Enrollment & Helpful Hints Guide

School of Information

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1. Welcome
Welcome to the iSchool Enrollment Guide! There is a lot of great information in this guide to assist you in enrolling for classes, but if you have questions, please don't hesitate to reach out to your Academic Advisor:
- Elisabeth Foster: Undergraduate students with last names of A-Hi
- Hannah Pruch: Undergraduate students with last names of Ho-Z

2. Fill Shopping Cart
When Shopping Carts open a couple weeks before the enrollment period, it is important to place your courses in the shopping cart ASAP, as the Director of the School of Information uses this as a guide to see if we have enough sections offered and to make sure there are no major course time conflicts. Remember to "**validate**" your shopping cart before enrollment to make sure no course restrictions were added by departments.

3. Searching for Classes
SIS: https://www.rit.edu/infocenter/
All courses are coded with 4 letter subject codes. Courses offered by The School of Information are listed as ISTE, NSSA or GCIS. If you experience issues enrolling in ISTE, NSSA or GCIS courses, reach out to your academic advisor for assistance. If you experience issues enrolling in other courses, (SWEN, PSYC, COMM, etc.) please contact that department for assistance prior to contacting your academic advisor.

For more information and step by step guides on how to use SIS for Enrollment please visit:
http://www.rit.edu/sistraining/student-training-materials

4. Searching for Perspectives and Other Class Attributes
1. Log into https://www.rit.edu/infocenter/
2. Select **Student Info System**.
3. Log in using your RIT credentials.
4. Click the **Enroll & Search** tile.
5. Click **Class Search and Enroll** on the left-hand side of the screen
6. Select the correct term
7. Select **Additional Ways to Search** under the class search bar
8. In the **Search Class Attributes**, select the attribute you are searching for (perspective, honors, writing intensive, etc.). You can also narrow down your search in this window by selecting other criteria.
9. Click **Search**. This list displays all scheduled open and closed General Education classes for the perspective you chose.

Note: Check your Academic Requirements (or academic advisement report, AAR) in SIS as some require the Natural Science & Scientific Principle Perspectives to be a **4 credit** course. Any questions, ask your advisor.

5. Finding an Immersion

An Immersion is a grouping of three related upper-level general education courses. Immersions are university approved; students cannot pick a cluster of courses to create their own Immersion. You can pick an immersion that is relevant to your major or pick something based on your interests. It is up to you!

This site lists all Immersions:
- University catalog at http://www.rit.edu/programs/immersions

6. Declaring an Immersion
- Log into SIS
- Click on the Academic Records tile.
- Click on Declare/Change Immersion on the left-hand side
- Select an Immersion from the drop-down menu and click submit
- You will receive a confirmation message that the immersion has been added and your Academic Requirements will update instantly.

7. Writing Requirements – Students are required to complete 3 Writing Intensive Courses. They are outlined below:
- One introductory Writing Intensive (WI) course in the first year, called First Year Writing (FYW). Students learn about the social and intellectual aspects of university writing and develop critical literacy practices required for academic success. FYW consists of three courses: UWRT 150; ENGL 150; or ISTE 110
- One course or sequence of courses in the student's degree program (WI-PR). Program WI courses reinforce the knowledge and practices introduced in FYW and students gain mastery of written forms specific to the student's major area of study at RIT. ISTE501 – Senior Development Project II is an example of a course that will fulfill this requirement.
- A third WI course (2014 students and beyond). Ideally this is a general education course (WI-GE), but it may also be a second WI-PR course for students pursuing a double major. WI-GE courses located throughout the "Perspective" and "Immersions" curriculum use writing to engage students in course content. This course may overlap as a perspective, immersion, elective or advanced elective.

8. Searching for Writing Intensive Courses in SIS
- See #4 - Searching for Perspectives and Other Class Attributes

9. Setting Up a Swap in SIS
After you have enrolled, you might still change your mind about a class. Swapping a class allows you to switch from a class you're already enrolled in to a new class. The benefit of this function, however, is that you won't lose your spot in the current class if the new class is full or has a Wait List.

Swaps are especially helpful when:
• You want to switch from one section of a class to another
• You are at the maximum number of credit hours for the term
• You want to maintain full-time status (12 credits)
• You want to add yourself to the wait list for a class, but don't want to lose your current position in another class until you get in.
Note: To swap to a wait list, you must not already be on the wait list for the desired class. Swaps also cannot be set up if there are any course restrictions that have not previously been fulfilled: i.e. Missing prerequisites. You will also not be able to successfully enroll in the class using the swap feature if being enrolled in the class would mean you are enrolled in more than 18 credits for the semester. For questions, please contact your advisor.

To successfully swap a class, see the attached guide:
https://www.rit.edu/sistraining/sites/rit.edu.sistraining/files/files/Swapping%20Classes.pdf

10. Taking Wellness Classes
For the Baccalaureate Degree, two *different* wellness activity courses must be completed before graduation. They are zero credits and can be taken anytime. For more information about wellness courses, please see the Wellness Education website: https://www.rit.edu/~w-criw/wellness-courses.php

11. NTID Supported Students (Cross-Registered Students)
- Each NTID supported student is assigned:
  - Academic Advisor in assigned major- to assist with course selection
  - NTID Support Coordinator- to provide information about tutoring resources in your area of study
  - NTID Counselor-provides, personal, career counseling and information regarding campus resources

First discuss course planning with your academic advisor.

You can find names and contact information of your assigned NTID support resources in the SIS Student Center.

If you want classes supported by **access services**, be sure to check and see which classes are already designated for support services.

Choose those sections first. (Support services include interpreting, notetaking, and Real Time captioning.)

To assist you into getting into supported sections with access services, you are allowed to enroll in classes **one day earlier** than your scheduled year level enrollment.

Your exact enrollment dates and times are shown in the SIS.

Even if your course has been designated as a supported section, you still need to request your access services.

To request access services, go to myaccess.rit.edu and log in using your RIT username and password

There is a deadline for requesting access services each semester. Requests made before the deadline are given higher priority. Be sure to make your request early before the deadline. Deadline information can be found in www.myaccess.rit.edu

Once you enroll in your classes, **immediately**, request for access services.

If you have question or concerns about access services, go to myaccess.rit.edu.

12. Declaring Your Co-op and Completing Reports

1. Report your co-op online through the Co-op Office as soon as you accept your co-op offer. Do not wait until after you have started working.
   - Go to https://www.rit.edu/careerservices/students/co-op
   - Click "**Report your Co-op**" on the left-hand side
   - Log in with your RIT username and password
   - Complete the form
2. Approval Process
   - The co-op office will verify and approve your employment with the company.
   - Your department will review the position, and then register you in SIS.

12.1 Completion of Co-op Employer Evaluations and Student Work Reports

The Office of Career Services & Cooperative Education sends a link to a Co-op Evaluation to employers via email near the end of a student's co-op term. It is their responsibility to rate the student's performance at work, add comments, and submit that back to the university. Please make sure to remind your supervisor about the evaluation close to the end of your co-op.

Students must submit a Work Report about their experience that their academic department reviews. Work Reports will be emailed, or students can complete their Report through the co-op site: https://coopeval.rit.edu/coopEval/login?rit Click on "**Pending**" to get started.

IMPORTANT: Please complete your work report by the end of your co-op term for timely grading.

12.2 Grading for Co-ops

Co-ops will be reviewed and graded by a student's home department on a rolling basis. Grades are pass/fail.

12.3 Cooperative Education Abroad

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13. Auditing a course
- Auditing a course indicates that a student has officially registered for the course for no credit.
  - Warning - If you have already completed the course previously, either here at RIT or as transfer credit, the Audit will change the credit to zero your grade will be an "AU".
- Permission of the instructor is needed to audit a course
- With permission of the instructor, the student may elect to take examinations and do course assignments
- Credit hours are not earned, and GPA calculations are not affected
- Audit courses do not count toward the residency or other degree requirements
- A student may register for audit during add/drop period and may not change from audit to credit or credit to audit after the official add/drop period
- Students may audit at no incremental charge provided the total credit hours do not exceed 18 credit hours
- If less than full-time status and a student wants to audit a class, see Student Financial Services for tuition rates
- Forms to audit a class can be found on the Registrars website: https://www.rit.edu/academicaffairs/registrar/forms.html

14. Study Strategy Tips for a Computing Student

Daily:
- **Practice:** This is the most important. You are learning a new language – TOUCH THAT KEYBOARD AS MUCH AS POSSIBLE! DEVELOP THE MUSCLE MEMORY!
- **Take Notes:** Have printed out copies of the slides that will be presented that day and TAKE NOTES on them during the lecture.
- **Ignore:** Your phone and the urge to internet browse during class. Stay Focused!
- **Participate:** Volunteer to answer and ask questions
- **Get Help:** TAs are great for individual problems, but the SI is great for starting to develop a "tech group" to work in so you can see what questions that others have too.

Weekly:
- **Map It:** Create flow charts and pseudo code of what your computer program needs to do (prior to writing a program code, write out what you are going to do in English first).
- **Organize:** Plan out project and practice time on your calendar plus leaving extra time before it is due to trouble shoot problems if needed.

Tips:
- Expect three hours outside of class per credit hour for computing courses – especially for programming and web development courses
- Do not procrastinate, expect errors to happen; leave the last few days free to review your completed assignment; do not leave the last few days for possible problems as more than likely there will be a problem – computer acts up, code won't work; it's life – things happen.
- To move up from a Jedi Knight to a Jedi Master – EXPLORE! Once you have completed an assignment, go back and break it, play with it, see what happens when you tweak it. ONLY in this way will you truly come to understand the power that awaits you! ☺

15. Requesting Academic Transcripts

If you require a copy of your academic transcript for any reason, please see the Academic Transcripts page on the Registrar's website:
https://www.rit.edu/academicaffairs/registrar/transcripts

16. Scheduling an Advising Appointment:

Academic advising appointments are available through Starfish. Quick questions can also be answered during walk in hours. Please see the iSchool e-newsletter for the most up to date information about walk in hours.

- Starfish
    - Log in to SIS or your MyCourses and click the

- o Click "**My Success Network**", then the "**Schedule Appointment**" link under advisor name (Elisabeth Foster or Hannah Pruch)
- iSchool Office – 585-475-2700 or stop by GOL -2100
- Emails – emails should be reserved for quick, generic questions. Please schedule an appointment for more detailed questions.

17. Final Exam Schedule Policies
http://www.rit.edu/academicaffairs/policiesmanual/d110

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 courses 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 of the examinations are service course examinations, the class with the larger enrollment will take precedence.

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 as final.