

<<date>>

Dear <<First Name>>,

I would like to extend you a warm welcome to RIT, the Kate Gleason College of Engineering (KGC OE), and the Department of Industrial and Systems Engineering. You are joining an exciting and demanding college that will provide an education to help you meet the expectations and opportunities you will encounter in your career and throughout your life. It is our hope that your academic career at RIT will prove to be fruitful and challenging.

To start your career off on the right foot, we encourage you to visit the [RIT New Student Orientation](#) website for further information. Their website and materials contain a checklist of to-do items and information about the many services and resources that will help you make the most of your experience at RIT. You will also find details about the [DiscoverRIT Pre-Orientation Program](#), which will be held on Saturday, August 18 – Tuesday, August 21, 2018. Freshmen not participating in DiscoverRIT will move into the residence halls on Tuesday, August 21, 2018 and New Student Orientation will run through Saturday, August 25, 2018.

Calculus provides an important foundation for engineering, and strong algebra and trigonometry skills are critical for student success in calculus. KGC OE requires all freshmen to take an online Math Placement Exam (MPE) to assess these math skills. The results of this exam will assist us in placing you into an appropriate calculus sequence. **This will be the first exam you take at RIT, so you should take it seriously.** In order to stay on schedule for engineering programs, you need to place into the first course of the calculus sequence (MATH-181 or 181A). Students who place lower than one of these two courses will be encouraged to take an online course over the summer. Therefore, it is important that you do your best on the placement exam. Transfer and AP credit will also be evaluated when determining your placement, so please have these scores sent to RIT Office of Admissions. The exam is available from May 15 to June 30, 2018 but **we strongly encourage you take the exam before June 10** to help our advisors plan your fall schedule. You can take the exam at: <https://www.rit.edu/science/mpe>.

Advisors will be available throughout your time at RIT to assist you with career planning and any other advising issues. Your advising team will be contacting you in June using your RIT email address to gather information about any college course credits or AP credit that may not yet be reflected in your academic record. Please check your RIT email account frequently to be sure you receive these and other important messages. In mid-July we will pre-register you for fall term classes, but you will have the opportunity to make changes to this schedule during orientation. Using your RIT computer account and password, you will be able to access your preliminary schedule online at: <https://sis.rit.edu>. All students will participate in a mandatory advising session that will take place during orientation on August 23, 2018 as part of Academic Day. Advisors will help you make adjustments to your schedule at this time.

You are part of a very talented engineering class. The faculty and staff look forward to meeting you and working with you in the years ahead. If we can assist you as you prepare for college, please contact Academic Advisor, Amy Neufeglise (alpiao@rit.edu) at 585-475-6507.

With Best Wishes,

Dr. Michael Kuhl
Interim Department Head and Professor