RIT | College of
Art and Design

Dear Students,

The following is a **checklist of helpful recommendations** and "to-do" items as we jump into the remainder of the semester. We know you have a lot of information coming at you so we will keep this very direct.

☐ PLEASE **check your contact info in SIS**
  ▪ Make sure everything - phone numbers, emails, and home information, is up-to-date.
  ▪ Check your phone – is your voicemail set up and available for messages?

☐ **Communication between all of us is very important** – students, faculty, staff, families (FERPA consent forms are still required for us to discuss anything with anyone besides you)

☐ **Do you have internet? Do you have a computing device?**
  ▪ Be sure to contact your instructors if you have issues with the ability to access course materials online, and copy debbie.kingsbury@rit.edu

☐ **Withdrawals and Pass/Fail Options**
  ▪ Please do not consider course withdrawals at this time. You will have options to complete courses.
  ▪ Last day to withdraw is currently set for the last day of classes, April 27.
    ▪ Lots of time to discuss options with you.
  ▪ Pass / Fail Options – stay tuned for details!

☐ **How to apply for graduation** (yes, still need to apply so you can be certified, especially important if finishing in 2020!)
  ▪ Apply on SIS when you receive the email invitation from the Registrar's Office: http://sis.rit.edu
  ▪ If you have already applied, confirm that your name is listed correctly at: https://www.rit.edu/academicaffairs/commencement/book
    ▪ If your name is not how you would like it, you can correct it in SIS.
    ▪ If your name is not there, email artdesign.commencement@rit.edu with your name, UID, Program of Study, and expected graduation term.

☐ **Enrollment for Fall 2020 (2201)**
  ▪ Shopping carts for Fall Semester, are open now
  ▪ Fall enrollment begins March 30

☐ **CAD Student Services is available to assist you!** (Start with an email, but Starfish is still also available for scheduling appointments by phone or video conferencing)
  ▪ Advisor Contacts can be found in SIS or at: https://inside.cad.rit.edu/current-students/advising-mission/advising-and-contact-info/

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Helpful Links

- **RIT Coronavirus updates**, Resources, FAQ's: https://www.rit.edu/coronavirus
- **Counseling Center** Information: https://www.rit.edu/studentaffairs/counseling/health-monitoring-coronavirus
- **CADtech Response page**: https://confluence.cad.rit.edu/display/CIASKB/CADTech+COVID-19+Response
- **Financial Aid:** https://www.rit.edu/admissions/aid Samantha Perez (sjpsfa@rit.edu)
- **Registrar's website** for forms, transcripts, etc.: https://www.rit.edu/academicaffairs/registrar/
- **SIS/Enrollment help** on Inside CAD Student Services: https://inside.cad.rit.edu/current-students/academic-information/sis-enrollment-help/
- **Zoom** Audio/Video conferencing: https://rit.zoom.us/
- **Transfer Credit Preapproval** – spreadsheet and process: https://www.rit.edu/academicaffairs/registrar/transfer_test_credit
- **Campus Services:**
  - Disability Services Office: https://www.rit.edu/studentaffairs/disabilityservices/
  - Academic Success Center: vhttps://www.rit.edu/studentaffairs/asc/about/visionmission
  - Access Services: https://myaccess.rit.edu/myAccess5/
  - Spectrum Support Program: https://www.rit.edu/studentaffairs/ssp/
  - International Student Services: https://www.rit.edu/studentaffairs/iss/
  - ITS Call Center: 585-475-3500 or 1-833-323-0002. It will be open from 9 a.m. – 9 p.m. EST, seven days per week.

Campus Access (Including Booth and Gannett Hall)

- Building closures (**all students are advised to not visit campus unless absolutely necessary**)
- Undergraduates, no access after 3/20, 5pm
- Grads, no access after 3/27, 5pm
- **Starting 3/20, 5pm – no evening or weekend access for anyone**
  - Your lockers and benches will not be emptied – all are secure
  - Graduating? When we are back on campus we will work with you to get your locker contents

Check the RIT updates, and updates from CADtech - regularly refresh your browser to ensure you are seeing the most up-to-date information.

If you have **additional questions – contact us at artdesign.advising@rit.edu** and our staff can help you. (Please, Include your full fame, UID, and major in emails)