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

Department of Software Engineering

Office Information:
Location: Golisano Hall, room GOL-1690
Phone: 585-475-5461
Fax: 585-475-7909
Mailing Address: 134 Lomb Memorial Drive, Rochester, NY 14623
Office Hours: Monday-Friday 8:30am-4:30pm
Website: www.se.rit.edu

Undergraduate Academic Advisors:

Last Name A – G
Carrie Koneski
Academic Advisor
carrie@se.rit.edu

Last Name H – Z
Sarah Mittiga
Academic Advisor
sarah@se.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. **Open Advising Hours are designated for quick questions; check the sign on the SE office door for details.** To schedule an appointment, please call the SE office at 585-475-5461 or stop by our office suite in Golisano 1690. 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 10:00am and 4:00pm.

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](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.