Information

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).



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.



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.

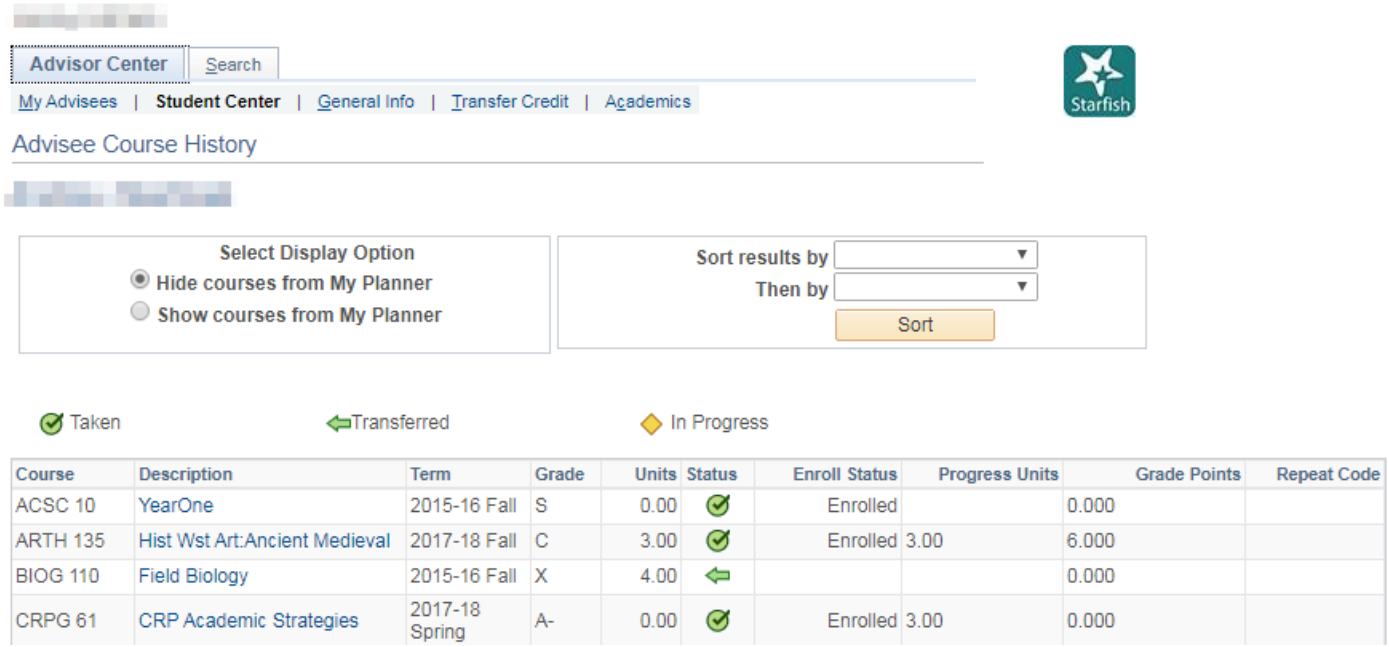
The AAR displays program information specific to each student and outlines graduation requirements, general education requirements, and program requirements. All sections must be satisfied in order to earn a degree from RIT.

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.



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

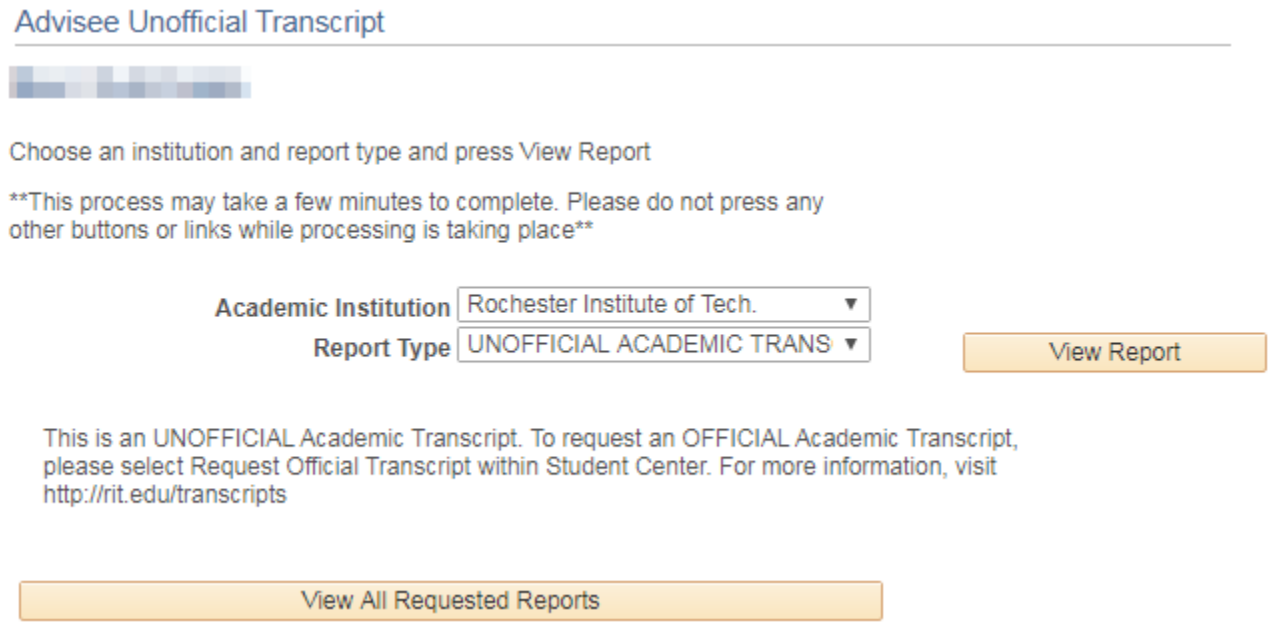
Transcript: View Unofficial

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 View Report button.

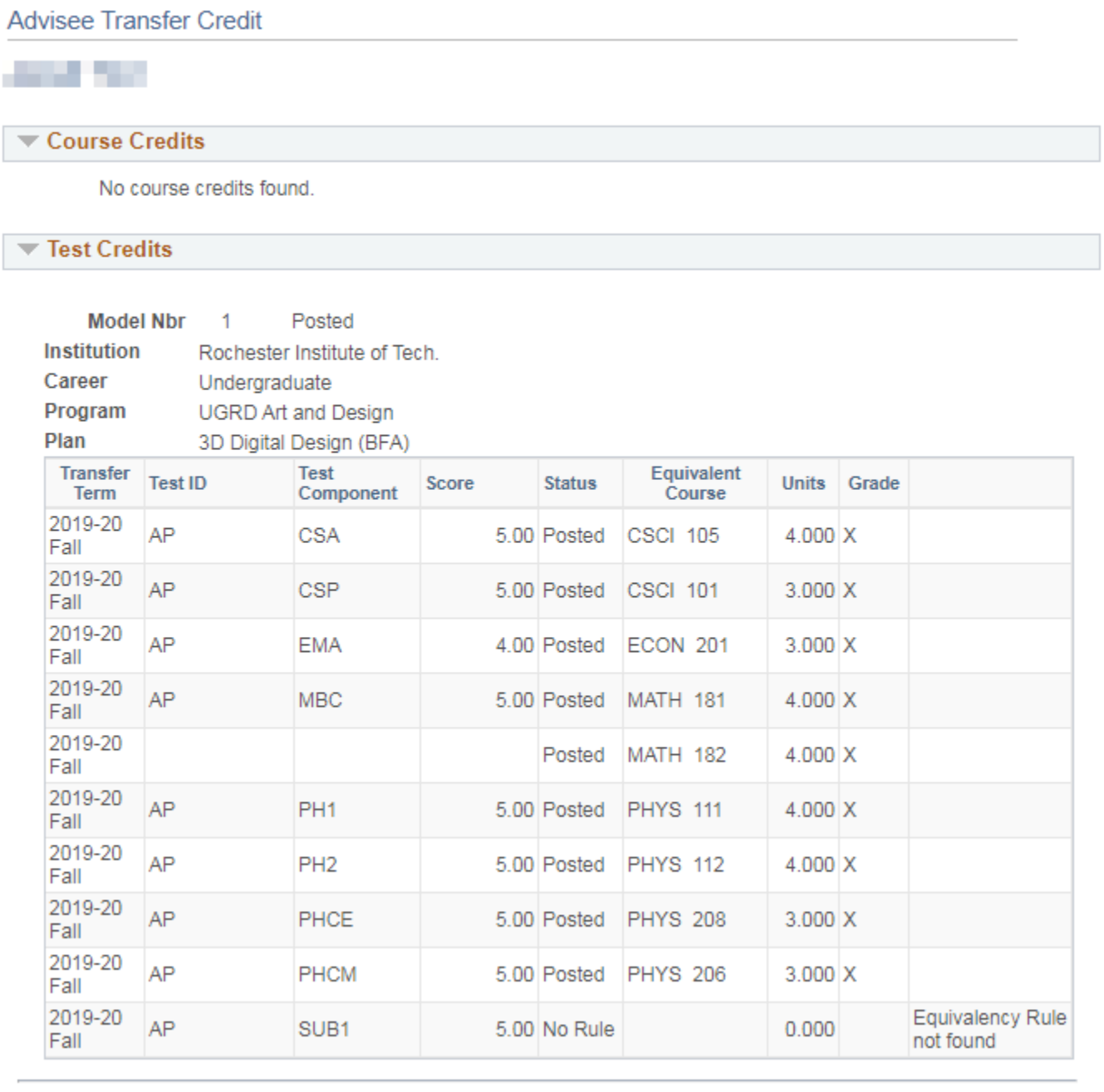
The unofficial transcript shows important information about a student's record on a term-by-term basis, such as degrees awarded by RIT, transfer credit earned from another college or university, AP credit, enrolled classes, grades, GPA statistics, program/plan (college/major & minor), term honors, and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



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

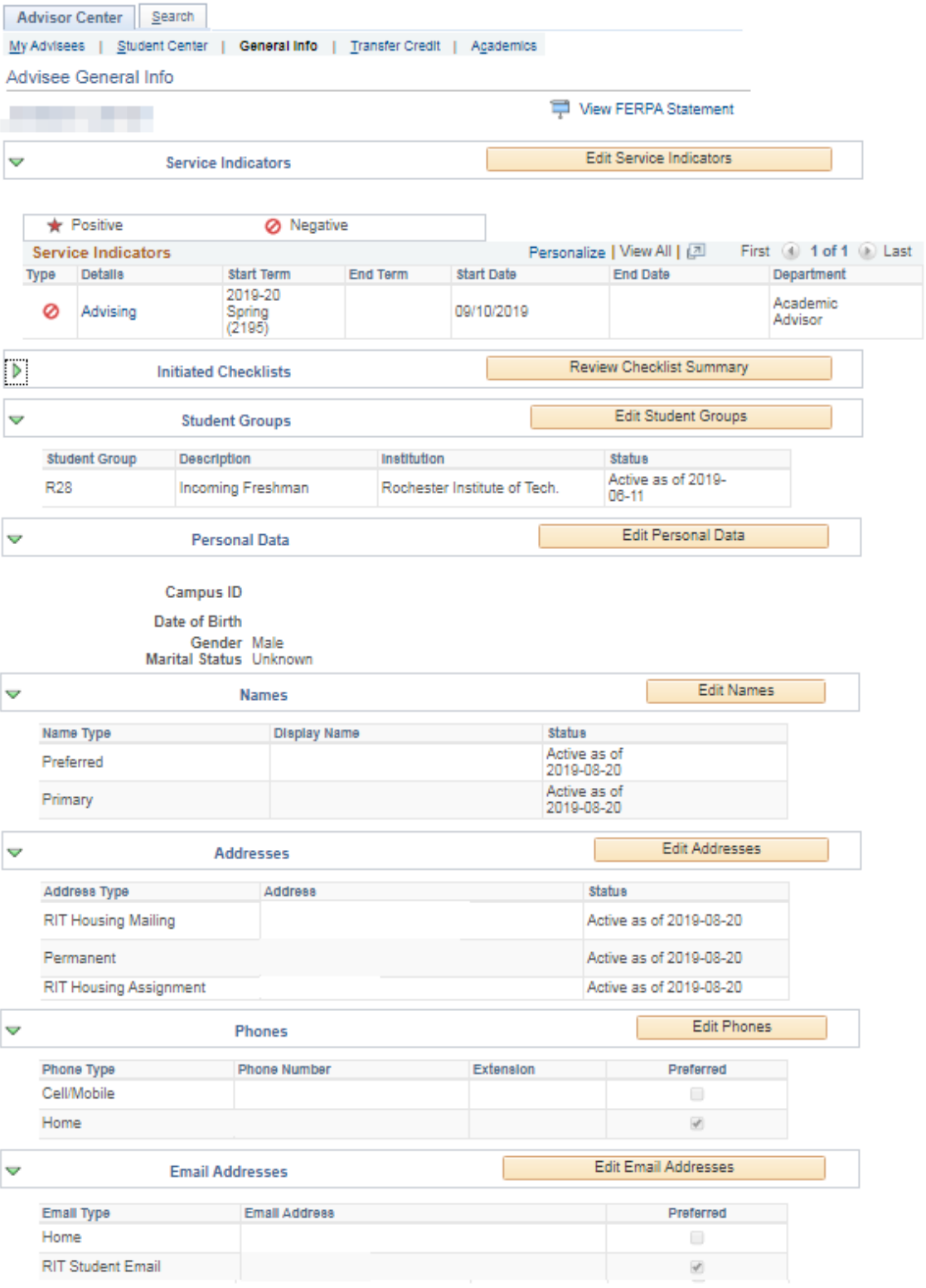
Model Nbr 1 Posted
Institution Rochester Institute of Tech.
Career Undergraduate
Program UGRD Art and Design
Plan 3D Digital Design (BFA)

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

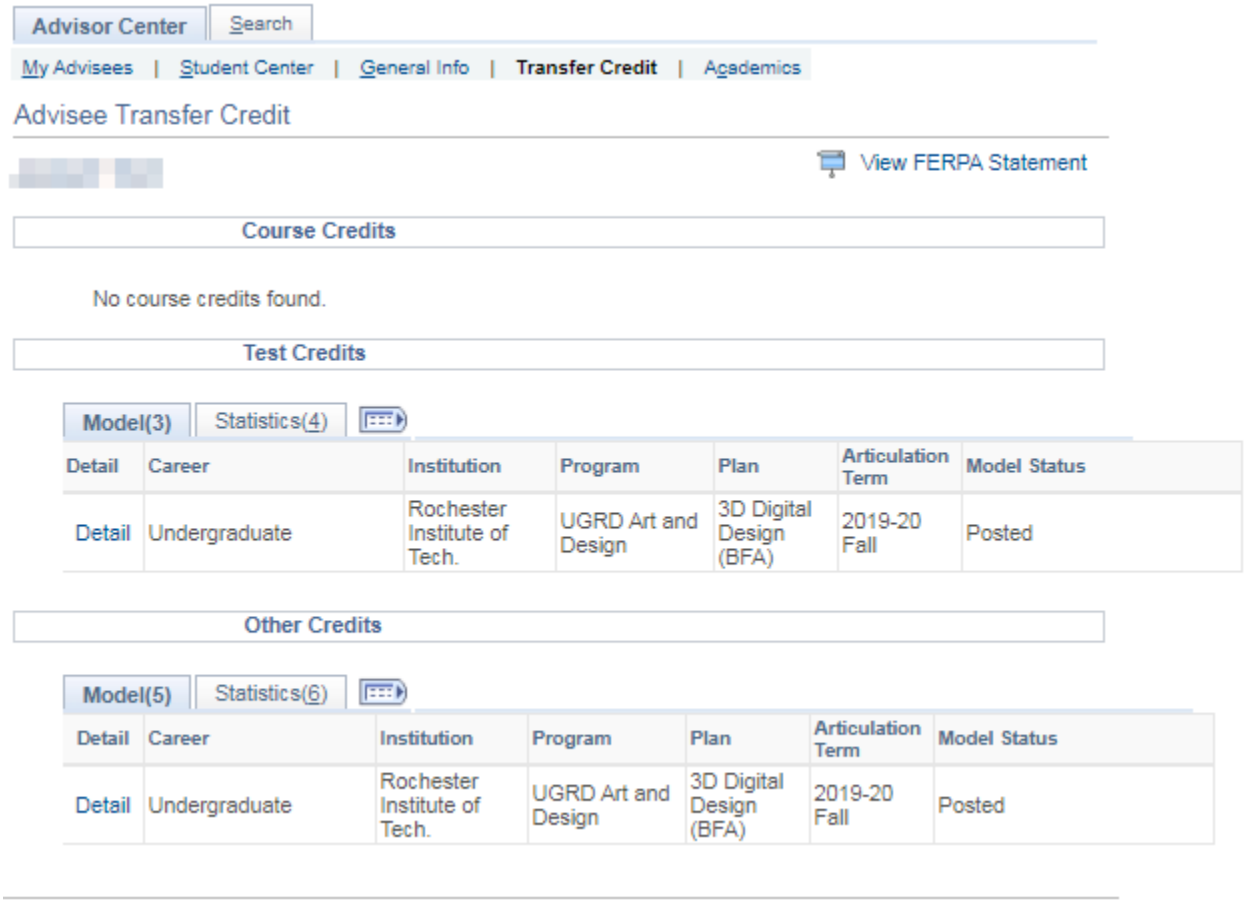
Select the “General Info” tab to access information regarding service indicators, student groups, personal data, names (preferred name vs. primary name) and contact information.

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



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”.



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 though 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.

Advisor Center | Search

ID 827000510

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

Advisee Academics

[redacted]

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

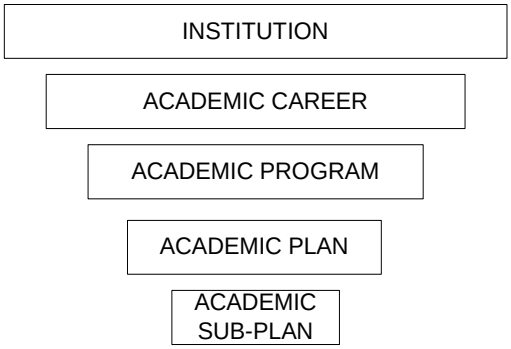
Classes

✔ 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.

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.

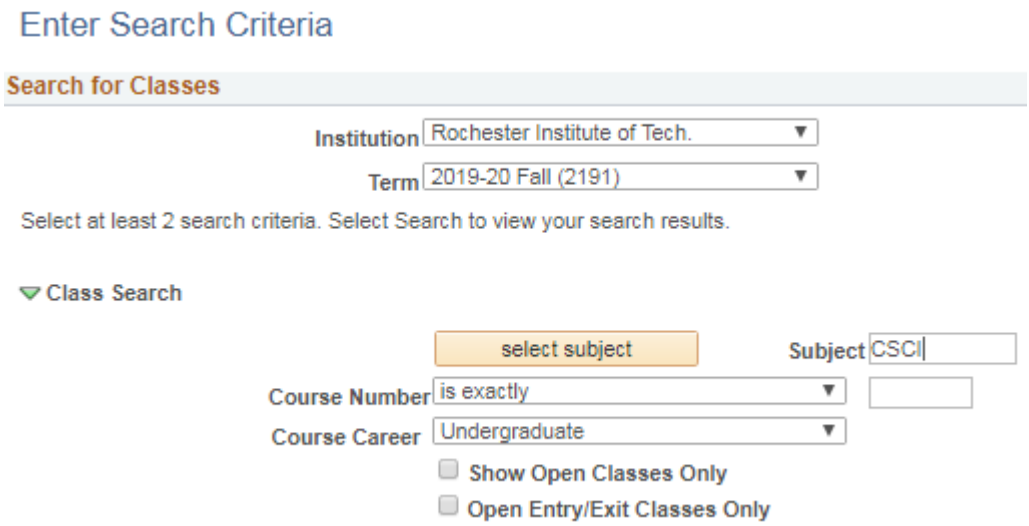
Class Search

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 select subject 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



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