Undergraduate Academic Advisors

GCCIS Advising Syllabus
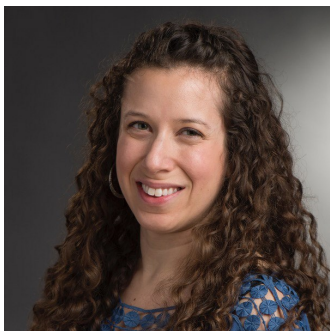
Carrie Koneski
caksma@rit.edu

Sarah Mittiga
sxmrgr@rit.edu

Joe Rozak
ejriao@rit.edu

Graduate Academic Advisor

Megan Lehman
melics@rit.edu

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.

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

How to Contact Your Undergraduate 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.

The Software Engineering department hosts Open Advising hours for same-day, quick, drop-in questions with a weekly schedule available at https://bit.ly/3pAMVwP or the QR code displayed here.   In addition, for larger issues or longer-term conversations, you may schedule a 30-minute appointment via the Starfish system. 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 service, you should forward all your RIT mail to the account you check regularly but a best practice is to only reply via your RIT email account.

Aside from Open Advising, we do not offer same day appointments. However, in the event of an urgent situation, please speak with the front desk.

How Graduate and non SE Degree students schedule appointments:
Please call the SE Office at 585-475-5461 or stop by our office suite in Golisano 1690.

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 University 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.

RIT Resilience
Success in this program depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. Your instructors and advisors strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out about any difficulty you may be having that may impact your performance in your courses or campus life as soon as it occurs and before it becomes too overwhelming. In addition to your academic advisor, you are strongly encouraged to contact the many other support services on campus that stand ready to assist you.

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 Success Center or other 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.

RIT | **Golisano** College of Computing and Information Sciences
Department of Software Engineering