

R·I·T

Rochester Institute of Technology



Registration Guide 2009-2010



Inside:

New! Add/Drop Dates

New! E-Services Schedules & Grades

Registration Policies & Procedures

Grading & Transcript Guidelines

Academic Planning & SIS

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Tiger Tracks

More...



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The RIT Registration Guide for 2009-2010 is a general purpose resource document that provides you with all of the basic information you will need as a registered RIT student. This publication includes registration and billing dates for Fall (20091), Winter (20092), Spring (20093) and Summer (20094) quarters, important registration policies and procedures, key campus contacts, a list of RIT undergraduate and graduate programs, disciplines and minors, information regarding part-time and on-line services, and much more.

What this document does not include is a list of course offerings. For the general public the RIT schedule of courses can be accessed on-line at **infocenter.rit.edu**. Under the "Public" block select Academic Planning. Here you can search current and future course listings and locate course days and times, descriptions, prerequisites, restrictions, the instructor assigned and more.

Registered students can access the Student Information System, Unmet Needs, and Tiger Tracks (the on-line degree audit system) from **infocenter.rit.edu**. You can also request and print your own Enrollment Verifications. Through eServices, you can set up your parents, spouse or third-party payer to view your schedule, grades and bills on-line. You can access this information and much more more by logging in to the RIT portal at **my.rit.edu**.

If you have specific questions or need assistance please e-mail **registrar@rit.edu** or contact the Registrar's Office at 585/475-2821.



Photography: cover and page 2 - A. Sue Weisler
page 18 - Mark Benjamin

Registration Checklist

Key Steps to a Successful Registration

One of the most important meetings you should schedule is with your advisor. Make sure to meet with your advisor on a regular basis to review your course requirements and prerequisites, as well as your current needs and future plans.

- Review the most recent course listings on-line. Go to **infocenter.rit.edu**, log-in. Under *Public* you can access the Academic Planning section to review upcoming quarter courses and preview future quarter offerings. Knowing what is offered in future quarters may help you (and your advisor) plan your schedule.
- If you have an academic, English Language Center, disciplinary, financial, international, medical or PREP registration hold on your record, you will not be able to register. Check SIS to see that no holds are listed on your account. Clear them up before you are scheduled to register. Refer to the column on the right for contact information.
- The best way to register is on-line using the Student Information System. You can also register in-person at your department or at the Registrar's Office. A registration form is included at the end of this publication, or can be downloaded from: **rit.edu/registrar/forms**.
- You can only register during your time period as designated by year level. Refer to the chart on the right to determine your year level. Registration and billing dates for 2009-2010 can be found on pages 27-30.
- 12 hours is the minimum required to be a full-time student. You can register for up to 18 credit hours (20 if you are a year level 3 with a 3.2 GPA or above, or have your department's permission). Additional tuition is charged to graduate students who register for more than 18 credit hours, and to undergraduate students who register for more than 20 credits hours.
- Prioritize!** Courses in your program take precedence over electives and should be scheduled first.

If you were able to schedule all the courses you need, print a copy of your schedule and review it. To revise it, go back into the SIS system and make corrections. Changes must be made no later than the last day of the Add/Drop period. See pages 27-30 for the appropriate dates.

- If you were not able to schedule all of the courses that you *need* to maintain progress toward completion of your degree, return to **infocenter.rit.edu**. Under the *Students* heading, select *Unmet Needs*. Here you can indicate the 1-2 courses you need to stay on track for your degree.

The college/department offering the courses, or your advisor, will work with you to resolve the scheduling issue. This may include creating additional sections (given sufficient demand), arranging overloads, and advising about alternative choices.

- Remember to print a new schedule before classes begin, as room or other changes may have occurred.

Determining Your Year Level

Year level is determined by the number of credit hours a matriculated (accepted into a degree program) undergraduate student has earned. Please refer to the chart below to determine your year level. (This does not include current course work still in progress.)

4 Year Programs	Year	Credits Earned
	1	0 - 39
	2	40 - 83
	3	84 - 127
	4	128 - above
5 Year Programs	Year	Credits Earned
	1	0 - 39
	2	40 - 83
	3	84 - 113
	4	114 - 143
	5	144 - above

Clearing Registration Holds

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

Department/Academic Suspension

Your college/department

Disciplinary Suspension

Student Affairs585/475-2265

English Language Center (ELC)

English Language Center585/475-6684

Financial

Student Financial Services585/475-6186

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

Registering for the First Time

Students accepted through the RIT Admissions Office, or those who have taken a class within the last five years who have an RIT computer account and password can register using on-line registration at **infocenter.rit.edu**.

If none of the above applies to you, please call the Registrar's Office at 585/475-2821. You will be asked to provide your birth date, address and phone number. You will be entered on the system, and registered. You can also complete and fax or mail the registration form on page 35.

The following forms can be found on the Registrar's Office website at: **rit.edu/registrar**.

- Add/Drop
- Academic Transcript Request
- Application for Graduation
- Audit Request
- Diploma Replacement
- Registration
- Graduate Student Full-time Equivalency

Information Access Center - infocenter.rit.edu

Information Access Center and Student Information System (SIS)

The RIT Information Access Center and the Student Information System (SIS) are among the most frequently accessed campus web sites. To log in to SIS you will need your RIT Computer Account and password. Using your computer account and password, you can log on to the SIS home page at infocenter.rit.edu. Then under *Students*, select **Student Info System**.

Using the Student Information System students can:

- register for, add or drop courses
- check their class schedules, grades, and Grade Point Average (GPA)
- register for courses in the Center for Intercollegiate Athletics & Recreation for credit or audit
- withdraw from courses
- view open and closed courses, degree information, their Academic Advising Report (AAR), and quarterly exam schedule
- check registration holds (before registration begins)
- declare a Liberal Arts concentration
- review and update home, local, emergency and alert contacts

Other categories listed under *Students* include:

- **Enrollment Verification**
Students can print their own verifications as needed for insurance, scholarships, loans or other purposes
- **Tiger Tracks Degree Audit**
This web-based, academic advising helps students track their progress toward degree completion. Tiger Tracks also allows students to review their academic history and experiment with new concentrations, minors and programs.
- **eServices**
This application allows students to grant third-party access to their student payment accounts, food or Tiger Bucks balances

The newest part of the application allows students to grant third-party access to their course schedules and grades.

Students
SIS and related services require the use of an RIT Computer Account, University Id, and/or PIN.

- [Student Info System](#)
- [Enrollment Verification](#)
- [Tiger Tracks Degree Audit](#)
- **eServices**
 - **Grant Access to Parents/third parties**
 - View Grades and Schedules
 - View / Pay Bill
 - View Balance / Add Money to Food/Tiger Bucks
- [Unmet Needs](#)
- [New Wellness Registration Option](#)

Financial Aid and Scholarships
Visit the Financial Aid Self-Service site to:

- Check the status of your financial aid application
- View your financial aid award letter
- Get a detailed explanation of each type of award offered
- Notify Financial Aid & Scholarships of enrollment changes

[Financial Aid Self-Service](#)

Public
A Student Identification Number and a Personal Identification Number (PIN) are NOT required for access.

- [Academic Planning](#)
- [Schedule of Courses](#)
- [Open/Closed Courses](#)
- [List Online Courses](#)
- [Exam Schedule](#)

Help and Troubleshooting
Use the following items for basic assistance while using the InfoCenter and its associated applications.

- Having Problems with any of these systems? Take a look at the [Troubleshooting and Requirements](#) document for InfoCenter.
- Do you need Adobe (Acrobat) Reader? If so, click [here](#) to download it for free.

[Get Adobe Reader](#)

Institute Calendars & Registration Policies/Procedures

- [2008-09 Institute Calendar \(revised\)](#)
- [2009-10 Institute Calendar](#)
- [2008-09 Registration Guide](#)

*Requires Adobe Acrobat

If you have difficulty using these pages, please contact the ITS Helpdesk by using any of these methods:

On Campus: x5-HELP
Off Campus: 585-475-HELP
Email: helpdesk@rit.edu
Web: <http://www.rit.edu/its/help/>

System Hours
Normal hours (Eastern Time) that this site is available:

Monday - Friday	7 A.M. - 12 Midnight
Saturday	9 A.M. - 12 Midnight
Sunday	9 A.M. - 12 Midnight
Available for Viewing	24 hours/day, 7 days/week

Getting Computer Help

Your RIT Computer account is your passport to RIT online services such as e-mail, the myRIT web portal (my.rit.edu), the Student Information System (SIS), myCourses, Wallace Library databases and more. Student Financial Services uses your RIT e-mail account to notify you when your eBill is available online. If you are a registered student, and you have not set up your RIT computer account, please contact the ITS HelpDesk.

The ITS HelpDesk

The ITS HelpDesk is located in room 1113 of the Gannett Building (7B). You can contact HelpDesk staff via the web, phone, TTY, or e-mail at:

Phone: (585) 475-4357
TTY: (585) 475-2810
E-mail: helpdesk@rit.edu
web: www.rit.edu/its/help

Modem and VPN Access

Both asynchronous and DialIP remote Internet connection services (14.4 to 56 KBpps) are available at: (585) 427-2000. Virtual Private Network (VPN) access is

available for users on Roadrunner or DSL. You must download RIT's VPN client from rit.edu/ITS/services/vpn.

HelpDesk Service Hours

Fall, Winter and Spring hours are:

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.

Summer quarter, holiday, and quarter break hours are:

Monday-Friday	7:30 a.m. - 5:00 p.m.
Saturday/Sunday	Closed

Audit & Co-op Registration, NTID Access Services, more...

Audit Registration (Academic)

To take an academic course for audit you should complete an Audit Request Form (located at: rit.edu/edu/registrar/forms) and get the approval of the department or instructor offering the course *before* you can be registered for the course. The last date to change from Credit to Audit or Audit to Credit is the last day of the Add/Drop period.

New! Audit or Credit Registration for Wellness Courses

Once students have completed their wellness requirements, many 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. RIT students can register on-line for wellness courses in the following disciplines: 1101 – 1103, and 1106 – 1113. Using the on-line system, students can register for credit or audit. This process is only available for Center for Intercollegiate Athletics and Recreation courses. Fees charged for these courses are the same whether they are taken for audit or credit. Wellness Registration is located on the Student Information System Main Menu.

Co-op Registration

Co-op students **MUST** be registered on SIS and RIT Job Zone. This is especially important for verification purposes, so that you are recorded as having registration status while being away from campus. Please contact your department with any questions you may have about your co-op registration status.

In addition, you must also notify the Office of Co-op and Career Services of your placement. This can easily be done by going on-line to the RIT Job Zone at rit.edu/emcs/occe. The Office of Co-op and Career Services uses this information to establish and maintain contact with your employer and provide an Evaluation of Co-op form to your employer to complete and return. The completed evaluation form is required in order for you to receive co-op credit.

The recommended co-op work periods for this academic year are listed below: (Exceptions require academic department approval).

Fall Quarter	(20091) August 24 - November 20, 2009
Winter Quarter	(20092) November 23, 2009 - February 26, 2010
Spring Quarter	(20093) March 8 - May 21, 2010
Summer Quarter	(20094) June 7 - August 19, 2010

Confirming Your Registration

Once you finish registering for your courses, it is your responsibility to review your schedule on SIS. Be sure to check and print 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 secretary immediately. You will be held academically and financially accountable for all of the courses listed under your name/university ID.

Not Planning to Attend this Quarter?

Please note that, if you register and then decide not to attend RIT for a quarter, 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, write to registrar@rit.edu.

NTID Access Services

The Department of Access Services (DAS) provides interpreting, note-taking and real-time captioning (C-print) services to the RIT community so that all members can enjoy full 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 typically include interpreting services (sign language, transliteration adapted to the language needs of students), assistive listening systems, speech-to-text services, and notetaking services. Access Services teams also provide interpreting for the deaf blind, close vision, relay, cued speech, and many other special needs services.

Access Services such as interpreting, Notetaking or C-Print must be requested by the deadline listed on pages 27-30. NTID students should request their own services, even if a course has services planned for others. These are the steps for requesting Access Services support:

1. Request at your assigned time and request services when you register.
2. Choose courses designated for services whenever possible. (See "How to find the list of interpreted classes" at the link: www.ntid.rit.edu/AccessServices for help in finding supported classes.)
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. Check the on-line schedule of courses in Academic Planning, viewable at infocenter.rit.edu for the status of access services in any course.
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: www.ntid.rit.edu/AccessServices.

For additional assistance, contact DAS directly at:

- **E-mail:** AccessServices@rit.edu
- **AIM:** NTIDAccess
- **Phone:** 585/475-6281

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.

Add/Drop, Withdrawal, Enrollment Verifications, Repeats...

Self-Service Enrollment Verification

Enrollment verifications are requested for a number of reasons, but generally are needed by students to support such things as 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 quarter:

- Full-time = 12 or more credit hours
- Half-time = 6-11 credit hours
- Part-time = 1-5 credit hours

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.

In the past, students would need to come to the Registrar's Office to obtain an enrollment verification, but now there is a new self-service option available. Go to infocenter.rit.edu; in the Students box, select *Enrollment Verification*. Then 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 below.
- You may obtain an Enrollment Verification for a current or past quarter at any time.

Self-service enrollment verifications for each quarter may be requested by the dates noted below:

Fall quarter	August 12, 2009
Winter quarter	November 10, 2009
Spring quarter	February 15, 2010
Summer quarter	June 21, 2010
All Terms Enrolled	always available

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

Office Hours: Monday-Thursday 8:30-5:00 p.m.
Friday 8:30-4:30 p.m.

Summer Hours: Monday-Friday 8:30 a.m.-4:30 p.m.

phone: 585-475-2821.

e-mail: registrar@rit.edu

location: George Eastman Building (01), room 1202.

Automated Repeat of Grade Process

Undergraduate students may repeat a course to improve a grade. The repeat of grade process is automated; the exact same courses taken a second time will update once the new grade is entered.

RIT Policy states: **If a student repeats a course, the last grade will stand as final and figure into the earned hours and GPA.** The previous grade will remain on the student's transcript noting that the course has been repeated. Courses taken at other colleges or universities may not be used to remove a grade at RIT. The time limit to repeat a course is established by your department.

According to New York State regulations, repeat of courses 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 course you have previously passed.

Add/Drop Period

Note to returning students: The Add/Drop period has been changed from the first eight days of a quarter, to the first seven days of a quarter beginning fall quarter (20091).

You may adjust your schedule from the time you first register until the end of the Add/Drop period which are the first seven days (including Saturday and Sunday) of each quarter beginning with the first day of classes. During this period, you can modify your schedule by either adding or dropping courses on-line via SIS, or in-person (Monday through Friday) at your department or the Registrar's Office. Access to SIS is available on Saturday and Sunday from 9:00 a.m. until 12:00 midnight. When you drop a course during this time, there is no record kept that will show on an official transcript Add/Drop dates for each quarter are located on pages 27-30. **Not showing up for class is not considered an official drop!**

Withdrawing from a Course

Once the Add/Drop period has ended, and until the Friday of the eighth week of the quarter, students can officially remove themselves from a course by logging in to infocenter.rit.edu and selecting *Withdraw from Courses* on the SIS menu. This option is only visible in SIS the day after Add/Drop ends. A grade of "W" is assigned to that course, and becomes part of your permanent record. Withdrawing from a course will not change your enrollment status (e.g., full-time to part-time).

Before withdrawing from a course, please discuss your concerns with your instructor. **Not attending a class does not constitute an official withdrawal. If you do not withdraw by completing the required documentation, the instructor must give you a grade at the end of the quarter.**

Withdrawal Day For Short (1-6 week) Courses:

1 Week:	3rd Day of Session	4 Weeks:	12th Day of Session
2 Weeks:	6th Day of Session	5 Weeks:	15th Day of Session
3 Weeks:	9th Day of Session	6 Weeks:	18th Day of Session

Transfer Credit, Grades, GPA and more...

Advanced Placement (AP) and Transfer Credit

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 advanced placement test. In order to receive credit for the courses, an official transcript must be submitted to RIT undergraduate Admissions from the College Board Testing Center (www.collegeboard.com). An exam score of 3 or higher is necessary to be considered for credit. In some cases, however, 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, the College of Liberal Arts and/or the College of Science will evaluate your transcript for applicable credit and have it posted to your records. A grade of X (Credit by Exam) is granted for AP courses. AP credit is not averaged into your overall grade point average at RIT.

Transferring Courses from Other Colleges and Universities

If you are transferring courses from another college, be sure to request that an official transcript be sent from your former school to:

RIT Registrar's Office
Attention: Records Dept.
George Eastman Building
27 Lomb Memorial Drive
Rochester, NY 14623-5603

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

Grade Reports

At the end of each quarter, faculty enter grades into the student record system. Using your RIT computer account, you may access the Student Information System (SIS) and view your grades on-line.

Grade Definitions

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

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
E*	Conditional Failure	0
F	Failure	0
I**	Incomplete	

* Temporary grade given in the first or second quarter of a 2- or 3-quarter sequence of courses. If the sequential course is passed with a D or above, the E is changed to a D. If an F is earned, the E is changed to an F.

** Temporary grade given when the instructor observes conditions beyond control of the student which would prevent the student from completing his or her course requirements in the given quarter.

Grade Point Average

The program quarterly Grade Point Average (GPA) is the grade average of all of the courses you have taken in a quarter that apply to your degree requirements. It is calculated at the end of each quarter and is used to determine eligibility for the Dean's List for outstanding academic achievement, as well as for probation and suspension for that quarter.

Grades which do not affect GPA calculation:

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

To calculate your quarterly GPA:

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

Example: A "B" grade earned in a 4-credit hour course is worth 12 quality hours.

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

Course	Grade	QP	x	CH	=	QH
Freshman Seminar	A	4		1		4
Calculus I	B	3		4		12
College Chemistry I	C	2		4		8
Materials Processing	B	3		4		12
Liberal Arts Core	B	3		4		12
				17		48

48 quality hours ÷ 17 credit hours attempted = 2.82 GPA

Cumulative GPA

The cumulative GPA is the grade average for all coursework you take at RIT.

Dean's List

Matriculated undergraduate students are eligible for the Dean's List in a particular quarter if they earn at least 12 credit hours in that quarter, have a quarterly GPA of 3.40 or higher, have not been placed on probation due to a low cumulative grade point average, and do not have any I, D, E or F grades.

Academic Probation

A student will be placed on probation if either his or her program quarterly GPA or PFOS falls below 2.00 (C average). To be removed from probation, both averages must improve to at least a 2.00.

Academic Suspension

Specific rules for suspension are outlined in the Undergraduate Bulletin. Generally, a student may be suspended if his or her program quarterly GPA falls below 1.00 and/or if he or she is put on probation for three quarters in a row. With the approval of the department head, an academic suspension may be waived under certain conditions.

Transcript Requests, Transfers, Study Abroad, more...

Requesting Transcripts

You can request transcripts in-person at the Registrar's Office in the Eastman Building, first floor, room 1202. They may also be requested by mail or fax. You can print an Academic Request form from the web at: rit.edu/registrar/forms.

Requests by mail or fax must include:

- your name/former name,
- your student ID number,
- the dates you attended RIT,
- the number of transcripts you are requesting, and the address(es) where they are to be sent,
- and most importantly, your signature.

Mail your request to:

RIT Registrar
George Eastman Building
27 Lomb Memorial Drive
Rochester, N.Y. 14623-5603

Fax your request to: 585/475-7540

No requests will be taken over the phone or via e-mail as the student's signature is required for release of the record. A signed request that is attached to an e-mail is acceptable.

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.

It can take up to one week to process your transcript once the request is received. Questions regarding your request may be addressed to 585/475-6178.

Considering a Program Transfer?

The University Studies Program, a new division at RIT, assists undergraduate RIT students who are considering 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 are re-deciding and not sure what program they wish to pursue at RIT. University Studies advisers 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. University Studies is a good option for those students who are academically strong, and intellectually curious, with a desire to explore the many options available to them at RIT.

Students may inquire at the University Studies Program Office located inside of the Office of the Registrar, Eastman Building (01), Room 1202. Appointments are recommended.

www.rit.edu/universitystudies

Ms. Marty Burris, Director
585/475-4027
marty.burris@rit.edu

Ms. Judy Offen, Program Assistant
585/475-5263
jxogla@rit.edu

Undergraduate Opportunity to Take Courses at Rochester Area Colleges

RIT is a member of the Rochester Area College consortium. These colleges have instituted a cooperative program which provides undergraduate students the opportunity to register at a member college without additional tuition charges.

Consortium members:

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

Students must meet the following criteria in order to enroll as an intercollegiate student:

1. The requested course is NOT available at the home school.
2. The student is a full-time (12 credit hours or more) matriculated undergraduate student at his/her home school throughout the duration of the requested course.
3. The course shall be applicable toward the student's undergraduate degree program.
4. Registration is on a space available basis.
5. If the requested course causes the student to assume a course overload, the additional charges will be based on the current rates of the home school during the semester or quarter in which the registration takes place.
6. Students enrolled at area colleges may register for two courses at RIT.
7. The program is not available in the summer.

Additional criteria are listed on the intercollegiate registration form available at the Registrar's Office.

Study Abroad

RIT offers exciting educational and professional opportunities through a variety of RIT programs led by RIT faculty, and through affiliated programs with other institutions. Students enrolled as full time students during their time abroad on either RIT programs or affiliated programs will receive RIT institutional aid and full credit for their study abroad program.

For information on study abroad at RIT, please consult the study abroad website at: studyabroad.rit.edu. For more information, call 585/475-4466 for an appointment, e-mail goabroad@rit.edu, or visit the Office of Academic Enhancement Programs in Building 13, Room 1314-1316.

Registration or Records Assistance

If you have questions about registration, 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.

Fall/Winter/Spring walk-in service hours are:

Monday-Thursday: 8:30 am-5 pm; Friday: 8:30 am-4:30 pm.
Summer hours are Monday-Friday: 8:30 am - 4:30 pm.

UID No. & Card, Immunization, Disability Services, more...

Your University ID Number and ID Card

Your University ID number (UID) is your primary identifier on campus. Your UID is encoded in the large magnetic stripe on the back of your RIT ID card, and in the bar code. If you forget your UID number, you can find it by logging on to the myRIT Portal site (my.rit.edu). It is located next to your name in the upper left corner of the page.

Your student ID card is required for access to Institute facilities such as Wallace Library and the Student Life Center, to participate in the RIT meal plan, and to use the Tiger Bucks campus debit account for services throughout the campus.

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

Students with Disabilities

RIT is committed to making its programs and services accessible to individuals with disabilities. Students with disabilities must provide appropriate documentation to receive services and academic accommodations.

The Disabilities Services Coordination Office reviews documentation, recommends accommodations, and coordinates services:

Disabilities Services Coordination Office,
George Eastman Building (01) Room 01-2342
Phone: 585/475-7804

A Disabilities Liaison is available in each college:

Name/E-mail	College/ Room	Phone/Fax
Ellie Rosenfield edrdhd@rit.edu	NTID/60-2845	475-6202/475-7850
Fredda Bishop flbeen@rit.edu	COE/09-2123	475-4595/475-6879
Gail Quartieri gaqcad@rit.edu	CAST/10-1121	475-5435/475-7080
Kathleen Estabrooks kaebbu@rit.edu	COB/12-A300	475-6085/475-7450
Joanne Roets jxrgla@rit.edu	CCIS/70-1013	475-4779/475-4775
Debbie Kingsbury debbie.kingsbury@rit.edu	CIAS/7B-1065	475-5154/475-7279
Suzanne Graney sbggsp@rit.edu	CLA/06-2215	475-2410/475-7120
Ann Gottorff ragssse@rit.edu	COS/08-1114	475-5327/475-2398

NYS and RIT Immunization Requirements

New York State Public Law 2165 requires that all students enrolled for more than four credit hours in a term and born after January 1, 1957, must provide RIT's Student Health Center with proof that they have received the appropriate immunizations against measles, rubella, and mumps. Immunization requirements include two Measles, Mumps and Rubella (MMR) vaccine immunizations - at least 30 days apart with first dose after January 1, 1968 and on/after first birthday. RIT requires that all entering students 26 years of age or younger be immunized against meningitis. Additional information concerning the necessary documentation and where it must be sent is included with the Admissions Office acceptance packet or available from the Student Health Center at 475-2255 or 475-5515 (tty).

Health Insurance

All RIT students are required to have health insurance, which is used to cover laboratory studies, x-rays, or referrals to local consultants. Please contact your insurance carrier to make sure you are adequately covered while at RIT. 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 insurance offered through RIT, please visit universityhealthplans.com or call 1-800-437-6448 to have your questions answered by University Health Plans, Inc.

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, provide guidance regarding relevant institutional policies and procedures. We facilitate communication between conflicted individuals, 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 also 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. Students may bring any concern or dispute to the RIT Ombuds Office.

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 resolve a concern or has an unanswered question — the Ombuds Office is “Never the Wrong Place to Go.” Feel free to drop by.

Ms. Lee Twyman, RIT Ombudsperson

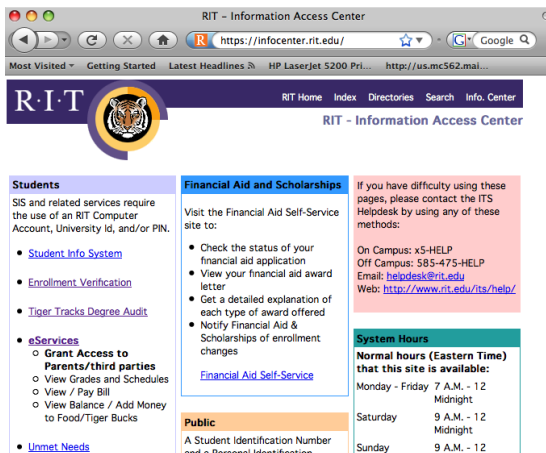
E-mail: Lee.Twyman@rit.edu

Phone: 585/475-2876

eServices for Schedules, Grades, Payments and more...

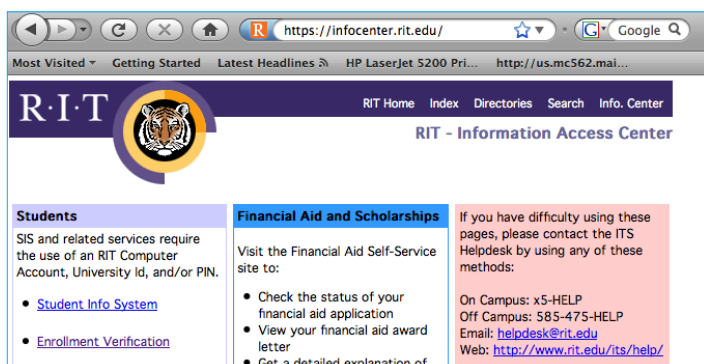
Share On-line Access to Your Schedule, Grades and Billing Information

Through eServices (infocenter.rit.edu), students can give their parents, guardians, sponsors or other authorized users on-line access to their course schedules and grades as well as their student payment accounts, food or Tiger Bucks balances. Using their RIT computer account and password, students can assign (or remove) access to their academic information or payment accounts. There are four different categories of access that can be selected or deselected: student account, food/Tiger Bucks balances, schedules and grades.

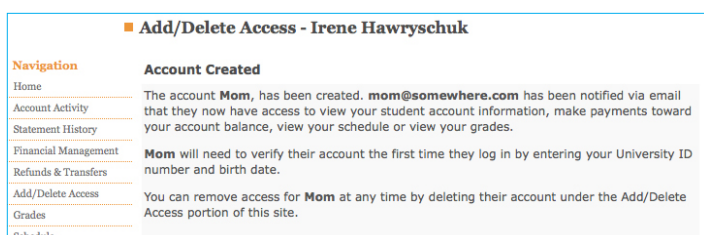


To grant access, students use their RIT Computer Account to login, and set up access for up to three Parent/payers.

Parents/payers who have been given access by their student use their own e-mail address (e.g., yahoo, hotmail) as their username. If the parent/payer e-mail address changes, they must let their student know so that he or she can remove the old access and grant new access using the new e-mail account.



The authorized person will need to know the student's University ID number and date of birth in order to complete their initial login.



Your Rights Under FERPA

RIT complies with the Family 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 (see complete policy for definition of directory information) such as grades and class schedules to persons outside of the Institute without the student's written permission.

Requests to limit disclosure of directory information must be filed annually in the Office of the Registrar. 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.

RIT, for reasons of access to educational records, will view all students under 21 years of age as dependents of their parents unless the student or the parent informs RIT in writing that the student is not a financial dependent of his or her parents. RIT will accept a copy of the first page of a parent's most recent federal tax return as proof of whether or not the student is a financial dependent of the parent. Parents of dependent students have full access to their son or daughter's educational record including grades, class schedule and disciplinary status. 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

The complete RIT policy on access to and release of student information is available in the Office of the Registrar, and appears in Student Rights and Responsibilities.

Have You Registered to Vote?

New York State voter registration forms are available outside the Office of the Registrar, Eastman building, room 1202, or you can download a form from www.elections.state.ny.us.

State specific information which includes a National Mail Voter Registration form and deadlines can be found at: beavoter.org.

LA Concentrations & Minors, Graduation, Part-time Study...

Liberal Arts Concentrations & Minors

The College of Liberal Arts offers students two options for completing upper-level liberal arts requirements*. They may choose to complete either a liberal arts concentration or a liberal arts minor. It is important to note that lower-level liberal arts requirements (core requirements) remain the same regardless of whether a student elects to complete a concentration or a minor.

A liberal arts concentration is a cohesive set of three upper-level courses (12 credits) approved by the faculty for use in meeting RIT's general education requirements. Concentrations may be disciplinary or interdisciplinary, and some may require prerequisite course work.

Students who prefer greater depth in the humanities and social sciences may elect to complete a liberal arts minor. Minors require the completion of 5 upper-level courses (20 credits) in a designated liberal arts area. Students who select this option complete a total of 44 credit hours (or more) in the humanities and social sciences as part of their general education curriculum. Liberal arts minors may be disciplinary or interdisciplinary; some may require prerequisite courses.

For advising on liberal arts concentrations and minors go to the Office of Student Services located in Building 06, Suite 2210. Office hours are: Monday through Thursday, 8:00 am to 5:00 pm, and Friday 8:00 am to 4:30 pm. Phone: 585/475-2444. Concentration Courses are listed on the College of Liberal Arts Web Site at www.rit.edu/cla/ssa_minors_concentrations.php

** Students following bulletin editions prior to fall 2005 should consult with an advisor or refer to the appropriate bulletin for General Education requirements.*

Arts of Expression Courses

The College of Liberal Arts offers a variety of courses from its many disciplines that fulfill the Arts of Expression requirement. For up-to-date information on Arts of Expression courses offered each quarter, please consult the College of Liberal Arts website at www.rit.edu/cla/arts_of_expression.php or call the Liberal Arts Office of Student Services at 585/475-2444. Some courses require a prerequisite. Please refer to the course description for specific requirements.

Looking Forward to Graduation?

Students planning to graduate in 2009-2010 should complete an Application for Graduation form for each degree they expect to receive and return it to their appropriate department. Forms should be completed four quarters prior to the completion of the requirements for that degree. Students pursuing a double major must file a separate Application for Graduation for each major. Filing the application will enter an anticipated graduation date to the student's record. Submission of the form does not qualify the student for graduation. They must check with their academic department to make certain that they have met all academic requirements for a degree. Forms are available in department offices or at the Registrar's Office website at: rit.edu/registrar.

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 offer 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 certificate or 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 25 years of experience in distance learning and offers one of the largest and 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 certificates, an associate degree, bachelor's degrees, and master's degrees. 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 to you online including admissions, financial aid services, registration, tuition payment, a comprehensive library, and a bookstore. You also have access to online student communities for study and sharing common interests.

RIT has an office dedicated to supporting online learners during their academic experience. Online students have full access to a comprehensive array of services including a toll-free 800 number, orientation services, technical support, proctored testing coordination, and assignment and test logging. Services are available by e-mail, online, and by phone.

For more information contact the Office of Part-time Enrollment Services via e-mail at opes@rit.edu; call 585/475-2229 or on the web at www.rit.edu/parttime.

Emergency Contacts, Gmail, Innovation & Creativity Festival

In Case of Emergency Keep Your Address Information Up-to-Date.

It's important that you keep your addresses current on the Student Information System (SIS).

- Dorm residents automatically have a box number assigned
- Home address changes made on SIS or in the Registrar's Office or college automatically update the addresses used by Admissions, the Alumni, Student Financial Services, Co-op and Placement, Financial Aid and Scholarships and Student Employment Offices.

It is especially important that you update the following addresses on a quarterly basis:

- home address
- 2nd home address (for separated/divorced parents)
- local (on-campus address)
- next of kin (for emergency contacts)

Here's how:

1. Go to **infocenter.rit.edu**.
2. Select **Student Info System** and login with your RIT username and password.
3. Pass the Announcements and go to the **Main Menu**.
4. Select **Address Information**.
5. Select **RIT Emergency Notification**.

RIT Alert - Emergency & Weather Alert!

Want to know when there is an emergency on campus? What if RIT has to close due to bad weather?

Make sure RIT your IM and mobile phone information (for text and voice messages) is available for RIT Alert, the emergency mass notification system.

Follow steps 1-3 above; select **RIT Emergency Notification**. Submit your IM and mobile phone information.

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.

New for RIT Students: RIT Gmail and Google Apps

Beginning Fall '09, all RIT student e-mail accounts will be migrated to the new RIT Gmail service, as part of RIT's implementation of Google Apps at RIT. Student RIT e-mail address will not change, and your username and password will remain the same. What will change is that students will be able to use that same RIT account to access Google Docs, Google Talk, Google Sites and RIT Gmail (7 gigabyte quota and no advertisements!)

Google Apps at RIT – including RIT Gmail – will be available for students in mid-August. To make this transition as smooth as possible, an initial opt-in period will enable students to migrate over when it is most convenient. Later in the fall quarter, ITS will migrate all remaining student accounts from Exchange to RIT Gmail. ITS will notify the RIT community once that migration date has been established. Meanwhile, you can visit the home for Google Apps at RIT at **http://google.rit.edu**. On that page, you'll find frequently asked questions, migration instructions, terms of service, and links to several Google help documents.

If you have any or questions about the transition of student e-mail accounts, please contact the ITS HelpDesk at 585/475-4357 (voice), 585/475-2810 (tty), or helpdesk@rit.edu.

Imagination is everything. It is the preview to life's coming attractions. – Albert Einstein



Cutting-edge technology and world-class artistry captivated visitors during the second annual **Imagine RIT: Innovation and Creativity Festival**. A crowd of more than 25,000 attended the festival on the RIT campus. Imagine RIT showcased nearly 2,000 exhibitors—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 is designed to demonstrate what can be accomplished when, as RIT President Bill Destler likes to say, “the right and left brain collide.” Mark your calendars for the 3rd annual event showcasing the innovative and creative talents of RIT!

Join us Saturday, May 1, 2010!

RIT's Colleges ~ www.rit.edu/colleges

In the fall of 2008, 13,861 undergraduate students and 2,633 graduate students were enrolled at RIT. More than 200 programs, including 5 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 85 academic minors across the colleges. Minors and course disciplines associated with each college are listed with each college. Please refer to the various college websites for program and minor updates or additional information.

A number of certificates and advanced certificates offered by RIT have not been included here. Courses are available days, evenings and on-line. Please refer to the RIT Undergraduate and Graduate Bulletins or the Part-time Undergraduate Studies or On-line Learning Guides, or the RIT website www.rit.edu for complete details on all programs and courses available.

E. Philip Saunders College of Business

website: saunders.rit.edu



Undergraduate Programs

Accounting	BBUA
Finance	BBUF
International Business	BBUT
Management	BBUG
Marketing	BBUM
New Media Marketing	BREP
Management Information Systems	BBUI
Undeclared	BBUU

Graduate Programs

Business Administration – Accounting	BBUC
Business Administration	BBUB
Executive Business Administration	BBUE
Finance	BBUD
Innovation Management	BBUR
Management	BBUL

Minors

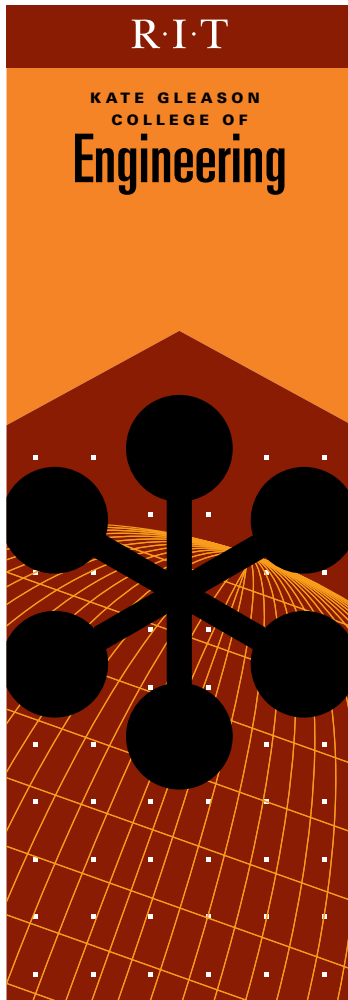
Accounting	BACT
Business Administration	BBAM
Entrepreneurship	BENT
Finance	BFIN
International Business	BIBM
Management	BMGT
Management Information Systems	BMIS

Course Disciplines

0101	Accounting
0102	Management
0103	Economics
0104	Finance
0105	Marketing
0106	Decision Sciences
0110	Business Legal Studies
0112	Management Information Systems
0113	International Business

Kate Gleason College of Engineering

website: rit.edu/kgcoe



Undergraduate Programs

Chemical Engineering.....	ECME
Computer Engineering #	EECC
Electrical Engineering #	EEEE
Engineering Science	EENX
Industrial Engineering #	EIEI
Mechanical Engineering #	EMEP
Microelectronic Engineering #	EMCR

Advanced Certificates

Statistical Methods for Product and Process Improvement.....	EMES
Statistical Quality.....	EQAC
Vibrations	EMEH

Graduate Programs

Applied Statistics #	EQAS
Applied & Mathematical Statistics #	EQAI
Computer Engineering #	EECC
Electrical Engineering #	EEEE
Engineering Management #	EIEM
Industrial Engineering #	EIEA
Manufacturing Leadership #	EDDM
Materials Science and Engineering #.....	EEEO
Mechanical Engineering #	EMEB
Microelectronic Engineering #	EMCM, EMCS
Microelectronics Manufacturing Engineering	EMCG
Product Development	EDDP
Science, Technology and Public Policy and Engineering.....	EMES
Sustainable Engineering.....	EIEU
Systems Engineering	EIES

Doctoral Program

Microsystems Engineering.....	EMSA
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Minors

Chemical Engineering Systems Analysis	ECHE
Computer Engineering	EECM
Electrical Engineering	EELC
Engineering Management	EMAN
Industrial Engineering	EIND
Mechanical Engineering	EMEC
Microelectronics and Nanofabrication.....	ESEM
Sustainable Product Development	ESPD

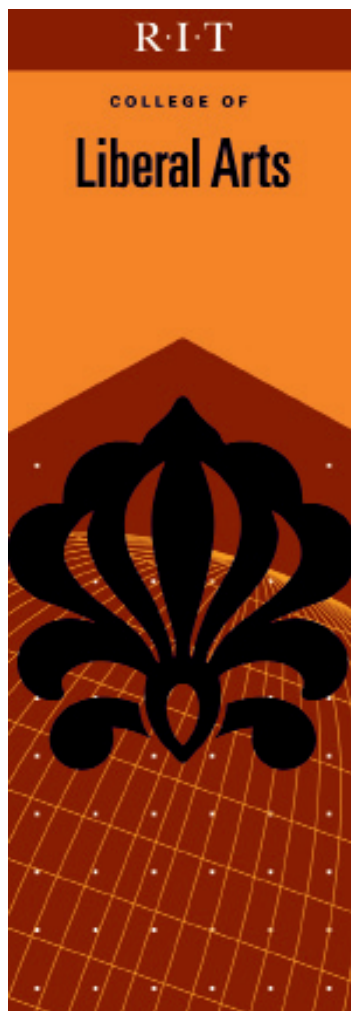
Course Disciplines

0301	Electrical Engineering
0302	General Engineering
0303	Industrial and Systems Engineering
0304	Mechanical Engineering
0305	Microelectronic Engineering
0306	Computer Engineering
0307	Quality and Applied Statistics
0308	Microsystems Engineering
0309	Chemical Engineering

dual degree (BS/MS)
option available

College of Liberal Arts

website: rit.edu/cla



Undergraduate Programs

Advertising and Public Relations.....	GPTA
Criminal Justice	GCJC
Cultural Resource Studies.....	GCRS
Economics.....	GECN
International Studies	GSSI
Liberal Arts Exploration	GLAU
Journalism	GPTJ
Philosophy.....	GPIL
Professional and Technical Communication.....	GPTC
Psychology	GPSY
Public Policy #	GPPD
Urban And Community Studies	GUCS

Graduate Programs

Applied Experimental Engineering Psychology	GPAS
Communication and Media Technology	GPTM
Public Policy #	GPPD
School Psychology	GBSP

Minors

American History	AHIS
American Politics	APOL
Arabic Language	GARC
Arabic Language/Culture	GARL
Archaeological Science	GARS
Art History	ARTH
Chinese Language	GCHL
Chinese Language/Culture	GCHC
Communication.....	COMM
Creative Writing	CRWR
Criminal Justice	CRIM
Deaf Cultural Studies	GDCS
Economics	ECON
Environmental Studies	GEVS
European History	EHIS
French Language	FRNL
German Language	GERL
German Language/Culture	GERC
Historical Perspectives on Science and Technology	HPST
International Relations.....	IREL
Italian Language.....	ITAL
Italian Language/Culture	ITAC
Japanese Language.....	JAPL
Japanese Language/Culture	JAPC
Journalism.....	GPTJ
Legal Studies.....	GLGS
Literary and Cultural Studies	LITR
Modern World History	MHIS
Music.....	MUSM
Music and Technology	GMTE
Philosophy.....	GPIL
Political Science.....	GPSC
Psychology	PSYC
Public Policy	PUBL
Russian Language	GRUL
Russian Language/Culture	GRUC
Science Writing.....	GSWR
Science, Technology and Policy	GSTP
Science, Technology and Society.....	GSTS
Sociology/Anthropology	SOCA
Spanish Language	SPNL
Spanish Language/Culture	SPNC
Theatre Arts.....	GTAC
Women's and Gender Studies	WSTS
Writing Studies	WRST
Urban & Community Studies.....	GUCS

Course Disciplines

0501	Criminal Justice
0502	Writing
0503	Foreign Language (20064)
0504	Literature
0505	Fine Arts
0506	Humanities
0507	History
0508	Science, Technology and Society
0509	Philosophy
0510	Anthropology
0511	Economics
0513	Political Science
0514	Psychology
0515	Sociology
0517	General Studies, General
0519	Interdisciplinary - Aerospace
0520	Interdisciplinary - Liberal Arts
0521	Public Policy
0522	Women's and Gender Studies
0524	International Studies
0525	Foreign Language - 20071+
0526	Urban and Community Studies
0527	School Psychology
0531	Material Cultural Science
0533	Cultural Resource Studies
0535	Communication
0550	Honors Liberal Arts

dual degree (BS/MS)
option available

College of Applied Science and Technology

website: www.rit.edu/cast



Undergraduate Programs

Applied Arts and Science.....	IMDB, IMDF
Building Technology	ITPB
Business Administration	ICEB
Civil Engineering Technology	ITFC
Computer Engineering Technology #	ITFP
Electrical Engineering Technology	ITFE
Electrical Technology	ITPA
Electrical/Mechanical Engineering Technology	ITFL
Electrical/Mechanical Systems Integration #.....	ITFV
Environmental Management and Technology #	IEME
Hospitality and Service Management	ISMK
Human Resource Administration	ICEF
Manufacturing Engineering Technology	ITFF
Manufacturing Systems Integration	ITFX
Marketing	ICEM
Mechanical Engineering Technology	ITFM
Mechanical Technology	ITPD
Mechanical Systems Integration	ITFW
Nutrition Management	ISMD
Packaging Science	IPKT
Safety Technology #.....	IEMS
Telecommunications Engineering Technology	ITFT

Graduate Programs

Electrical/Mechanical Systems Integration #.....	ITFV
Environmental Health & Safety Management #.....	IEMH
Facility Management	ITFK
Health Systems Administration	ISMN
Hospitality-Tourism Management	ISMM
Human Resource Development	ISMC
Mechanical Systems Integration	ITFW
Manufacturing and Mechanical Systems Integration	ITFB
Manufacturing Systems Integration	ITFX
Packaging Science	IPKG
Professional Studies #.....	IMDM
Packaging Science	IPKG
Service Leadership and Innovation	ISMQ
Telecommunications Engineering Technology #.....	ITFO

Minors

Construction Management.....	ICMA
Human Resource.....	IHRM
Industrial Environmental Management.....	IIEM
Military Studies and Leadership	IMIL
Packaging Science	IPAC
Structural Design	ISDE
Telecommunications	ITEL

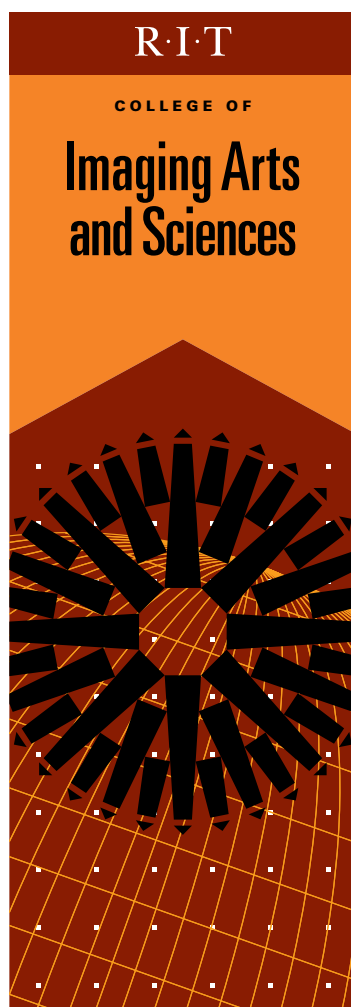
Course Disciplines

0606	Engineering Technology
0607	Packaging Science
0608	Civil Engineering Technology
0609	Electrical Engineering Technology
0610	Mechanical Engineering Technology
0614	Telecommunications Engineering Technology
0617	Manufacturing Engineering Technology
0618	Computer Engineering Technology
0619	Hospitality Service
0620	Nutrition Management
0621	Food Management
0622	Hotel and Resort Management
0623	Travel and Tourism Management
0624	Hospitality - Tourism
0625	Service Quality Management
0626	Human Resource Development
0627	Instructional Technology
0630	Environmental Management
0632	Facility Management
0633	Safety Technology
0634	Disaster and Emergency Management
0635	Health Systems Administration
0640	Reserve Officer Training - Army
0650	Aerospace Studies
0660	Electrical Mechanical Engineering Technology
0680	Accounting and Business Systems
0681	Business Administration - Management
0684	Quality Management
0685	Global Sourcing
0688	Technical Communications
0692	Math and Science
0693	Geographic Technology
0696	Security Technology
0697	Multi/Interdisciplinary Studies
0699	Professional Studies

dual degree (BS/MS)
option available

College of Imaging Arts and Sciences

website: cias.rit.edu



Undergraduate Programs

3-D Digital Graphics.....	JADQ
Biomedical Photographic Communications	JPHB
Ceramics/Ceramic Sculpture	JSCC
Design: Computer Graphics	JADG
Design: Graphic	JADC
Design: Industrial	JADU
Design: Interior	JADI
Design: New Media Design & Imaging	JADW
Digital Print and Publishing.....	JPRL
Film and Video.....	JPHQ
Film and Video: Digital Cinema.....	JPHF
Fine and Applied Arts	JADX
Fine Arts Studio	JADF
Glass	JSCG
Illustration	JADL
Imaging and Photographic Technology	JPHT
Medical Illustration	JADM
Metals Crafts and Jewelry	JSCM
New Media: Publishing	JPRW
Newspaper Operations Management	JPRN
Printing & Applied Computer Science	JPRC
Printing Systems	JPRI
Professional Photographic Illustration: Advertising Photograpy.....	JPHD
Professional Photographic Illustration: Fine Art Photography	JPHA
Professional Photographic Illustration: Photojournalism	JPHR
Visual Media	JPHU
Woodworking/Furniture Design.....	JSCA, JSCW

Graduate Programs

Art Education	JADE
Ceramics and Ceramic Sculpture.....	JSCC
Computer Graphics Design	JADG
Fine Arts Studio.....	JADF, JADO
Glass	JSCC
Graphic Design	JADC
Imaging Arts	JPHG
Imaging Arts Computeer Animation.....	JPHC
Industrial Design	JADU
Medical Illustration	JADM
Metal Crafts and Jewelry	JSCM
Print Media	JPRT
Woodworking & Furniture Design	JSCW

Minors

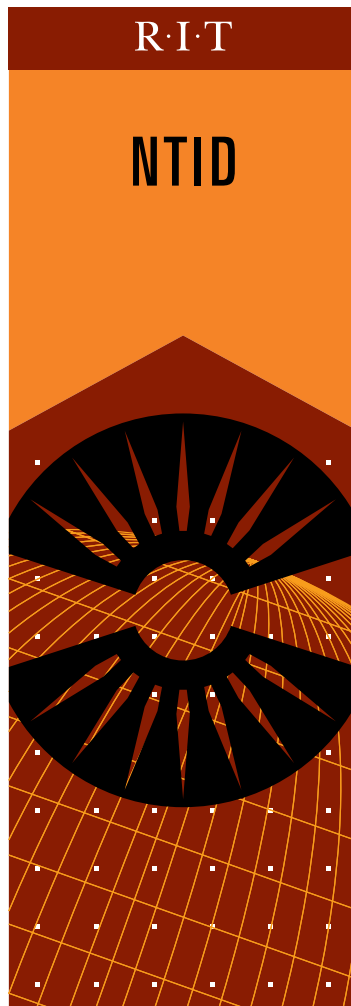
Applied Imaging Systems.....	JISP
Print Media.....	JPRI

Course Disciplines

2001	Interdisciplinary Imaging Arts
2009	New Media Design
2010	Graphic Design
2011	Art Education
2012	Art and Design - Extended Studies
2013	Foundation Courses
2014	Computer Graphics Design
2015	Interior Design
2019	Illustration
2020	Medical Illustration
2021	Fine Arts Studio
2035	Industrial Design
2037	Graduate Studies
2039	Art History
2040	Ceramics and Ceramic Sculpture
2041	Glass
2042	Metalcrafts and Jewelry
2043	Weaving and Textile Design
2044	Woodworking and Furniture Design
2045	General Craft Studies
2046	Crafts Extended Studies
2060	Fine Art Photo
2061	Biomedical Photo
2065	Film/Video/Animation
2066	Graduate Photography
2067	Photographic Arts
2068	Imaging Systems Management
2076	Imaging and Photographic Technology
2080	Printing Management
2081	Printing Technology
2082	Graphic Media Publishing
2083	New Media Publishing

National Technical Institute for the Deaf

website: ntid.rit.edu



Undergraduate Programs

Accounting Technology	NBN
Administrative Support Technology	NOT
Applied Computer Technology	NAC
Applied Mechanical Technology	NAM
Arts and Imaging Studies	NAI
ASL-English Interpretation	NIT
Automation Technologies	NAU
Business	NBS
Business Technology	NBB
Computer-Aided Drafting Technology	NCD
Computer Integrated Machining Technology	NMT
Hospitality and Service Management	NHM
Laboratory Science Technology	NLS

Graduate Program

Secondary Education of Students Who are Deaf or Hard of Hearing	NMSE
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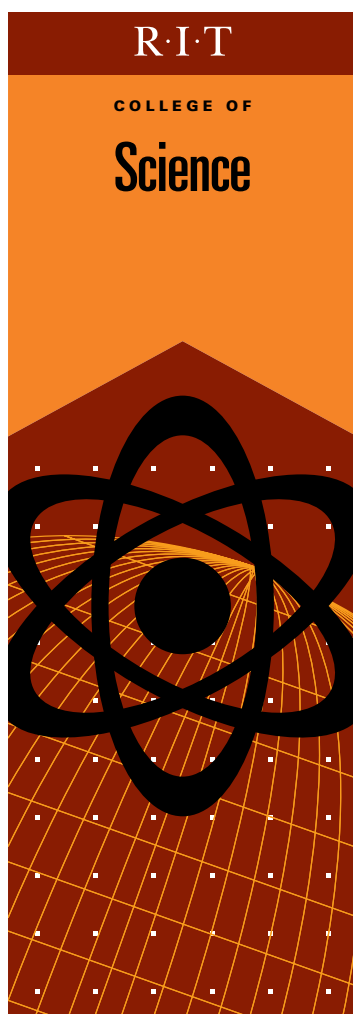
Course Disciplines

0801	Accounting Technology
0804	Business Careers
0805	Applied Computer Technology
0806	Interdisciplinary Studies
0813	Computer Integrated Machining Technology
0825	Art and Computer Design
0826	Summer Vestibule Experience
0827	Applied Optical Technology
0835	Graduate Secondary Education
0853	Science and Engineering Support
0855	Arts and Imaging Studies
0875	ASL English Interpretation
0876	Deaf Studies
0878	Digital Imaging & Publishing Technology
0879	Laboratory Science Technology
0880	Communications Studies and Humanities
0881	Performing Arts
0882	Social Sciences
0883	English
0884	Mathematics
0885	Science
0886	American Sign Language
0887	Career Exploration
0890	Computer Aided Drafting Technology
0891	Automation Technologies



College of Science

website: rit.edu/science



Undergraduate Programs

Applied Mathematics	SMAM
Applied Statistics #	SMAS
Biochemistry #	SCHB
Bioinformatics #	SBIC
Biology	SBIB
Biomedical Sciences	SSBS
Biotechnology	SBIT
Chemistry #	SCHC
Computational Mathematics #	SMAC
Diagnostic Medical Sonography	SCLS
Environmental Science #	SBIV
Imaging Science	SIMG
Physician Assistant	SCLP
Physics	SPSP
Polymer Chemistry	SCHM

Graduate Programs

Applied Mathematics #	SMAG
Astrophysical Sciences and Technology	SASP
Bioinformatics	SBIC
Chemistry	SCHC
Clinical Chemistry	SCLC
Color Science	SIMC
Environmental Science #	SBIW
Imaging Science	SIMG
Materials Science #	SESM

Doctoral Programs

Astrophysical Sciences and Technology	SAST
Color Science	SIMA
Imaging Science	SIMD

Minors

Environmental Science	SBIE
Environmental Modeling	SBIM
Exercise Science	SCLK
Imaging Science	SIMM
Optical Science	SIMO
Mathematics	SMAP
Statistics	SMAR
Astronomy	SPSA
Physics	SPSR

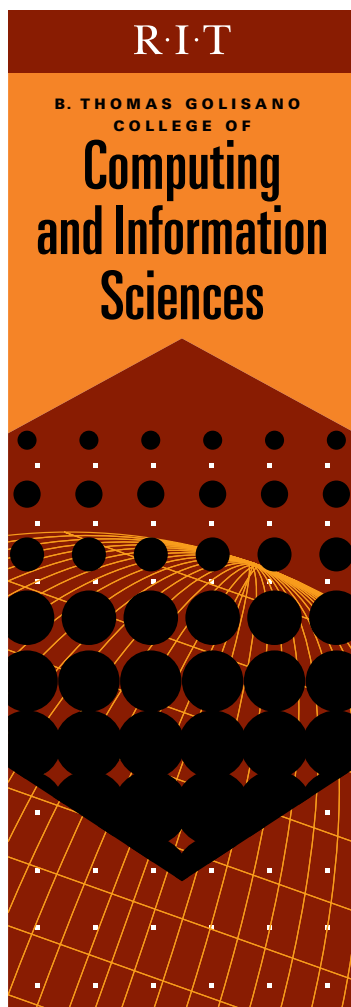
Course Disciplines

1001	Biology
1004	Biology/Medical General Education
1005	Field Biology
1006	Environmental Science
1008	Analytical Chemistry
1009	Bio Chemistry
1010	Chemistry
1011	General Chemistry
1012	Inorganic Chemistry
1013	Organic Chemistry
1014	Physical Chemistry
1015	Environmental Chemistry
1016	Mathematics and Statistics
1017	Physics
1018	General Science Exploration
1022	Computational Math
1023	Clinical Chemistry
1024	Medical Technology
1025	Nuclear Medicine Technology
1026	Medical Sciences
1028	Materials Science and Engineering
1029	Polymer Chemistry
1030	Diagnostic Medical Sonography
1031	Environmental Science
1032	Physician Assistant
1040	Premedical Studies
1050	Color Science
1051	Imaging Science
1055	Honors in Science and Mathematics
1060	Astrophysical Sciences and Technology
1070	Center for Biological Education and Training
1099	Interdisciplinary Science

dual degree (BS/MS)
option available

B. Thomas Golisano College of Computing & Information Sciences

website: www.gccis.rit.edu



Undergraduate Programs

Applied Networking and System Administration	VNSA
Computer Science #	VCSG
Game Design and Development	VIGD
Information Security and Forensics	VNSF
Information Technology	VKSF
Medical Informatics #	VKSM
New Media Interactive Development	VIGN
Software Engineering	VSEN

Graduate Programs

Computer Science	VCSG
Game Design and Development	VIGG
Human Computer Interaction	VKSI
Information Technology	VKSF
Networking and System Administration	VNSM
Security and Information Assurance	VNSS
Software Development and Management	VKSD
Software Engineering	VSEM

Doctoral Program

Computing and Information Sciences	VGCP
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Minors

Applied Informatics	VIFM
Computer Science	VCSC
Database Design and Development	VDDC
Game Design	VGDM
Game Design and Development	VGDD
Networking and System Administration	VNSA
Software Engineering	VMSE
Web Design and Development for Non-Computing Majors	VWDN
Web Development	VWDC

Course Disciplines

4001	Computer Programming
4002	Information Technology
4003	Computer Science
4004	Information Technology Graduate Web and Multimedia
4005	Graduate Computer Science
4006	Medical Informatics
4010	Software Engineering
4011	Software Engineering-Graduate
4040	Computing and Information Sciences - Ph.D.
4050	Networking, Security and Systems Administration - Undergraduate
4055	Networking, Security and Systems Administration - Graduate
4080	Interactive Games and Media
4085	Interactive Games and Media - Graduate

dual degree (BS/MS) option available

Golisano Institute for Sustainability

website: sustainability.rit.edu

Doctoral Program

Sustainability	USUI
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Course Discipline

5001	Sustainability
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ASC, CIAR, ESOL and FYE Course Disciplines

Center for Intercollegiate Athletics and Recreation (CIAR)

1103	Physical Education - Varsity	1109	Fitness
1105	Wellness	1110	Health and Safety
1106	Club Sports	1111	Lifetime Recreational Activities
1107	Health and Wellness Seminars	1112	Interactive Adventures
1108	Dance	1113	Martial Arts
		1114	Military Sciences

ASC, ESOL and FYE

1701	English Language Center
1710	Academic Support Center
1715	Academic Support Center
1720	First Year Enrichment

College and Department Locations and Phone Contacts

Department Phone Numbers & Locations:

Course No.	College/Department	Telephone	Building/Room
	University Studies		
	Undergraduate	475-4027	01-1202
01	E. Philip Saunders College of Business		
	Undergraduate	475-7935	12-A300
	Graduate	475-7935	12-A300
03	College of Engineering		
	Student Services Office	475-7994	09-2125
	Applied Statistics	475-2033	14-2536
	Computer	475-2987	17-2625
	Electrical:		
	Undergraduate	475-2379	09-3105
	Graduate	475-2164	09-3105
	Engineering Exploration	475-7994	09-2125
	Industrial and Systems	475-2598	09-1515
	Manufacturing Leadership	475-7971	78-2428
	Mechanical	475-2163	09-2203
	Microelectronic	475-6065	17-2625
	Microsystems	475-2145	09-2103
	Product Development	475-7971	78-2428
	Women in Engineering	475-2264	09-2505
05	College of Liberal Arts		
	Student Services Office	475-2444	06-2210
	Advertising & Public Relations	475-6649	01-3006
	Communication		
	Undergraduate	475-6649	01-3006
	Graduate	475-2639	01-3006
	Criminal Justice	475-2432	01-2180
	Economics	475-2198	01-1355
	English	475-6928	06-2305
	Fine Arts	475-6095	06-3305
	Foreign Language	475-2018	01-3260
	History	475-6095	06-3305
	International Studies	475-6701	01-3368
	Liberal Arts Exploration	475-2444	06-2210
	Philosophy	475-6095	06-3305
	Political Science	475-2198	01-1355
	Psychology	475-6204	01-3152
	Psychology, Graduate	475-7265	01-3368
	Public Policy and Science, Technology and Society		
	Undergraduate	475-5291	01-1358
	Graduate	475-5291	01-1358
	School Psychology (Graduate)	475-6701	01-3368
	Sociology/Anthropology	475-6701	01-3368
	Urban and Community Studies	475-6701	01-3368
06	College of Applied Science & Technology		
	Military Science		
	Air Force ROTC	475-5197	10-A250
	Army ROTC	475-2881	10-A210
	Center for Multidisciplinary Studies	475-2234	01-2210
	Human Resource Development	475-5062	01-4183
	Engineering Technology:		
	Civil	475-2183	07-A470
	Computer	475-2179	70-1101
	Electrical	475-2179	70-1101
	Electrical/Mechanical	475-2270	70-1165
	Manufacturing	475-2270	70-1165
	Mechanical	475-6174	70-1165
	Telecommunications	475-2179	70-1101
	Environmental Management and Safety	475-7318	07-A470
	Health Systems Administration	475-7359	01-4249
	Hospitality/Service Management	475-5575	01-4190
	Packaging Science	475-2278	70-1165

Department Phone Numbers & Locations:

Course No.	College/Department	Telephone	Building/Room
08	National Technical Institute for the Deaf		
	Applied Computer Technology	475-2225	14-2201
	Art and Imaging Studies	475-6779	07-1516
	American Sign Language and Interpreting Ed.(ASLIE)	475-6809	60-3603
	Business Studies	475-6606	60-2770
	Career Exploration/First Year Experience, SVP	475-6800	60-2593
	Communication Studies and Services	475-6564	60-3850
	Counseling Services	475-6468	60-2636
	Cultural and Creative Studies	475-6250	60-1843
	Liberal Studies	475-6327	60-2230
	Engineering Studies	475-6782	60-2770
	Math/Science and Laboratory Science	475-6478	60-2270
	Secondary Education for Teachers of the Deaf and Hard of Hearing (MSSE)	475-6776	60-2750
	Student Records	475-6207	60-1246
10	College of Science		
	Student Services Office	475-2484	08-1130
	Biological Sciences	475-2496	08-2102
	Chemistry	475-2497	08-2102
	Environmental Sciences	475-7577	10-A190
	General Science & Exploration	475-7045	08-1104
	Imaging Science		
	Undergraduate	475-5944	76-2250
	Graduate	475-5944	76-2274
	Math and Statistics	475-2498	08-2312
	Medical Sciences	475-2978	78-2402
	Physics	475-2421	76-1258
	Premedical Advising	475-5117	08-2110
11	Wellness Education		
	Student Life Center	475-2620	23-1212
	Associate Director/Wellness	475-6995	23-1220
	Scheduling Officer	475-6232	23-1258
17	Academic Support Center	475-6944	01-2309
17	English Language Center	475-6684	01-1301
17	First Year Enrichment	475-7033	25-1120
20	College of Imaging Arts & Sciences		
	American Crafts	475-6264	07A-2512
	Art	475-6264	07A-2549
	Design	475-6264	07A-2512
	Extended Studies	475-4977	07B-2284
	Film & Animation	475-6045	07B-1200
	Photography	475-6045	07B-1200
	Printing	475-6045	07B-1200
40	College of Computing & Information Sciences		
	Computer Science	475-2995	70-3005
	Computing and Information Sciences (Ph.D.)	475-6147	74-1067
	Information Sciences and Technologies	475-6179	70-2145
	Interactive Games and Media	475-6179	70-2145
	Networking, Security, and System Administration	475-6179	70-2145
	Software Engineering	475-5461	70-1690
50	Golisano Institute for Sustainability		
	Sustainability (PhD)	475-7363	78-2410

myRIT Portal - my.rit.edu

The central source for many of your student access and inquiry issues and more, the myRIT portal continues to evolve into your one-stop shopping resource at RIT.

Once you Login to the MyRIT portal (my.rit.edu) with your RIT username and password you can select from six information categories: Today@RIT, Academics, Financial, Career and Jobs, News and What's New.

Each category includes blocks of related topics that provide additional web-based information.

Under **Today @ RIT**, you can find RIT Quick Links, RIT Information Security News, RIT Web Cams, Announcements, Events Calendar, RIT Polls, Ask the President and much more.

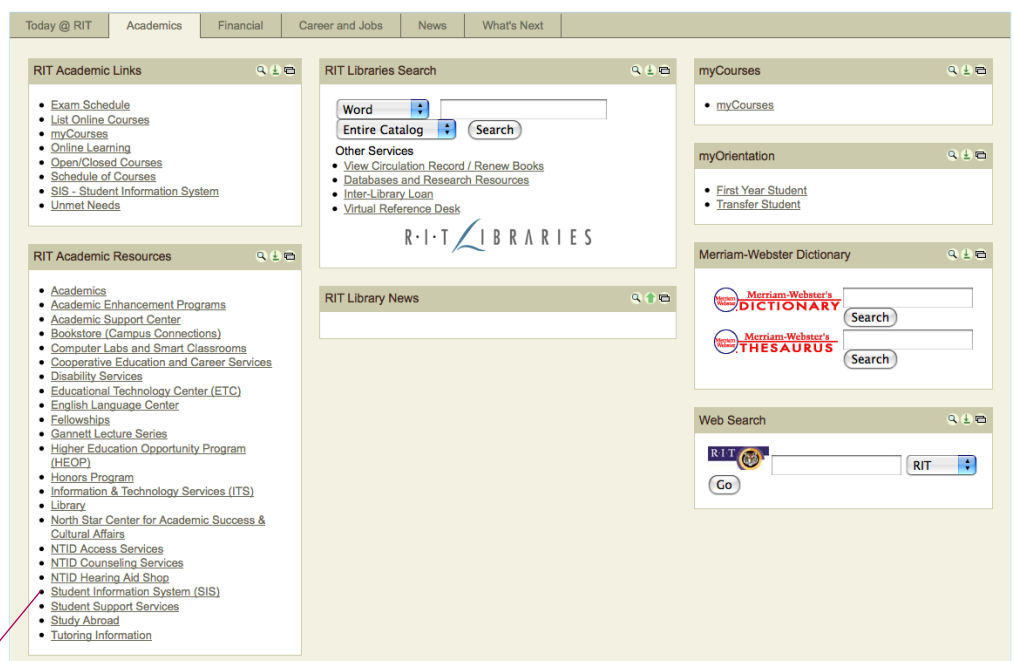
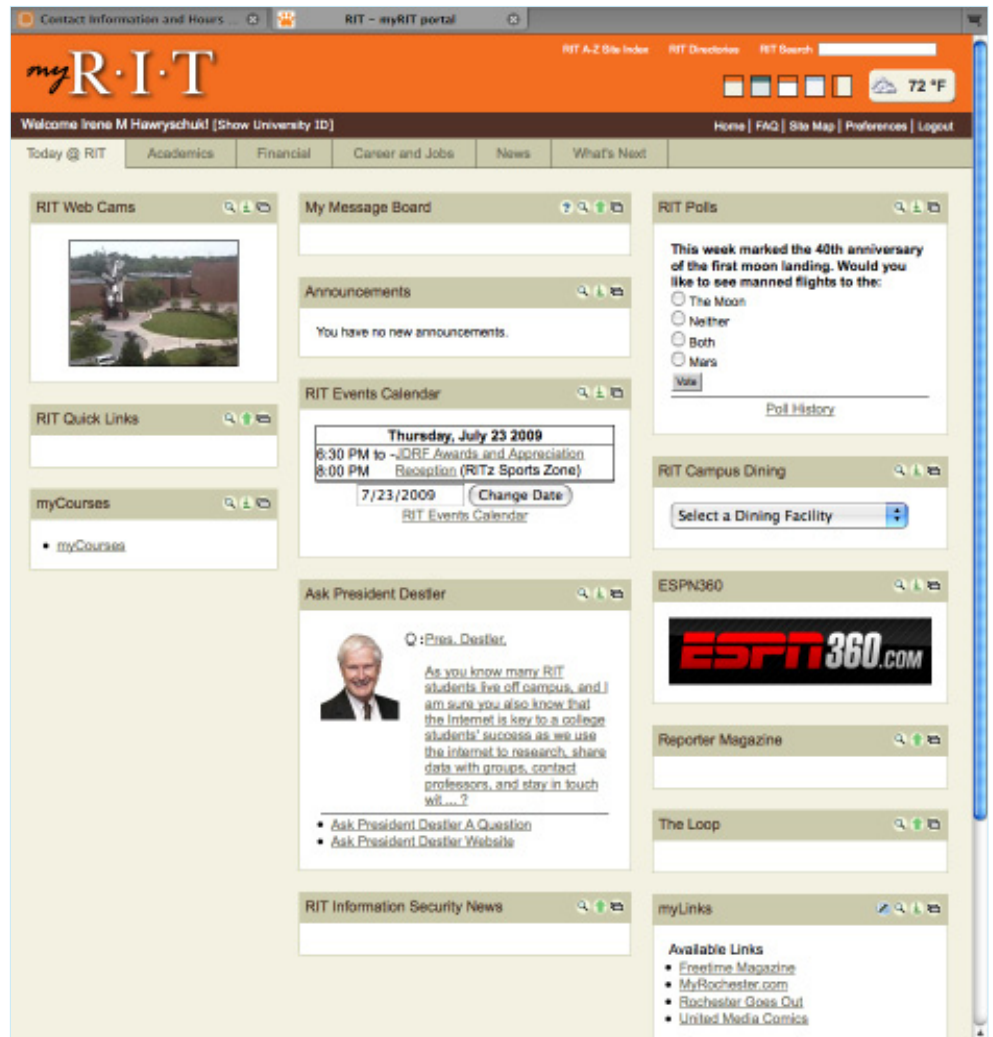
The **Financial** tab provides access to your Food/Tigerbucks, Financial Aid Award, and your RIT Bill.

Career and Jobs points you to RIT Student Employment Resources as well as Co-op and Fulltime Job Search Resources.

The **News** tab provides the latest news from a range of sources such as CNN and Forbes to the local Democrat and Chronicle and RIT News and Events.

The **Academic** tab provides links to SIS - Student Information System, the schedule of courses, online courses, myCourses, and your exam schedule. You can gain access to Wallace Library holdings and on-line learning resources.

The SIS (Student Information System) link takes you to the Information Access Center, the hub of all your course research and registration activity. The on-line course schedule and registration information is housed at: infocenter.rit.edu.



Academic Planning - infocenter.rit.edu

Academic Planning provides both current and future term registration information.

It is the ultimate course information resource, providing course descriptions, prerequisites, and restrictions. Offering both basic and advanced search capabilities, Academic Planning provides everything you need to develop your schedule.

Ease of navigation allows you to browse an extensive list of courses, or select a specific range of courses. Search by instructor name, the time a course is offered, the type of course it is (on-line, evening, blended), whether it is NTID supported, and more.

R·I·T

Academic Planning

Introduction

Browse Courses

Search Courses

Search Courses

Your request resulted in 42 course sections being found.

Icon Legend

N

 Notes

R

 Restrictions

EC

 Evening

OL

 Online

BL

 Blended

NT

 Honors

IS

 Interpreting Support

NS

 Notetaker Support

CS

 Cprint Support

IKS

 Interpreting Request

NR

 Notetaker Request

CR

 Cprint Request

collapse

RIT Courses

Browse Courses

Reset

Terms

Colleges

Disciplines

NOTE: 'Enroll/Max' and 'Status' information is updated nightly. For up to date course status information please click [here](#)

Fall 2009 - 2010>Liberal Arts>ECONOMICS

Number	Name	Enroll/Max	Status	Credits	Modality	Days	Time	Location	Instructor	NTID
0511-200	FOUNDATIONAL SEMINAR									
	Section 01	30/30	Closed	1		F	10:00 AM - 11:50 AM	12/3245	Vernarelli	
0511-211	PRIN OF MICROECONOMICS									
	Section 01	7/10	Open	4		TR	10:00 AM - 11:50 AM	08/2355	Wagner	
	Section 02	29/30	Open	4		TR	10:00 AM - 11:50 AM	08/2355	Wagner	
	Section 03	40/40	Closed	4		MW	10:00 AM - 11:50 AM	07/1480	Dhongde	
	Section 04	34/40	Open	4		MW	4:00 PM - 5:50 PM	12/3215	TBA	
	Section 05	40/40	Closed	4		MW	2:00 PM - 3:50 PM	07/1480	Gleeson	IS NR

Select a course to view a complete course title, description, credit hours, prerequisite details, and future terms offered.

Select a specific section number to view the course status (open or closed), the instructor's name and e-mail address and course enrollment. Additional information includes the course type (online, evening, blended), restriction information, and NTID Access Support details.

R·I·T

Academic Planning

Course Detail Information

Course Number:	0511-211
Course Name:	Principles of Microeconomics
Course Title:	PRIN OF MICROECONOMICS
Course Description:	Microeconomics studies the workings of individual markets. That is, it examines the interaction of the demanders of goods and services with the suppliers of those goods and services. It explores how the behavior of consumers (demanders), the behavior of producers (suppliers), and the level of market competition influence market outcomes. Prerequisite for economics concentration and minor; prerequisite for economic and international studies programs; and a social science core course. Class 4, Credit 4 (offered quarterly)
Credit Hours:	4
Course Notes:	***** 0511-211. NO PREREQUISITE. (FORMERLY PRINCIPLES OF ECONOMICS II- 0511-401.) Prerequisite foreconomics concentration and minor; prerequisite for economic and international studies programs; and a social science core course. -----
Section Types Offered:	Lecture
Replaces Course:	0511-401
Future Term Offerings:	No future term offerings currently available.

Course Section Detail Information

Term:	20091
Section Number:	0511-211-05
Section Name:	PRIN OF MICROECONOMICS
Section Title:	PRIN OF MICROECONOMICS
Credit Hours:	4
Schedule:	Class runs from 09/07/2009 until 11/21/2009 Monday 2:00 PM - 3:50 PM 07/1480 Wednesday 2:00 PM - 3:50 PM 07/1480
Section Notes:	10 SEATS RESTRICTED TO NTID UNTIL 9/4. 5 SEATS RESTRICTED TO UNIVERSITY STUDIES UNTIL 9/4.
Section Type:	Lecture
Section Status:	Closed
Instructor(s):	GLEESON, BRIDGET (bxggse@rit.edu)
Current/Maximum Enrollment:	40/40
Section Modality:	Students taking this course must: <ul style="list-style-type: none">Be between year levels 0 and 7
Restrictions:	10 seats are designated for students: <ul style="list-style-type: none">Classified as: NTID 5 seats are designated for students: <ul style="list-style-type: none">Enrolled in departments: UNIVERSITY STUDIES
NTID Access Support Services:	IS Interpreting Services have been assigned to this course and section. NR Notetaking Services have been requested for this course and section.

Print

Track Your Progress - tigertracks.rit.edu

Tiger Tracks: a web-based academic advising and degree audit system

This stand-alone advising tool takes your information from the Student Information System (SIS), compares your course information (transferred, completed, in-progress and pre-registered) against the RIT catalog and displays a summary of your record. The system is live for undergraduate students in the following colleges E. Philip Saunders College of Business, Kate Gleason College of Engineering, College of Liberal Arts, College of Science and the College of Applied Science and Technology (not including the Center for Multidisciplinary Studies), National Technical Institute for the Deaf. Work is in progress to bring the other colleges on-line during winter quarter.

Tiger Tracks includes online academic advising capabilities for faculty and advisors. It includes a “what if” planning mode to assist students considering different academic programs, and tools that allow authorized users to note exceptions and substitutions to academic requirements. It gives you a clear picture of the requirements for your major, displays your completed courses, transfer credit and courses in progress, and shows what courses remain to be completed to earn your degree. This also gives you the opportunity to question any discrepancies in your record.

To access Tiger Tracks go to **tigertracks.rit.edu** and login using your RIT computer account username and password.

RIT Tiger Tracks Degree Tracking System

Find Student ID Name Degree Program Level Last Audit

Audit History What If Planner Notes Exceptions

Find | Use the Find icon to invoke the Find Student page. This will allow you to search for an individual student by name or a group of students meeting specific criteria.

Audit | The Audit tab allows you to view the existing audit or run a new one for a student.

History | The History tab allows you to view historical audits for a student.

What-If | Use the What-If tab to run a What-If audit for an individual student.

Planner | Choosing the Planner tab will display the Student Academic Planner function keys. Clicking Printable View gives a planner that is printer-friendly. Clicking on Edit Planner allows you to modify the planner.

Notes | The Notes tab allows you to view, add, modify and delete notes about a student.

Petitions | The Petitions tab allows you to add a request for an exception for a student.

Exceptions | Selecting the Exceptions tab will display the Exceptions options.

Your degree audit is divided into blocks of information and designed to be read from the top down. The first block identifies you, your program, degree, year level and GPA. It also indicates whether you are a cross-registered NTID student (Y/N), and lists your program advisor/s. Every audit is assigned an audit number and a date the audit was run.

RIT Tiger Tracks Degree Tracking System

Find Student ID Name Degree Program Level Last Audit

285004862 STUDENT, GREAT BS ISMK Hospitality and Se 4th yr 03/25/2007

Audit History What If Planner Notes Exceptions

Audit Format: Student Information View Audit Process New

Include in-progress classes Include preregistered classes Refreshed 03.25.2007 at 19:10

Rochester Institute of Technology

Student Information AB309921 as of 03/25/07 19:34

Student	STUDENT, GREAT	ID	123006789
College	Applied Science & Technology	NTID	N
Program	ISMK Hospitality and Service Management	Cum GPA	2.65
Level	Fourth Year	Advisor 1	SACKLER, WARREN
Degree	Bachelor of Science	Advisor 2	
Exp Grad Date			

■ Degree in Bachelor of Science Catalog Year: 2005-2006 Credits Applied : 180

Legend

- ☒ Complete
- ☒ Complete except for classes in-progress
- ☐ Not Complete
- ☒ Nearly complete - see advisor

This legend identifies the symbols used throughout the audit.

Rochester Institute of Technology

Student Information AB309921 as of 03/25/07 19:34

Student	STUDENT, GREAT	ID	123006789
College	Applied Science & Technology	NTID	N
Program	ISMK Hospitality and Service Management	Cum GPA	2.65
Level	Fourth Year	Advisor 1	SACKLER, WARREN
Degree	Bachelor of Science	Advisor 2	
Exp Grad Date			

■ Degree in Bachelor of Science Catalog Year: 2005-2006 Credits Applied : 180

Requirement	Status
Minimum GPA Requirement currently met	<input checked="" type="checkbox"/>
Writing Requirement	<input checked="" type="checkbox"/>
Wellness Education Requirements	<input checked="" type="checkbox"/>
Liberal Arts General Education Requirements	<input checked="" type="checkbox"/>
Program Requirements	<input type="checkbox"/>

Still Needed See block: Program in Hospitality & Service Management

The second block provides an overview of the major requirements of your degree and checks those that have been met to date. Missing requirements are marked “Still Needed” and refer you to a related section below. Your Catalog Year and current Credits applied are also listed here. Details for each of the sections listed in this block are detailed in the blocks that follow.

Online Courses - online.rit.edu

RIT currently offers approximately 160 courses a quarter and 51 degree and certificate programs in an online format. Students who take courses online live throughout the United States and the world, but many of them, due to convenience and course availability needs, are living right here on the RIT campus. To facilitate and ensure the success of the online experience for students, RIT provides the following:

- General support services regarding course information and RIT policies and procedures.
- A dedicated website at online.rit.edu for information and resources geared to registered online students.
- Technical support regarding myCourses (online and blended courses), *Adobe Connect* (web conference system), the Online Course Evaluation (OCE) system, *peer2peer*, and student response system (clickers).
- Wallace librarian dedicated to the unique needs of online learners.
- Group and individual exam proctoring services.
- Toll-free access to institute departments via 1-800-CALLRIT.

Additional Information

Please refer questions regarding myCourses, Online or Blended Learning to:

Phone: 1-800-CALL-RIT (v/tty)
585/475-5089 (v)
585/475-5896 (tty)
E-mail: online@rit.edu
Web: online.rit.edu

Refer questions regarding online degree and certificate options to:

Office of Part-time and Graduate Enrollment Services

Phone: 1-866-260-3950 (v/tty)
585/475-2229 (v)
585/475-5656 (tty)
E-mail: distance@rit.edu
Web: www.rit.edu/online



Online Courses are conducted through the Internet via *myCourses* and require few if any visits to campus, thereby allowing students to take courses from geographically remote locations. All online courses allow students to interact asynchronously (anytime, anywhere) with the instructor and fellow students; however some courses may require some synchronous (real-time) session as well. Though learning activities vary from course to course, typical activities include online discussions, live web-conference sessions, small group work, self-testing exercises, and simulations. Many graduate and undergraduate degrees, as well as certificate programs, can be earned completely on-line. More information is available at: www.rit.edu/online.

Blended courses offer an appealing combination of classroom and online interaction. Depending on the course content and instructor choice, most blended courses will have reduced classroom time (usually 25-50 percent) to compensate for the increased online activities that are conducted via *myCourses*. Blended courses allow for more active learning and flexible scheduling, while maintaining the face-to-face contact that is characteristic of classroom courses.

Technology-enhanced courses are on-campus classroom courses integrating various instructional technologies – using *myCourses* to distribute course materials, post grades and other feedback online and offer convenient submission of work through the Dropbox; or that use student response systems, (“clickers”), *Adobe Connect* (web-conference system), and *Adobe Presenter* (voice-annotated PowerPoint).

To identify on-line and blended courses in the Academic Planning website, go to: <http://infocenter.rit.edu>. Once there use the Search feature; select *Advanced Search*. Under Section Types choose *Specify Section Types* and then check the type of classes you are looking for. In the courses listings, the Modality column will indicate how the course is being offered.

Minimum System Requirements

- Windows XP or Macintosh OS X
- 512 Megabyte (MB) of RAM
- 56K modem (broadband recommended)
- Internet Explorer 6.0 to 7.x, Firefox 2.x, or Safari 1.3 to 2.x.

Online learning students are required to have access to a computer with Internet access. Students may be able to access these resources on campus, at work, or through other public resources, but we strongly recommend having your own computer and resources.

Some courses may require additional resources such as:

- DVD player (capable of playing US DVDs, Region 1)
- At least 1 gigabyte (GB) available hard drive space
- CD or DVD Drive for CD-ROM playback
- Sound card and speakers/headphones
- Webcam and/or microphone
- Additional software
- Additional RAM
- FAX machine
- Scanner

myCourses - mycourses.rit.edu

myCourses is the RIT campus-wide course management system that allows instructors who teach on-campus, on-line and blended courses to post course related information and interact with students in a secure online environment.

All courses have a presence in myCourses and the features of the courseware are used at the discretion of the instructor. myCourses is a user-friendly communications software that allows students and faculty to interact with each other via threaded discussions, chat, web links, and file attachments. myCourses can be accessed online at: <http://mycourses.rit.edu> with a valid RIT computer account.

Example: myCourses My Home

Example: Course Home Page Navigation

myCourses technical support is available at:

ITS HelpDesk: Gannett Building (7B-113)
Phone: 585/475-4357 (5-HELP), TTY: 585/475-2810
Email: helpdesk@rit.edu
Web: www.rit.edu/its/help

The ITS HelpDesk is open Monday through Thursday: 7:30 am–8 pm, Friday: 7:30 am– 5 pm, and Sunday 12:00 noon– 6pm. Basic assistance with myCourses is also available from the lab assistants in ITS managed computer labs. For a list of ITS managed computer labs and their hours of availability please visit http://www.rit.edu/its/services/computer_labs.

Fall Quarter (20091) ~ Registration & Billing Dates

Registration Information

Student Registration System (SIS) and STARS Operating Hours (EST)

Monday – Friday: 7 a.m. until 12 midnight
Saturday and Sunday: 9 a.m. until 12 midnight

Exceptions: Fall Quarter SIS and STARS Operating Hours begin at 6:00 a.m. on April 22, 23, 27, 29.

Registrar's Office Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Registration Dates

Year Levels (see page 3)

April 21, 2009	7, 6 & Honors and NTID Cross-Registered 5, 4
April 22	5, 4 & Honors and NTID Cross-Registered 3
April 23	3
April 24	Honors and NTID Cross-Registered 2
April 27	2
April 28	Honors and NTID Cross-Registered 1
April 29	1, 0
September 4	PREP Registration
September 7	Rochester Area Colleges (RAC) Registration

NTID Access Services

Notetaking, Interpreting, C-Print, etc.

NTID and NTID Cross-Registered Students must request the access services you need when you register for classes. Please select courses designated for services whenever possible. If you need a course that is not listed as supported, request services as soon as possible.

May 5 Deadline to request Access Services for 20091

Fall Quarter Calendar (20091)

September 7, 2009	Day, evening and online classes begin
September 12	Saturday classes begin
September 13	Last day to Add/Drop courses
September 14	First day to withdraw on-line via SIS; receive a "W" grade
October 30	Last day to withdraw on-line
November 13	Last day classes
November 16 – 20	Final exams – day classes
November 20	Last evening classes
November 21	Last Saturday and online classes
November 22 – 29	Fall/Winter break
November 26 – 28	Thanksgiving (Institute closed)

Tuition, Billing & Payment Information

Student Financial Services Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Billing & Tuition Payment Due Dates

RIT has an electronic billing (eBill) program that notifies students of their tuition charges by sending an e-mail notification to their official University e-mail account, stating that their eBill is available. Students have the option of selecting three additional email addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications. The billing notification and due dates are listed below:

July 18	Fall Quarter Billing Statement
August 19	Payment Due
September 26	Midquarter Billing Statement
October 14	Payment Due

Payment Procedures

University billing statements may be paid by credit card, cash, check or electronic check (e-check). Due dates are clearly designated on the billing statement and the Student Financial Services website. Failure to pay the amount due (or to arrange an optional payment plan by the due date) will result in a late payment fee for students without a valid deferral.

Payments may be made:

1. On-line at <https://eservices.rit.edu> using MasterCard or Discover Card (through third party vendor). The vendor charges a 2.55 percent service fee for each credit card transaction.
2. On-line using the e-check option through the eServices site (with no fee) at <https://eservices.rit.edu>
3. In person at the Student Financial Services Office: Administrative Services Building, first floor, (check, money order or cash).
4. By mail—using the printable payment form provided with the eServices bill (check payment).

Tuition Refund Schedule (Fall 20091)

Partial refunds will be made according to the following withdrawal schedule.

During first week of classes (September 7 through September 13):	
100% Refund	0% Charge
During second week of classes (September 14 through September 20):	
70% Refund	30% Charge
During third week of classes (September 21 through September 27):	
60% Refund	40% Charge
During first week of classes (September 28 through October 4):	
50% Refund	50% Charge
During fifth week of classes (October 5 through October 11):	
25% Refund	75% Charge
During sixth week and subsequent weeks of classes	
No Refund	

Please refer to pages 30-31 for complete Tuition and Refund Policies.

Winter Quarter (20092) ~ Registration & Billing Dates

Registration Information

Student Registration System (SIS) and STARS Operating Hours (EST)

Monday – Friday: 7 a.m. until 12 midnight
Saturday and Sunday: 9 a.m. until 12 midnight

Exceptions: Winter Quarter SIS and STARS Operating Hours begin at 6:00 a.m. October 21, 22, 26, 28.

Registrar's Office Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Registration

Dates

Year Levels

(see page 3)

October 20, 2009	7, 6 & Honors and NTID Cross-Registered 5, 4
October 21	5, 4 & Honors and NTID Cross-Registered 3
October 22	3
October 23	Honors and NTID Cross-Registered 2
October 26	2
October 27	Honors and NTID Cross-Registered 1
October 28	1, 0
November 27	PREP Registration
December 7	Rochester Area Colleges (RAC) Registration

NTID Access Services

Notetaking, Interpreting, C-Print, etc.

NTID and NTID Cross-Registered Students must request the access services you need when you register for classes. Please select courses designated for services whenever possible. If you need a course that is not listed as supported, request services as soon as possible.

November 3 Deadline to request Access Services for 20092

Winter Quarter Calendar (20092)

November 30, 2009	Day, evening and online classes begin
December 5	Saturday classes begin
December 6	Last day to Add/Drop courses
December 7	First day to withdraw on-line via SIS; receive a "W" grade
December 18	Last day and evening classes before break
December 19	Last Saturday classes before break
Dec. 20 – Jan. 3	Holiday break
Dec. 25 – Jan. 3	Institute closed
January 4	Day and evening classes resume
January 9	Saturday classes resume
February 5	Last day to withdraw on-line
February 19	Last day classes
February 22 – 26	Final exams – day classes
February 26	Last evening classes
February 27	Last Saturday and online classes
Feb. 28 – Mar. 7	Winter/Spring break

Tuition, Billing & Payment Information

Student Financial Services Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Billing & Tuition Payment Due Dates

RIT has an electronic billing (eBill) program that notifies students of their tuition charges by sending an e-mail notification to their official University e-mail account, stating that their eBill is available. Students have the option of selecting three additional email addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications. The billing notification and due dates are listed below:

October 31	Winter Quarter Billing Statement
November 23	Payment Due
December 19	Midquarter Billing Statement
January 6	Payment Due

Payment Procedures

University billing statements may be paid by credit card, cash, check or electronic check (e-check). Due dates are clearly designated on the billing statement and the Student Financial Services website. Failure to pay the amount due (or to arrange an optional payment plan by the due date) will result in a late payment fee for students without a valid deferral.

Payments may be made:

1. On-line at <https://eservices.rit.edu> using MasterCard or Discover Card (through third party vendor). The vendor charges a 2.55 percent service fee for each credit card transaction.
2. On-line using the e-check option through the eServices site (with no fee) at <https://eservices.rit.edu>
3. In person at the Student Financial Services Office: Administrative Services Building, first floor, (check, money order or cash).
4. By mail—using the printable payment form provided with the eServices bill (check payment).

Tuition Refund Schedule (Winter 20092)

Partial refunds will be made according to the following withdrawal schedule.

During first week of classes (November 30 through December 6):

100% Refund 0% Charge

During second week of classes (December 7 through December 13):

70% Refund 30% Charge

During third week of classes (December 14 through December 21):

60% Refund 40% Charge

During fourth week of classes (December 22 through January 3):

50% Refund 50% Charge

During fifth week of classes (January 4 through January 10):

25% Refund 75% Charge

During sixth week and subsequent weeks of classes

No Refund

Please refer to pages 30-31 for complete Tuition and Refund Policies.

Spring Quarter (20093) ~ Registration & Billing Dates

Registration Information

Student Registration System (SIS) and STARS Operating Hours (EST)

Monday – Friday: 7 a.m. until 12 midnight
Saturday and Sunday: 9 a.m. until 12 midnight

Exceptions: Spring Quarter SIS and STARS Operating Hours begin at 6:00 a.m. January 27, 28, February 1, 3.

Registrar's Office Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Registration Dates

Year Levels (see page 3)

January 26	7, 6 & Honors and NTID Cross-Registered 5, 4
January 27	5, 4 & Honors and NTID Cross-Registered 3
January 28	3
January 29	Honors and NTID Cross-Registered 2
February 1	2
February 2	Honors and NTID Cross-Registered 1
February 3	1, 0
March 5	PREP Registration
March 8	Rochester Area Colleges (RAC) Registration

NTID Access Services

Notetaking, Interpreting, C-Print, etc.

NTID and NTID Cross-Registered Students must request the access services you need when you register for classes. Please select courses designated for services whenever possible. If you need a course that is not listed as supported, request services as soon as possible.

February 9 Deadline to request Access Services for 20093

Spring Quarter Calendar (20083)

March 8, 2010	Day, evening and online classes begin
March 13	Saturday classes begin
March 14	Last day to Add/Drop courses
March 15	First day to withdraw on-line via SIS; receive a "W" grade
April 30	Last day to withdraw with a "W" grade
May 14	Last day classes
May 15	Last Saturday and online classes
May 17 – 21	Final exams – day classes
May 21	Last evening classes
May 21	Academic Convocation and Commencement Ceremonies
May 22	Commencement Ceremonies
May 31	Memorial Day - Institute Closed
May 23 – June 6	Spring/Summer Break

Tuition, Billing & Payment Information

Student Financial Services Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Billing & Tuition Payment Due Dates

RIT has an electronic billing (eBill) program that notifies students of their tuition charges by sending an e-mail notification to their official University e-mail account, stating that their eBill is available. Students have the option of selecting three additional e-mail addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications. The billing notification and due dates are listed below:

February 6	Spring Quarter Billing Statement
February 24	Payment Due
March 20	Spring Midquarter Billing
April 9	Payment Due

Payment Procedures

University billing statements may be paid by credit card, cash, check or electronic check (e-check). Due dates are clearly designated on the billing statement and the Student Financial Services website. Failure to pay the amount due (or to arrange an optional payment plan by the due date) will result in a late payment fee for students without a valid deferral.

Payments may be made:

1. On-line at <https://eservices.rit.edu> using MasterCard or Discover Card (through third party vendor). The vendor charges a 2.55 percent service fee for each credit card transaction.
2. On-line using the e-check option through the eServices site (with no fee) at <https://eservices.rit.edu>
3. In person at the Student Financial Services Office: Administrative Services Building, first floor, (check, money order or cash).
4. By mail—using the printable payment form provided with the eServices bill (check payment).

Tuition Refund Schedule (Fall 20091)

Partial refunds will be made according to the following withdrawal schedule.

During first week of classes (March 8 through March 14):

100% Refund 0% Charge

During second week of classes (March 15 through March 21):

70% Refund 30% Charge

During third week of classes (March 22 through March 28):

60% Refund 40% Charge

During fourth week of classes (March 29 through April 4):

50% Refund 50% Charge

During fifth week of classes (April 5 through April 11):

25% Refund 75% Charge

During sixth week and subsequent weeks of classes

No Refund

Please refer to pages 30-31 for complete Tuition and Refund Policies.

Summer Quarter (20094) ~ Registration & Billing

Registration Information

Student Registration System (SIS) and STARS Operating Hours (EST)

Monday – Friday: 7 a.m. until 12 midnight
Saturday and Sunday: 9 a.m. until 12 midnight

Registrar's Office Operating Hours

Monday–Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:30 p.m.

Registration Dates

Year Levels (see page 3)

April 13, 2010	7, 6 & Honors and NTID Cross-Registered 5, 4
April 14	5, 4 & Honors and NTID Cross-Registered 3
April 15	3
April 16	Honors and NTID Cross-Registered 2
April 19	2
April 20	Honors and NTID Cross-Registered 1
April 21	1, 0
June 4	PREP Registration; No RAC Registration in Summer

NTID Access Services, Notetaking, Interpreting, C-Print

NTID and NTID Cross-Registered Students must request the access services you need when you register for classes. Please select courses designated for services whenever possible. If you need a course that is not listed as supported, request services as soon as possible.

April 27 Deadline to request Access Services for 20094

Summer Quarter Calendar (20094)

June 7, 2010	Day, Evening and On-line Classes Begin
June 12	Saturday Classes Begin
June 13	Last Day to Add/Drop Courses
June 14	First day to withdraw on-line via SIS; receive a "W" grade (summer quarter)
July 5	Independence Day observed (Institute Closed)
July 30	Last Day to Withdraw with a "W" Grade (for Summer Quarter Classes)
August 13	Last Day Classes
August 16–19	Final Exams – Day Classes
August 20	Last Evening Classes
August 21	Last Saturday and On-line Classes

Summer Quarter courses vs. shorter Session courses

In the summer, a number of colleges offer courses that run in one-to six-week increments. These courses follow a different withdrawal and refund schedule than the eleven-week quarter courses. Exam schedules for these courses are determined by the instructors.

Short Course Add/Drop & Refund Schedule

Session Length	% Reduction of Institute Charges
1, 2, 3 and 4 week sessions	
Prior to second class	100%
After the second class	0%
5 and 6 week sessions	
Prior to third class	100%
Third class through Friday of the second week of classes	40%
Beginning Monday of the third week of classes	0%

Withdrawal Schedule For Short Courses:

1 Week: 3rd Day of Session	4 Weeks: 12th Day of Session
2 Weeks: 6th Day of Session	5 Weeks: 15th Day of Session
3 Weeks: 9th Day of Session	6 Weeks: 18th Day of Session

Tuition, Billing & Payment Information

Student Financial Services Operating Hours

Monday–Friday 8:30 a.m. – 4:30 p.m.

Billing & Tuition Payment Due Dates

RIT has an electronic billing (eBill) program that notifies students of their tuition charges by sending an e-mail notification to their official University e-mail account, stating that their eBill is available. Students have the option of selecting three additional email addresses to allow for a parent, guardian, sponsor, or other authorized user to receive eBill notifications. The billing notification and due dates are listed below:

May 1	Summer Quarter Billing Statement
May 20	Payment Due
June 16	Summer Midquarter Billing Statement
June 30	Payment Due

Payment Procedures

University billing statements may be paid by credit card, cash, check or electronic check (e-check). Due dates are clearly designated on the billing statement and the Student Financial Services website. Failure to pay the amount due (or to arrange an optional payment plan by the due date) will result in a late payment fee for students without a valid deferral.

Payments may be made:

1. On-line at <https://eservices.rit.edu> using MasterCard or Discover Card (through third party vendor). The vendor charges a 2.55 percent service fee for each credit card transaction.
2. On-line using the e-check option through the eServices site (with no fee) at <https://eservices.rit.edu>
3. In person at the Student Financial Services Office: Administrative Services Building, first floor, (check, money order or cash).
4. By mail—using the printable payment form provided with the eServices bill (check payment).

Tuition Refund Schedule (Summer 20094)

Partial refunds will be made according to the following withdrawal schedule.

During first week of classes (June 7 through June 13):

100% Refund 0% Charge

During second week of classes (June 14 through June 20):

70% Refund 30% Charge

During third week of classes (June 21 through June 27):

60% Refund 40% Charge

During fourth week of classes (June 28 through July 4):

50% Refund 50% Charge

During fifth week of classes (July 5 through July 11):

25% Refund 75% Charge

During sixth week and subsequent weeks of classes

No Refund

Please refer to pages 30-31 for complete Tuition and Refund Policies.

Tuition and Payment Information

The following tuition rates and assessment policies have been included for quick reference. For complete tuition, fee, room and board details please refer to the appropriate RIT Official Bulletin or to the Student Financial Services Office website at rit.edu/sfs/billing.

RIT Tuition Rates 2009 - 20010

Matriculated Program Type	Part-Time Rate (1-11 credit hrs.)	Full-Time Rate (12-20 credit hrs.)
Day Undergraduate	\$641/credit hr.	\$9622/quarter
Day Graduate	\$876/credit hr.	\$10,511/quarter (12-18 credit hrs.)
NTID Undergraduate	\$379/credit hr.	\$3411/quarter
NTID Graduate	\$417/credit hr.	\$3753/quarter
NTID International Undergraduate	\$758/credit hr.	\$6822/quarter
NTID International Graduate	\$834/credit hr.	\$7506/quarter
Evening Division Undergraduate	\$432/credit hr.	\$432/credit hr.

- Courses taken for audit are assessed tuition at one-half of the normally assessed rate.
- Matriculated undergraduate students registered for over 20 credit hour are charged full-time tuition plus the applicable credit hour rate for each hour over 20.
- Matriculated graduate students registered for more than 18 credit hours are charged the full-time rate, plus the applicable credit hour rate for each hour over 18.
- The Institute reserves the right to change its prices and pricing policies without prior notice.

Payment Procedures

Quarterly payment procedures are included with the registration information on pages 17-20. Payments made by check should be payable to Rochester Institute of Technology. Late payment fees will be assessed on accounts which are past due as of each billing due date. Since there are two (2) billings per quarter there is a potential that two (2) late fees (total maximum of \$150.00) may be assessed as well.

Tuition Assessment Policies

- Matriculated students are assessed the tuition and fee rate associated with their program type, regardless of the course(s) taken.
- Non-matriculated students are assessed the tier 2 day undergraduate tuition rate for day undergraduate courses, the evening undergraduate rate for evening undergraduate courses (sections 70-94), and the graduate rate for graduate courses.

PAST DUE AMOUNT

\$100.00 thru \$500.00	\$25.00
\$500.01 thru \$1000.00	\$50.00
Over \$1000.00.....	\$75.00

LATE PAYMENT FEE

Note: Students must be in good financial standing with RIT to register for subsequent quarters.

Payment Options

Quarterly	Eligibility	Terms
Full Quarterly payment	All students	Payment in full by billing due date. Payments received after each billing due date are subject to a late payment fee.
Deferred payment plan	All students	\$25 participation fee. Students must be paid in full from the prior quarter. 50% of net "out of pocket" quarterly balance due with registration. A deferred payment agreement form must be completed and submitted to Student Financial Services on or before the start of classes. The remaining 50% is due by the mid-quarter bill due date. Payments received after that date will be assessed a late payment fee.
Company deferred	Students who have official verification of their employer's tuition reimbursement practice.	Students must be paid in full from prior quarter. In lieu of payment, official verification form must be submitted quarterly. Full payment for the quarter is due by mid-quarter bill due date (regardless of whether the employer has reimbursed student or not). Payments received after that date will be assessed a late payment fee.
Veteran payment option	All veterans who are certified for VA educational benefits by the RIT's Office of Veteran's Affairs.	Students must be paid in full from prior quarter. The student submits an authorized veteran deferment form in lieu of payment. The student pays monthly in accordance with their scheduled VA benefit checks. Unpaid balances from prior quarters are subject to a late payment fee.
Annual	Eligibility	Terms
Monthly payment plan	Matriculated day undergraduate and graduate students	The plan, which offers flexibility in both timing and method of payment, carries no interest or finance charge, but does require a \$50 administrative fee. Students must be paid in full from the prior school year. Students submit enrollment and housing plans for the upcoming academic year by June 15. Projected net annual amount due is divided into 10 monthly installments. First monthly payment is due August 1, prior to the beginning of the school year. The minimum net annual amount due must be \$1000 (\$100 per month). Students must register for a minimum of 2 quarters during the Academic year. Applications cannot be accepted after September 7, 2009.

Tuition and Payment Information

Full Time Matriculated Day and Graduate Division Refund Policies

It is the student's responsibility, not the instructor's, to assure that the "Institute Withdrawal or Leave of Absence Form" has been completed appropriately and submitted to the home academic department. The acceptable reasons for withdrawal with refund during the quarter are:

For a full refund:

1. Active military service: A student called to active military service during the first eight weeks of the term may receive a full tuition refund. If called after the eighth week, he may elect to complete the course by making special arrangements with both his or her instructor and department, or to withdraw and receive a full tuition refund. If the student withdraws, he/she will have to repeat the course at a later date.
2. Academic reasons: Students sometime register before grades from the previous quarter are available. If such a student later finds that he or she is subject to academic suspension, or has failed prerequisites, the student will be given a full refund upon withdrawal.

For a partial tuition refund:

A student must officially withdraw from all courses or take leave of absence from the Institute in order to be eligible for a partial tuition refund. A partial refund will be made during a quarter, in accordance with the quarterly tuition refund schedule, if withdrawal/leave of absence is necessitated for one of the following reasons:

1. Illness, certified by the attending physician, causing excessive absence from classes.
2. Withdrawal for academic reasons at the request of the Institute during a quarter.
3. Transfer by employer, making class attendance impossible.
4. Withdrawal for academic or personal reasons at the request of the student, approved by the student's advisor or department representative, and Student Financial Services.

NOTE:

Non-attendance does not constitute an official withdrawal. Official withdrawal from courses is required even if the student is not eligible for a tuition refund. The final grade is determined by the official withdrawal documentation.

Access to eServices (<http://eservices.rit.edu>) allows students, parents and payers to view current account activity, most recent and prior billing statements, Tiger Bucks and food debit balances. It also gives them the ability to make eCheck payments. Now course schedules and grades can also be seen on-line by parents and other authorized individuals.

Students are required to have an active RIT computer account to log into this site. Parents/payers are given access by the student.

Part Time & Evening Division Refund Policies

Students may drop courses during the first six days of a quarter (the Add/Drop period) without financial penalty. Students can drop courses through telephone or Student Information System (SIS) registration, at their college/department, or at the Registrar's Office.

Following the official Add/Drop period, students may withdraw online using the Student Information System (SIS).

The date on which the Withdrawal is completed, is the date used to determine the tuition proration in accordance with the quarterly tuition refund schedule. It is the student's responsibility (not the instructor's) to assure the course withdrawal is properly processed.

Please note that official withdrawal from courses is required even if the student is not eligible for a tuition refund. The final grade is determined by the official withdrawal documentation.

NOTE: Non-attendance does not constitute an official withdrawal. Should the student find it necessary to drop or withdraw from a course, the net refund will be calculated in accordance with the quarterly payment received, the tuition charged as outlined in the schedule below, any current quarter fees and any balance remaining from the previous quarter.

NOTE: Tuition charges for courses dropped (with no grade assigned) during the official drop period (first 6 days of classes during the specified quarter) will be credited in full.

If institutional charges are reduced due to withdrawal, Financial Aid Programs are reimbursed before a cash refund is issued to the student. The student is also responsible for any unpaid balance at the time of withdrawal. Aid programs are reimbursed in the following sequence: Federal Direct Loans, Perkins Loans, Federal Pell Grants, Federal SEOG, other federal aid, state aid, institutional aid. If a credit balance still remains, the student is then issued a refund.

Questions or comments regarding institutional charge and refund structures are welcome to be submitted to the Student Financial Services Office at any time.

Enrollment deposits are non-refundable.

Any student who intentionally defrauds or attempts to defraud the Institute of tuition, fees, or other charges or who gives false information in order to obtain financial aid is subject to legal liability, prosecution and Institute disciplinary action.

Business Hours

Student Financial Services
Administrative Services Building (87) First Floor

Monday - Friday, 8:30 a.m. until 4:30 p.m.

Phone: 585/475-6186 V/TTY

Fax: 585/475-5307

2009-2010 Academic Calendar

2009 - 2010

R·I·T

Institute Calendar

FALL QUARTER (20091)

April 21–September 7, 2009	Fall Registration
September 7 (Labor Day)	Day, evening and online classes begin
September 12	Saturday classes begin
September 13 (Sunday)	Last day to add/drop courses
September 14 (Monday)	First day to withdraw on-line via SIS; receive “W” grade
October 30	Last day to withdraw on-line with a “W” grade
November 13	Last day classes
November 16, 17, 18, 19, 20	Final exams – day classes
November 20	Last evening classes
November 21	Last Saturday and online classes
November 22 (Sunday)	Final grades due by 11:55 p.m.
November 22–November 29	Fall/Winter break
November 26–November 28	Institute closed

WINTER QUARTER (20092)

October 20–November 30, 2009	Winter Registration
November 30	Day, evening and online classes begin
December 5	Saturday classes begin
December 6 (Sunday)	Last day to add/drop courses
December 7 (Monday)	First day to withdraw on-line via SIS; receive a “W” grade
December 18	Last day and evening classes before holiday break
December 19	Last Saturday classes before holiday break
December 20–January 3, 2010	Holiday break
December 25–January 3	Institute closed
January 4	Day and evening classes resume
January 9	Saturday classes resume
February 5	Last day to withdraw on-line with a “W” grade
February 19	Last day classes
February 22, 23, 24, 25, 26	Final exams – day classes
February 26	Last evening classes
February 27	Last Saturday and online classes
March 1 (Monday)	Final grades due by 11:55 p.m.
February 28–March 7	Winter/Spring break

SPRING QUARTER (20093)

January 26–March 8, 2010	Spring Registration
March 8	Day, evening and online classes begin
March 13	Saturday classes begin
March 14 (Sunday)	Last day to add/drop courses
March 15 (Monday)	First day to withdraw on-line via SIS; receive a “W” grade
April 30	Last day to withdraw on-line with a “W” grade
May 14	Last day classes
May 15	Last Saturday classes
May 17, 18, 19, 20, 21	Final exams – day classes
May 21	Last evening and online classes
May 21 (Friday)	Academic Convocation and Commencement ceremonies
May 22 (Saturday)	Commencement ceremonies
May 24 (Monday)	Final grades due by 11:55 p.m.
May 23–June 6	Spring/Summer break
May 31	Memorial Day - Institute closed

SUMMER QUARTER (20094)

April 13–June 7, 2010	Summer Registrtrion
June 7	Day, evening and online classes begin
June 12	Saturday classes begin
June 13 (Sunday)	Last day to Add/Drop courses
June 14 (Monday)	First day to withdraw on-line via SIS; receive a “W” grade
July 5	Independence Day observed (Institute closed)
July 30	Last day to withdraw on-line with a “W” grade
August 13	Last day classes
August 16, 17, 18, 19	Final exams – day classes
August 20	Last evening classes
August 21	Last Saturday and online classes
August 23 (Monday)	Final Grades due by 11:55 p.m.

September 2009

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

S	M	T	W	R	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2010

S	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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March 2010

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2010

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

S	M	T	W	R	F	S
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2	3	4	5	6	7	8
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30	31					

June 2010

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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July 2010

S	M	T	W	R	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Campus Sources of Information and Assistance

For Information About:	Contact:
Academic Support /Tutoring	Academic Support Center, 2309 Eastman Building, (585) 475-6682 (v/tty)
Adding/Dropping Courses	Online on SIS via infocenter.rit.edu , or in person at your college/department, or at the Registrar's Office.
Address Change	Online on SIS via infocenter.rit.edu , or in person at your college/department, or at the Registrar's Office.
Academic Advising	In person at your college/department.
Advising, Internal Transfer	Internal transfers, University Studies Program, (585) 475-4027.
Ambulance/Emergency	Public Safety, 1250 Grace Watson Hall, (585) 475-3333 (v), (585) 475-6654 (tty)
Bills, Charges, Student Accounts	Online on SIS at finweb.rit.edu/sfs or at Student Financial Services, Administrative Services Bldg. 87 (first floor)
Books and Course Supplies	Barnes & Noble @ RIT, 100 Park Point Drive, (585) 424-6766, rit.bncollege.com
Career Services and Testing	Counseling Center, 2100 August Center, (585) 475-2261 (v), (585) 475-6897 (tty)
Change of Program/Major	In person at your college/department and with your "new" college/department, or University Studies Program.
Clubs and Organizations	Center for Campus Life, (585) 475-7685 or online at clubs@rit.edu
Computer Accounts & Assistance	ITS HelpDesk, 1113 Gannett Bldg., (585) 475-4357 (v), (585) 475-2810 (tty), rit.edu/its/help
Co-op and Permanent Job Placement	Cooperative Education and Career Services, 1125 Bausch and Lomb Building, (585) 475-2301 (v), (585) 475-6905 (tty) or online at: rit.edu/co-op/careers
Copying, Digital Printing, Fax	HUB, 1100 Crossroads Building, (585) 475-6353 (v), (585) 475-6287 (tty), (585) 475-6897 (fax)
Counseling, Personal	Counseling Center, 2100 August Center, (585) 475-2261 (v), (585) 475-6897 (tty)
Cross Registration w/area Colleges	In person through your college/department, and then the Registrar's Office, (585) 475-2821
Credit Union	1st Priority Federal Credit Union, A530 SAU,* (585) 475-6528 (v) and (585) 475-7335 (tty)
Cultural Affairs & Academic Success	North Star Center, 2300 SAU,* (585) 475-4704 (v/tty)
Disability Services	Disability Services Office, 2342 Eastman Building, (585) 475-7804
Disciplinary Appeals	Student Conduct and Conflict Management Services, 2460 SAU,* (585) 475-5662
Dispute Resolution	Student Problem Resolution Office, 1110 SAU,* (585) 475-7200 (v), (585) 475-7595 (tty)
Employment, Student	Student Employment Office, Administrative Services Bldg. (585) 475-2631 (v), (585) 475-2837 (tty)
Enrollment Verifications	On-line at infocenter.rit.edu or Registrar's Office, 1202 George Eastman Building, (585) 475-2821
Fax Services	OCASA Office, SAU,* 1140 (RITreat), (585) 475-6680 (v/tty), (585) 475-7440 (fax)
Financial Aid and Scholarships	Financial Aid & Scholarships, Bausch and Lomb Building, (585) 475-2186 (v), (585) 475-6909 (tty)
First-Year Enrichment Program	First-Year Enrichment, 1120 Grace Watson Hall, (585) 475-7033
GMAT/GRE Exams	Academic Support Center, 2309 Eastman Building, (585) 475-6682 (v/tty)
Health Service/Emergency	Student Health Center, 1100 August Center, (585) 475-2255 (v) and (585) 475-5515 (tty)
Honors Program	Academic Enhancement Programs, Building 13-1332, (585) 475-4466 (v/tty)
Housing, On- and Off-campus	Housing Operations, (585) 475-2572 (v), Residence Life, (585) 475-6022 (v/tty)
ID Cards	Registrar's Office, 1202 George Eastman Building, (585) 475-2821
Institute Policies and Procedures	Online at rit.edu/academicaffairs/manual
International Student Services	International Student Services, 2330 SAU,* (585) 475-6943(v/tty)
Intramurals	Wellness and Recreation, Hale-Andrews Student Life Center, (585) 475-2620 (v/tty)
Leadership Training	Leadership and Community Services Programs, (585) 475-6171 (v/tty)
Leave of Absence	In person at your college/department.
Lost and Found	Public Safety, 1250 Grace Watson Hall, (585) 475-2853 (v/tty), (585) 475-6654 (tty)
Mail (Residence Hall)	Postal Station, Nathaniel Rochester Hall, (585) 475-2518 (v), (585) 475-5714 (tty)
Maps, to and around Campus	Online at: inside.rit.edu/maps/
Meal Plans	Dining Services, A527 SAU,* (585) 475-2071 (v), (585) 475-2228 (tty)
Media Resources	Educational Technology Center (ETC), A610 Wallace, (585) 475-2551(v), (585) 475-6295 (tty)
Online Learning, MyCourses	Online Learning Office, A660 Wallace, (585) 475-5089 (v), (585) 475-5896 (tty)
Parking, Vehicle Registration	Parking and Transportation, 1317 Grace Watson Hall, (585) 475-2074 (tty)
Religious Services	Center for Religious Life, Schmitt Interfaith Center, (585) 475-2135 (v/tty)
Student Rights & Responsibilities	Online at: rit.edu/studentconduct
Study Abroad	Academic Enhancement Programs, Building 13-1316, (585) 475-7634 (v/tty)
Transcripts	Registrar's Office, 1202 George Eastman Building
Transfer Credit	Your academic adviser. Your college/department.
Wellness Education Requirement	Assistant Director/Wellness, Building 23-1220, 475-6995 (v)
Withdrawing from a course	Online at infocenter.rit.edu at Student Info Systems (SIS) link (first 8 weeks of a quarter)
Withdrawing from RIT	In person at your college/department.
Women's Issues	Women's Center, A450 SAU,* (585) 475-7464 (v/tty)

* SAU (Student Alumni Union)

Registration Form

R.I.T

Rochester Institute of Technology REGISTRATION FORM

RIT will admit and hire women, veterans, persons with disabilities, and individuals of any race, creed, religion, color, national or ethnic origin, sexual orientation, age, or marital status, in compliance with all appropriate legislation.

Refer to the RIT Registration Guide for registration and payment procedures at <http://infocenter.rit.edu> for registration and payment procedures.

Current or Past RIT Affiliation(s): ☐ Faculty/Staff ☐ Student ☐ Alumni ☐ Other ☐ None

Date _____ Quarter: ☐ Fall (20091) ☐ Winter (20092) ☐ Spring (20093) ☐ Summer (20094)

Student Name _____ University ID Number _____
Last First Middle

NEW STUDENTS - Please complete the following personal data section.

Date of Birth _____
Month Day Year

Gender ☐ M ☐ F

Ethnic Origin - (optional)
For Reporting to Federal Government

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

Number & Street _____

City/State/Zip Code _____

Province/Postal Code _____

- ☐ C - White (Non-Hispanic Origin)
☐ B - Black (Non-Hispanic Origin)
☐ O - Asian or Pacific Islander
☐ I - Am. Indian or Alaskan Native
☐ S - Hispanic
☐ T - Other

Telephone Numbers (Appear on Classlists)

Home ____/____/____ Day (9am - 5pm) ____/____/____ Cell ____/____/____

Country of Origin _____ State of Permanent Residence _____

NYS County of Permanent Residence _____

E-mail Address _____
Required to generate an RIT computer account on-line

- Education Level - (required)**
☐ high school, no diploma
☐ high school graduate/GED
☐ some college, no bachelor's degree
☐ bachelor's degree

Are you currently enrolled in a degree/certificate program at RIT? ☐ Yes ☐ No

If no, are you interested in pursuing a degree/certificate? ☐ Yes ☐ No

If yes, please list any areas you are interested in: _____

COURSE REQUEST: Some courses may require departmental approval and/or advising prior to registration.

COURSE NUMBER	CREDIT HRS.	COURSE TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mail to:
Rochester Institute of Technology
Registrar's Office
George Eastman Bldg.
27 Lomb Memorial Drive
Rochester, NY 14623-5603

Fax to:
585/475-7005

Registrar's Office Use Only

Date Received: _____

Date Processed: _____

Processed By: _____

Rev. 8/09



Rochester Institute of Technology

Office of the Registrar

George Eastman Building, Room 1202

27 Lomb Memorial Drive

Rochester, NY 14623-5604

phone: 585/475-2821

e-mail: registrar@rit.edu