# RIT Advisors Council

**Tuesday, April 12th, 2022**  
9:00 – 10:30 AM  
CPC Bamboo Rooms 2610/2650  
[https://rit.zoom.us/j/91834130805](https://rit.zoom.us/j/91834130805)

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Welcome &amp; Announcements</td>
<td>Stephanie Bauschard, Associate Director, University Advising Office</td>
</tr>
<tr>
<td>9:05</td>
<td>Academic Success Plan Debrief Follow-Up</td>
<td>Rebecca Fletcher-Roberts, Assistant Dean, College of Health Sciences &amp; Technology, Rachel Scott, Associate Registrar</td>
</tr>
<tr>
<td>9:15</td>
<td>Academic Action Timeline</td>
<td>Rachel Scott, Associate Registrar</td>
</tr>
<tr>
<td>9:20</td>
<td>College of Liberal Arts - Curricular updates of interest for Advisors</td>
<td>Kristy Mooney Graves, Associate Director, College of Liberal Arts</td>
</tr>
<tr>
<td>9:35</td>
<td>New: MATH 171 Prerequisite</td>
<td>Corinne Teravainen, Student &amp; Administrative Support Specialist, School of Mathematical Sciences</td>
</tr>
<tr>
<td>9:50</td>
<td>SOIS – One Credit Course Offerings</td>
<td>Abby Cantwell, Assistant Director, SOIS</td>
</tr>
<tr>
<td>10:00</td>
<td>Introduction: Assistant Dean for Cross Registered Services</td>
<td>Ann Hager, Assistant Dean for Cross-registered Academic Services NTID Academic Affairs</td>
</tr>
<tr>
<td>10:15</td>
<td>Non-Registered Student Outreach</td>
<td>University Advising Office</td>
</tr>
<tr>
<td>10:25</td>
<td>Wrap-Up</td>
<td>Stephanie Bauschard, Associate Director, University Advising Office</td>
</tr>
</tbody>
</table>
Welcome & Announcements

Stephanie Bauschard, Associate Director
University Advising Office

Academic Success Plan Debrief Follow-up

Rebecca Fletcher-Roberts
Assistant Dean, College of Health Sciences & Technology
Rachel Scott, Associate Registrar

Rebecca thanked advisors for sharing feedback during the March Advisors Council meeting. Three themes emerged when reviewing the feedback: more clarity, more flexibility, and more time is needed.

Advisors need more clarity on what the ASPs are and how the plans are introduced to advisors. The summary form is a tool, but not the entire ASP. The intention of the form was to capture a summary of the important recommendations/follow-up items a student and advisor discussed. The form is also meant to be flexible to allow for individualization. If an item on the form is not relevant for the student, it does not have to be reviewed with the advisor. The third theme identified more time is needed for conversation with students. The plan should be an ongoing exchange with students.

Next steps: the working group will look at feedback and have more conversation.
- Begin to organize tools around the process based on existing best practices or tools in use.
- Pain points will be discussed.
- Student feedback would ideally be collected.
- Create opportunities to continue to talk through the ASP process.

Academic Action Timeline

Rachel Scott, Associate Registrar

Rachel shared the process will remain the same as fall semester. Advisors will use the separate queries for the suspension list & probation list. The spring semester calendar allows for the more time than the fall semester.

<table>
<thead>
<tr>
<th>Date</th>
<th>Snapshot of the Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 25th</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 26th</td>
<td>Reading day</td>
</tr>
<tr>
<td>April 27th – May 4th</td>
<td>Final exams</td>
</tr>
<tr>
<td>May 6th</td>
<td>Grades are due by 11:59pm</td>
</tr>
<tr>
<td>May 11th</td>
<td>Academic action queries are ready to run</td>
</tr>
<tr>
<td>May 19th</td>
<td>Suspension/deferred suspension forms due to the Registrar’s Office by 12pm.</td>
</tr>
<tr>
<td>May 25th</td>
<td>Queries with requested changes to probation status due to the Registrar’s Office by 12pm via Tiger File Exchanger to <a href="mailto:rmsrgr@rit.edu">rmsrgr@rit.edu</a>.</td>
</tr>
</tbody>
</table>
The Registrar’s Office will inform colleges when academic action queries are ready to run on May 11th. The queries should not be run before this notification comes out, as data may not be complete. Colleges are asked to review the suspension list first to identify students who are enrolled in summer classes, especially if the suspension will be upheld.

CRP partnerships will continue as last term.

The Registrar’s Office does not expect to see as many grades changes because alternate grading is not in place this semester. The Registrar’s Office will run a report to identify any students on probation after fall (2211), but are no longer on probation because they elected alternate grading option after the conclusion of the semester.

Question: Can we see fall or summer courses in the query?
Answer: The query will show next term enrolled—so either summer or fall.

**College of Liberal Arts Curricular updates of Interest for Advisors**

Kristy presented some helpful information regarding COLA summer courses (2218). ENGL 150 will run, but not UWRT. Courses will be mostly offered online with minimal in person offerings. It is not ideal for students to complete an immersion in one term. However, please note some students expect to do that.

Kristy also reported Comm 142 is now a lecture/lab combo. The course is still only three credits. The course is a writing intensive class and counts as a service course for CET & Saunders.

Kristy also shared the ‘FNART 256 Applied Lessons’ now has a $200 course fee. The course is becoming increasingly popular. Students are offered 15 weeks of music lessons at a very cost-effective rate.

Many subjects are also creating course shells with multiple topics. Some examples are in ENGL, HIST, MUSE, etc.

UWRT—self-directed placement continues. A small number of students may be referred to UWRT 100 during week one. Students can also take the [self-assessment survey](#) and choose to begin one semester in UWRT 100.

Question: During CRP a number of students have to retake UWRT and are funneled into one section. Could they be spread out over a few different sections?
Answer: When students are registering for the course, it may be the only section available.

When reserved seats will be released:
- Minor/Immersion Seats - 4/11/22
- Incoming 1st Year Students - 8/4/22
- Service Courses & Online Learners - 8/8/22
- COLA Major Seats - 8/15/22
- NTID Seats – 8/19/22
The APPLAS course reserve has been rolled under NTID in the College of Liberal Arts. Pam Conley helped determine this would be helpful for interpreting and captioning services.

Tip: When trying to view multiple populations that have reserve seats use view all in the search field.

Question: Is there a way to search synchronous and asynchronous at the same time?
Answer: Yes, in the student view you can search for both.

Question: Is there a way in SIS to search by college?
Answer: Yes, in the student view.

Question: For courses with a shell number and multiple topics, can students take multiple topics?
Answer: Yes, they can take multiple course IDs in the same semester. Students cannot take the same topics within a class.

Please contact Kristy Mooney Graves with any questions (kmgla@rit.edu)

New: MATH 171 Prerequisite

Corinne Teravainen, Student & Administrative Support Specialist School of Mathematical Sciences

Delayed to Corinne’s conflict. Corinne will attend the May Advisors’ Council meeting.

SOIS – One Credit Course Offerings

Abby Cantwell, Assistant Director, SOIS

Abby shared some exciting and fun one credit course options! Most courses are offered online and run 2 to 8 weeks. Students can add a course before the start date using the add/drop form. These courses are a great option for students who may not graduate due to needing an additional credit or two. The courses are also helpful if students want to work on a soft skill or more specialized skill outside of their major. Some example courses include Secret Librarian Ship, Tiger Records, Art of Astonishment, Intro to Careers in Educations, and Intro to Contemporary Social Work.

Question: Are these courses general education electives?
Answer: No, they do not count.

Question: Can they be used for pass/no pass?
Answer: Yes.

Question: If yes, and the offering starts close to the last date to w/d, can pass/no pass be added later?
Answer: The deadline (for declaring pass/no pass) is the same for all students and classes that it must be before the withdrawal deadline of the class. While these class have the off start and end times, they follow the full session calendar still.
Abby noted some of these courses wrap up before the semester is over. Student can withdraw from a course that they have already earned a grade for. If students go over 18 credits, they will need to pay for the one-credit course. Conversely, students may be impacted if removing the course brings them below 12 credits. If a student registers for one of these courses and decides they don’t want to take it before the start date, then they are able to complete an add/drop form to avoid a ‘W’.

**Introduction: Assistant Dean for Cross Registered Services**

Ann Hager, Assistant Dean for Cross-Registered Academic Services, NTID Academic Affairs

Ann joined the meeting to introduce her new role at RIT as Assistant Dean for Cross-Registered Academic Services. Cross-registered students have NTID support and are enrolled in other colleges.

There are currently 492 cross-registered students. Ann has been working with NTID supported students in SCB for 33/35 years at NTID/RIT! She brings a vast amount of institutional history to this role.

Ann described her role as an ‘ambassador’, working with many people to help share info, problem solve, and partner with DSO, advisors, etc. There are 7 students who are deaf/blind this year. Access coordination across all services for these students is complicated. Ann’s goal is to bring consistency across all support teams—same support, approach to work & responsibilities, etc. NTID coordinators will now have summer contracts to help make sure incoming students have the right schedules and access services.

Two new access coordinators will be hired to help incoming first year students regarding access needs and preferences. If a student indicates they don’t need any access services, they are often provided captioning, especially if a student does not know any sign language. There are six different support teams: CAD, SCB, GCCIS, KGCOE (CET), COS (CHST), CLA (SOIS).

Please reach out if you have questions!

**Non-Registered Student Outreach**

Non-registered student outreach for fall is open! The outreach is intended as a friendly reminder to undergraduate, active students on the main campus.
Academic Success Plan Debrief – Summary of Feedback

3.15.22 Advisors Council

Themes

- More clarity: the summary form is not the ASP
- More flexibility – students’ needs are different
- More time needed—not a “one and done” meeting

What’s next?

- More guidance on creating an individualized plan with students—needs to be flexible enough to meet different student needs, but structured and clear so that students and advisors are aligned regarding the expectations/plans.
- More opportunity for advisors to help each other maximize resources
- Begin to develop a toolkit to assist in addressing needs of particular populations (i.e. first year versus senior)
  - Advisor participation
  - Obtain student feedback to help fine tune
  - Best practices developed by RIT advising units
Spring 2022 (2215) Academic Actions Timeline

The Office of the Registrar will provide departments with two queries:

- **Suspended Students** – This is the first list and the priority.
  - First cohort to be reviewed should be any students showing enrollment for summer term (2218).
    - First 5 week add/drop ends at 11:59pm on Monday May 16. Any summer students being suspended should be dropped from classes by this time.
  - Necessary information and department timelines for suspension appeals should be shared with the students within a few days of a department receiving the list.
  - If a student was on deferred suspension in 2211, an appeal is not appropriate.

- **Probation Students** – These changes are secondary and can be done once suspensions & deferred suspensions have been processed, as the change in status does not impact a student’s ability to be on campus for summer or fall.
  - Probation queries only need to be returned if there is a change to a student’s status. Based on policy, these should be minimal.
  - Please return probation queries with the updates via Tiger File Exchanger to Rachel Scott – rmsrgr@rit.edu (please do not send these directly through email, and please do not use registrar@rit.edu to send in File Exchanger).

- Forms for any students being referred to CRP should be sent to CRP as soon as possible to allow CRP staff to determine eligibility.

**Snapshot of the timeline:**
- Monday April 25 – last day of classes
- Tuesday April 26 – reading day
- April 27-May 4 – final exams
- Friday May 6 – grades due by 11:59pm
- Wednesday May 11 – At the start of the day, the Registrar’s Office will inform colleges that Academic Action queries are ready to run. Please do not run the queries before this notification comes out, as data may not be complete.
- Thursday May 19 – Suspension/deferred suspension forms due to the Registrar’s Office by 12pm.
- Wednesday May 25 – Requested changes to probation status due to the Registrar’s Office by 12pm via Tiger File Exchanger to rmsrgr@rit.edu.
College of Liberal Arts

Helpful Course Information

Summer 2218 – 70 Courses offered in COLA

- ENGL 150 offered – no UWRT
- Classes offered all 3 sessions
- Taught mostly online, minimal in-person offerings
- Immersions can be completed in a few subjects
  - Note: Not recommended for most immersions
  - Examples: Creative Writing, Science Technology & Society
COLA – Sample of curricular changes this year

- **COMM 142 - Now a LEC/LAB Combination**
  - Has WI designation, yet all seats are held as a service course
- **FNRT 256- Applied Lessons now has a $200 course fee**
  - Lessons are increasingly popular
- **Many subjects are creating course shells with multiple topics**
  - Examples in ENGL, HIST, MUSE,

English BS degree = Popular!

- **ENGL** - Hosting a new major has led to curricular changes
  - ENGL 211 & 212 - examples of classes with new titles & focuses
  - Approximately a dozen classes have changes to note, including titles & renumbering
### New Code & Offerings - VISL Visual Culture

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Additional Details</th>
<th>RTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. VISL 109: Introduction to Visual Arts</td>
<td>Section: 31(LEC)17283</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>2. VISL 129: Introduction to Film</td>
<td>Section: 31(LEC)17110</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>3. VISL 129: Introduction to Film</td>
<td>Section: 31(LEC)17121</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>4. VISL 129: Introduction to Film</td>
<td>Section: 31(LEC)17122</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>5. VISL 149: Introduction to Visual Culture</td>
<td>Section: 31(LEC)17124</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>6. VISL 149: Introduction to Visual Culture</td>
<td>Section: 31(LEC)17125</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>7. VISL 177: Improvising Rochester</td>
<td>Section: 31(LEC)17522</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>8. VISL 388: Gender and Contemporary Art</td>
<td>Section: 31(LEC)17508</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>9. VISL 440: Digital Art &amp; Cinema</td>
<td>Section: 21(LEC)17318</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

### Literature and Cultural Studies

- **210 Literature, Culture, and Media**
  - Fall, Spring, Summer
  - Section: 004.210

- **211 Introduction to Creative Writing**
  - Fall, Spring
  - Section: 004.210

- **212 Introduction to 21st-Century Creative Writing**
  - Fall, Spring
  - Section: 004.210

- **213 Introduction to Creative Writing: Forms and Styles**
  - Fall, Spring
  - Section: 004.210

- **214 Literature From Around the World**
  - Fall, Spring
  - Section: 004.210

- **215 Text & Code**
  - Fall, Spring
  - Section: 004.210

- **216 Storytelling [Generic Themed]**
  - Fall, Spring
  - Section: 004.210

- **250 Data/Methods for English Majors**
  - Fall, Spring
  - Section: 004.210
FNRT – Splitting into 3 Subject Codes

- **PRFL** – Performing Arts Liberal Arts
  - Code created in 2195 for Theatre, also houses new music courses
  - Becomes the School of Performing Arts on 7/1/2022
- **VISL** – Visual Culture, within the School of Communication
  - 9 courses for 2221 – common artistic perspectives
- **MUSE** – Museum Studies
  - MUSE gaining popularity as immersion and minor
  - Multiple courses have added general education status and perspectives

UWRT Information

- **Self directed placement continues**
  - Small number of students may be referred to UWRT 100 during week one
- **UWRT 150 – sections higher than 50 have no 1st year reserve**
  - Upper level students who may need this: Transfers, prior DWFs, those who completed UWRT 100
- **No Summer offerings on the schedule**
Fall 2221 COLA Seat Release Dates

*Minor/Immersion Seats*  4/11/22  
*Incoming 1st Year Students*  8/4/22  
*Service Courses & Online Learners*  8/8/22  
*COLA Major Seats*  8/15/22  
*NTID Seats*  8/19/22  

Reserve Seats Tip = VIEW ALL
Questions/Comments/Concerns?

- General Student Inquires, Immersion & Minor questions are triaged at Libarts@rit.edu

- Find a quirky issue & need a person?
  - Kristy Mooney Graves kmggl@rit.edu
  - OR COLA’s Scheduling Officer
    - Elizabeth White EWGLA@rit.edu
Starfish Registration Reminder Flag

4/12/22

Agenda

- Overview
- Communications
  - Sample Email
- Clearing the Flag
- Timeline
**Overview**

**Starfish Registration Reminder Flag (Non-Registered)**
- Utilize Starfish to raise a flag and automatically send initial email outreach to non-registered students
- Friendly reminder to prompt students to register or take action

**Cohort Details:**

Flag will only be raised for **Active students** who are not registered as of 11pm, Monday, April 11, 2022.

Population includes:
- Students with a Spring or Summer Application for Graduation
- Students with a registration hold
- Students who are searching for co-op

**Communications**

- **Students will receive the Registration Reminder flag email**
  - Communication from Lynne Mazadoorian, Assistant VP for Student Success and Director, University Advising Office, via Starfish. *(preview on next slide)*
  - Developed Fall 2201 by DD’s, UAO Team, and Dr. Licata

- **Advisors have the ability to view this flag in Starfish**
  - Cannot comment or clear this flag – because it is automated
  - It is not included in the daily email summary – because no action is needed by advisor
Sample Email Draft

From: advising@rit.edu <advising@rit.edu>
Sent: Wednesday, April 6, 2022 4:21 PM
To: Stephanie Bauchard <stepha@rit.edu>
Subject: Fall Registration

Dear Stephanie,

I hope this note finds you well! I'm writing to all undergraduate students who haven't registered for Fall semester. Please consider the following guidance before academic advisors begin outreach next week:

- If you plan to take classes, I encourage you to log into SIS and complete your registration at your earliest convenience. Fall semester may seem far away, but registering now gives you the best selection of courses. Remember, you can alter your schedule through Add/Drop of Fall semester.
- If you are planning to graduate, please review your academic requirements* and work with your advisor as needed to make sure your degree requirements are complete.
- If you have registration holds or other concerns that need attention, please work with your advisor about next steps.
- If you are searching for a fall co-op, please continue to work with your advisor and Career Services Coordinator and share updates with them.

If you have questions about registration or your academic requirements, please set up a meeting with your academic advisor via Starfish as soon as possible. They are ready to help you with all of your questions!

For an ASL version of this communication, please click here.

Sincerely,

Lyane Mazadoorian
Assistant Vice President for Student Success & Director, University Advising Office

---

Clearing the flag

- Registration Reminder flag will clear automatically when a student's Non-Registered Status changes from OPEN to:
  - CLOSED: Student registers
  - CLOSED: Student's official status changes to UW, LOA, DISC
  - PENDING: Advisor updates Non-Registered Tracking page
**Timeline**

- **Monday, April 4, 2022:** Fall 2221 Enrollment Began (Enrollment Appointments)
- **Monday, April 11, 2022:** Open Enrollment Begins
- **Tuesday, April 12, 2022:** Students receive the Registration Reminder flag email from Starfish (Active students who are NOT registered for Fall)
- **Monday, April 18, 2022:** Advisors begin targeted Fall 2221 non-registered student outreach

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3</td>
<td>April 4</td>
<td>April 5</td>
<td>April 6</td>
<td>April 7</td>
<td>April 8</td>
<td>April 9</td>
</tr>
<tr>
<td>April 4</td>
<td>2221 Fall Enrollment: GRAD, 5th yr, early 4th yr in 4 yr programs</td>
<td>2221 Fall Enrollment: AM: 5th yr/4 yr in 4 yr prog, early 4th yr in 5 yr prog</td>
<td>2221 Fall Enrollment: 3rd yr, early 2nd yr</td>
<td>2221 Fall Enrollment: 2nd yr, early 1st yr</td>
<td>2221 Fall Enrollment: 1st yr students</td>
<td></td>
</tr>
<tr>
<td>April 10</td>
<td>April 11</td>
<td>April 12</td>
<td>April 13</td>
<td>April 14</td>
<td>April 15</td>
<td>April 16</td>
</tr>
<tr>
<td>April 10</td>
<td>Open Enrollment begins SIS 2221 Non-Registered data is included in the nightly feed to Starfish. Flag is triggered for Active students who are NOT registered for fall.</td>
<td>Early morning, students receive the Registration Reminder flag email from Starfish</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 17</td>
<td>April 18</td>
<td>April 19</td>
<td>April 20</td>
<td>April 21</td>
<td>April 22</td>
<td>April 23</td>
</tr>
<tr>
<td>April 17</td>
<td>April 18</td>
<td>Advisors identify &amp; document students who will be certified for 2215 and 2218. Attempt Outreach to “OPEN” advisees and document outreach in SIS by Friday, April 22nd.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**RIT**

Rochester Institute of Technology | 7
Fall MATH-171 Update

- MATH-171 prerequisite is updated in SIS for Fall (2221) enrollment
  Prerequisite: Completion of the math placement exam or C- or better in MATH-111 or C- or better in ((NMTH-260 or NMTH-272 or NMTH-275) and NMTH-220) or equivalent course.
- MPE completion required, but no minimum score

Math Placement Exam for Summer/Fall Enrollment

- If you have continuing or transfer students who need to take the MPE, please email examasst@rit.edu with the student’s name, UID, and username
- The MPE for Incoming Freshmen will be open May 16 – July 1
- MPE website: https://www.rit.edu/science/math-placement-exam

<table>
<thead>
<tr>
<th>MPE Score</th>
<th>Course Placement</th>
<th>Course Title</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum score</td>
<td>MATH-101 or MATH-111</td>
<td>College Algebra or Precalculus</td>
<td>Students may not take and receive credit for both MATH-111 and MATH-101</td>
</tr>
<tr>
<td>At least 35%</td>
<td>MATH-131</td>
<td>Discrete Mathematics</td>
<td></td>
</tr>
<tr>
<td>At least 35%</td>
<td>STAT-145</td>
<td>Introduction to Statistics I</td>
<td></td>
</tr>
<tr>
<td>At least 45%</td>
<td>MATH-161</td>
<td>Applied Calculus</td>
<td></td>
</tr>
<tr>
<td>No minimum score</td>
<td>MATH-171</td>
<td>Calculus A</td>
<td>Completion of the MPE is required.</td>
</tr>
<tr>
<td>At least 60%</td>
<td>MATH-181A</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>At least 70%</td>
<td>MATH-181</td>
<td>Project-Based Calculus I</td>
<td></td>
</tr>
</tbody>
</table>

In 2019, we slightly modified the published SIS MPE cut-off scores for our first-year calculus sequence courses, due to placement data. These modifications are still in place.

Here are the unpublished minimum cut-off MPE scores for calculus. This reflects students who were one question away from the cut-off for that particular class. The advisor has the option to register the student for that particular course. However, it is up to the student and advisor’s discretion if they want to stay in the original placement course.

<table>
<thead>
<tr>
<th>Course</th>
<th>SIS Cut Score</th>
<th>Unpublished Cut Score in SIS (on the cusp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-171</td>
<td>50</td>
<td>46.88</td>
</tr>
<tr>
<td>MATH-181A</td>
<td>60</td>
<td>59.38</td>
</tr>
<tr>
<td>MATH-181</td>
<td>70</td>
<td>68.75</td>
</tr>
</tbody>
</table>