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Academic Services

Student Learning Support and Assessment

The Student Learning Support and Assessment area is a cluster of programs and services designed to provide academic and personal support and assistance to students in the promotion of their overall success at RIT. In addition to the major programs listed here, this area also includes the Academic Intervention and Mentoring Program for first-year students with early signs of academic at-risk behaviors, the College Restoration Program for undergraduate students with severe academic difficulties who have been or are facing suspension, and the Spectrum Support Program for RIT students with Autism Spectrum Disorders.

See separate listings: Academic Support Center, Disability Services Office, Academic Accommodations Office, College Restoration Program, First Year Enrichment, Higher Education Opportunity Program, and TRiO Student Support Services.

Academic Support Center (ASC)

Phone: 475-6682

Office: 2080 Monroe Hall (MON), (above Artesano Bakery & Café)

Website: www.rit.edu/asc

Hours: Mon – Fri 8:30 AM – 4:30 PM

The Academic Support Center (ASC) provides academic assistance to students enrolled at RIT, as well as RIT faculty and staff. Each quarter workshops, drop-in labs, and classes provide instruction in math, writing, study skills, and reading.

The ASC has services for all students, from incoming first-year to graduate students. In addition to basic skills, the ASC has offerings designed to help students improve their academic performance and make the most of their individual learning abilities.

Academic Assessment Program

The Academic Assessment Program analyzes sources of students' academic difficulty using interviews and tests to gather background information. Recommendations are made for strategies, resources, and instruction.

Institute Testing Services

Institute Testing Services provides group testing and is responsible for RIT's role as a National Test Center Site, supervising administration of standardized tests.

Structured Monitoring Program

The Structured Monitoring Program provides students with a regularly scheduled check-in with a learning specialist. This academic coaching addresses organizational skills, study strategies, and advocacy. Structured Monitoring is intended for students who anticipate difficulty navigating the college environment due to learning differences or other factors. Structured Monitoring is a fee-based service.

Mathematics Department

The Math Lab (1200 Thomas Gosnell Hall) and Sol Study Center (1016 Sol Heumann Hall) provide free, drop-in math physics tutoring. Math assessment appointments are available to determine strengths and weaknesses in mathematics. The Individualized Math course provides review of algebra, pre-calculus, and calculus topics for students who have had a math assessment.

Academic Services

Reading Services

Diagnostic assessment, testing, and evaluation of reading skills and ability are offered. Strategies to improve comprehension, speed, and vocabulary are also provided.

Study Skills Department

The Study Skills Department staff help students develop appropriate study skills and habits to achieve academic success by providing workshops and presentations, individualized instruction and coaching, and on-line resources (www.rit.edu/asc). Individual faculty and staff consultation is available on a limited basis.

Tutor Training

Tutors provide students, faculty, and staff with tutoring information. Tutor training programs are open to all RIT tutors.

Writing Services

The Writing Center (1180 Student Alumni Union) offers writing assessment and instruction and is a free drop-in service.

Access Services

Phone: 475-6281

Office: 1576 Hugh L. Carey Hall (HLC)

Website: <http://myaccess.rit.edu>

AIM: NTIDAccess

Email: accessservices@rit.edu

Hours: Mon – Thurs 7:30 AM – 9:00 PM
Fri 7:30 AM – 6:00 PM

The Department of Access Services provides interpreting, notetaking, and real-time captioning (C-print®) services to the RIT community so members can enjoy full access to communication.

Access Services enable more than 650 deaf and hard-of-hearing RIT students to register and fully participate in 23,000 credit hours annually in more than 200 academic programs. Students can also use Access Services to participate in a variety of extra-curricular activities associated with student clubs and organizations, entertainment and sports, RIT programs, and services. Everyone at RIT benefits when they can communicate with others! Make requests at the Access Services Website at myaccess.rit.edu.

At the Access Services Website you can:

- access class notes requested;
- find helpful tips on how to get services;
- see classes already planned for each access service;
- modify requests for services online;
- view the status of requests made;
- and leave feedback on services received.

Academic Services

Arthur O. Eve Higher Education Opportunity Program (HEOP)

Phone: 475-2221

Office: 2140 Student Alumni Union (SAU)

Website: www.rit.edu/studentaffairs/heop Hours: Mon – Fri 8:30 AM – 4:30 PM

The Arthur O. Eve Higher Education Opportunity Program (HEOP) is a state-funded needs-based access program for qualified New York State students. These students must meet economic and academic eligibility guidelines. Students accepted into RIT's HEOP program must successfully complete a summer pre-college program before they can enroll at RIT. In order to maintain financial support, students must remain in good academic standing.

Bates Science Study Center

Office: 1200 Thomas Gosnell Hall (GOS)

Website: www.rit.edu/cos

Located on the north side of Thomas Gosnell Hall, Room 1200, the Bates Science Study Center provides free tutoring services each quarter in mathematics, chemistry, and physics. Students are encouraged to check www.rit.edu/cos/advisingstudentservices_tutoring.php for an up-to-date schedule.

Career and Academic Guidance — Counseling Center

Phone: 475-2261

Office: 2100 August Center (AUG)
(above Student Health)

Hours: Mon – Fri 8:30 AM – 4:30 PM
Wed and Thurs 8:30 AM – 7:00 PM

Website: www.rit.edu/counseling

The Counseling Center has resources and services that help students clarify and pursue their career objectives. These resources and services include: individual and group career counseling, a Career Resource Center, sharing of relevant Internet career resources, and career assessment. For a detailed description of these services, please visit the Website. To set up an appointment with one of the career counselors, call the number listed above.

Changing Majors

Phone: 475-5263

Email: transfer@rit.edu

Office: 1202 Eastman Hall (EAS), Office of the Registrar

Website: www.rit.edu/academicaaffairs/universitystudies

University Studies Program

The University Studies Program is an excellent choice for students who are undecided about their college major. USP provides many services, however the most common are assisting new students in finding a major that is right for them or helping current students with the process of changing majors from and to any of the RIT programs and colleges. Through advising, coaching, career assessment and course sampling, students will have the opportunity to make an informed decision for their final RIT major.

Academic Services

College Restoration Program (CRP)

Phone: 475-5536

Office: 2110 Student Alumni Union (SAU)

Website: www.rit.edu/studentaffairs/asc/crp **Hours:** Mon – Fri 8:30 AM – 4:30 PM

The College Restoration Program is an intensive academic intervention program for eligible students facing academic suspension. Each participant follows a prescribed program of instruction. Successful completion qualifies students to apply for readmission to the college or department of their choice.

Computer Labs

ITS Managed Labs:

Phone: 475-2056

Website: www.rit.edu/its/services/computer_labs

RIT Library VIA Lab:

Phone: 475-7343

ITS oversees operation of 20 computing facilities across campus, containing a variety of software and hardware used for the support of various departments and academic curricula. A large number of these facilities are available for use by students and faculty for reserved class work. Lab assistants are available to help with first-level support of hardware and software in the labs. Please call or check out the Website, http://www.rit.edu/its/services/computer_labs for the computer lab locations, class reservation schedule, available software and hardware, hours of operation, and related information.

Wallace Library's second-floor VIA Lab provides access to numerous state-of-the-art workstations, image scanners, and color copiers. A variety of software programs are installed on approximately 70 computers. The VIA Lab is open during the same hours as the Wallace Library. Check the RIT Libraries at The Wallace Center Website (<http://library.rit.edu/>) for hours of service. For more information about computing services, including wireless and laptop sign-out, check <http://library.rit.edu/services/computing-services.html>.

Many colleges and departments also have specialized computer labs available for students enrolled in certain classes, who belong to specific academic programs, or for other dedicated purposes. Be sure to ask academic department staff for a list of available computer resources.

Computer Use

Phone: 475-4357 (v) or 475-2810 (tty)

Office: 1113 Frank E. Gannett Hall (GAN)

Website: www.rit.edu/its

Email: helpdesk@rit.edu

Hours: Mon – Thurs 7:30 AM – 9:00 PM

Fri 7:30 AM – 5:00 PM

Sat & Sun 12:00 PM – 5:00 PM

Break/Summer Hours:

Mon – Fri 7:30 AM – 5:00 PM

Sat & Sun Closed

Information and Technology Services (ITS) provides computing, network services, and resources for students, faculty, and staff which includes email accounts, high-speed wireless connections across campus, and anti-virus/anti-spyware software.

Academic Services

The ITS HelpDesk and ITS Resnet provide computing assistance for central systems and for supported Windows and Macintosh software. See the Website above and the ad on the back of the Academic Services tab for more information about the services offered.

Cooperative Education and Career Services

Phone: 475-2301 or 475-6905

Office: Bausch & Lomb Center (BLC),

First Floor

Website: www.rit.edu/co-op/careers

Hours: Mon – Thurs 8:00 AM – 5:00 PM
Fri. 8:30 AM – 4:30 PM

The Office of Cooperative Education and Career Services provides a full range of career services to students and alumni. A program coordinator is assigned to each academic discipline in order to provide students and alumni with specialized advising on co-ops, experiential learning opportunities, and opportunities for graduating students and experienced alumni. Program coordinators provide assistance with resumé writing, interviewing preparation, and general job search strategies. Visit the Website to review job openings, access employer information and job search strategies, and view other important information.

Digital Den

Phone: 475-2211 or 475-2505

Office: Monroe Hall (MON), Retail Court,
First Floor

Website: www.rit.edu/digitalden

Hours: Mon – Thurs 9:00 AM – 6:30 PM
Fri 9:00 AM – 5:00 PM
Sat 11:00 AM – 4:00 PM

Welcome to the Digital Den—your campus electronics store!

The Digital Den offers a huge array of merchandise including a great selection of computers and electronics hardware and software. The full service photography section has cameras, photo equipment, and all the accessories students need! Stop in and talk to our knowledgeable staff who can guide you through your purchases.

The computer department focuses on providing students, faculty, and staff a wide range of computer-related products. Computer hardware, software, and accessories are available. Students will also find a variety of calculators, inkjet printers and supplies, magnetic and optical media, memory devices and networking products, cables and headphones, to mention a few.

The Digital Den is an authorized education reseller for Apple Computer products, selected Dell Computer products and offers hardware from manufacturers such as Lenovo, Hewlett Packard, and Epson. Academic agreements are in place with software publishers such as Adobe, Microsoft, Quark and AutoDesk. These agreements allow us to offer many applications at substantial discounts to our qualified (educational) customers. The Digital Den even stocks video game consoles and games.

The Digital Den houses one of western New York's most extensive photographic imaging centers. In support of RIT's renowned School of Photography, the store stocks a wide selection of equipment and supplies, supporting both traditional and digital imaging technologies. In addition, the Digital Den is an authorized dealer for many manufacturers including Nikon, Canon, Olympus, Hasselblad, Kodak, Ilford, and Fuji. Academic pricing is available for qualified customers.

Academic Services

Disability Services Office (DSO)

Phone: 475-2023 or 475-6988
Office: 1150 Student Alumni Union (SAU)
Website: www.rit.edu/dso

Email: smacst@rit.edu
Office Hours:
Mon – Fri 8:00 AM – 4:30 PM
Test Center Hours:
Mon – Fri 8:00 AM – 6:00 PM
Exam Weeks:
Mon – Fri 8:00 AM – 8:00 PM

RIT is committed to providing students with disabilities equal access to programs, services and physical facilities, and to fostering an environment where all community members are welcomed, valued, and respected.

Students who would like to request accommodation due to a disability should submit a "Request for Accommodations" form and appropriate documentation of the disability to the Disability Services Office. The request form can be found online at www.rit.edu/dso or requested from Disability Services at 475-2023.

The director will review a student's request for accommodation and supporting documentation and recommend appropriate and reasonable accommodations as needed.

Educational Technology Center (ETC)

Production Services

Phone: 475-7703
Office: A450 The Wallace Center (WAL)
Website: www.rit.edu/academicaaffairs/etc

Hours (including break weeks):
Mon – Fri 8:30 AM – 4:30 PM
Sat & Sun Closed

ETC Production Services within The Wallace Center provides non-classroom production and event support in the following areas:

- Video (including SportsZone and SZ Live)
- Web/IT
- Photography
- Large event projection support
- Captioning (including real-time captioning)

Photography

Phone: 475-6696
Office: A405 The Wallace Center (WAL)
Website: www.rit.edu/academicaaffairs/etc/photo

Hours: Mon – Fri 9:00 AM – 5:00 PM
Sat & Sun Closed

The ETC Photo Studio (part of ETC Production Services) offers a range of photographic services to RIT students, faculty, and staff. We produce images that can be used for portfolios, slide presentations, class documentation, Websites, and publications. Facebook **ETC Photo**.

Academic Services

English Language Center (ELC)

Phone: 475-6684

Office: 2040 Monroe Hall (MON)

Website: www.rit.edu/elc

Email: ritelc@rit.edu

Hours: Mon – Fri 8:00 AM – 5:00 PM

The English Language Center attracts students from South America, Asia, Europe, the Middle East, and Africa to study the English language. Students study in a rigorous, 20 hour-per-week intensive English language program. Each year, up to 60 students who studied at the English Language Center graduate from RIT. The ELC offers courses in conversation, pronunciation, writing, presentation skills, vocabulary, grammar, listening, idioms, and more. Students may also study on a part-time basis.

In addition, the ELC provides:

- advising and cross-cultural counseling for students;
- cultural trips to points of interest;
- English language assessment and recommendations for academic study at RIT;
- I-20 preparation for the full-time intensive English program;
- one-on-one foreign language instruction;
- and translation services.

Fellowships

Phone: 475-4466

Office: 1314 Annex (ANX)

Website: <http://fellowships.rit.edu>

Email: fellowships@rit.edu

Hours: Mon – Fri 9:00 AM – 4:00 PM

All RIT students and alumni with excellent academic records should consider applying for a competitive fellowship or scholarship. These outside awards fund undergraduate and graduate study in the U.S. and abroad. Some of the prestigious fellowships that RIT students and alumni can apply for are the Fulbright Fellowship, the NSEP Boren Fellowship, Freeman Asia, Rhodes, Goldwater, Jack Kent Cooke, and more. The Fellowships office staff is here to assist in finding the best program for each student and gives guidance through the application and selection processes.

First-Year Enrichment Program (FYE)

Phone: 475-7033

Office: 2720 Campus Center

Website: www.rit.edu/firstyear

Hours: Mon – Fri 8:30 AM – 4:30 PM

The First-Year Enrichment (FYE) Program addresses the transition needs and concerns of students as they begin their college experience. The offerings include two required courses, *Discovery* and *Pathways*, as well as the use of a coaching model. The courses are interactive and are specifically designed to enhance the personal, academic, and professional success of first-year students and to facilitate academic and social integration into RIT. They also intentionally engage students in small-group learning experiences and provide support for students during their critical transition to college by examining issues common to first-year students. Course instructors also serve as

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coaches who partner with students to provide assistance with transitional issues, establish academic and personal goals, encourage involvement in campus activities, and foster connections with their peers and their academic program.

Course instructors also serve as coaches who partner with students to provide assistance with:

- transitional issues;
- establish academic and personal goals;
- encourage involvement in campus activities;
- and foster connections with their peers and their academic program.

Institute Advising Office

Phone: 475-7024

Email: advising@rit.edu

Office: 1202 Eastman Hall (EAS) (inside the Registrar's Office)

Website: www.rit.edu/instituteadvising

The Institute Advising Office is an excellent resource for questions related to RIT advising. If any member of the RIT community—student, faculty, or staff—needs assistance with questions related to academic advising, the Institute Advising Office is a great place to start.

International Student Services

Phone: 475-6943

Email: iss@rit.edu

**Office: 2330 Student Alumni Union (SAU)
Mezzanine Level**

Hours: Mon – Fri 8:30 AM – 4:30 PM

Website: www.rit.edu/iss

Serving over 1,500 deaf and hearing students from 100 countries, International Student Services provides:

- advising for international students and exchange visitors (including visiting faculty and researchers);
- collaborative efforts with the Rochester International Council;
- compliance with federal requirements for "F" and "J" Visa Programs;
- on-going support for adjustment to the U.S. and RIT;
- partnership with international and ethnic student clubs;
- and new student orientations with Peer Advisor Leaders (PALS).

Academic Services

Liberal Arts Requirements

Phone: 475-2444

Office: Suite 2210, Liberal Arts Hall (LIB)

Website: www.rit.edu/la

Email: libarts@rit.edu

Hours: Mon – Fri 8:00 AM – 5:00 PM

The advising staff in the College of Liberal Arts Office of Student Services offers support to all RIT students in the selection of liberal arts courses required for obtaining a degree. Advising staff is available to answer questions on liberal arts courses required for concentrations, minors, and double majors. Walk-ins are welcome and students are encouraged to consult with Office of Student Services advisors regarding the liberal arts curriculum or liberal arts transfer credit.

myCourses

Phone: 475-4357

Website: <http://mycourses.rit.edu>

Email: help@rit.edu

RIT's course management system, myCourses, allows students to interact with their classes and access course materials online through a standard Web browser. Instructors can set up their courses to include a variety of materials such as document and file sharing, course calendar, news, quizzes and surveys, grades, chat and discussions, and drop boxes to submit assignments.

myCourses can be accessed online at <http://mycourses.rit.edu> with a valid RIT computer account. Students are encouraged to explore documentation and the tutorials, located in the right-hand column after the news, immediately after logging into the system.

For assistance, contact the ITS Help Desk at 475-HELP.

North Star Center for Academic Success and Cultural Affairs

Phone: 475-4704

Office: 2300 Student Alumni Union (SAU),
Mezzanine Level

Website: www.rit.edu/northstar

Email: nscenter@rit.edu

Hours: Mon – Fri 8:30 AM – 4:30 PM

The North Star Center (established 2000) serves all RIT students, regardless of cultural and ethnic background. The Center seeks to improve the quality of life at RIT by supporting student-centered cultural programming that embraces the rich African, Latino, and Native American (AALANA) cultures of the RIT community. Through this cultural focus, the professionals of the North Star Center (NSC) connect with participating students to increase retention and promote academic excellence. Each academic unit, or college, plays a crucial role in the North Star Center's efforts to promote academic success by working directly with the NSC professionals to identify academic obstacles early and design collaborative solutions leveraging the breadth of intervention and support services at RIT.

Academic Services

Services and Programs

College Liaisons

The primary responsibility of college liaisons is ensuring success of North Star Center students. Each liaison is assigned to a specific college, working closely with the academic and faculty advisors and administration of their respective colleges to provide information and advice regarding services available to increase retention and graduation of AALANA students. The liaisons constantly explore and create new opportunities to enhance students academic experiences, while helping students to prepare for graduate school, and/or professional careers.

Frederick Douglass Scholarship

This scholarship is available to AALANA student leaders who have exhibited leadership characteristics, appreciation of diversity, and scholastic achievement. Qualified AALANA students are encouraged to apply during winter quarter.

North Star Academy

The Academy provides a cohort of 40 matriculating freshmen with an academic “jump start” in the summer leading into their freshman year.

The 40 selected participants make a three week commitment to:

- complete a course in math, physics, or sociology;
- attend programs in leadership development, career awareness, and wellness;
- and work with North Star Center liaisons to develop an individualized plan for academic success.

Student Programming

Throughout the academic year the North Star Center’s staff works with students to coordinate programs which recognize and celebrate African, Latino, and Native American cultures. Student involvement is welcomed and students are encouraged to take advantage of the broad spectrum of cultural and developmental opportunities available at RIT.

NTID Counseling and Academic Advising Services

Phone: 475-6288 or 475-6468

Website: www.ntid.rit.edu/counseling

Hours: Mon – Fri 8:30 AM – 4:00 PM

NTID Counseling and Academic Advising Services is committed to helping students realize their full potential for a successful college experience. NTID counselors provide personal, social, and career counseling and academic advising services to all deaf and hard-of-hearing students at RIT. Every hearing-impaired student at RIT/NTID has a counselor assigned to work with him/her. **All student counseling is kept confidential.**

Academic Services

NTID Counselors

- Work with students on a variety of issues, such as:
 - Adjustment to college life
 - Career exploration
 - Choice of major
 - Family issues
 - Relationship concerns
- Provide career counseling, testing/assessment
- Teach courses and workshops such as:
 - Career Decision Making
 - Freshman Seminar

Services

- **Academic Advising** – Assistance with registration, course planning and selection in collaboration with NTID faculty and department chairpersons
- **Career Resource and Testing Center (CRTC)** – A variety of career interest tests are available to assist students with career selection/confirmation and help students determine the level of interest in various career fields. Provides career information. Print, video, and computer-based career development resources are available; i.e., *The Occupational Outlook Handbook*.
- **College Adjustment** – Exploration of various learning styles, study skills, time management, and referrals to other on- and off-campus resources.
- **Direct Instruction** – Career exploration and decision making, academic skill development, and learning strategies
- **Individual Counseling** – Adjustment to college, relationship issues, dorm life/roommate concerns, addictions, self-esteem issues, sexuality, and other identity concerns

Don't know who your counselor is? Find out by using the "Who Is My Counselor" button on the Website at www.ntid.rit.edu/counseling.

Online Courses

Phone: 475-5089

Office: Wallace Library (WAL)

Website: <http://online.rit.edu>

Email: online@rit.edu

Hours: Mon – Thurs 8:00 AM – 7:00 PM

Fri 8:00 AM – 5:00 PM

RIT offers over 500 online courses annually and nearly 50 online degree and certificate programs. All online courses follow the same academic calendar and meet the same rigorous objectives as RIT's traditional face-to-face classes. Online courses are taught using RIT's course management system, myCourses. An online course offers flexibility to fit around any students' schedule, however, the convenience must be supplemented by a strong commitment independent study habits.

Students enrolled in online courses receive full access to a comprehensive array of services including orientation, proctored exam coordination, and an online student community. Technical support for online courses is available weekdays via email, phone, or in-person and on weekends via email and voicemail.

To see a listing of online courses go to: <http://online.rit.edu/courses>.

To see a listing of online programs go to: <http://www.rit.edu/online>.

Academic Services

Registrar

Phone: 475-2821

Office: 1202 George Eastman Hall (EAS)

Website: www.rit.edu/registrar

Email: registrar@rit.edu

Hours: Mon – Thurs 8:30 AM – 5:00 PM

Fri 8:30 AM – 4:30 PM

The Office of the Registrar is the repository for all student records from the time you take your first course through your graduation. Many of the office responsibilities are behind the scenes as technology is continually used to make records and access (transfer and AP credit, schedules, grades, verifications, add/drop and withdrawal from courses) available to students via computer and through an RIT computer account.

Responsibilities of the Registrar's Office include:

- assuring compliance with university, state, and federal education policies;
- publishing the annual Registration Guide and other relevant information and training materials;
- providing students with access to their academic records;
- allowing third-party (parent/guardian) access to academic records;
- maintaining the "Tiger Tracks" degree audit system;
- providing on-line and office access to Enrollment Verifications;
- producing student, faculty, and staff University ID cards;
- providing student access to schedules, grades, and other academic information through the Student Information System (SIS);
- recording and retaining grades and other academic information;
- preparing for and providing quarterly registration information for on-line registration;
- collaborating with colleges to schedule courses and classrooms;
- developing quarterly final exam schedules;
- providing degree verification and transcript services for students and alumni;
- reviewing final certifications
- preparing diplomas;
- developing academic calendars
- and more.

Academic Services

RIT Libraries at The Wallace Center

Phone: 475-2562 or 475-2563
Office: The Wallace Center (WAL)
Website: <http://wallacecenter.rit.edu>

Email: 610wmlref@rit.edu
Hours: Mon – Thurs 7:30 AM – 3:00 AM
Fri 7:30 AM – 12:00 AM
Sat 11:00 AM – 12:00 AM
Sun 11:00 AM – 3:00 AM

The RIT Libraries at The Wallace Center consists of Wallace Library, Cary Library, the RIT Archive Collections, and The Lab for Social Computing. Wallace Library is a multimedia resource center with access to more than 750,000 items, including thousands of electronic journals and books. Research is facilitated with access to more than 250 electronic databases covering all disciplines. All electronic resources and services can be accessed via the Website from both on and off-campus. Workstations are located on the first and second floors of the building and laptops, scanners and color copiers are also available. Multiple study areas are available throughout the Wallace Library as well as group study rooms and a large collaborative area known as the Idea Factory (1st floor). Other services in the Wallace Library include interlibrary loan, library instruction and individualized research assistance. Each college has designated library liaisons to assist students.

The RIT Archive Collections (Wallace Library, 3rd floor) contain rare items of special interest to RIT history. The RIT Museum, located outside the Archives, is a permanent space for major exhibits related to the history of the RIT.

A unique library within the Wallace Center, the Cary Library (Wallace Library, 2nd floor) is one of the country's premier libraries on printing and contains more than 20,000 volumes of rare books detailing the history of printing and book design, as well as other aspects of graphic arts.

Support Services in The Wallace Center

Phone: 475-2551 or 475-2562
Office: 1600 The Wallace Center (WAL)
Website: <http://wallacecenter.rit.edu/>

Hours: Mon – Thurs 7:30 AM – 3:00 AM
Fri 7:30 AM – 12:00 AM
Sat 11:00 AM – 12:00 AM
Sun 11:00 AM – 3:00 AM

Break Hours:
Please visit <http://library.rit.edu/libhours>

Support Services in The Wallace Center is primarily responsible for supporting classroom, auditorium technology, and academic events. Stop by our Circulation/Support Services Desk or search <http://albert.rit.edu/> for a wide variety of books and the media collection.

Academic Services

Student Information System (SIS) and Information Access Center

Website: <http://infocenter.rit.edu>

Hours: Mon – Fri 7:00 AM – 12:00 AM
Sat & Sun 9:00 AM – 12:00 AM

Accessible 24 hours/day, 7 days/week via computer

The RIT Information Access Center and the Student Information System (SIS) are among the most frequently accessed campus Websites. To log in to SIS you will need your RIT Computer Account and password. Once you have your RIT Computer Account and password, you can log on to the SIS home page at infocenter.rit.edu. Under “Students,” select Student Info System.

Using the Student Information System students can:

- register for or add/drop courses;
- check class schedules, grades, and Grade Point Average (GPA);
- register for courses in the Center for Intercollegiate Athletics & Recreation for credit or audit;
- withdraw from classes;
- view open and closed courses, degree information, Academic Advising Report (AAR), and quarterly exam schedules;
- check a registration hold (before registering for the next quarter);
- declare a Liberal Arts concentration;
- review and update home, local, emergency, and alert contacts;
- reserve and order textbooks through Barnes & Noble @ RIT.

Other listings under the “Students” category include:

- **Enrollment Verification** – Allows students to print verification as needed for insurance, scholarships, loans, or other purposes.
- **Tiger Tracks Degree Audit** – a web-based, academic advisement tool designed to help students track their progress toward degree completion. Tiger Tracks also allows students to review their academic history, and experiment with new concentrations, minors, and programs.
- **eServices** – Allows students to grant third-party on-line access to student payment accounts, food/Tiger Bucks balances, course schedules, and grades.

Academic Services

Study Abroad

Phone: 475-4466

Office: 1314 Annex (ANX)

Website: <http://studyabroad.rit.edu>

Email: goabroad.rit.edu

Hours: Mon – Fri 9:00 AM – 4:00 PM

Study Abroad offers exciting educational opportunities students can consider when completing their RIT degree. This office provides students with an invaluable experience to immerse themselves firsthand within another culture. Participating in a study abroad program allows students to grow both academically and personally by heightening foreign language skills, challenging beliefs, and establishing global connections. With over 200 programs in more than 50 countries, office staff can advise students in selecting the program that is best suited to meet their educational and personal goals. Foreign language skills are not required for all programs and financial aid may apply. Visit the Website at studyabroad.rit.edu for more information.

TRiO Student Support Services

Phone: 475-2833

Office: 2140 Student Alumni Union (SAU)

Website: www.rit.edu/studentaffairs/triosss

Email: dlwspr@rit.edu

Hours: Mon – Fri 8:30 AM – 5:00 PM

TRiO Student Support Services provides both academic and non-academic support.

Services

- Academic skills development
- Advocacy
- Career skills development
- Individual assessment and mentoring in math
- Individual and group counseling
- Individual tutoring
- Workshops in support of successful learning opportunities

TRiO SSS is a federally funded program that provides the academic and personal support that enables qualified students to realize their full potential and complete their degree. Students in the TRiO program must be U.S. citizens or international students with a green card, full-time undergraduate students, and meet at least one of these qualifications: financial need, a documented disability, or first-generation college student status.

University Studies Program

Phone: 475-5263

Office: 1202 Eastman Hall (EAS), Office of the Registrar

Website: www.rit.edu/academicaffairs/universitystudies

Email: transfer@rit.edu

The University Studies Program is an excellent choice for students who are undecided about their college major. USP provides many services, however the most common are assisting new students in finding a major that is right for them or helping current students with the process of changing majors from and to any of the RIT programs and colleges. Through advising, coaching, career assessment and course sampling, students will have the opportunity to make an informed decision for their final RIT major.

Academic Services

Academic Success Tips

Setting Academic Goals

Setting academic goals is an important step in setting a direction for yourself at the beginning of the quarter. It allows you to make your grades happen, not let them happen to you. Once your **GOALS** are defined, think about the **MEANS** or activities necessary to reach each goal. Time management is a key element in reaching the goal of academic success. How can you set your academic goals? What means can you use to reach them? Completing this checklist at the beginning of each quarter will help you get started.

Follow the step-by-step instructions below for setting academic goals for the quarter.

1. List all your courses and the grade you want in each one.

Set your goals high, but also be realistic. Aiming for an A in a class in your major may be an appropriate goal, but you may be satisfied with a C in a required course in an area that is particularly difficult for you. Base your expectations on an honest assessment of your background in each subject and the amount of time and energy you're willing to spend.

2. For each class, list tasks you must complete to make the desired grade.

Include tests and quizzes, papers and projects, presentations, attendance, and class participation. Most of this information will be in your class syllabus.

3. List the percent of the final course grade and the due date for each activity.

Most of this information will be in your class syllabus.

4. List specific activities you have to do to make your course grade.

Include target grades for exams and papers, steps for strengthening weak areas in your background, and resources you will use. Also include specific study habits you will need to add to your routine.

5. As you complete each task, record your actual grade.

Look at the uncompleted tasks. You may have to revise your expectations, depending on what you have actually accomplished. For example, an exam grade lower than you had planned will necessitate either higher grades on later tests or a revision of your final goal. Likewise, grades higher than expected can be seen either as a cushion for the future or an invitation to set higher goals for yourself.

6. Remind yourself of your goals.

Post your list of expectations in a conspicuous place. You don't want to lose sight of where you want to go. Reward yourself for successes along the way.

For more information on academic success strategies visit the Academic Support Center at www.rit.edu/asc.

Study Strategies

Characteristics of Good Study Notes:

1. Good notes are short.

Limit yourself to three or four pages for a typical chapter. Leave out the minor details. Notes are for collecting and organizing the main points of the chapter. The job goes quickly if your text-marking is good.

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2. Use one side of the paper.

This method allows you to see the over-all plan of a chapter by spreading all the notes in front of you. The “big picture” becomes clear in a very literal way and is not possible if you have to flip papers back and forth. Using loose sheets instead of a spiral notebook makes this even easier and more effective.

3. Try informal outlines.

Formal outlines are not necessary. Use space on the page to show the relationship of the ideas. Add numbers, letters, or symbols where appropriate. One handy alternative to outlines is called idea maps, or visual representations of the concepts. If you watch the organization patterns in your texts, you can identify a variety of ways to express relationships by using charts, networks, flow-charts, timelines, or diagrams.

4. Use your own words.

Do not copy long passages from the book. Use phrases or single words instead of sentences. This kind of translation forces you to comprehend something before writing it down.

5. Develop your own style and your own system.

Feel free to experiment. Just as with your text-marking, study notes are for your use, no one else's. The test of good notes is how well they work for you.

Tips for Stopping Procrastination

Procrastination is a symptom of poor time management. It can be “cured” by using good time management techniques.

- Assess your goals
- Break large tasks into smaller tasks
- Examine your values
- Find a good influence for a study partner
- Force yourself to work for a period of time
- Get help if the task is too difficult
- Get rid of distractions
- Have realistic expectations
- Prioritize tasks
- Reward yourself for not procrastinating
- Talk to someone about any fears
- Tell others you are going to complete a task
- Think about the consequences of your procrastination

Textbooks

Know What to Look For

Textbook authors are interested in expressing their ideas clearly and succinctly. They are careful to arrange paragraphs in such a way that their readers can identify meaning quickly. Usually one sentence, the topic sentence, contains the main idea in capsule form, and the rest of the paragraph elaborates on the idea with details or examples. Although the topic sentence can appear any place in the paragraph, it most commonly appears close to the beginning or end of the paragraph. Deductive paragraphs begin with the main idea. Inductive paragraphs save the main idea for the end.

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Technical Textbooks

Suggestions for Working with Technical Textbooks

1. Start with a preview.

A preview gives you the overview and encourages you to call up any previous information you've learned about the subject. Technical textbooks are arranged in a more obvious outline format than other texts. Chapters and subdivisions are typically numbered.

2. "Chunk" the material, following the textual guides.

Regardless of how many illustrations, examples, diagrams, and problems each section includes, there's only one major idea under each subheading. Find that main idea, which may very well be expressed as a formula. Make sure that you can express it in your own words.

3. Look for diagrams that will help you picture the concept.

If the book doesn't illustrate a concept, you can illustrate it yourself. Always read with pencil and paper close by. Sketching out a process for yourself as you read can be a useful visual tool.

4. Find the problems showing how to apply the concepts.

Try to do the example problems in the text. Check yourself with the book's solution and problem-solving process.

5. Don't underline too much.

The text is likely to be sparse and heavily condensed already. Instead, rely on margin notations to locate key concepts and to label sections of the text's discussion (illustration, corollary, derivation, etc.)

6. Vary your study note formats.

The best way to summarize will vary, depending on the balance of factual and conceptual material. Be flexible and creative. Idea maps offer unlimited opportunities to visualize technical material. Look for ways to include them in your notes.

7. Create an over-all picture of the topic.

Whether you're studying a chapter or an entire text, you'll always need some sense of the superstructure. In addition, since technical material tends to build concept upon concept, you need to see how to add newly learned material into the larger context of the topic.

8. Use your study notes for review.

Plan regular review time into your study schedule. Test yourself with your cards. Work out sample problems. Test yourself on being able to identify "what kind of problem is this." Make up your own problems.

For more information on academic success strategies visit the Academic Support Center at www.rit.edu/sac.

Exam Strategies

General Test-Taking Approaches

- Survey the entire exam.
- Plan out your time.
- Read all directions carefully, underlining key parts. Make sure you understand the directions before you begin. Keep the directions in mind when you answer test items.

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- Answer easiest parts first.
- Work fast on items which will give you the most points.
- Read all questions carefully. Do not read into questions.
- Use information from other questions.
- Check your answers. Use time remaining to reconsider and/or improve your answers.
- Grammatically incorrect sentences are usually incorrect.
- Ignore all test-takers.
- Begin work as rapidly as possible with reasonable assurance of accuracy.
- Answer every question (unless there is a penalty for guessing).
If stuck, go on to another question.
- Think through all questions.
- Use self talk. Some examples include:
 - What is the question I am trying to answer?
 - What are the key terms?
 - What is my best guess on the meaning of an unfamiliar word?
 - What are the elements of the problem?
 - What are the concepts that apply?
 - What does my experience tell me that might help in answering the question?
 - What kind of answer is needed?
 - Can I break the question down to make it easier to answer?

True-False Questions

- Underline all qualifying words. Words like “rarely,” “usually,” “sometimes,” and “seldom” allow for exceptions and therefore are usually true. Words like “never,” “always,” “no,” and “all” indicate no exceptions and therefore are usually false.
- Break down and evaluate all parts of the sentence.
- Check of extraneous and inaccurate facts (e.g. names, dates, etc.).
- Assume true unless there is incorrect information to make it false. If any part of the statement is false, the entire statement is false.

Fill-in Questions

- Use content, grammar, and line-length clues.
- Always have some answer.

Multiple Choice Questions

- Remember to choose the answer which the test maker intended. All other options are distracters and your job is to find out which ones are distracters and eliminate them.

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Notes