This publication provides an overview of helpful information such as enrollment and billing dates, important policies and procedures, college and program information, key campus contacts and much more. The publication is regularly updated as new information becomes available.

What this document does not include is a list of course offerings or course descriptions. You can access RIT’s course listings by going to sis.rit.edu. Under the Public block select SIS Class Search or SIS Course Catalog Search. Here you will find current and future class listings that include course days and times, descriptions, prerequisites, restrictions, instructor assigned and more.

Enrollment or Records Assistance
If you have specific questions about enrollment, deadlines, your academic record, or academic policies, contact the Office of the Registrar via e-mail at registrar@rit.edu or by phone at 585/475-2821.

Registrar’s Office service hours are:
Monday - Friday: 8:30 am - 4:30 pm

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### FALL SEMESTER (2151)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18 - 23</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 24, 2015</td>
<td>Day, evening and online classes begin</td>
</tr>
<tr>
<td>August 29</td>
<td>First day of 7-day Add/Drop period</td>
</tr>
<tr>
<td>August 31</td>
<td>Last day of 7-day Add/Drop period</td>
</tr>
<tr>
<td>September 1</td>
<td>First day to drop from classes with a grade of “W”</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (no classes) Institute offices closed</td>
</tr>
<tr>
<td>October 12</td>
<td>No classes - Columbus Day - Institute offices open</td>
</tr>
<tr>
<td>October 13</td>
<td>Classes follow a Monday schedule</td>
</tr>
<tr>
<td>November 13</td>
<td>Last day to drop from classes with a grade of “W” +</td>
</tr>
<tr>
<td>November 25</td>
<td>No classes - Institute offices open</td>
</tr>
<tr>
<td>November 26-27</td>
<td>Thanksgiving Holiday - Institute closed</td>
</tr>
<tr>
<td>November 28</td>
<td>No Saturday classes</td>
</tr>
<tr>
<td>November 30</td>
<td>Day, evening and online classes resume</td>
</tr>
<tr>
<td>December 5</td>
<td>Saturday classes resume</td>
</tr>
<tr>
<td>December 11</td>
<td>Last day, evening and online classes</td>
</tr>
<tr>
<td>December 12</td>
<td>Last Saturday classes</td>
</tr>
<tr>
<td>December 14, 15, 16, 17, 18</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 19</td>
<td>Residence halls close</td>
</tr>
<tr>
<td>December 21</td>
<td>Final grades due</td>
</tr>
<tr>
<td>December 21 - January 3</td>
<td>Break between Fall Semester and Intercession</td>
</tr>
<tr>
<td>December 25 - January 3</td>
<td>RIT closed for the Holidays</td>
</tr>
</tbody>
</table>

### INTERSESSION TigerTermSM (2153)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Day, evening and online classes begin</td>
</tr>
<tr>
<td>January 6</td>
<td>First day of 3-day Add/Drop period</td>
</tr>
<tr>
<td>January 7</td>
<td>Last day of 3-day Add/Drop period</td>
</tr>
<tr>
<td>January 11</td>
<td>First day to drop from classes with a grade of “W”</td>
</tr>
<tr>
<td>January 18</td>
<td>Residence halls open</td>
</tr>
<tr>
<td>January 21</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>January 22</td>
<td>Final exams</td>
</tr>
<tr>
<td>January 23, 24</td>
<td>Break between Intersecion and Spring Semester</td>
</tr>
<tr>
<td>January 25</td>
<td>Final grades due</td>
</tr>
</tbody>
</table>

### SPRING Semester (2155)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25</td>
<td>Day, evening and online classes begin</td>
</tr>
<tr>
<td>January 30</td>
<td>First day of 7-day Add/Drop period</td>
</tr>
<tr>
<td>February 1</td>
<td>Saturday classes begin</td>
</tr>
<tr>
<td>February 2</td>
<td>Last day of 7-day Add/Drop period</td>
</tr>
<tr>
<td>March 21, 22, 23, 24, 25</td>
<td>No classes (Spring Break) RIT open</td>
</tr>
<tr>
<td>March 26</td>
<td>No Saturday classes</td>
</tr>
<tr>
<td>March 28</td>
<td>Day, evening and online classes resume</td>
</tr>
<tr>
<td>April 22</td>
<td>Last day to drop from classes with a grade of “W” +</td>
</tr>
<tr>
<td>May 13</td>
<td>Last day, evening and online classes</td>
</tr>
<tr>
<td>May 14</td>
<td>Last Saturday classes</td>
</tr>
<tr>
<td>May 16, 17, 18, 19, 20 (8 am - 12:15 pm)</td>
<td>Final exams (Fri. May 20, 1/2 day of exams)</td>
</tr>
<tr>
<td>May 20</td>
<td>Convocation and Commencement ceremonies</td>
</tr>
<tr>
<td>May 21</td>
<td>Commencement ceremonies</td>
</tr>
<tr>
<td>May 24</td>
<td>Final Grades due</td>
</tr>
<tr>
<td>May 23 - May 28</td>
<td>Break between Spring Semester and Summer Terms</td>
</tr>
</tbody>
</table>

+ The Add/Drop period is the first seven class days, excluding Sundays and holidays of the Fall and Spring terms.

* Friday of the 12th week of classes
10 week SUMMER TigerTerm™ (2158)

May 30 (Monday)  Memorial Day - Institute closed
May 31 (Tuesday)  Day, evening and online classes begin
     First day of 7-day Add/Drop period
June 4  Saturday classes begin
June 7 (Tuesday)  Last day to Add/Drop courses
June 8 (Wednesday)  First day to drop from classes with a grade of “W”
July 4 (Monday)  Independence Day - Institute closed
July 22  Last day to drop from classes with a grade of “W” **
August 5  Last day, evening and online classes
August 6  Last Saturday classes
August 9, 10, 11, 12  Final exams
August 15 (Monday)  Final Grades due
August 15 - 19  Summer/Fall break

5 week SUMMER TigerTerm™ (2158) (1st five weeks)

May 30 (Monday)  Memorial Day - Institute closed
May 31 (Tuesday)  Day, evening and online classes begin
     First day of 3-day Add/Drop period
June 2 (Thursday)  Last day to Add/Drop classes
June 3 (Friday)  First day to drop from classes with a grade of “W”
June 4  Saturday classes begin
June 17  Last day to drop from classes with a grade of “W”
July 1 (Friday)  Last day of classes (final exams held)
July 2  Last Saturday classes
July 4  Independence Day - Institute closed
July 5 (Tuesday)  Final Grades due

5 week SUMMER TigerTerm™ (2158) (2nd five weeks)

July 4 (Monday)  Independence Day - Institute closed
July 5 (Tuesday)  Day, evening and online classes begin
     First day of 3-day Add/Drop period
July 7 (Thursday)  Last day to Add/Drop classes
July 8 (Friday)  First day to drop from classes with a grade of “W”
July 9  Saturday classes begin
July 22  Last day to drop from classes with a grade of “W”
August 5  Last day, evening and online classes
August 6  Last Saturday classes
August 9, 10, 11, 12  Final exams
August 15 (Monday)  Final Grades due
August 15 - 19  Summer/Fall break

FALL SEMESTER (2161)

August 16 - 21  New Student Orientation (tentative)
August 22  Day, evening and online classes begin
September 5 (Monday)  Labor Day (no classes) Institute offices closed

** Friday of the 8th week of classes
Shopping Carts for Fall Enrollment
Shopping carts for Fall Semester open March 30, 2015.

Enrollment appointments are randomly assigned, but occur on the dates listed below.

New Students for Fall 2015-2016
New students for the Fall 2015-2016 academic year will not be enrolling in classes on their own.

Beginning the week of July 20, new 1st year students will be registered by their academic departments. Schedules should be available for viewing on sis.rit.edu beginning August 3.

Fall Semester Enrollment Dates

<table>
<thead>
<tr>
<th>Enrollment Day</th>
<th>Enrollment Population</th>
<th>Enrollment Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Graduate students</td>
<td>Monday, April 20, 2015</td>
</tr>
<tr>
<td></td>
<td>Early 5th year students*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 4th year students in a 4 year program*</td>
<td></td>
</tr>
<tr>
<td>Day 2</td>
<td>5th year students</td>
<td>Tuesday, April 21, 2015</td>
</tr>
<tr>
<td></td>
<td>4th year students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in a 4 year program*</td>
<td>AM</td>
</tr>
<tr>
<td></td>
<td>Early 4th year students in a 5 year program*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4th year students</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td>in a 5 year program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 3rd year students*</td>
<td></td>
</tr>
<tr>
<td>Day 3</td>
<td>3rd year students</td>
<td>Wednesday, April 22, 2015</td>
</tr>
<tr>
<td></td>
<td>Early 2nd year students*</td>
<td></td>
</tr>
<tr>
<td>Day 4</td>
<td>2nd year students</td>
<td>Thursday, April 23, 2015</td>
</tr>
<tr>
<td></td>
<td>Early 1st year students*</td>
<td></td>
</tr>
<tr>
<td>Day 5</td>
<td>1st year students</td>
<td>Friday, April 24, 2015</td>
</tr>
<tr>
<td>Day 6</td>
<td>Non-degree students</td>
<td>Monday, April 27, 2015</td>
</tr>
<tr>
<td>and all open registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Early enrollment appointments include the following groups: Students in the Honors Program, Cross-registered students, Varsity Athletes and ROTC.

Payment Options - Fall Semester 2151
The Fall Semester billing statement will be generated on July 6, 2015. Payment in full (no fee) is due by August 15, 2015.

Installment Payment Plan ($40 fee due with first payment). Charges minus anticipated Financial Aid and other credits reflected on your billing statement will be divided into four installments. Payments are due on:
- August 15, 2015
- September 15, 2015
- October 15, 2015
- November 15, 2015

Enrollment for the Fall Semester payment plan will be available beginning July 1, 2015.

Tuition Refund Schedule - Fall Semester 2151
Partial refunds will be made according to the schedule posted at the Student Financial Services website: http://www.rit.edu/fa/sfs/refund.

RIT Online Tuition Refund Schedule
Add/drop for RIT Online programs runs through the 3rd day of classes. If a student drops his/her courses during the first three days of classes, 100% refund will be issued. Any student who has not paid in full by the 3rd day of classes will be dropped from his/her courses by the Institute for non-payment. No partial refunds will be given for course withdrawals.
Intersession (rit.edu/tigerterms)
The optional January Intersession provides students the opportunity to engage in research projects with faculty, participate in abbreviated study abroad experiences, catch up or get ahead with required courses or take unique electives and co-curricular courses. Please refer to rit.edu/tigerterms for updated information. The optional January Intersession provides students the opportunity to engage in research projects with faculty, participate in abbreviated study abroad experiences, catch up or get ahead with required courses or take unique electives and co-curricular courses. Please refer to rit.edu/tigerterms for updated information.

Intersession Enrollment Dates

<table>
<thead>
<tr>
<th>Enrollment Day</th>
<th>Enrollment Population</th>
<th>Enrollment Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>All students</td>
<td>Monday, October 19, 2015</td>
</tr>
</tbody>
</table>

Shopping Carts for Spring Enrollment
The shopping cart allows students to pre-plan their schedules. It is the first step in the enrollment process. Students place courses they are interested in taking into the shopping cart until it is time for them to enroll.

Shopping carts for Spring will be available for all students on November 2, 2015. Enrollment will begin on November 16.

Spring Semester Enrollment Dates

<table>
<thead>
<tr>
<th>Enrollment Day</th>
<th>Enrollment Population</th>
<th>Enrollment Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Graduate students</td>
<td>Monday, November 16, 2015</td>
</tr>
<tr>
<td></td>
<td>Early 5th year students*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 4th year students in a 4 year program*</td>
<td></td>
</tr>
</tbody>
</table>

| Day 2          | 5th year students     | Tuesday, (8am - 11:30am) November 17, 2015 |
|                | 4th year students     | Tuesday (12pm - 4:30pm) November 17, 2015 |
|                | in a 4 year program* |                                        |
|                | Early 4th year students in a 5 year program* |                              |

| Day 3          | 3rd year students     | Wednesday, November 18, 2015 |
|                | Early 2nd year students* |                             |

| Day 4          | 2nd year students     | Thursday, November 19, 2015 |
|                | Early 1st year students* |                                |

| Day 5          | 1st year students     | Friday, November 20, 2015 |

| Day 6          | Non-degree students   | Monday, November 23, 2015 |
|                | and all open registration |                            |

Payment Options - Spring Semester
The Spring Semester billing statement will be generated on December 7, 2015. Payment in full (no fee) is due by January 15, 2016.

Installment Payment Plan ($40 fee due with first payment).
Charges minus anticipated Financial Aid and other credits reflected on your billing statement will be divided into four installments. Payments are due on:

- January 15, 2016
- February 15, 2016
- March 15, 2016
- April 15, 2016

Enrollment for the Spring Semester payment plan will be available beginning December 1, 2015.

Tuition Refund Schedule - Spring Semester
Partial refunds will be made according to the schedule posted at the Student Financial Services website: http://www.rit.edu/fa/sfs/refund.
Summer TigerTerm Enrollment Date
Shopping carts and Enrollment for Summer TigerTerms (10-week and 5-week) will be available to all students on Thursday, February 18, 2016 at 8:00 a.m.

Payment Options - Summer Term 2158
The Summer term billing statement will be generated on May 1, 2016. Payment in full (no fee) is due by May 15, 2016.

Installment Payment Plan ($40 fee due with first payment).
Charges minus anticipated Financial Aid and other credits reflected on your billing statement will be divided into four installments. Payments are due on:
- May 15, 2016
- June 15, 2016
- July 15, 2016
- August 15, 2016

Enrollment for the Summer Term payment plan will be available beginning May 1, 2016.

Summer 10-week and 5-week terms (rit.edu/tigerterms)
Summer 10-week classes begin Tuesday, May 31 and end August 5. The seven-day Add/Drop period is May 31 - June 7. If a student drops his or her courses prior to May 31, they will receive a full refund.

Tuition Refund Schedule for Summer 10-week and 5-week Terms (2158)
Partial refunds will be made according to the schedule posted at the Student Financial Services website: http://www.rit.edu/fa/sfs/refund.

Shopping Carts for Fall Enrollment (2016-2017)
Shopping carts for Fall Semester open Monday, March 28, 2016.

Enrollment appointments are randomly assigned, but occur on the dates listed below.

New Students for Fall 2016-2017
New students for the Fall 2016-2017 academic year will not be enrolling in classes on their own.

Beginning the week of July 18, new 1st year students will be registered by their academic departments. Schedules should be available for viewing on sis.rit.edu beginning August 1.

Fall Semester Enrollment Dates (Tentative)

<table>
<thead>
<tr>
<th>Enrollment Day</th>
<th>Enrollment Population</th>
<th>Enrollment Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Graduate students</td>
<td>Monday, April 18, 2016</td>
</tr>
<tr>
<td></td>
<td>Early 5th year students*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 4th year students in a 4 year program*</td>
<td></td>
</tr>
<tr>
<td>Day 2</td>
<td>5th year students</td>
<td>Tuesday, (8am - 11:30am) April 19, 2016</td>
</tr>
<tr>
<td></td>
<td>4th year students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in a 4 year program*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 4th year students in a 5 year program*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4th year students</td>
<td>Tuesday (12pm - 4:30pm) April 19, 2016</td>
</tr>
<tr>
<td></td>
<td>in a 5 year program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early 3rd year students*</td>
<td></td>
</tr>
<tr>
<td>Day 3</td>
<td>3rd year students</td>
<td>Wednesday, April 20, 2016</td>
</tr>
<tr>
<td></td>
<td>Early 2nd year students*</td>
<td></td>
</tr>
<tr>
<td>Day 4</td>
<td>2nd year students</td>
<td>Thursday, April 21, 2016</td>
</tr>
<tr>
<td></td>
<td>Early 1st year students*</td>
<td></td>
</tr>
<tr>
<td>Day 5</td>
<td>1st year students</td>
<td>Friday, April 22, 2016</td>
</tr>
<tr>
<td>Day 6</td>
<td>Non-degree students</td>
<td>Monday, April 25, 2016</td>
</tr>
<tr>
<td></td>
<td>and all open registration</td>
<td></td>
</tr>
</tbody>
</table>

* Early enrollment appointments include the following groups: Students in the Honors Program, Cross-registered students, Varsity Athletes and ROTC.
Key Steps for Enrollment Success

Prior to enrolling for classes, an RIT student must have access to the Student Information System (SIS) at sis.rit.edu via an RIT computer account and password. You should have been assigned an account when you were accepted as an RIT student through the Admissions process.

If you do not have an RIT computer account, please contact the ITS Service Desk for assistance. Call 585-475-4357, send an e-mail to servicedesk@rit.edu or visit them in-person in room 1113 of Gannett Hall. Non-degree students must be enrolled in a course prior to being able to apply for an account.

Be sure to plan ahead and schedule a meeting with your advisor. Do this on a regular basis and especially prior to the beginning of an enrollment period to review your program and class requirements, as well as future plans.

As you prepare to enroll, review the most recent course listings posted in your personal student center page via sis.rit.edu. The same information is available to non-RIT students in the Public box by selecting SIS Class Search.

If you have an academic, advising, English Language Center, disciplinary, financial, international, medical or PREP hold on your record, you will not be able to enroll. Check your SIS account to see that no holds are listed there and clear them up before your scheduled enrollment time. If you have a hold, the system will direct you to the area you need to contact to resolve it. You can also refer to the list at the right as a general reference.

Full-time RIT students enrolled in a degree program will register on-line through the Student Information System.

Part-time, non-degree students should complete the enrollment form included at the end of this publication, or download one from: rit.edu/registrar/forms and return it to the Registrar’s Office for processing.

Prior to an enrollment period, students are given a couple of weeks to review and select courses to place in their “shopping cart”. They can use the Class Search capability to search, review, validate and add classes to their cart.

In our student system, students are parsed by year level, randomly placed in groups of about 150 students, and assigned appointment times when they can enroll into their classes. Appointment times are assigned every half hour between 8:00 am and 4:30 pm.

12 units are the minimum required to be considered a full-time undergraduate student. Undergraduate students are permitted to enroll for up to 18 units. They can also add themselves to wait lists for an additional 15 units. Any student planning to enroll for more than 18 units per term must have the permission of their advisor, department head or school director. Additional tuition will be charged if a student is enrolled for more than 18 units.

To be considered full-time, graduate students must be enrolled for a minimum of 9 units. Graduate students enrolled for more than 18 units will be charged additional tuition.

Once your schedule is complete, print a copy for review. To make revisions, return to SIS and make adjustments. Changes must be made no later than the last day of the 7-day Add/Drop period. See the Academic Calendar on pages 2-3 to review each term’s Add/Drop dates.

Check your schedule again before classes begin, as room assignment or other changes may have occurred.

Determining Year Level Classification

The following information is used to obtain a uniform year classification throughout the university. This guide should aid both the degree-seeking students transferring to RIT, and those who began their college career at RIT, to determine how they are progressing toward their degree.

Year level determines the student’s enrollment appointment. Please refer to the chart below to confirm your year level. (This does not include current course work in progress.)

<table>
<thead>
<tr>
<th>Year Programs</th>
<th>Year/Level</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>27 - 55</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>56 - 84</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>85 - above</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5 Year Programs</th>
<th>Year/Level</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>27 - 55</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>56 - 75</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>76 - 95</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>96 - above</td>
<td></td>
</tr>
</tbody>
</table>

Clearing Holds

If you have one of the following Holds on your record, you must resolve the issue causing the hold before you can enroll. Use the following contact information to get yourself back on track:

Department/Academic Suspension/Dean’s/Advising
Your college/department advisor

Disciplinary Suspension
Student Affairs 585/475-2265

English Language Center (ELC)
English Language Center 585/475-6684

Financial
Student Financial Services 585/475-6186

International
International Student Services 585/475-6943

Medical
Student Health Services 585/475-2255

PREP (Professional Re-employment Education Program)
Part-time Enrollment Services 585/475-6008
Student Information System - SIS

All RIT student system access begins at sis.rit.edu, otherwise known as the Student Information System Information Access Center.

This central location provides you with access to your educational and financial records, enrollment verifications, transcript requests, and other sources of information and access.

When searching for classes, you can login (using your RIT computer account and password) to sis.rit.edu, select Student Info System, then Search for Classes.

If you are not a current student, navigate to sis.rit.edu and in the Public box select SIS Class Search or SIS Course Catalog Search.

From this page you also have electronic access to view and print your Enrollment Verification, required for student loans, insurance eligibility or scholarships.

All of your student account financial information can be viewed through eServices. Billing notifications are sent to your RIT student e-mail address.

If a parent or other third party is assisting you with your finances, it is your responsibility to sign them up for their own access to eServices so that they will receive their own notifications and be able to access your account using their own login information.

Through eServices you can:
- view your account
- set up payment plans
- make online payments
- view your schedule and grades

For details, go to: rit.edu/eservices.

Getting computer help

Your RIT computer account provides you with access to your RIT e-mail, the Student Information System/SIS (sis.rit.edu), myCourses, library databases and more. If you are an accepted student and you have not set up your RIT computer account, please contact the ITS Service Desk, or go to start.rit.edu.

The ITS Service Desk

The ITS Service Desk is located in room 1113 of Gannett Hall.

phone: (585) 475-4357 (475-HELP)
e-mail: servicedesk@rit.edu
web: rit.edu/its/help
location: Gannett Hall, room 1113

Service Desk Service Hours

Fall and Spring
Monday-Thursday 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday/Sunday Noon - 5:00 p.m.

InterSession, Breaks and Summer
Monday-Friday 7:30 a.m. - 5:00 p.m.
Saturday/Sunday Closed

University ID number and student ID card

Your University ID number (UID) is your primary identifier on campus, and is encoded on the back of your RIT student ID card. Your ID card is required for access to University facilities such as the Wallace Center and the Student Life Center, to participate in the RIT meal plan, and to use the Tiger Bucks campus debit account.

Lost cards should be reported to the Registrar’s Office, Food Service, or Public Safety immediately. Any of these offices can deactivate the lost card in order to prevent unauthorized use of your funds or ID. To obtain a new card, come to the Registrar’s Office during office hours:

Monday - Friday, 8:30 am - 4:30 pm
To get to your Student Center page you will need to log in with your RIT user name and password.

From Student Center you have access to your class schedule, Shopping Cart and Enrollment Appointment information, transcript requests, enrollment verifications, permanent and current addresses and phone information.

Below your name and UID number you will find five additional tabs that provide general, admissions, transfer credit, academic and financial information.

For fall semester, course schedules for newly admitted students are built by academic departments. Scheduling issues are addressed with advisors during Orientation.

For Intersession, Spring and all future terms, you will work with your advisor to develop a schedule, but you are responsible for handling the actual shopping cart and enrollment process.

Prior to enrolling for classes it is your responsibility to check for any holds on your account as a student. The ability to enroll will be restricted if there is an advisor, tuition, health or financial aid hold on your account.

There are important add, drop, withdrawal and other deadlines you need to be aware of. Select the calendar information icon next to a course to view current deadline details.
Student Center

There are a lot of details on your Student Center page.

When you select My Class Schedule, you can pull up a different view of your current schedule with a few additional details.

You can view and update your Permanent and Current Addresses and Phone Numbers at the bottom of this page.

When it’s time to begin enrolling for the next term, you will find Shopping Cart and Enrollment Appointment dates in the column to the right of your schedule.

There you will also find the names of your advisors. It is important that you meet with your advisor prior to enrollment.

Depending on your year level, you may have an advising hold placed on your record which can only be lifted by your advisor.

Under “other academic” in the pull-down menu next to your schedule, you will find access to your exam schedule, grades, unofficial transcript, transfer credit information and more.
General

Q: Where do I enroll for classes?
A: Enrollment occurs in the Student Information System. Students can access SIS at sis.rit.edu.

Q: Where can I access my billing information?
A: Students can access billing online, through eServices, at rit.edu/eservices.

Q: What is the difference between the course catalog and the schedule of classes?
A: The course catalog is a list of all courses that have been, are currently, or will be offered at RIT, with descriptions and all other course details. The schedule of classes is a list of all class sections that have been scheduled for a specific term, along with rooms, times, instructors, and details as they have been assigned.

Shopping Cart

Q: What is a shopping cart?
A: The shopping cart allows students to pre-plan their schedule weeks before enrollment begins. Students will place courses they are interested in taking into the shopping cart until it is time for them to enroll.

Q: Do students need to use the shopping cart?
A: Yes. Students cannot skip the shopping cart step – it is the first step of the enrollment process.

Q: When is the shopping cart available?
A: The shopping carts will open for student use approximately 2 weeks before enrollment for any given term.

Q: What is a shopping cart appointment?
A: The shopping cart appointment is the date that shopping carts open for use. Shopping carts open for all students on the same day – thus the shopping cart appointment is the same for everyone.

Q: Can advisors access a student’s shopping cart?
A: Yes, advisors have a shared view of the shopping cart with their advisees. Advisors cannot alter what a student has placed in their shopping cart, but they can check it out and provide advice.

Advisors cannot validate an advisee’s shopping cart or enroll the advisee in classes through the shopping cart. Students must do this themselves.

Q: What is the benefit of a shopping cart?
A: In addition to the pre-planning that will occur, students will have the opportunity to validate the class choices they have placed in the shopping cart. The validate function pushes student class choices out to the system and checks whether or not the student is eligible to enroll – based on restrictions that have been placed on the class by the academic departments.

Q: Can I see how many seats are left in a class through my shopping cart?
A: No, this information appears in the class search. When you search for a class, the number of people already enrolled is listed under enrollment and the number of seats total for the class is listed under capacity. There is no place in the shopping cart to find this information.

Enrollment Appointments

Q: Can student enrollment appointments be changed?
A: No, enrollment appointments cannot be changed. The university acknowledges that some students may have conflicts with their appointment start time due to class, work, family commitments, etc. We cannot tell students how to prioritize their time but we do know that with proper planning the enrollment process should be very quick.

Q: Will students miss registration if they are in class during their appointment time?
A: No, the enrollment appointment only signifies when a student’s enrollment period begins. Enrollment will remain open from the appointment time through the add/drop period of the term they are registering for.

Q: Can a student work with their department or advisor to be enrolled in classes before their assigned enrollment appointment?
A: No. Student enrollment will be restricted until the individual student enrollment appointment time is reached.

Q: How are enrollment appointments generated?
A: Prior to each enrollment period, students are parsed by year level, then appointments are randomly generated and assigned. Enrollment dates are made available through SIS approximately 2-3 weeks before enrollment begins.

Q: If a student gets an enrollment appointment late in the day is there any assurance that they will have an earlier appointment next term?
A: Because the appointments are randomly generated, there is no guarantee that can be put forth to students.
Enrollment/My Schedule

Q: How many units (credits) can I enroll in?
A: 18 units is the maximum an undergraduate student can enroll in on-line. Honors students can enroll in up to 25 units, and other students may see their academic department/academic advisor to get permission to be enrolled in more than 18 units.

Q: What do I do if I need to get into a class that is restricted?
A: If you need to be in a course that is restricted to a group that you are not a part of, see your advisor, academic department, or student services for guidance.

Q: I am an incoming freshman, why don’t I have access to enrollment?
A: For Fall semester all incoming freshmen are enrolled in courses by their academic departments. They do not enroll themselves until the enrollment period for the following term.

Q: Where is the exam schedule posted?
A: You can find the exam schedule under:
Enroll > Term Information > Exam Schedule.

Q: Where do I request interpreting, captioning, or note-taking services?
A: Students request interpreting, captioning, and note-taking services through the Access Services website at myaccess.rit.edu.

Wait List/Class Swap

Q: How do I tell if I am on a wait list?
A: You can see your position number by going to ‘My Class Schedule’ and selecting the list view. The status will either say 'enrolled' or 'waiting,' if you are waiting it will tell you what position you are in the ‘Waitlist Position’ field.

Q: How do I tell if there is no wait list offered for a course?
A: You can tell if the course does not offer a Wait List by checking the Class Detail page. If the Wait List Capacity is 0, then there is no wait list for the course.

Q: How do I set up a swap?
A: Enroll in your placeholder class. Click ‘enroll’ then click ‘swap.’ In the drop down for course one, pick the placeholder course. Next, from you shopping cart, class search, or by entering the class number, select the class you would rather take. Please note: You cannot swap classes you are already enrolled for, whether it is on the wait list or regular enrollment.
# Course Subject Codes

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<td>Physics</td>
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<tr>
<td>POLS</td>
<td>Political Science</td>
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<td>Print Media</td>
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<td>SAB</td>
<td>Study Abroad</td>
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<td>Service Quality Management</td>
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<td>SLSA</td>
<td>Student Learning Support and Assessment</td>
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<tr>
<td>SOCI</td>
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<td>SOFA</td>
<td>Film and Animation</td>
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<td>SPSY</td>
<td>School Psychology</td>
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<td>STAT</td>
<td>Statistics</td>
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<tr>
<td>STSO</td>
<td>Science, Technology and Society</td>
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<tr>
<td>SWEN</td>
<td>Software Engineering</td>
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<tr>
<td>TCET</td>
<td>Telecommunications Engineering Technology</td>
<td></td>
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<td>TCOM</td>
<td>Technical Communications</td>
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<td>UWRT</td>
<td>University Writing</td>
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<tr>
<td>UXDE</td>
<td>User Experience and Design</td>
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<td>VCDE</td>
<td>Visual Communication Design - Graduate</td>
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<tr>
<td>WDNAN</td>
<td>Dance</td>
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<td>WFIT</td>
<td>Fitness</td>
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<td>WGST</td>
<td>Women's and Gender Studies</td>
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<td>Health and Safety</td>
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<td>Health and Wellness Seminars</td>
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<td>WINT</td>
<td>Interactive Adventures/Outdoor Education</td>
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<td>Martial Arts</td>
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<tr>
<td>WMIL</td>
<td>Military Sciences</td>
<td></td>
</tr>
<tr>
<td>WREC</td>
<td>Lifetime Recreational Activities</td>
<td></td>
</tr>
<tr>
<td>WVAR</td>
<td>Varsity Athletics</td>
<td></td>
</tr>
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</table>
Audit, Co-op & Wellness Registration, Enrollment Verification

Audit registration (academic)
To take an academic course for audit you must complete an Add/Drop/Audit form (rit.edu/registrar/forms) and get the approval of the department offering the course before you can be enrolled in the course. The last date to change from credit to audit or audit to credit is the final day of the Add/Drop period.

Enrolling in wellness courses, for either audit or credit
Once students have completed their wellness requirements, some decide to take additional courses. Taking these additional courses for audit instead of credit allows them the flexibility they need to participate as their schedules permit. Using the on-line system, students can enroll for credit or audit. This process is only available for courses offered in the Wellness Instructional Program. Fees charged for the courses are the same whether they are taken for audit or credit.

Co-op registration
Co-op students MUST be registered on SIS in the appropriate co-op course section and report the details of their assignment through the Office of Co-op and Career Services RIT Job Zone.

The specific co-op course registration process varies by academic department so confirm you registration with your academic advisor.

You can report the details of your co-op assignment on line at rit.edu/emcs/oce. The information you provide is what is used to generate both your co-op student work report and the employer’s evaluation of your co-op work performance. Both documents are necessary in order for your academic department to award credit for the co-op experience.

Recommended co-op work periods for the 2015-2016 academic year are listed below: Exceptions require academic department approval.

Fall Semester 2015-16 (2151) August 24 - December 18, 2015
Summer Term (2158) May 23 - August 19, 2016

Fall or Spring co-op students may opt to include the Intersession (January 4 - 22, 2016) as part of their co-op schedule.

Confirming your enrollment
Once you finish enrolling for your courses, it is your responsibility to review your schedule on SIS. Be sure to check your schedule a day or two before classes begin to confirm that times and locations are accurate. After Add/Drop, review your schedule once again to confirm that you are attending the courses and sections as listed. Any discrepancies should be reported to your department immediately. You will be held academically and financially accountable for all of the courses listed under your name/university ID.

Self-service enrollment verification
Enrollment verifications are requested for a number of reasons, but generally are used by students to confirm their registration for scholarships, loans, students discounts, dental and health insurance, apartment rentals and auto loans. Verifications of enrollment for matriculated and non-matriculated undergraduate and graduate students are based upon the following each term:

Undergraduate
- Full-time = 12 or more units
- Half-time = 6-11 units
- Part-time = 1-5 units

Graduate
- Full-time = 9 or more units
- Half-time = 6-8 units
- Part-time = 1-5 units

Courses taken for an audit grade cannot be used toward determining enrollment status.

RIT uses the National Student Clearinghouse (NSC) to provide enrollment information to various insurance companies, lenders, and other third party agencies. In most cases these agencies automatically receive enrollment information directly from the NSC based on data RIT provides. However, in some cases, you may need to provide proof of enrollment beyond what the NSC provides.

Students can go on-line to print their own Enrollment Verifications by going to sis.rit.edu and under the Students box, select Enrollment Verification. Or, you can go to rit.edu/registrar, and under Quick Links, select Enrollment Verification.

Follow the 4 steps below to obtain your Enrollment Verification:
1. Login using your RIT Computer Account
2. Select either:
   a. “Current Enrollment” for the current/upcoming quarter
   b. “All Enrollment” for a list of all terms enrolled
3. Select “Obtain an Enrollment Certificate”
4. Print as many verifications as you wish and send them to any agency seeking proof of enrollment.

Key points to remember:
- Enrollment verifications are available daily from 7:30 a.m. until 11:30 p.m.
- You may obtain an Enrollment Verification for an upcoming quarter based on the dates listed on the web-site. (Dates are typically 15-20 days before a quarter begins.) All Terms Enrolled are always available
- You may obtain an Enrollment Verification for a current or past term at any time.
- If you do not have a social security number in our files, the self-service option will not work for you.

If you need assistance obtaining an enrollment verification, please contact us or stop by the Registrar’s Office.

Office Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.
Phone: (585) 475-2821.
E-mail: registrar@rit.edu
Location: George Eastman Hall (EAS), room 1202.
NTID access services
The Department of Access Services (DAS) provides interpreting, note-taking and real-time captioning services to the RIT community so that all members can enjoy access to communication. Access services enable deaf and hard-of-hearing RIT students to register and fully participate in more than 200 highly competitive academic programs. Services through NTID include sign language interpreting services, assistive listening FM systems, captioning services, and note taking services. Access Services teams also provide interpreting for deaf and hard of hearing students with vision impairments who require specialized services.

NTID students should contact Access Services regarding their own service needs (interpreting, real-time captioning, or note-taking), even if a course has services planned for other students. These are the steps for requesting Access Services support:

1. Plan ahead and register at your earliest opportunity and request services immediately after you register.
2. Choose courses with services already planned whenever possible. (Find an up-to-date list of courses with services already planned at myAccess.rit.edu under the “Course Search” tab on the home page)
3. If you need a course that is not listed as supported, request services as soon as possible. Requesting services does not guarantee that services will be provided.
4. If you are not sure if the course you want will be supported, contact a manager or coordinator of Access Services to discuss your request.

There are many improvements planned in the new Access Services department. To find out the latest tips and the most accurate and up-to-date information, use our on-line site: ntid.rit.edu/DAS. To make requests for services or access class notes link to myAccess.rit.edu

For additional assistance, contact DAS directly at:
AIM: NTIDAccess
Phone: 585/475-6281
Information: www.ntid.rit.edu/das
Requests: myAccess.rit.edu

The Ombuds Office
The Ombuds Office offers confidential, independent and impartial conflict resolution and dispute management services to all members of the RIT community. We help individuals fully explore their concerns, examine options and steps for resolution, and provide guidance regarding relevant institutional policies and procedures. We facilitate communication between conflicted individuals, provide conflict coaching, and conduct informational mediations as well as other alternative dispute resolution processes. Additionally, we are very familiar with and provide referral information to many additional resources. Our role is to advocate to ensure that individuals are afforded fair processes at RIT. The Ombuds Office has the added responsibility to recommend changes to problematic policies and procedures and/or recurring campus issues. Some examples include:

- concerns about fair treatment
- harassment or discrimination
- disputes among students, faculty or staff
- work-related or interpersonal conflicts
- access or accommodation concerns
- questions or concerns about RIT policies and procedures

Any time a student does not know where to go to bring a concern, resolve a dispute or has an unanswered question — the Ombuds Office is “Never the Wrong Place to Go.”

Ms. Lee Twyman, RIT Ombudsperson
E-mail: Lee.Twyman@rit.edu
Phone: 585/475-2876

Barnes & Noble @ RIT ~ Bookstore
Barnes & Noble @ RIT, the RIT bookstore is located at 100 Park Point Drive (at the corner of Jefferson Road and John Street).

To order your textbooks on line, and to view hours of operation, special events and more, go to their website at rit.bncollege.com or call 585/424-6766.
Not planning to attend this term?

If you have been accepted, are enrolled in classes, and then decide not to attend RIT, it is your responsibility to notify your academic department. Failure to do so may result in failing grades and full tuition liability in accordance with RIT billing policy. If you’re not sure who to contact, please send an e-mail to registrar@rit.edu.

Taking a leave of absence

A degree-seeking student can request to take a leave of absence for the succeeding term prior to the start of that term, or an immediate leave of absence after a term has begun. A Leave of Absence Request form must be completed with the student’s advisor and approved by the student’s primary academic unit.

A leave of absence may not exceed three (3) consecutive terms, including summer but excluding Intersession, and must follow the parameters detailed in RIT Policy D 02.1.

Attendance

It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.

Absences, for whatever reason, do not relieve students of their responsibility for fulfilling normal requirements in any course. In particular, it is the student’s responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contests, etc., in order that he or she may meet his or her obligations without penalty for missing class. A student is not required to file excuses for absences unless expected to do so by the instructor.

Non-attendance does not constitute an official withdrawal and may result in a failing grade.

In those sponsored programs which require class attendance of students, it is the student’s responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.

Add/Drop during the first 7 days of a term

Beginning with the first day of classes, the Add/Drop period is the first seven (7) calendar days–excluding Sundays and holidays–of the Fall and Spring terms. Not attending a class is not considered an official drop!

You may adjust your schedule from the time you first enroll until the end of the Add/Drop period. During this time, you can modify your schedule by either adding or dropping classes on-line via SIS, or in-person (Monday through Friday) in your academic department or the Registrar’s Office. Access to SIS is available online 24/7. When you drop a class during this 7-day period, no record is kept that will show on an official transcript.

Dropping a class with a grade of “W” during the first 12 weeks of a term

Once the seven day Add/Drop period has ended, and until the Friday of the 12th week of a term, you can officially remove yourself from a class on-line by logging into sis.rit.edu and selecting the enroll menu item.

From the enrollment page, select the “drop” sub-tab and indicate the class you wish to drop. Once you click “finish dropping”, a grade of “W” is assigned to that course, and becomes part of your permanent record. Dropping a class with a grade of “W”, will not change your enrollment status (e.g., full-time to part-time). In processing the request, the course instructor, advisor and home program or department head will be notified via e-mail.

Before deciding to drop a class, after the 7-day add/drop period, please discuss your concerns with your instructor. Not attending a class does not constitute an official drop. If you stop attending, but do not officially drop, the instructor must give you a grade at the end of the term.

When you decide to drop a course with a grade of “W”, full tuition is charged. Courses with a “W” assigned do not count toward the residency requirement.

Withdrawing after the 12th week of classes

After the twelfth week and up to the last official class day of Fall or Spring term, a “W” will be assigned only with the approval and written signatures of the student, course instructor, the home program or department head, and the dean from the student’s home college. While a “W” will appear on the student’s transcript, it carries no credit and does not affect the GPA. When a student chooses to drop a course with a grade of “W”, full tuition is charged. Courses with a “W” assigned do not count toward the residency requirement.

Repeating courses to improve grades

An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final even if the last grade earned is lower than the grade previously earned.

Courses taken at other institutions cannot be considered as repeats. Credits earned by examination/experience cannot be used to repeat previous course work. This process only applies to coursework in undergraduate programs.

The repeat of grade process is automated; the exact same classes taken a second time will update once the new grade is entered.

According to New York State regulations, repeat of classes previously completed with a grade of “D” or better do not count toward the minimum 12 credit hours per quarter requirement for TAP and other State awards. Consult your financial aid counselor if you plan to repeat a class you have previously passed.
Advanced Placement (AP)
Advanced Placement credit is awarded if a student has taken a course at his or her high school, and attained a satisfactory grade on the AP exam. In order to receive credit for the courses, a transcript must be submitted to RIT undergraduate Admissions directly from the College Board Testing Center (collegeboard.org). An exam score of 3 or higher is necessary to be considered for credit. In some cases, a minimum score of 4 is required to obtain credit for specific college courses (e.g., University Physics). Once the scores are received by RIT, the appropriate college/department will evaluate your transcript for applicable credit and have it posted to your records.

Transferring credits from other educational institutions
If you are transferring credits from another college or university, request that an official transcript be sent from your former college to: RIT Office of the Registrar
1202 George Eastman Hall
27 Lomb Memorial Drive
Rochester, NY 14623-5603

If you plan to take a class at another college while a student at RIT, be sure to obtain written approval from your department beforehand. The College of Liberal Arts advising office should approve of any liberal arts courses.

Final Exam Policies
If the method of student evaluation includes a formal final examination, the exam must be scheduled during exam week as specified in the university calendar. Instructors are expected to let their students know in their syllabi whether they are giving a final exam, or if they are providing an appropriate educational activity for exam week.

The Registrar’s Office makes the final exam schedule available to the entire RIT community, no later than the first day of each term. Instructors may not change the official date of the exam, except in extraordinary circumstances, with permission of the department head.

In case of a conflict, where the student has two finals scheduled at the same time, service course exams will take precedence over home department exams. If both exams are for service courses, the class with the larger enrollment will take precedence.

Students have a right (if they wish) not to take three or more final exams in one day. In such a case, service course examinations will take precedence over home department exams. If two or more of the examinations are in the home department, the issue will be resolved by the department head. If two or more of the exams are for service courses, the class with the larger enrollment will have precedence over the others.

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 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 exam. The decision of the department head shall be considered final.

If the instructor chooses not to give a formal final exam, it is the expectation the instructor will treat the exam week as a full component of the academic term. During this exam week, appropriate educational activities should be scheduled, including the opportunity for students to benefit from the instructor’s professional counsel. See policy D11.0.

Grade definitions
RIT currently uses a single letter grading system. Grade point averages are based on the grades earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Satisfactory</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing Grade</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grades which are viable, but do not affect GPA calculations

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NG</td>
<td>Non-graded</td>
</tr>
<tr>
<td>P</td>
<td>Pass - A permanent grade indicating successful completion of a comprehensive examination.</td>
</tr>
<tr>
<td>R</td>
<td>Registered (graduate thesis work)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>(undergraduate) Applies only to acceptable completion of cooperative work experience, internships, courses bearing course numbers 099 or below, and study abroad courses offered by affiliated programs.</td>
<td></td>
</tr>
<tr>
<td>(graduate) Applies to seminar courses, cooperative work experience, and internship courses where programs have determined that a traditional alpha system grade is inappropriate.</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Attempted - The examination was unsuccessfully attempted</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (graduate) A permanent grade used in certain graduate coursework.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>WV</td>
<td>Waived</td>
</tr>
<tr>
<td>X</td>
<td>Credit by Examination or Experience</td>
</tr>
</tbody>
</table>

For details refer to RIT Governance Policy Library, section D5.0 rit.edu/academicaffairs/policiesmanual/universitypolicies
Grade Point Average

There are two methods of grade point average (GPA) calculation for graduate and undergraduate students: term and cumulative.

- The term GPA reflects a single term of academic activity.
- The cumulative GPA reflects the sum total of course work completed at RIT and will be updated each term the student is in attendance.

Calculated at the end of each term, the term GPA is used to determine eligibility for the Dean's List for outstanding academic achievement, as well as for probation and suspension for that term.

For undergraduates, in the case of a repeated or excluded course, the student's permanent academic record will show a notation indicating that a course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies at RIT, and then engages in graduate study will begin a new graduate cumulative GPA when re-classified as a graduate student.

Grades which do not affect GPA calculation:

- AU = Audit
- U = Unsatisfactory
- I = Incomplete
- W = Withdrawn
- NG = Non-graded
- W = Waived
- R = Registered
- X = Credit by Examination or Experience
- S = Satisfactory

To calculate your term GPA:

1. To determine quality hours (QH) for each grade earned, multiply the Quality Points (QP) by the number of units for the course.

   Example: A "B+" grade (3.33 quality hours) earned in a 4-unit course is worth 13.32 quality hours.

2. Total the number of quality hours. Then divide that number by the total number of credit hours attempted. For Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>QP</th>
<th>x</th>
<th>UNITS = QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>A</td>
<td>4.00</td>
<td>3</td>
<td>12.00</td>
</tr>
<tr>
<td>CHMO 231</td>
<td>B</td>
<td>3.00</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td>CHMO 236</td>
<td>B</td>
<td>3.00</td>
<td>1</td>
<td>3.00</td>
</tr>
<tr>
<td>ENGL 210</td>
<td>B+</td>
<td>3.33</td>
<td>3</td>
<td>9.99</td>
</tr>
<tr>
<td>SOCI 102</td>
<td>A-</td>
<td>3.67</td>
<td>3</td>
<td>11.01</td>
</tr>
</tbody>
</table>

   45 quality hours ÷ 13 units attempted = 3.46 GPA

All GPA calculations will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

Grade reports

At the end of each term, faculty enter grades into the student record system. Using your RIT computer account, you may view your grades on-line via SIS. No paper grade reports are mailed.
Graduation Requirements

Undergraduate Certificates and Diplomas

To obtain an undergraduate certificate or diploma, a student must satisfactorily meet program requirements of the college granting the certificate/diploma. All grades must be recorded and any outstanding Incomplete (I) grades must be resolved. A cumulative grade point average of 2.00 (C grade) is required.

Associate and Baccalaureate degrees

The following is required to complete an associate or bachelors degree at RIT:

- Successful completion of all required courses of the university and college, including cooperative employment where applicable. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved.
- A cumulative grade point average of 2.00 (a "C" average).
- A minimum of 30 credit hours shall be successfully completed in residence at the university in the college granting the degree (inclusive of service courses). If the student has successfully completed 30 credit hours in residence, a petition may be submitted to the dean to study 10 credit hours in absenta in the final year of the degree; at a minimum, 20 of the final 30 credit hours are to be completed in residence.
- No less than 60 credit hours must be completed for the associate degree and 120 credit hours for the bachelors.
- Wellness requirements as published in the university’s official bulletin.
- Demonstrated competence in writing skills as established in the university’s writing policies (see D16.0).
- Full payment or satisfactory adjustment of all financial obligations.
- Candidates for the university’s associate and baccalaureate degrees are expected to attend commencement ceremonies.

Catalog requirements under which an undergraduate student graduates

Graduation requirements for an undergraduate academic award are based on the regulations and requirements printed in the RIT Bulletin in effect at the time of a student’s matriculation into his or her program. A bulletin published after the matriculation date may be chosen by the student when it is to his/her advantage. The time limitation on this provision is that no student may graduate under the requirements of a bulletin published more than seven (7) calendar years prior to the date of graduation.

Courses are subject to change without notice and the university is not obligated to offer discontinued courses. Individual curriculum requirements may be adjusted upon the student’s request, and with the approval of the head of the student’s primary academic department.

Advanced Graduate Certificate

To obtain an Advanced Graduate Certificate (ACT), the student must satisfactorily meet program requirements of the college. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved. A program cumulative grade point average of 3.00 (a "B" average) is required.

Graduate degrees

The following is required in order to complete a graduate degree at RIT:

- Successfully complete all required courses of the university and the college. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved.
- Maintain a program cumulative grade point average of 3.00 (a "B" average).
- A minimum of 30 credit hours is required for the master’s degree. At least 80% semester credit hours of graduate level course work and research (courses numbered 600-900) are required to be earned in residence at RIT.

Exception: External master’s degree programs allow for varying amounts of acceptable graduate transfer credits and thus the residency requirement may be decreased, as approved by the Graduate Council and provost. Other exceptions pertaining to a group of students must be approved by the Graduate Council.

- Each degree granting program shall reserve the prerogative to require a thesis when appropriate. The thesis requirement may be waived and replaced by other appropriate research or comparable professional achievement as an integral part of the graduate program.
- Full payment or satisfactory adjustment of all financial obligations.
- Adherence to the Seven-Year Rule

Normally, the student shall complete requirements within seven years of the time of initial registration for graduate study. The purpose of the seven-year requirement in graduate programs is to ensure currency of coursework at the time of graduation, and to deal with extenuating circumstances that may have prevented timely completion of a degree.

At the master’s level, all requirements for the degree must be completed within seven years of the date of the oldest course counted toward the student’s master’s degree. (For example, if the first course counted toward the degree is taken in the fall term of 2010, that degree must be completed by the end of the summer term of 2016.)

Please refer to policy D12.0 for complete details regarding this policy.
Doctoral Degree

In order to complete a doctoral (Ph.D.) degree from RIT, the student must:

• Successfully complete all courses, research, examinations, defense of dissertation, and submission of a final accepted dissertation. All grades must be recorded and any outstanding Incomplete (“I”) grades must be resolved.

• The Ph.D. requires a minimum of three years of full-time study or the equivalent.

• Courses required for the degree are defined by the individual program. A minimum of 60 credit hours of graduate-level coursework is required.

• A maximum of 30 credits may be granted from previously completed coursework.

• In consultation with their advisor, students will develop a plan of study during their first term of study that must be approved by the Ph.D. program director. Revisions to the original plan of study must also be approved by the program director.

• The number of research hours will vary depending upon the amount of course credits earned. The sum of course and research credits will total a minimum of 60 credits. There must be a minimum of 18 credit hours of research.

• Students must successfully complete a qualifying exam by the beginning of the third year of full-time study or its equivalent. Students are permitted two attempts to pass the exams.

• Upon successful completion of the qualifying exam, the student and advisor will organize a dissertation committee. The committee will provide advice and guidance throughout the dissertation process.

• Students will obtain approval of the dissertation topic and admission to doctoral degree candidacy through successful completion of the Candidacy Exam. The exam, which is prepared by the dissertation committee, must be taken no later than six months prior to defending the dissertation.

• A doctoral dissertation will make an original contribution to knowledge in the field and will be written in acceptable scholarly form.

• Requirements for the degree must be completed within seven (7) years of the date students pass the qualifying exam.

• The student must register for a minimum of 9 academic credits in each of 2 consecutive terms excluding summer and intersession to establish residency.

• A program cumulative grade point average of 3.0 or higher (a “B” average) is required for graduation.

• Full payment or satisfactory adjustment of all financial obligations must be made prior to graduation.

Please refer to policy D12.0 for additional details.

Graduate Thesis/Dissertation

An “R” (registered) grade is given to indicate that a student has registered for graduate thesis or dissertation work for a graduate paper. The student has yet to meet the total requirements for the course or has continuing requirements to be met. Completion of work represented by the “R” will be noted by having the approved thesis/dissertation title, as received by the Registrar from the program, recorded on the student’s official transcript. “R” graded courses are allowed in the calculation of the residency requirement for graduate programs.

Continuation of Thesis/Dissertation

In those programs where a thesis is required, if the student has enrolled in thesis/dissertation credits but has not finished the thesis/dissertation itself, it is the responsibility of the student to register each term for a one semester credit hour Continuation of Thesis/Dissertation course. Programs may offer graduate students one term extension of time before the continuation of thesis/dissertation tuition is levied. For the term in which the continuation of thesis/dissertation tuition is not to apply, the student will enroll for “0” hours. Payment of all continuation of thesis/dissertation tuition is waived for all summer terms.

• Once work has begun on a thesis/dissertation, it is seen as a continuous process until all requirements are completed. It is the student’s responsibility to register each term for a one credit hour Continuation of Thesis/Dissertation course if the student has completed the program thesis course work but not the thesis itself.

The Continuation of Thesis/Dissertation course will be offered each term to accommodate this policy.

• If the student does not register for the Continuation of Thesis/Dissertation course for one credit hour, the program may either:

  1. Enroll the student for “0” credits (using a drop/add form) for which no tuition is assessed in order to maintain enrollment for one term only, excluding summer; or

  2. Remove the student from the program.

Program chairs will inform the Registrar of their action.

• The length of time to complete a thesis/dissertation is at the option of the program. However, the thesis/dissertation and all other graduation requirements must be completed within the period stipulated by the relevant policy.
Applying for Graduation
If you are planning to complete your degree requirements within this academic year (by the end of Fall or Spring semesters or Summer term) you should log in to SIS and complete an Application for Graduation as soon as possible. Your name will not appear in the Commencement Book if your application is received after April 15.

Graduating with honors
Degree honors are only applicable to undergraduate students. Honors posted to the academic record are based upon the student’s cumulative grade point average upon completion of the degree requirements. The Registrar posts honors to the student’s academic record and they are reflected on the official transcript. The numerical criteria for graduation with honors are as follows:

- summa cum laude 3.80 cumulative GPA
- magna cum laude 3.60 cumulative GPA
- cum laude 3.40 cumulative GPA

Honors reported for inclusion in the Commencement Book must be based on a minimum of 30 credit hours earned, and the student’s cumulative GPA. In addition, the Commencement Book will only reflect honors earned by the end of the Fall term. See policy D05.1 for additional details.

Commencement Weekend Schedule
Commencement Weekend is May 20-21, 2016. Commencement information is posted at rit.edu/academicaffairs/commencement. If you have questions, please contact Sue Provenzano at stp1031@rit.edu.

Academic Convocation
Friday, May 20, 2016, 12 noon - 2:00 pm
Gordon Field House and Activities Center

College Commencement Ceremonies
Friday, May 20, 2016

- Saunders College of Business
  3:30 pm - 5:30 pm  Gene Polisseni Center

- College of Imaging Arts and Sciences
  4:00 pm - 6:00 pm  Gordon Field House and Activities Center

- Golisano Institute for Sustainability
  5:00 pm - 6:00 pm  Golisano Institute for Sustainability

- College of Liberal Arts
  7:00 pm - 9:00 pm  Gene Polisseni Center

- B. Thomas Golisano College of Computing and Information Sciences
  7:30 pm - 9:30 pm  Gordon Field House and Activities Center

Saturday, May 21, 2016

- College of Science
  8:30 am - 10:00 am  Gene Polisseni Center

- College of Applied Science and Technology
  9:00 am - 11:00 am  Gordon Field House and Activities Center

- College of Health Sciences and Technology
  11:30 am - 12:30 pm  Gene Polisseni Center

- Kate Gleason College of Engineering
  12:30 pm - 3:00 pm  Gordon Field House and Activities Center

- National Technical Institute for the Deaf
  1:30 pm - 3:00 pm  Gene Polisseni Center

- School of individualized Study
  4:00 pm - 5:00 pm  Gene Polisseni Center

International Campus Commencement Ceremonies

American University in Kosovo (A.U.K.)
Wednesday, May 11  A.U.K. Campus

RIT Croatia
Friday, May 27  Dubrovnik Campus
Saturday, May 28  Zagreb Campus

RIT Dubai
Monday, May 30  RIT Dubai Campus
Transcript Requests

Requesting Transcripts
Students can request transcripts in person at the Registrar’s Office in Eastman Hall (EAS), first floor, room 1202. You can also complete your request online through the Student Information System (SIS). Transcripts requested through SIS are processed and mailed the next day. Please review the instructions below to familiarize yourself with the online transcript request process.

If you are not a current student, please complete, sign and return the Transcript Request form available online at: rit.edu/registrar/forms. You can return your form by mail, or by attaching to an e-mail.

Our mailing address is:
RIT Registrar’s Office
1202 George Eastman Hall
27 Lomb Memorial Drive
Rochester, N.Y. 14623-5603

No requests will be taken over the phone or via a general e-mail message as the student’s signature is required to release their record. A signed, scanned request sent to registrar@rit.edu is acceptable.

We do not provide electronic transcripts, or send them via e-mail.

RIT does not provide copies of other institutions’ transcripts. Transcripts from U.S. and international high schools or other universities cannot be duplicated. You must contact them directly for transcripts.

If you come in person, you can pick up 1-2 transcripts while you wait. Requests received through the SIS system are processed and mailed the next business day. Otherwise, due to the large volume of requests we receive daily, it may take 5-7 weekdays to process your transcript once a request is received. Questions regarding your request may be addressed to 585/475-2821 or on-line at rit.edu/registrar.

Transcripts requested today through SIS are mailed tomorrow!
Go to sis.rit.edu. Select Student Info System. In the other academic drop down box, select Transcript: Request Official.

Ordering a Transcript On-line
1. In SIS, under other academic, select Transcript: Request Official.
2. Select whether you want to send the transcript immediately (Immediate Processing), or if we should wait for all grades to be posted at the end of a current term (Grade Posting), or until your degree is posted (Degree Confer Date).
3. Select the quantity of transcripts you would like sent to a specific address.
4. Check Send To My Address or select Edit Address to pull up the formatting for the mailing address. Enter the address.
5. The transcript will be mailed to the address you type. Be sure to spell carefully and provide accurate information.
6. Select SUBMIT.

Helpful Hints:
What you type is exactly the way the address will print. Use proper capitalization. Include the complete mailing address (recipient’s name, address, city, state, country, zip code/postal code). Incomplete address information will delay your request.

Do not enter e-mail addresses! We do not e-mail transcripts.

If you need assistance, please call 585/475-2821.

** Incomplete address information will delay your request **
Considering a new major?
The University Studies Program (USP) assists undergraduate students who are considering an internal transfer. University Studies provides services for all phases of internal transfer, whether it be for those wanting information on the process to change from one program to another, or for those who wish to change into the University Studies Program to explore their RIT options. University Studies advisors will provide objective information about the undergraduate majors at RIT, assist students to make a well-informed program choice, and help facilitate the actual change process to a new major. Students who wish to make a program change into USP should be year level one or two, academically strong, open-minded, and who have a desire to explore the many options available to them at RIT.

Students may inquire at the University Studies Program Office located in room 1180 of the Student Alumni Union, room (across from the Al Davis Dining Room). Advising by appointment at transfer@rit.edu.

rit.edu/universitystudies

Marty Burris  Susan Lindsay
Director    Senior Staff Specialist
585/475-4027   585/475-5263
marty.burris@rit.edu slbsse@rit.edu

RIT Global: Study Abroad and Fellowships
RIT offers exciting educational and professional opportunities through 4 types of programs, RIT Global Campuses, International Exchanges, Faculty-led programs and affiliated programs. We have over 500 programs in over 60 countries. The highlight of RIT’s study abroad offerings are our global campuses located in Zagreb and Dubrovnik, Croatia, Dubai, United Arab Emirates and Pristina, Kosovo where students have the benefit of taking courses from RIT professors, paying comparable RIT fees and having a rich cultural experience. Students taking a full course load abroad may be eligible for financial aid. In addition we can advise on a number of independent scholarships and fellowships to study, research, or do projects abroad.

For information on study abroad at RIT, please consult the study abroad website at studyabroad.rit.edu or email global@rit.edu. For an appointment call 585/475-4466.

Undergraduate opportunity to take courses at Rochester area colleges
In order to afford undergraduate students the wide range of opportunities available in the Rochester area, members of the Rochester Area Colleges (RAC) consortium participate in a cross-registration program. In 1958, these colleges instituted a cooperative program which provides undergraduate students the opportunity to register at a member college without additional tuition charges.

Consortium members:
• Alfred University
• Empire State College
• Finger Lakes Community College
• Geneseo Community College
• Hobart & William Smith Colleges
• Keuka College
• Monroe Community College
• Nazareth College
• Roberts Wesleyan College
• Rochester Institute of Technology
• St. John Fisher College
• SUNY Alfred
• SUNY Brockport
• SUNY Geneseo
• University of Rochester

Students must meet the following criteria in order to enroll as an intercollegiate student:
1. The requested course or its equivalent is NOT available at the home institution.
2. The student is degree-seeking, enrolled full-time (not less than 12 credit hours) at the student’s home institution throughout the duration of the requested course.
3. The requested course must be considered an integral part of the student’s undergraduate academic program at the student’s home institution.
4. Enrollment is on a space available basis. No course sections will be created for visiting students.
5. Inter-institutional enrollment is not applicable to summer programs, graduate students or graduate-level courses.
6. Students are governed by the academic policies of the visited institutions including, but not limited to, course requirements, withdrawal policies, etc.
7. There is no additional charge for a cross-registered course unless the requested course has associated fees or causes the student to assume a course overload. The additional charges are based on the current rates of the home institution during the term in which the enrollment takes place.
8. Students enrolled at RAC colleges may register for two courses per semester at RIT.

Additional criteria are listed on the intercollegiate enrollment form available at rit.edu/registrar/forms.
Students with Disabilities
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 585/475-2023.

RIT requires that all entering students 21 years of age or younger be immunized against meningitis. Please go to the Student Health Center portal (SHCportal.rit.edu) to electronically complete and submit the immunization form, the health history form, the TB screening form, and the insurance/consent for treatment form (4 total forms).

Failure to comply may result in a $200 fine and possible disenrollment from classes.

Disability Services College Liaisons

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>College</th>
<th>Office</th>
<th>Phone (585)</th>
<th>Fax (585)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Pat Magde</td>
<td><a href="mailto:mpmmycc@rit.edu">mpmmycc@rit.edu</a></td>
<td>NTID/LBJ-2789</td>
<td></td>
<td>475-6638</td>
<td>475-6500</td>
</tr>
<tr>
<td>Laurie Mousley</td>
<td><a href="mailto:lamncd@ntid.rit.edu">lamncd@ntid.rit.edu</a></td>
<td>NTID/LBJ-2295</td>
<td></td>
<td>286-4632 (VP)</td>
<td>475-6879</td>
</tr>
<tr>
<td>Fredda Bishop</td>
<td><a href="mailto:flbeen@rit.edu">flbeen@rit.edu</a></td>
<td>COE/GLE-2123</td>
<td></td>
<td>475-4595</td>
<td>475-7080</td>
</tr>
<tr>
<td>Gail Quartieri</td>
<td><a href="mailto:gaqcad@rit.edu">gaqcad@rit.edu</a></td>
<td>CAST/ROS-1121</td>
<td></td>
<td>475-5435</td>
<td>475-7450</td>
</tr>
<tr>
<td>Kathleen Estabrooks</td>
<td><a href="mailto:kaebbu@rit.edu">kaebbu@rit.edu</a></td>
<td>SCB/Low-A300</td>
<td></td>
<td>475-6085</td>
<td>475-7297</td>
</tr>
<tr>
<td>Joanne Roets</td>
<td><a href="mailto:jxrsla@rit.edu">jxrsla@rit.edu</a></td>
<td>GCIS/GOL-1013</td>
<td></td>
<td>475-4779</td>
<td>475-6475</td>
</tr>
<tr>
<td>Debbie Kingsbury</td>
<td><a href="mailto:debbie.kingsbury@rit.edu">debbie.kingsbury@rit.edu</a></td>
<td>CIAS/GAN-1065</td>
<td></td>
<td>475-5154</td>
<td>475-6879</td>
</tr>
<tr>
<td>John Smithgall</td>
<td><a href="mailto:jssgla@rit.edu">jssgla@rit.edu</a></td>
<td>CLA/LBR-2212</td>
<td></td>
<td>475-2440</td>
<td>475-7166</td>
</tr>
<tr>
<td>Catherine Mahrt-Washington</td>
<td><a href="mailto:cewsse@rit.edu">cewsse@rit.edu</a></td>
<td>COS/GOS-1112</td>
<td></td>
<td>475-7046</td>
<td>475-2398</td>
</tr>
<tr>
<td>Rebecca Fletcher Roberts</td>
<td><a href="mailto:rarahst@rit.edu">rarahst@rit.edu</a></td>
<td>CHST/CBT-3163</td>
<td></td>
<td>475-4056</td>
<td>475-6970</td>
</tr>
<tr>
<td>Abby Berner Cantwell</td>
<td><a href="mailto:ambcada@rit.edu">ambcada@rit.edu</a></td>
<td>SIS/EAS-2210</td>
<td></td>
<td>475-7297</td>
<td>475-6292</td>
</tr>
<tr>
<td>Susan Lindsey</td>
<td><a href="mailto:slbsse@rit.edu">slbsse@rit.edu</a></td>
<td>University Studies/SAU-1180</td>
<td></td>
<td>475-5263</td>
<td>475-7005</td>
</tr>
<tr>
<td>Donna Podeszek</td>
<td><a href="mailto:dkpcpm@rit.edu">dkpcpm@rit.edu</a></td>
<td>GIS/SUS-3170</td>
<td></td>
<td>475-4990</td>
<td>475-4880</td>
</tr>
</tbody>
</table>

Health Insurance
All RIT students are required to have health insurance, which is necessary to medical expenses associated with laboratory work, x-rays, or referrals to local medical providers. Please contact your insurance carrier to find out how your insurance will respond in the Rochester area (for example, out-of-network coverage). It is important that you and your parents understand how your insurance company will process claims, as the Student Health Center is not involved in the insurance billing. If you decide to purchase the RIT group plan through Aetna Student Health, please visit universityhealthplans.com or call 1-800-437-6448 to enroll online or to have your questions answered by University Health Plans, Inc., RIT’s student health insurance broker.

Missing Student Notification
Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in case the student is determined to be missing and that only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. Contact RIT Public Safety at 585/475-6620 for specifics.

The Disabilities Services Director will review the request for accommodation and supporting documentation and recommend appropriate and reasonable accommodations as needed.

Disabilities Services Office Director: Susan Ackerman
Student Alumni Union (SAU) Room 1150 - 1155
Phone: 585/475-6988
E-mail: smacst@rit.edu
Part-time Studies, Students’ Rights Under FERPA

Part-time Study at RIT
In addition to traditional full-time study, RIT offers exciting options for adult learners interested in part-time and on-line courses, certificates and degrees. Whether you plan to study on-campus or online, RIT offers an extensive selection of academic programs during the day. In addition, RIT colleges provide evening and online learning programs for the convenience of working adults.

A degree from RIT is worth more and impacts your earning power for years to come, preparing you to step into the better-paying, high-demand positions in today’s hottest, most lucrative fields. You are connected, whether through the network of companies who recruit our students, or the well-connected faculty and alumni who can help you be at the right place at the right time. And, perhaps best of all, your RIT degree gets the immediate attention from and respect of employers around the world.

Online study is not only for students outside of Rochester. Online learning at RIT makes it possible to balance work, family, and school like never before. With the classroom on your desktop, you can study and take classes anywhere there’s an Internet connection, at times that are convenient and flexible.

RIT has more than 30 years of experience in distance learning and offers one of the most established online learning programs in the U.S. Each year, thousands of individuals take courses online from RIT, many from right within the Rochester area. We offer a wide selection of courses, as well as entire degree programs online including undergraduate and graduate options. Several of our programs are the only programs of their kind offered online, and they are in some of today’s hottest careers.

Courses taught online at RIT are of the same high quality as those offered on campus. All courses offered online meet the same rigorous objectives set for traditional classroom experiences, and faculty who teach online courses often teach the same class in a traditional format. All of the functions of a traditional university are available online including admissions, financial aid services, enrollment, tuition payment, a comprehensive library, and a bookstore. Online students also have access to online student communities for study and sharing common interests.

Services are available by e-mail, online, and by phone. For more information contact RIT Online via e-mail at ritonline@rit.edu; call 585/475-2229 or check the web at www.rit.edu/online.

Your Rights Under FERPA
RIT complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which governs access and release of information from student educational records. This statute, in part, permits students to inspect their educational records upon request; provides the opportunity to seek amendment to such records as inaccurate or misleading by writing to the official responsible for the record, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading; requires student consent prior to disclosure of non-directory information such as grades and class schedules to persons outside of the Institute without the student’s written permission.

All students, regardless of age, have a right under RIT policy D15 of access to and confidentiality of their educational records. The parents (or guardian) of a dependent student have the same rights of access to the records of the student, regardless of the student’s age. The parents of a non-dependent student are not permitted access without the student’s written consent. Except in unusual situations, RIT will not initiate the release of any information or records to parents and expects students to keep their parents informed to whatever degree the individual students and parents deem appropriate. Refer to the complete RIT Educational Records Policy D15 at http://www.rit.edu/academicaffairs/policymanual/sectionD/D15.html.

All parental rights to access education records, without consent, transfer to the student at age 18. Therefore, parents will only be given rights to access educational records if a) the student has given written consent, b) in compliance with a subpoena, c) by submission of evidence that the parents declare the student as a dependent (as defined by the Internal Revenue Service). Students may obtain the form “FERPA Consent to release Student Information” at http://finweb.rit.edu/legalaffairs/policiesprocedures.html to allow parents the right to access educational records.

Prior consent is not required for disclosure of educational records to officials of RIT who have been determined to have a legitimate educational interest and who need to review an educational record in order to fulfill their professional responsibility. A school official is a person employed by RIT in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RIT has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Institute official in performing his or her tasks.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures to comply with the Act. Such complaints should be sent to the address below:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave., S.W.
Washington, D.C. 20202-4605

Have You Registered to Vote?
You can download a New York State voter registration form at www.elections.ny.gov.

State specific information which includes a National Mail Voter Registration form and deadlines can be found at: www.congress.org/election/register_vote

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General Academic Requirements

Credits
In order to graduate from RIT, the following number of credits must be earned (at minimum):
- **Associate**: 60 semester credits
- **Bachelors**: 120 semester credits
- **Masters**: 30 semester credits
- **Doctorate**: 60 semester credits

General Education Requirements
The New York State Education Department (NYSED) also requires that a certain percentage of credits in Associate and Bachelors programs be completed in the area of liberal arts and sciences (also known as general education). While the required proportions won't change, the number of credits will now be computed as semester credits, as noted below.

### Degree

<table>
<thead>
<tr>
<th></th>
<th>NYSED</th>
<th>RIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Applied Science (AAS)</td>
<td>20</td>
<td>24</td>
</tr>
<tr>
<td>Associate in Science (AS)</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Associate in Occupational Science (AOS)*</td>
<td>20</td>
<td>24</td>
</tr>
<tr>
<td>Bachelor of Science (BS)</td>
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<td>60</td>
</tr>
<tr>
<td>Bachelor of Fine Arts (BFA)</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

* NYS does not require general education credits for the AOS degree, but RIT does.

**General Education Curriculum**
If you entered RIT during academic year 2012-13 as a first-year student, you will follow the new semester-based general education curriculum.

The new curriculum consists of three categories:
- foundation
- perspective
- immersion.

The **foundation** category includes a foundational elective and a writing course.

The **perspective** category will introduce students to important areas of inquiry that provide ways of knowing about the world. The perspectives represented in this category are ethical, artistic, global, social, scientific, and mathematical. The number of required credits in this category will vary by degree level, as represented in the Table below.

**Immersion** is offered through a series of three related general education courses in a focus area linked by a theme or discipline.

<table>
<thead>
<tr>
<th>General Education Categories and Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Foundation</td>
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<tr>
<td>Foundation Elective</td>
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<tr>
<td>First-Year Writing-intensive course</td>
<td>3 3 3 3</td>
</tr>
<tr>
<td>Perspective Courses*</td>
<td>24 12 15 15</td>
</tr>
<tr>
<td>Immersion*</td>
<td>9 9 0 0</td>
</tr>
<tr>
<td>Minimum Total Credits</td>
<td>60 30 24 30</td>
</tr>
</tbody>
</table>

* Includes one writing-intensive course in either Perspective or Immersion category. Courses satisfying the Perspective and Immersion categories can be found at: [Gen Ed Approved Course List and Perspective Mapping](#).
Perspectives
(www.rit.edu/academicaffairs/generaleducation)

Perspectives are designed to introduce students to seven key areas of inquiry that develop ways of knowing the world. The perspective courses introduce students to fundamentals of a liberal arts and sciences discipline (methods, concepts, and theories) while addressing specific general education learning outcomes.

Ethical
Courses focus on ethical aspects of decision-making and argument, whether at the individual, group, national, or international level. These courses provide students with an understanding of how ethical problems and questions can be conceived and resolved, and how ethical forms of reasoning emerge and are applied to such challenges.

Artistic
Courses focus on the analysis of forms of artistic expression in the context of the societies and cultures that produced and sustained them. These courses provide insight into the creative process, the nature of aesthetic experience, the fundamentals of criticism and aesthetic discrimination, and the ways in which societies and cultures express their values through their art.

Global
Courses in this category encourage students to see life from a perspective wider than their own and to understand the diversity of human cultures within an interconnected global society. Courses explore the interconnectedness of the local and the global in today’s world or in historical examples, and encourage students to see how global forces reverberate at the local level.

Social
Courses focus on the analysis of human behavior within the context of social systems and institutions. Because RIT recognizes that student success depends on the ability to understand how social groups function and operate, these courses provide insight into the workings of social institutions’ processes.

Natural Science Inquiry
Science is more than a collection of facts and theories, so students are expected to understand and participate in the process of science inquiry. Courses focus on the basic principles and concepts of one of the natural sciences. In these classes, students apply methods of scientific inquiry and problem solving in a laboratory or field experience.

Scientific Principles
Courses focus on the foundational principles of a natural science or provide an opportunity to apply methods of scientific inquiry in the natural or social sciences. Courses may or may not include a laboratory experience.

Mathematical
Courses focus on identifying and understanding the role that mathematics plays in the world. In these courses, students comprehend and evaluate mathematical or statistical information and perform college level mathematical operations on quantitative data.

Immersions
(rit.edu/programs/immersions)

As part of their bachelor’s degree requirements, students must complete an immersion—a concentration of three courses (minimum of 9 semester credit hours) in a particular area. These courses are used to meet RIT’s general education requirements and provide students with course work in an area of specialization that can enhance and complement their major or allow them to explore a personal interest. For the most recent list of immersions, please visit: rit.edu/programs/immersions.

College of Liberal Arts
Advertising and Public Relations
Africa and the Diaspora
American Arts
American Politics
Arabic
Archeology
Art History
ASL and Deaf Cultural Studies
Chinese
Communication
Creative Writing
Criminal Justice
Cultural Anthropology
Diversity in the US
Economics
Environmental Studies
Ethics
Film Studies
French
German
Global Justice and Peace Studies
Globalization Theory
Health and Culture
History
Human Language Technology and Computational Linguistics
International Relations
Italian
Japanese
Journalism
Language Science
Latino/Latina/Latin American Studies
Legal Studies
Museum Studies
Music
Native American Science and Technology
Philosophy
Portuguese
Psychology
Public Policy
Religious Studies
Russian
Science and Technology Studies
Social Inequalities
Spanish
Urban Studies
Visual Culture
Women and Gender Studies
Writing and Rhetoric

College of Science
Applied Statistics
Astronomy
Chemistry
Mathematics
Physics
Science of Film Photography and Imaging
Minors

A minor is a set of five or more upper-level courses (a minimum of 15 semester credit hours) that offers a secondary area of expertise. A minor can complement your major, help develop another area of professional expertise, or enable you to pursue an area of personal interest. RIT offers minors in the subjects listed below and regularly adds more to fit student interests.

Completion of a minor results in a formal designation on a student’s academic transcript upon graduation from RIT. This provides an official indication that the student has completed the requirements for the minor and serves to highlight this accomplishment to graduate schools, employers and others. Students may pursue more than one minor if they have a sufficient number of elective courses available within their degree program, or if they choose to graduate with additional credits.

School of Individualized Study
Innovation (Beginning Spring 2015-16)

College of Health Sciences and Technology
Exercise Science

College of Imaging Arts and Sciences
Art History
Imaging Systems
Media Arts and TEnology

College of Applied Science and Technology
Construction Management
Flexible Packaging
Hospitality Management
Military Studies and Leadership
Packaging Science
Structural Design
Water Resources

Kate Gleason College of Engineering
Chemical Engineering Systems Analysis
Computer Engineering
Electrical Engineering
Engineering Management
Industrial Engineering
Mechanical Engineering
Microelectronic Engineering
Sustainable Product Design

Saunders College of Business
Accounting
Business Administration
Digital Business
Entrepreneurship
Finance
International Business
Management
Management Information Systems
Marketing
Supply Chain Management

College of Science
Applied Statistics
Astronomy
Bioinformatics Analysis
Biology: Cellular and Molecular
Biology: Ecology and Evolution
Chemistry
Environmental Modeling
Environmental Science
Imaging Science
Mathematics
Optical Science
Physics

B. Thomas Golisano College of Computing and Information Sciences
Computer Science
Computing Security
Database Design and Development
Free and Open Source Software and Free Culture
Game Design
Game Design and Development
Geographic Information Systems
Health IT
Mobile Design and Development for Non-Computing Majors
Mobile Design and Development for Computing Majors
Networking and System Administration
Software Engineering
Web Design and Development
Web Development

College of Liberal Arts
Advertising and Public Relations
American Arts
American Politics
Arabic
ASL and Deaf Cultural Studies
Archaeological Science
Chinese
Communication
Creative Writing
Criminal Justice
Economics
Environmental Studies
Film Studies
French
German
Global Literature and Cultures
Health Communication
History
International Relations
Italian
Japanese
Journalism
Language Science
Latino/Latina/Latin American Studies
Legal Studies
Museum Studies
Music Performance
Music and Technology
Philosophy
Political Science
Portuguese
Psychology
Public Policy
Russian
Science, Technology and Society
Sociology and Anthropology
Spanish
Urban Studies
Visual Culture
Women’s and Gender Studies
The RIT student body consists of approximately 15,000 undergraduate students and 3,000 graduate students. More than 200 programs, including 6 doctoral programs are offered at RIT in a wide range of traditional as well as unique and specialized areas of study.

On the following pages, we list RIT’s undergraduate and graduate degree programs, program codes and college websites. To complement and enhance students’ undergraduate studies, RIT also offers more than 90 academic minors across the colleges. Minors and course disciplines are listed with each college. Please refer to the college websites for program and minor updates or detailed program information.

Courses are available days, evenings and on-line. Please refer to the RIT Undergraduate and Graduate Bulletins or the RIT website: rit.edu for complete details on all programs and courses available.

College of Applied Science and Technology (CAST)

rit.edu/cast

Undergraduate Programs

- Structural Design	CT	STRUCD-CT
- Applied Technical Leadership (Spring 2016) BS	ATLEAD-BS
- Civil Engineering Technology	BS	CVET-BS
- Computer Engineering Technology	BS	CPET-BS
- Electrical Engineering Technology	BS	EEET-BS
- Electrical/Mechanical Engineering Technology	BS	EMET-BS
- Environmental Sustainability, Health and Safety	BS	ESHS-BS
- International Hospitality & Service Management	BS	HSPS-BS
- Manufacturing Engineering Technology	BS	MFET-BS
- Mechanical Engineering Technology	BS	MCET-BS
- Packaging Science	BS	PACK-BS
- Engineering Technology ENGTEH-UND

Minors

- Construction Management	CONMGT-MN
- Flexible Packaging	FLXPACK-MN
- Hospitality Management	HSPMGT-MN
- Military Studies and Leadership	MILSTL-MN
- Packaging Science	PACK-MN
- Structural Design	STRUCD-MN
- Water Resources	IWRE-MN

Graduate Programs

- Environmental, Sustainability and Health EHSM-MS
- Facility Management	FCMG-MS
- Hospitality and Tourism Management	HSPS-BS
- Human Resource Development	HRDE-MS
- Manufacturing and Mechanical Systems Integration	MMSI-MS
- Packaging Science	PACK-MS
- Service Leadership and Innovation	SVCSYS-MS
- Telecommunications Engineering Technology	TCET-MS

Advanced Graduate Certificates

- Organizational Learning	ORGLRN-ACT
- Service Systems	SVCSYS-ACT
- Training, Design and Assessment	TRNDAS-ACT

Course Disciplines

- AERO Aerospace Studies
- ARMY Reserve Officer Training - Army
- CPET Computer Engineering Technology
- CVET Civil Engineering Technology
- EEET Electrical Engineering Technology
- EMET Electrical Mechanical Engineering Technology
- ENGT Engineering Technology
- ESHS Environmental, Sustainability, Health and Safety
- FCMG Facility Management
- FOOD Food Management
- GRCS CAST Graduate Courses
- HRDE Human Resource Development
- HSPT Hospitality & Tourism
- MCET Mechanical Engineering Technology
- MFET Manufacturing Engineering Technology
- PACK Packaging Science
- SERQ Service Quality Management
- TCET Telecommunications Engineering Technology

In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.
In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.
Undergraduate Programs

Furniture Design ---------------------------- AOS ------- WOOD-AOS

Ceramics --------------------------------- BFA ----- CCER-BFA
Glass -------------------------------------- BFA ------ GLASS-BFA
Metalcrafts and Jewelry ---------------------- BFA ------ METAL-BFA
Furniture Design -------------------------- BFA ------ WOOD-BFA
Fine Arts Studio -------------------------- BFA ------ FNAS-BFA
Medical Illustration ----------------------- BFA ------ ILLM-BFA
Illustration ------------------------------ BFA ------ ILLS-BFA
3D Digital Design -------------------------- BFA ------ 3DDG-BFA
Graphic Design --------------------------- BFA ------ GRDE-BFA
Industrial Design ------------------------- BFA ------ IDDE-BFA
Interior Design -------------------------- BFA ------ INDE-BFA
New Media Design ------------------------- BFA ------ NMDE-BFA
Motion Picture Science ------------------ BS ------ DIGCIME-BS
Film and Animation 
(Animation Option/Production Option) ------ BFA ------ FILMAN-BFA
Photographic and Imaging Technology (BPC/IPT).BS ----------- PHIMTEC-BS
Photographic and Imaging Arts 
(Photography/Fine Art/Advertising/Visual Media).BFA ------ PHIMAG-BFA
Media Arts and Technology ---------------- BS ------ NMEP-BS

Photographic Arts and Sciences Exploration ---------------- PHOTO-UND
Undeclared Art and Design ------------------------- AERD-UND

Minors

Art History ------------------------------- ARTHIS-MN
Imaging Systems --------------------------- IMGTSYS-MN
Medial Arts and Technology ---------------- MEDART-MN

Graduate Programs

Ceramics --------------------------------- MFA ------- CCER-MFA
Film and Animation 
(Animation Option/Production/Screenwriting) --- MFA ------ FILMAN-MFA
Fine Arts Studio -------------------------- MFA ------ FNAS-MFA
Furniture Design -------------------------- MFA ------ WOOD-MFA
Glass -------------------------------------- MFA ------ GLASS-MFA
Metalcrafts and Jewelry --------------------- MFA ------ METAL-MFA
Industrial Design ------------------------- MFA ------ IDDE-MFA
Metals and Jewelry Design ---------------- MFA ------ METAL-MFA
Print Media -------------------------------- MS -------- PRNTMED-MS
Visual Arts - All Grades (Art Education) ------ MST ------ VISART-MST
Visual Communication Design ---------------- MFA ------ VISCOM-MFA

Advanced Graduate Certificates

Non-toxic Printmaking ---------------------- ACT -------- NTIPRT-ACT
User Experience Design and Development ----- ACT -------- UXDE-ACT

Course Disciplines

ARED Art Education
ARTH Art History
CCER Ceramics
CGEN General Craft Studies
CGLS Glass
CMTJ Metal and Jewelry Design
CWF D Furniture Design
CWT D Weaving and Textile Design
DDDD 3D Digital Design
FDTN Foundation Courses
FNAS Fine Art Studio
GRDE Graphic Design - Undergraduate
IDDE Industrial Design
ILLM Medical Illustration
ILLS Illustration
IMPT Imaging and Photographic Technology
IMSM Imaging Systems Management
INDE Interior Design
ITDI Interdisciplinary Imaging Arts
MAAT Media Arts and Technology
NMDE New Media Design
PHAP Advertising Photography
PHAR Photographic Arts
PHBM Biomedical Photo
PHFA Fine Art Photo
PHGR Photography - Graduate
PHPJ Photojournalism
PHPS Photographic Sciences
PHVM Photo Visual Media
PPRT Print Media
SOF A Film and Animation
UXDE User Experience and Design
VCDE Visual Communication Design-Graduate
In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.

Undergraduate Programs

Advertising and Public Relations ........................................ BS .......... ADVPUB-BS
Journalism ................................................................. BS .......... JOURNAL-BS
Communication ......................................................... BS .......... COMM-BS
Criminal Justice ................................................ .......... CRIM-BS
Economics .............................................................. BS .......... ECON-BS
International and Global Studies ................................. BS .......... INTLSTU-BS
Museum Studies ......................................................... BS .......... MUSEUM-BS
Psychology ............................................................... BS .......... PSYC-BS
Public Policy ............................................................ BS .......... PUBPOL-BS
Sociology and Anthropology ........................................ BS .......... SOCANT-BS
Liberal Arts Exploration ............................................... LAU-UND

Minors

Advertising and Public Relations ........................................ ADVPUB-MN
American Arts .......................................................... AMARTS-MN
American Politics ....................................................... AMPOL-MN
Arabic ............................................................................ ARBC-MN
Archaeological Science .................................................. GARS-MN
Arts and Cultural Studies ................................................. ASLDCS-MN
Chinese ...................................................................... CHINESE-MN
Communication .......................................................... COMM-MN
Creative Writing .......................................................... CRWRIT-MN
Economics ................................................................. ECON-MN
Environmental Studies .................................................. ENVIST-MN
Film Studies ................................................................. FILMUCUL-MN
French ............................................................................ FRENCH-MN
German ....................................................................... GERMAN-MN
Global Literature and Cultures ....................................... GLITCUL-MN
Health Communication .................................................. HLTHCOM-MN
History ....................................................................... HISTORY-MN
International Relations ................................................. INTREL-MN
Italian ......................................................................... ITALIAN-MN
Japanese ..................................................................... JAPAN-MN
Journalism ................................................................. JOURNAL-MN
Language Science ......................................................... LANGSCI-MN
Latino/Latina/Latin American Studies ............................ LATIN-MN
Legal Studies ............................................................. LEGAL-MN
Museum Studies .......................................................... MUSEUM-MN
Music Performance ....................................................... MUSIC-MN
Music and Technology .................................................. MUSTECH-MN
Philosophy ................................................................. PHIL-MN
Political Science .......................................................... POLS-MN
Psychology ................................................................. PSYC-MN
Public Policy ............................................................. PUBPOL-MN
Russian ....................................................................... RUSSIAN-MN
Science, Technology and Society .................................... STS-MN
Sociology and Anthropology .......................................... SOCANT-MN
Spanish .......................................................... SPANISH-MN
Urban Studies ............................................................. URBANST-MN
Visual Culture ............................................................. VISCULT-MN
Women’s and Gender Studies ........................................... WGST-MN

Graduate Programs

Communication and Media Technologies ........................ MS ...... COMMTCH-MS
Criminal Justice ........................................................... MS ...... CRIM-MS
Experimental Psychology ............................................... MS ...... EXPSYC-MS
Science, Technology and Public Policy ............................ MS ...... STPP-MS
School Psychology ....................................................... MS ...... SCPSYC-MS

Advanced Graduate Certificate

Engineering Psychology .................................................. ACT ...... ENGSYC-ACT
School Psychology ........................................................ ACT ...... SCPSYC-ACT
Communication and Digital Media .................................... ACT ...... COMTCH-ACT

Course Disciplines

ANTH - Anthropology
COMM - Communication
CRIM - Criminal Justice
ECO - Economics
ENGL - English
FNRT - Fine Arts
HIST - History
INGS - International and Global Studies
ITDL - Interdisciplinary-Liberal Arts
MLAR - Modern Language-Arabic
MLAS - Modern Language-American Sign
MLCH - Modern Language-Chinese
MLCU - Modern Language-Chinese
MLFR - Modern Language-French
MLGR - Modern Language-German
MLIT - Modern Language-Italian
MLJP - Modern Language-Japanese
MLPO - Modern Language-Portuguese
MLRU - Modern Language-Russian
MLSP - Modern Language-Spanish
MLST - Modern Language-Special Topics
MUSE - Museum Studies
PHIL - Philosophy
POLS - Political Science
PSYC - Psychology
PUBL - Public Policy
SOCI - Sociology
SPS - School Psychology
STSO - Science, Technology and Society
### Undergraduate Programs

<table>
<thead>
<tr>
<th>Course Disciplines</th>
<th>Degree</th>
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<td>Applied Mathematics</td>
<td>BS........APPMTH-BS</td>
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<td>Applied Statistics</td>
<td>BS........APPSTAT-BS</td>
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<tr>
<td>Bioinformatics</td>
<td>BS........BIOINFO-BS</td>
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<tr>
<td>Biology</td>
<td>BS........BIOL-BS</td>
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<tr>
<td>Biotechnology and Molecular Bioscience</td>
<td>BS........BIOTECH-BS</td>
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<tr>
<td>Biochemistry</td>
<td>BS........BIOCHEM-BS</td>
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<tr>
<td>Chemistry</td>
<td>BS........CHEM-BS</td>
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<td>Computational Mathematics</td>
<td>BS........CMTH-BS</td>
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<td>Environmental Science</td>
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<td>Imaging Science</td>
<td>BS........IMGS-BS</td>
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<tr>
<td>Physics</td>
<td>BS........PHYS-BS</td>
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</table>

Science Exploration-------------------SCIEXP-UND

### Minors

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<tr>
<td>Astronomy</td>
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<tr>
<td>Bioinformatics Analysis</td>
<td>BIOANA-MN</td>
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<td>Biology: Cellular and Molecular</td>
<td>BIOLCM-MN</td>
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<td>Biology: Ecology and Evolution</td>
<td>BIOLEE-MN</td>
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<td>Chemistry</td>
<td>CHEM-MN</td>
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<tr>
<td>Environmental Modeling</td>
<td>ENVM-MN</td>
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<tr>
<td>Environmental Science</td>
<td>ENVS-MN</td>
</tr>
<tr>
<td>Imaging Science</td>
<td>IMGS-MN</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH-MN</td>
</tr>
<tr>
<td>Optical Science</td>
<td>OPTSCI-MN</td>
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<tr>
<td>Physics</td>
<td>PHYS-MN</td>
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### Graduate Programs

<table>
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<th>Course Disciplines</th>
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</thead>
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<tr>
<td>Applied and Computational Mathematics</td>
<td>MS........ACMTH-MS</td>
</tr>
<tr>
<td>Applied Statistics</td>
<td>MS........APPSTAT-MS</td>
</tr>
<tr>
<td>Astrophysical Science and Technology</td>
<td>MS........ASTP-MS</td>
</tr>
<tr>
<td>Bioinformatics</td>
<td>MS........BIOINFO-MS</td>
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<tr>
<td>Chemistry</td>
<td>MS........CHEM-MS</td>
</tr>
<tr>
<td>Color Science</td>
<td>MS........CLRS-MS</td>
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<tr>
<td>Environmental Science</td>
<td>MS........ENVS-MS</td>
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<td>Imaging Science</td>
<td>MS........IMGS-MS</td>
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<tr>
<td>Materials Science and Engineering</td>
<td>MS........MSENG-MS</td>
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### Advanced Graduate Certificate

<table>
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<th>Course Disciplines</th>
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<tr>
<td>Applied Statistics</td>
<td>ACT........SMPPI-ACT</td>
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<tr>
<td>Materials Science and Engineering</td>
<td>ACT........MTSE-ACT</td>
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### Doctoral Programs

<table>
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<th>Course Disciplines</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Astrophysical Sciences and Technology</td>
<td>PhD........ASTP-PHD</td>
</tr>
<tr>
<td>Color Science</td>
<td>PhD........CLRS-PhD</td>
</tr>
<tr>
<td>Imaging Science</td>
<td>PhD........IMGS-PhD</td>
</tr>
</tbody>
</table>

In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.
B. Thomas Golisano College of Computing and Information Sciences (GCCIS)

rit.edu/gccis

In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.

Undergraduate Programs

Computer Science ............................................. BS .......... COMPSCI-BS
Game Design and Development ....................... BS .......... GAMEDES-BS
New Media Interactive Development .................. BS .......... NWMEDD-BS
Information Technology ................................. BS .......... INFOTECH-BS
Networking and Systems Administration .............. BS .......... NETSYS-BS
Computing Security ...................................... BS .......... INFOSEC-BS
Software Engineering ................................... BS .......... SOFTENG-BS
Computing Exploration ................................. BS .......... COMPLEX-UND

Minors

Computer Science ............................................. COMPSCI-MN
Computing Security ...................................... COMPSEC-MN
Design and Development ................................. DBDDI-MN
Free and Open Source Software and Free Culture .......... FOSS-MN
Game Design and Development ........................... GAMEDD-MN
Game Design .................................................. GAMED-MN
Geographic Information Systems ...................... GIS-MN
Health IT ....................................................... HLTHIT-MN
Mobile Design and Development for
Non-Computing Majors .................................. MDDEV-MN
Mobile Design and Development for
Computing Majors ......................................... MDEV-MN
Networking and System Administration ............... NETSYS-MN
Software Engineering .................................. SOFTENG-MN
Web Design and Development .......................... WEBDD-MN
Web Development ......................................... WEBD-MN

Graduate Programs

Computer Science ............................................. MS .......... COMPSCI-MS
Game Design and Development ........................... MS .......... GAMEDES-MS
Human Computer Interaction .............................. MS .......... HUMCOMP-MS
Information Sciences and Technologies ............... MS .......... INFOST-MS
Computer Security and Information Assurance .......... MS .......... COMPSEC-MS
Networking and System Administration ............... MS .......... NETSYS-MS
Software Engineering .................................. SOFTENG-MS

Advanced Graduate Certificates

Big Data Analytics ........................................... ACT .......... BDATA-ACT
Information Assurance .................................... ACT .......... INFOAS-ACT
Network Planning and Design .......................... ACT .......... NETPLN-ACT
Web Development .......................................... ACT .......... IMDEV-ACT

Doctoral Program

Computing and Information Science .................. PhD .......... COMPIS-PhD

Golisano Institute for Sustainability (GIS)

rit.edu/gis

Graduate Program

Architecture .................................................... M Arch .. ARCH-MARCH
Sustainable Systems ....................................... MS .......... SUSTSY-MS

Doctoral Program

Sustainability .................................................. PhD .......... SUST-PHD

Course Disciplines

CINT  Computing Intra-College Study
CISC  Computing and Information Sciences-PhD
CMPR  Computer Programming
CSCI  Computer Science
CSEC  Computing Security
HCIN  Human Computer Interaction
IGME  Interactive Games and Media
ISTE  Information Sciences and Technology
MEDI  Medical Informatics
NSSA  Networking, Security and System Administration
SWEN  Software Engineering
Kate Gleason College of Engineering (KGCOE)

rit.edu/kgcoe

In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.

Undergraduate Programs

Integrated Electronics .......................................................... CT ............ INTELE-CT
Mechatronics Engineering .................................................. CT ............ MECHTR-CT

Biomedical Engineering ..................................................... BS ............ BIME-BS
Chemical Engineering ....................................................... BS ............ CHME-BS
Computer Engineering ...................................................... BS ............ CMPE-BS
Electrical Engineering ...................................................... BS ............ EEEE-BS
Industrial Engineering ...................................................... BS ............ ISEE-BS
Mechanical Engineering ................................................... BS ............ MECE-BS
Microelectronic Engineering ............................................... BS ............ MCEE-BS

Engineering Exploration ..................................................... ENGRX-UND

Minors

Chemical Engineering Systems Analysis ......................... CHME-MN
Computer Engineering ...................................................... CMPE-MN
Electrical Engineering ....................................................... EEEE-MN
Engineering Management ................................................... ENGMGT-MN
Industrial Engineering ...................................................... ISEE-MN
Mechanical Engineering ................................................... MECE-MN
Microelectronic Engineering ............................................... MCEMAN-MN
Sustainable Product Design ............................................... SUSPRD-MN

Graduate Programs

Computer Engineering ...................................................... MS ............ CMPE-MS
Electrical Engineering ....................................................... MS ............ EEEE-MS
Engineering Management ................................................... ME ............ ENGMGT-ME
Industrial and Systems Engineering ................................. ME ............ ISEE-ME
Industrial and Systems Engineering ..................................... MS ............ ISEE-MS
Manufacturing Leadership ................................................... ME ............ MFLEAD-MS
Mechanical Engineering ................................................... ME ............ MECE-MS
Microelectronic Engineering ............................................... MS ............ MCEE-MS
Microelectronic Manufacturing Engineering ..................... ME ............ MCEMAN-MS
Product Development ...................................................... MS ............ PRODDEV-MS
Sustainable Engineering .................................................... ME ............ SUSTAIN-MS
Sustainable Engineering .................................................... MS ............ SUSTAIN-MS

Advanced Graduate Certificates

Lean Six Sigma ................................................................. ACT ............ STATQL-ACT
Vibrations ........................................................................... ACT ............ VIBRAT-ACT

Doctoral Programs

Microsystems Engineering ................................................. PhD ............ MCSE-PhD
Engineering ................................................................. PhD ............ ENGR-PhD

Course Disciplines

BIME Biomedical Engineering
CHME Chemical Engineering
CMPE Computer Engineering
CQAS Quality and Applied Statistics
EEE Electric Engineering
EGEN General Engineering
ENGR PhD in Engineering
ISEE Industrial and Systems Engineering
MCSE Microelectronic Engineering
MECE Microsystems Engineering
MECE Mechanical Engineering
In addition to this list, undergraduate plans for double and dual majors should be discussed with your advisor.

Undergraduate Programs

Business Administration - Accounting .................. BS........ACCT-BS
Finance .......................................................... BS.......FINC-BS
International Business................................. BS.........INTB-BS
Management .................................................. BS.......MGMT-BS
Management Information Systems .................. BS.......MGIS-BS
Marketing ...................................................... BS.......MKTG-BS
New Media Marketing .................................... BS.......NEWMEDI-BS

Business Exploration............................................. BUS-UND

Minors

Business Administration .................................. BUSADM-MN
Accounting ....................................................... ACCT-MN
Digital Business .............................................. DIGBUS-MN
Entrepreneurship ............................................. ENTREP-MN

Finance ............................................................ FINC-MN
International Business .................................... INTB-MN
Management ..................................................... MGMT-MN
Management Information Systems ................ MGIS-MN
Marketing ......................................................... MKTG-MN
Supply Chain Management ......................... SPLYMGT-MN

Graduate Programs

Accounting ......................................................... MS......ACCT-MS
Business Administration ............................... MBA......BUSADM-MBA
Business Administration - Accounting ........ MBA......ACCT-MBA
Business Administration Executive ................ MBA......EXEC-MBA
Business Administration Executive On-line .... MBA......ONLINE-MBA
Computational Finance .................................. MS.......CMPFINC-MS
Finance ............................................................ FINC-MS
Entrepreneurship and Innovation Ventures .......... MS.......BINV-MS
Management ..................................................... MS......MGMT-MS

Course Disciplines

ACCT Accounting
BLEG Business Legal Studies
DECS Decision Sciences
ESCB Economics (SCB)
FINC Finance
INTB International Business
MGIS Management Info Systems
MGMT Management
MKTG Marketing

Saunders College of Business (SCB)
saunders.rit.edu
Undergraduate Programs
Performing Arts..............................................CT........PERARTS-CT
Deaf Cultural Studies - ASL............................CT........DCASL-CT
Accounting Technology...............................AAS........ACCTEC-AAS
Applied Computer Technology.....................AAS........APLCMP-AAS
Applied Computer Technology.....................AOS........APLCMP-AOS
Applied Mechanical Technology....................AAS........APPLA-AS
Applied Liberal Arts....................................AS........APLA-AS
Design and Imaging Technology....................AAS........ARTIMG-AAS
Civil Technology........................................AAS........CIVT-CT
Computer Aided Drafting.............................AAS........CADTEC-AAS
Computer Aided Drafting.............................AOS........CADTEC-AOS
Computer Integrated Machining.....................AOS........CIMT-AOS
Laboratory Science Technology.....................AAS........LABSCI-AAS
Laboratory Science Technology.....................AOS........LABSCI-AOS

ASL-ENglish Interpretation.........................AAS........ASLINT-AAS
ASL-English Interpretation.........................BS.........ASLINT-BS

Graduate Program
Secondary Education for Deaf/Hard-of Hearing...MS.........SEDDEAF-MS

Course Disciplines
ASLC ASL/Deaf Culture
INTP ASL-English Interpretation
MSSE NTID MS in Secondary Education
NACA AS Applied Computer Programming
NACC Accounting Technology
NACT ACT Technical Computing
NAIS General Arts and Imaging Courses
NASL American Sign Language
NAST Administrative Support Technology
NBUS General Business
NCAD Computer Aided Drafting Technology
NCAR Career Development
NCIM CIMT-Computer Integrated Machining
NCOM Communications Studies
NDLS NTID Liberal Studies
NENG English (NTID)
NETS General Engineering Studies
NGRD Graphic Design Concentration
NGRP Graphic Production Concentration
NHSS Humanities and Social Sciences
NLST Laboratory Science Technology
NMTH Mathematics (NTID)
NSCI Science (NTID)

Wellness Instructional Program
WDAN Dance
WFIT Fitness
WHLS Health and Safety
WHWS Health and Wellness Seminars
WINT Interactive/Outdoor Education
WMAR Martial Arts
WMIL Military Sciences
WREC Lifetime Rec Activities

Student Affairs Division Course Disciplines

English Language Center
ELCA ELC-Academic Purposes
ELCI ELC-Intensive Program

Student Learning Support Programs
ACSC Academic Support Center
CRPG College Restoration Program
SLSA Student Learning Support and Assessment
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Building Names & Abbreviations

RIT recently introduced a new building identification system to better identify campus facilities. Previously, buildings were identified by numbers, instead of emphasizing donors and other RIT champions whose names were associated with these facilities. You will find the building abbreviations in your course schedules.

A campus interactive mapping system (maps.rit.edu), viewed via desktop, laptop or mobile device can help you easily locate any building on campus.

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<td>LBJ</td>
<td>Global Village Way D</td>
<td>GVD</td>
</tr>
<tr>
<td>Schmitt Interfaith Center</td>
<td>SMT</td>
<td>Golisano Hall</td>
<td>GOL</td>
<td>RIT Inn and Conference Center</td>
<td>ICC</td>
</tr>
<tr>
<td>Engineering Hall</td>
<td>ENG</td>
<td>Institute Hall</td>
<td>INS</td>
<td>Greek House A - Phi Kappa Tau</td>
<td>GHA</td>
</tr>
<tr>
<td>Color Science Hall</td>
<td>COL</td>
<td>Laboratory for Applied Computing</td>
<td>LAC</td>
<td>Greek House B - Delta Phi Epsilon</td>
<td>GHB</td>
</tr>
<tr>
<td>Riverknoll Apartments</td>
<td>RKA</td>
<td>Center for Bioscience</td>
<td></td>
<td>Greek House C - Alpha Epsilon Pi</td>
<td>GHC</td>
</tr>
<tr>
<td>Observatory Structures</td>
<td>OBS</td>
<td>Education and Technology</td>
<td>CBT</td>
<td>Greek House D - Phi Kappa Psi</td>
<td>GHD</td>
</tr>
<tr>
<td>Hale-Andrews Student Life Center</td>
<td>HAC</td>
<td>Chester F. Carlson Center</td>
<td></td>
<td>Greek House E - Alpha Xi Delta</td>
<td>GHE</td>
</tr>
<tr>
<td>August Center</td>
<td>AUG</td>
<td>for Imaging Science</td>
<td>CAR</td>
<td>Greek House F - Triangle</td>
<td>GHF</td>
</tr>
<tr>
<td>Gordon Field House and</td>
<td></td>
<td>Bausch and Lomb Center</td>
<td>BLC</td>
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<tr>
<td>Activities Center</td>
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</tbody>
</table>

Interactive Campus Map
maps.rit.edu

View RIT campus maps via your computer or mobile device at: maps.rit.edu
## Campus Sources of Information and Assistance

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<tr>
<th>For Information About:</th>
<th>Contact:</th>
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<tr>
<td><strong>Academic Support / Tutoring</strong></td>
<td>Academic Support Center • Monroe Hall (MON), Room 2080 • 585/475-6682 • rit.edu/asc</td>
</tr>
<tr>
<td><strong>Adding/Dropping Courses</strong></td>
<td>Online on SIS via sis.rit.edu, or in person at your college/department, or at the Registrar’s Office • rit.edu/registrar</td>
</tr>
<tr>
<td><strong>Address Change</strong></td>
<td>Online on SIS via sis.rit.edu, or in person at your college/department, or at the Registrar’s Office • rit.edu/registrar</td>
</tr>
<tr>
<td><strong>Academic Advising</strong></td>
<td>In person at your college/department.</td>
</tr>
<tr>
<td><strong>Advising, Internal Transfer</strong></td>
<td>University Studies Program • 585/475-5263 • rit.edu/universitystudies</td>
</tr>
<tr>
<td><strong>Ambulance/Emergency</strong></td>
<td>Public Safety • 1250 Grace Watson Hall (GWH) • 585/475-3333 (v) • 585/475-6654 (tty) • rit.edu/publicsafety</td>
</tr>
<tr>
<td><strong>Bills, Charges, Student Accounts</strong></td>
<td>Student Financial Services • University Services Center (USC), first floor • rit.edu/finweb/fs</td>
</tr>
<tr>
<td><strong>Books and Course Supplies</strong></td>
<td>Barnes &amp; Noble @ RIT • 100 Park Point Drive • 585/424-6766 • ritbcnole.com</td>
</tr>
<tr>
<td><strong>Career Services and Testing</strong></td>
<td>Counseling Center • 2100 August Center • 585/475-2261 • rit.edu/counseling</td>
</tr>
<tr>
<td><strong>Change of Plan/Major</strong></td>
<td>In person at your college/department and with your “new” college/department • University Studies Program, 585/475-5263.</td>
</tr>
<tr>
<td><strong>Clubs and Organizations</strong></td>
<td>Campus Center (CPC) • 585/475-4111 • <a href="mailto:campuslife@rit.edu">campuslife@rit.edu</a></td>
</tr>
<tr>
<td><strong>Computer Accounts &amp; Assistance</strong></td>
<td>ITS Service Desk • 1113 Gannett Hall (GAN) • 585/475-4337 (v), 585/475-2810 (tty) • rit.edu/its/help</td>
</tr>
<tr>
<td><strong>Commuter/OFF-campus Student Program</strong></td>
<td>Campus Center (CPC) • A650 Campus Center • 585/475-6680</td>
</tr>
<tr>
<td><strong>Co-op and Permanent Job Placement</strong></td>
<td>Cooperative Education and Career Services • 1125 Bausch and Lomb Center (BLC) • 585/475-2301 • rit.edu/emcs</td>
</tr>
<tr>
<td><strong>Copying, Digital Printing, Fax</strong></td>
<td>Hub Print/Postal • 585/475-2117 • finweb.rit.edu/hub</td>
</tr>
<tr>
<td><strong>Counseling, Personal</strong></td>
<td>Counseling Center • 2100 August Center • 585/475-2261</td>
</tr>
<tr>
<td><strong>Cross Registration w/Area Colleges</strong></td>
<td>In person through your college/department, then the Registrar’s Office • 585/475-2821 • rit.edu/registrar</td>
</tr>
<tr>
<td><strong>Credit Union</strong></td>
<td>Advantage Federal Credit Union • 1400 Global Village Plaza (GVP) • 585/475-6528</td>
</tr>
<tr>
<td><strong>Cultural Affairs &amp; Academic Success</strong></td>
<td>Multicultural Center for Academic Success • 2300 Student Alumni Union (SAU) • 585/475-4704</td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>Disability Services Office • 1150 Student Alumni Union (SAU) • 585/475-2023 • rit.edu/dso</td>
</tr>
<tr>
<td><strong>Disputes Resolution</strong></td>
<td>Online at rit.edu/studentaffairs/studentconduct/</td>
</tr>
<tr>
<td><strong>Employment, Student</strong></td>
<td>Student Employment Office • 1350 University Services Center • 585/475-2631 • rit.edu/employment</td>
</tr>
<tr>
<td><strong>Enrollment Verifications</strong></td>
<td>Registrar’s Office • 1202 George Eastman Hall (EAS) • 585/475-2821 • rit.edu/registrar</td>
</tr>
<tr>
<td><strong>Fax Services</strong></td>
<td>Off Campus &amp; Apartment Student Association (OCASA) Office, 2010 Campus Center • 585/475-6680 • 585/7440 (fax)</td>
</tr>
<tr>
<td><strong>Financial Aid and Scholarships</strong></td>
<td>Saunders College of Business • saunders.rit.edu/programs/graduate/gmat.php</td>
</tr>
<tr>
<td><strong>GMAT Prep Exams</strong></td>
<td>GMAT Prep Exams • Saunders College of Business • saunders.rit.edu/programs/graduate/gmat.php</td>
</tr>
<tr>
<td><strong>Health Service/Emergency</strong></td>
<td>Student Health Center • 1100 August Center • 585/475-2255 (v) • 585/475-5515 (tty) • rit.edu/studenthealth</td>
</tr>
<tr>
<td><strong>Honors Program</strong></td>
<td>Orange Hall • 1318 • 585/475-4511 • honors.rit.edu</td>
</tr>
<tr>
<td><strong>Housing, On- and Off-campus</strong></td>
<td>Housing Operations • 585/475-2572 • rit.edu/housing</td>
</tr>
<tr>
<td><strong>ID Cards</strong></td>
<td>Registrar’s Office • 1202 George Eastman Hall (EAS) • 585/475-2821</td>
</tr>
<tr>
<td><strong>Institute Policies and Procedures</strong></td>
<td>Online at rit.edu/policiesmanual/universitypolicies</td>
</tr>
<tr>
<td><strong>International Student Services</strong></td>
<td>International Student Services • 2300 Student Alumni Union (SAU) • 585/475-6943 • rit.edu/iss</td>
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<tr>
<td><strong>Intramurals</strong></td>
<td>Wellness and Recreation • Hale-Andrews Student Life Center (HAC) • 585/475-6559 • rit.edu/studentaffairs/crw/intramurals.php</td>
</tr>
<tr>
<td><strong>Leadership Training</strong></td>
<td>RIT Leadership Institute and Community Services Center • 1030 Campus Center (CPC) • 585/475-6171</td>
</tr>
<tr>
<td><strong>Leave of Absence</strong></td>
<td>In person at your college/department.</td>
</tr>
<tr>
<td><strong>Lost and Found</strong></td>
<td>Public Safety • 1250 Grace Watson Hall • 585/475-2853 • finweb.rit.edu/publicsafety</td>
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<tr>
<td><strong>Mail (Residence Hall)</strong></td>
<td>Postal Station, Nathan Rochester Hall • Global Village Post Office • finweb.rit.edu/postoffice</td>
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<tr>
<td><strong>Maps, to and around Campus</strong></td>
<td>Interactive campus map online at: maps.rit.edu</td>
</tr>
<tr>
<td><strong>Meal Plans</strong></td>
<td>Dining Services • A410 Student Alumni Union (SAU) • 585/475-2071 • rit.edu/diningservices</td>
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<tr>
<td><strong>Media Resources</strong></td>
<td>Educational Technology Center (ETC) • A610 Wallace Center • 585/475-2551 • rit.edu/etc</td>
</tr>
<tr>
<td><strong>Online Learning, MyCourses</strong></td>
<td>Teaching and Learning Services • Wallace Center • 585/475-2551 • online.rit.edu</td>
</tr>
<tr>
<td><strong>Parking, Vehicle Registration</strong></td>
<td>Parking and Transportation • 1317 Grace Watson Hall • 585/475-2074 • facilities.rit.edu/pats/parking</td>
</tr>
<tr>
<td><strong>Relationship Issues</strong></td>
<td>Center for Women and Gender • 1760 Campus Center • 585/475-7464 • rit.edu/womenandgender</td>
</tr>
<tr>
<td><strong>Religious Services</strong></td>
<td>Center for Religious Life • Schmitt Interfaith Center • 585/475-2135 • rit.edu/religion</td>
</tr>
<tr>
<td><strong>Student Rights and Responsibilities</strong></td>
<td>Online at rit.edu/studentaffairs/studentconduct/</td>
</tr>
<tr>
<td><strong>Study Abroad</strong></td>
<td>Study Abroad &amp; Fellowships • Global Village (GVP), Bldg. 400, room 2070 • 585/475-6909 (v) • 585/475-7440 (tty) • rit.edu/aiss</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>Registrar’s Office, 1202 George Eastman Hall (EAS), Online at sis.rit.edu</td>
</tr>
<tr>
<td><strong>Transfer Credit</strong></td>
<td>Your academic adviser.Your college/department.</td>
</tr>
<tr>
<td><strong>Wellness Course Requirement</strong></td>
<td>Wellness Instructional Program, 1220 Hale-Andrews Student Life Center (HAC) • 585/475-6995</td>
</tr>
<tr>
<td><strong>Withdrawing from a course</strong></td>
<td>Online at infocenter.rit.edu (first 12 weeks of a term) • 585/475-2821</td>
</tr>
<tr>
<td><strong>Withdrawing from RIT</strong></td>
<td>In person at your college/department.</td>
</tr>
<tr>
<td><strong>YearOne</strong></td>
<td>Academic Support Center: YearOne • Monroe Hall (MON) • 585/475-6682</td>
</tr>
</tbody>
</table>
Cutting-edge technology and world-class artistry captivated visitors during the seventh annual Imagine RIT: Innovation and Creativity Festival. A crowd of more than 32,000 attended the festival on the RIT campus. Imagine RIT showcased over 400 exhibits and more than 600 exhibitors comprised of students, faculty and staff. They proudly displayed examples of green technology, new ideas for products and services, creative arts and crafts and groundbreaking research.

"Imagine RIT always has something for everyone," says RIT President Bill Destler. "The collision of our left-brain assets in science, technology and entrepreneurship with our right-brain proficiency in the creative and design arts provides a dazzling spectacle that highlights the reasons this university is truly unique." Mark your calendars for the 8th annual event showcasing the innovative and creative talents of RIT!

Join us Saturday, May 7, 2016!
FALL SEMESTER (2161)

August 16 - 21, 2016
New Student Orientation

August 22 (Monday)
Day, evening and online classes begin
First day of 7-day Add/Drop period +

August 27
Saturday classes begin

August 29 (Monday)
Last day of 7-day Add/Drop period +

August 30 (Tuesday)
First day to drop from classes with a grade of “W”

September 5 (Monday)
Labor Day (no classes) Institute offices closed

October 10 (Monday)
No classes - Columbus Day - Institute offices open

October 11 (Tuesday)
Classes follow a Monday schedule

November 11 (Friday)
Last day to drop from classes with a grade of “W” *

November 23
No classes - Institute offices open

November 24-25
Thanksgiving Holiday - Institute closed

November 26
No Saturday classes - Institute closed

November 28
Day, evening and online classes resume

December 3
Saturday classes resume

December 9 (Friday)
Last day, evening and online classes

December 10
Last Saturday classes

December 12, 13, 14, 15, 16
Final exams

December 17
Residence halls close

December 19 (Monday)
Final grades due

December 19 - January 2
Break between Fall Semester and Intersession

December 26 - January 2
RIT closed for the Holidays

INTERSESSION TigerTerm℠ (2163)

January 3, 2017 (Tuesday)
Day, evening and online classes begin

January 5
First day of 3-day Add/Drop period

January 6 (Friday)
First day to drop from classes with a grade of “W”

January 13 (Friday)
Last day to drop from classes with a grade of “W”

January 16 (Monday)
Residence halls open

January 19 (Thursday)
Last day of classes

January 20
Final exams

January 21, 22
Break between Intersession and Spring Semester

January 23
Final grades due

SPRING Semester (2165)

January 23, 2017
Day, evening and online classes begin

January 28
First day of 7-day Add/Drop period +

January 30 (Monday)
Saturday classes begin

January 31 (Tuesday)
Last day of 7-day Add/Drop period +

March 13, 14, 15, 16, 17
No classes (Spring Break) Institute offices open

March 18
No Saturday classes

March 20
Day, evening and online classes resume

March 25
Saturday classes resume

April 21
Last day to drop from classes with a grade of “W” *

May 12 (Friday)
Last day, evening and online classes

May 13
Last Saturday classes

May 15, 16, 17, 18, 19
Final exams (Fri. May 19, 8 am - 12:15 pm)

May 19 (Friday)
Convocation and Commencement ceremonies

May 20 (Saturday)
Commencement ceremonies

May 23 (Tuesday)
Final Grades due

May 23 - May 28
Break between Spring Semester and Summer Terms

+ The Add/Drop period is the first seven class days, excluding Sundays and holidays of the Fall and Spring terms.

* Friday of the 12th week of classes
10 week SUMMER TigerTerm (2168)

May 29 (Monday)
Memorial Day - Institute closed

May 30 (Tuesday)
Day, evening and online classes begin

June 3
Saturday classes begin

June 6 (Tuesday)
Last day to Add/Drop courses

June 7 (Wednesday)
First day to drop from classes with a grade of “W”

July 4 (Tuesday)
Independence Day - Institute closed

July 21 (Friday)
Last day to drop from classes with a grade of “W” **

August 4 (Friday)
Last day, evening and online classes

August 5
Last Saturday classes

August 7, 8, 9, 10
Final exams

August 14 (Monday)
Final Grades due

August 14 - 18
Break between Summer Terms and Fall Semester

5 week SUMMER TigerTerm (2168) (1st five weeks)

May 29 (Monday)
Memorial Day - Institute closed

May 30 (Tuesday)
Day, evening and online classes begin

June 1 (Thursday)
Last day to Add/Drop classes

June 2 (Friday)
First day to drop from classes with a grade of “W”

June 3
Saturday classes begin

June 23
Last day to drop from classes with a grade of “W”

June 30 (Friday)
Last day of classes (final exams held)

July 3 (Monday)
Final Grades due

5 week SUMMER TigerTerm (2168) (2nd five weeks)

July 3 (Monday)
Day, evening and online classes begin

July 4 (Tuesday)
Independence Day - Institute Closed

July 6 (Thursday)
Last day to Add/Drop classes

July 7 (Friday)
First day to drop from classes with a grade of “W”

July 8
Saturday classes begin

July 21
Last day to drop from classes with a grade of “W”

August 4 (Friday)
Last day, evening and online classes

August 5
Last Saturday classes

August 7, 8, 9, 10
Final exams

August 14 (Monday)
Final Grades due

August 14 - 18
Break between Summer Terms and Fall Semester

FALL SEMESTER (2171) (Tentative)

August 15 - 20, 2017
New Student Orientation (tentative)

August 21
Day, evening and online classes begin

September 4 (Monday)
Labor Day (no classes) Institute offices closed

** Friday of the 8th week of classes
Non-Degree Enrollment

Instructions:
Please type or print legibly when completing this form. Refer to sis.rit.edu to view the Schedule of Classes.

RIT promotes and values diversity and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

General Information

Current or past RIT Affiliation/s:  □ Faculty/Staff  □ Student  □ Alumni  □ Other

Today’s Date: ________________  Registration Term:  □ Fall  □ Intersession  □ Spring  □ Summer

University ID Number: (use social security number if first time at RIT) ____________________________

Name
First __________________________________________ Middle ______________________________________ Last __________________________________________ Suffix

Prior Name __________________________ Gender: □ M  □ F  Birth Date: __/__/____ (mm/dd/yyyy)

Home Address (RIT mail will be sent to this address)

Number and Street ______________________________________________ City/State/Zip __________________________________________
Province/Postal Code __________________________________________ State of Permanent Residence ________ NYS State County of Permanent Residence __________________________

Contact Phone and E-mail Information

Day __/__/____  Cell __/__/____  E-mail __________________________________________

(used to generate an RIT computer account)

Degree Status

1. Are you currently enrolled in a degree or certificate program at RIT? □ Yes  □ No
2. Have you applied to, or are you applying to an RIT program? □ Yes  □ No
3. If no, are you interested in pursuing a certificate or degree? □ Yes  □ No
4. Do you have a previous degree? If yes, list all degrees earned ____________________________________________________

Class Request

Some classes may require departmental approval and/or advising prior to registration.

Mail completed form to:
RIT Registrar’s Office
27 Lomb Memorial Drive
1202 Eastman Hall
Rochester, NY
14623-5603

Fax to:
585/475-7005
Scan and e-mail to:
registrar@rit.edu

Please list preferred choices

<table>
<thead>
<tr>
<th>CLASS NO.</th>
<th>SUBJECT</th>
<th>CATALOG</th>
<th>SECTION</th>
<th>UNITS</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>__________</td>
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<tr>
<td>2.</td>
<td>__________</td>
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<tr>
<td>3.</td>
<td>__________</td>
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</tbody>
</table>

Please list alternate choices

| 1A. | __________ | __________ | __________ | __________ |
| 2A. | __________ | __________ | __________ | __________ |
| 3A. | __________ | __________ | __________ | __________ |

Employer Information

Transcript Information

If you or a third party need a copy of your academic transcript, please complete an Academic Transcript Request form available on the web at rit.edu/registrar. In the left-hand column select Forms, then Academic Transcript Request.

Registrar’s Office Use Only

Date Received ______________________ Date Processed ____________________ Processed by ______________________

Distribution: Please keep a copy for your records. Return original to the Registrar’s Office.