Graduate Advising Syllabus 2014-2015

Computer Science Department

Student Services Office

Location: GOL (70), Room 3005; Monday – Friday; 8:30am – 4:30pm (Year Round)

(585) 475-2995

gradadvising@cs.rit.edu

www.cs.rit.edu

Graduate Program Advising:

Graduate Director	Academic Advisor (A-F)	Academic Advisor (G-Z)
Hans-Peter Bischof	Rebecca O'Connor	Cindy Wolfer
hpb@cs.rit.edu	rebecca@cs.rit.edu	cindy@cs.rit.edu

Advising Model:

In addition to the Graduate Coordinator and faculty advisors, an academic advisor has been assigned to you based on the first letter of your last name. The CS academic advisors hold walk in hours when you may come in and get assistance without an appointment. If you would prefer an individual appointment, you can make one in advance by emailing your academic advisor or by stopping by the CS Student Services Office. Please, no same day appointments.

Advising Walk In Hours:

In addition to scheduling an appointment, students have the option to attend Walk In Advising Hours in the CS Student Services Office with their assigned advisor. Walk in hours operate on a first come, first served basis and allow students to meet with their advisor to address advising matters such as schedule changes/planning, worksheet questions, change of program out of Computer Science, course withdrawal, concerns with a course, and co-op. If your advisor determines your needs are beyond the scope of walk in hours, you may be asked to make an appointment so we can provide you with the time to fully answer your questions. Please be patient as there may be a wait, especially during busy times of the semester (Add/Drop, Registration, Course Withdrawal deadline). We will make every effort to get through as many students as possible before walk in hours end. There are no walk in hours when classes are not in session, during final exams, break weeks, intersession, or during the summer. For a detailed schedule, please see the chart below:

TIME	WEDNESDAY	THURSDAY	
1:00pm		**Graduate A-F** 1:00pm-2:00pm Rebecca	**Graduate G-Z** 1:00pm-2:00pm Cindy
2:00pm	**Graduate G-Z** 2:00pm-3:00pm Cindy	**All BS/MS** 2:00pm-3:00pm Christina	

No Walk In Hours when classes are not in session, during final exams, break weeks, intersession or during the summer.

Confidentiality:

- **Family Educational Rights and Privacy Act (FERPA):** FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. As a student at RIT, your education records are confidential, and details about your records will not be released without your permission.
- **Email:** Due to security issues related to email, your advisor may not be able to respond to certain questions via email, if doing so may inadvertently release confidential information. If you have questions related to your personal academic status or records, schedule an appointment to meet with your advisor in person.
- **Communication with Others**: Your parents and other third parties do not have access to your records, and your advisor will not discuss details of your records without your permission. For this reason, your advisor will refer third parties to communicate directly with you concerning academic issues. Therefore, we encourage you to be proactive by maintaining open communication with other third parties regarding your education. You should assume responsibility for your education and any transactions with the Institute.

Philosophy of Advising:

The Department of Computer Science academic advising program guides and empowers you to make decisions that enhance your educational, personal and professional growth and development.

We share a unified vision of being at the forefront of emerging academic services and support the mission of Rochester Institute of Technology. Our approach is intentional and collaborative, focusing on supporting the individual and not the aggregate. Academic advising is teaching. While the outcomes of advising are not always tangible, together we will work to shift problems to possibilities, to focus on being proactive instead of reactive, and to celebrate your personal achievements.

Both advisor and advisees share responsibility for making the advising relationship succeed. It is important that you, the student, are aware of my responsibilities as your advisor and my expectations of you as an advisee. The advising team has developed this agreement in hopes of better serving you and improving the advising relationship.

Advisor Responsibilities

- Be knowledgeable about and effectively communicate the curriculum, graduation requirements, and Institute and Department policies and procedures.
- Encourage you to assume responsibility for your educational plans and decision making.
- Assist you in clarifying your academic, career, and personal goals while providing guidance, support, and advocacy.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Be accessible to answer your questions through office hours, scheduled appointments, email, and phone.
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Provide you with information about and strategies for utilizing the available resources and services on and off campus.

Advisee Responsibilities

- Become knowledgeable about your degree requirements and Institute and Department policies and procedures.
- Take responsibility for your decisions, actions and inactions.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be an active learner by participating fully in the advising experience and being proactive rather than reactive to obstacles you may encounter.
- Plan ahead and come prepared to office hours and an advising meeting with questions or issues for discussion.
- Be honest, open, and willing to receive and act upon recommendations from your advisor.
- Check email on a regular basis.
- Explore and utilize campus and community resources.