



Golisano College of Computing & Information Sciences Advising Syllabus 2015-2016



Department of Computer Science

Office Information:

Location: Golisano 3005

Phone: 585-475-2995

Fax: 585-475-4935

Email: UG advising@cs.rit.edu;

Grad gradadvising@cs.rit.edu

Mailing Address: 102 Lomb Memorial Drive Rochester, NY 14623

Office Hours: Monday-Friday 8:30AM-4:30PM

Website: www.cs.rit.edu

Facebook: [Computer Science at RIT](https://www.facebook.com/ComputerScienceatRIT)

Twitter: [@ritcs](https://twitter.com/ritcs)

Academic Advisors:

**Undergraduate and Graduate
Last Name A – F**



Rebecca O'Connor
Academic Advisor
rlovcs@rit.edu

**All Double Majors;
Undergraduate
Last Name G – M**



Mina Pulcini
Sr. Academic Advisor
mpldc@rit.edu

**All BS/MS;
Undergraduate
Last Name N – Z**



Christina Rohr
Sr. Academic Advisor
ctrvcs@rit.edu

**Graduate
Last Name G – Z**



Cindy Wolfer
Academic Advisor
cawvcs@rit.edu

How to Contact Your Advisor: Your advisor should be your first point of contact for assistance and advising. An academic advisor has been assigned to you based on the first letter of your last name. To schedule an appointment, please call the CS Student Services Office at 585-475-2995 or stop by our office suite in Golisano 3005. We do not do same day appointments, but please speak with the front desk in the case of an emergency. Appointments are typically held between the hours of 9am and 4pm.

Advisors are also available via email to answer questions. Advisors use your RIT email account as the primary means of contacting students. If you use another email, you should forward all your RIT mail to the account you check regularly.

Communication with Family and Others: In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 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 written permission. For this reason, your advisor will refer others to communicate directly with you concerning academic issues. You should assume responsibility for your education and any transactions with the University. For more information regarding FERPA regulations, please visit the following link:

<https://www.rit.edu/fa/legalaffairs/content/frequently-asked-questions>

GCCIS Advising Philosophy:

The Golisano Advising Team is committed to the success of all students within the college. In tandem with the Institute Advising Office, we utilize a student-centered approach that enriches learning and facilitates student development in preparation for success within a diverse, global society. Academic advisors empower students to make decisions that enhance their educational, personal, and professional growth and development. Through consistent interactions, advisors build strong relationships with students. We believe academic advising is driven by students. Academic advisors guide students on how to navigate through the overall college experience.

Academic Advisor Responsibilities- What you can expect of us:

- Be knowledgeable about and effectively communicate the curriculum, graduation requirements, and University/department policies and procedures.
- Guide you in defining and developing clear and realistic educational goals, while encouraging you to take responsibility for your education plans, decisions and achievements.
- Be accessible to answer your questions through in-person, electronic, and phone appointments.
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Evaluate your progress towards degree completion and communicate any concerns.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Provide you with information about and strategies for utilizing the available resources and services on and off campus.

Advisee Responsibilities- What we expect of you:

- Become knowledgeable about your degree requirements and University/department policies and procedures.
- Accept responsibility for your decisions, your actions, and/or your inactions that affect your educational progress and goals.
- Meet regularly with your advisor during your RIT career, especially if issues or challenges arise.
- Plan ahead and come prepared to office hours and advising meetings with questions or issues for discussion.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be honest, open, and willing to receive and act upon recommendations from faculty and advisors.
- Keep a personal record of your progress towards meeting your goals.
- Be an active learner by participating fully in the advising experience and being proactive rather than reactive to obstacles you may encounter. Explore and utilize campus and community resources.
- Make a good faith effort to look for answers to your questions prior to asking for assistance.
- Demonstrate academic integrity and ethical behavior at all times.

Assistance with Issues Involving Disabilities:

Rochester Institute of Technology is dedicated to providing equal opportunity and access for every student. It is important that if you believe you need accommodations for a learning or physical disability that you make us aware of your needs. In some cases, we may refer you to the Disability Services Office, The Academic Support Center or TRiO Student Support Services. These offices provide a broad range of support services in an effort to ensure that the needs of each student are met. Through active involvement with all areas of the University, these offices are able to monitor conditions relevant to students with disabilities and provide help with decisions affecting their quality of life.