

<<date>>

Dear <<First Name>>,

I would like to extend you a warm welcome to RIT, the Kate Gleason College of Engineering (KGCOE), and the Department of Mechanical 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.

Transferring to a new college is exciting, but it can be overwhelming. By now you have received information from RIT's [New Student Orientation program](#) about navigating your new campus, including the RIT New Student Welcome Guide, which contains 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 [DiscoverIT Pre-Orientation Program](#), which will be held on Saturday, August 18 – Tuesday, August 21, 2018. All freshmen and transfer students that are not participating in DiscoverIT will move in on Tuesday, August 21, 2018. To help you have a successful transition, Transfer Student Orientation is scheduled for Tuesday, August 21 – Saturday, August 25, 2018. You can find more information at www.rit.edu/orientation. Registration is required for Transfer Student Orientation.

Once you have paid your deposit, we will pre-register you for fall term classes, but you will have the opportunity to make changes to this schedule prior to the start of classes. Using your RIT computer account and password, you will be able to access your tentative schedule online at sis.rit.edu. If you anticipate receiving AP or transfer credits, please let us know. This will help us make an appropriate schedule based on your specific academic needs. Final adjustments to your schedule can be made following the mandatory advising session on Thursday, August 23, 2018. We will use your RIT email account to contact you about advising and other important matters, so please check this account frequently for these messages.

The Department of Mechanical Engineering will offer you the support, challenges, and rewards you expect in a high quality academic program. If we can assist you as you prepare to transfer to RIT, please contact Dr. Alan Nye at (585) 475-5181 or ahneme@rit.edu. We trust that your experience at RIT will be fulfilling and we look forward to meeting you in the fall.

With Best Wishes,

Dr. Risa Robinson
Department Head and Professor