

American Sign Language and Interpreting Education

Student Handbook

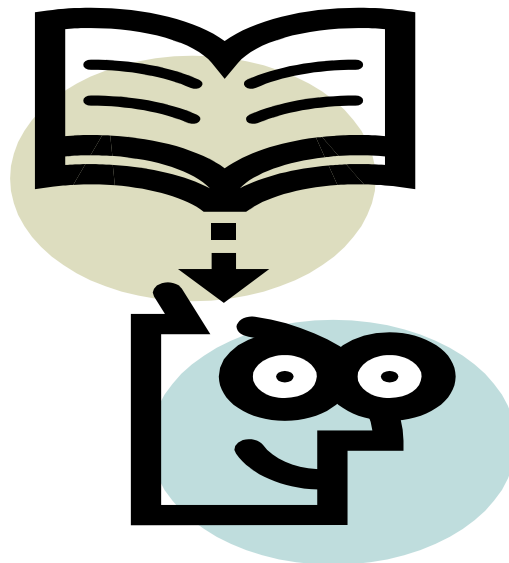
Rochester Institute of Technology
National Technical Institute for the Deaf
2008-2009

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Top Ten Tips for First Year Students

Adapted from the Altshuler Learning Enhancement Center, 2001

- #10: Phone Home** -That's right - family can prove to be the best support service. They honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life; call, write, email, IM—often.
- #9: Get Your Money's Worth** - RIT wants you to succeed and offers an abundance of services geared toward that goal. These range from math and writing skills centers to personal counseling. You're paying for these services anyway, in the form of tuition and fees - use them!
- #8: Join In** - Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don't join every group - be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.
- #7: You're In Charge** - Take responsibility for your own actions and think for yourself. Carefully read and understand everything (e.g. this *Student Handbook*, your course syllabus, papers put in your mail folders). Know what is expected of you and don't rely on other students for your information.
- #6: Take Care Of Yourself** - Start each day with a good breakfast. When exhausted, rest. Eat properly and know when to relax. Plan exercise into your schedule. When you are sick stay home and do something about it, immediately!
- #5: Budget Time** - Have a social life, but plan your study and sleep time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them. Your most important text book is a *Day Planner - Calendar*. Buy one and use it everyday.
- #4: College Is a Full-Time Job** -You can't work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation.

#3: Have the Courage of Your Confusions - Don't be afraid to ask questions. Understand that constructive criticism and critiques are meant to help you do better. It is not possible for you to have all the answers. Learn to be patient with others and with yourself. Learn to function well in situations where 100% success isn't possible; seek out and value the big questions, they are more important than answers.

#2: Get to Know Your Professors Before You Graduate - Begin by identifying some faculty that you think are worth knowing before you graduate. Who are you likely to have in more than one course? These are the professors who will evaluate your work, supply references for future career options or graduate school, and help guide your intellectual development.

#1: Go to Class & Be There on Time - New students often hear that in college, you can go to class anytime you want. NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class.

"Eighty percent of **success** is showing up!" - Woody Allen



Welcome to the The Department of American Sign Language and Interpreting Education (ASLIE)

You have chosen a very challenging and demanding major; ASL-English Interpretation. The next several years promise to be exciting, interesting, and rewarding. We want to make it easy for you to adjust to being a student in ASLIE and have prepared this handbook to help you gain an understanding of our department and how it operates. The overriding principle that governs all of our actions is that we are here to help you study and learn about sign language interpreting, and to make the most of your college years. When you have completed your studies, you will be among those few who have been privileged to gain the skills and knowledge necessary to pursue a career as a sign language interpreter.

If you encounter a circumstance or situation that you need help in resolving and the information in this booklet is insufficient to provide you with a solution, please see your academic adviser, your instructors, your department head, or any staff member in ASLIE. We want to make your stay here pleasant, productive, and rewarding. We are partners with you in this journey to excellence!



Must Haves!!!

RIT Identification Cards:

The Office of the Registrar produces personalized identification cards using a computerized, digital photo image system. Students use ID cards to check out books and other materials from the library, access the athletic facilities in the Student Life Center, and are required for all student meal plans and debit accounts. The cards are activated within the RIT computer system each quarter once you have registered for courses. Students can come to the Office of the Registrar after they have registered for classes to obtain their ID card (the first one is free!). There is a \$5.00 replacement fee for lost or damaged ID cards.

ID Office:

Bldg. 1, Room 1202

Mon.-Thurs.-8:30a.m. until 4:45p.m.

Friday-8:30a.m. until 4:15p.m.

Vehicle Registration:

Register your vehicle online! <https://finweb.rit.edu/grms/pats/parking>. Click on blue box that says "myParking Account." Log in using your RIT computer account and password.

RIT policy requires that all vehicles operated on the RIT campus by students, faculty and staff must be registered with Campus Safety.

- Vehicles must be registered within ten days of their arrival on campus.
- Students who fail to register their vehicles and display the decal will be fined.
- You do not need to be the owner of the vehicle to register it.
- Both a valid RIT ID and a state car registration (or a copy) must be presented for each vehicle being registered.

The registration process is complete only when the issued decal is affixed to the glass on the driver's side as far to the rear as possible. Only one current decal may be displayed at a time. The display of more than one current decal invalidates all current stickers and may subject the owner/operator to a fine. The person whose

name is listed on the Campus Safety registration is responsible for any violations involving that vehicle. The registrant must make other drivers of his vehicle aware of campus parking rules and regulations. Students must register and obtain a new decal annually. Student decals are valid from September 1 through August 31. Decals issued to students identify their residence. Students who change residence must re-register their vehicle(s).



Communicating with Students, Faculty and Staff

Student Mail Folder:

Your student mail folder, located on the 3rd floor of LBJ near the ASLIE department office (60-3601), is your lifeline to your department, your professors and fellow students. Please check it often for such things as important notices from your department or other RIT offices, graded homework assignments, and registration information. Your mail folder was created as a way for faculty, staff and other students to communicate with you. Take charge - It is your responsibility to stay informed.

Computer Network:

The computer account issued to you allows you to communicate by electronic mail (email) with anyone on campus and off campus with an email account. The computer network also has the Student Information System (SIS) option which provides a convenient method for you to obtain information from the Registrar's and Bursar's Offices. Via SIS you will register for your courses and get information about such things as your grades, class schedule, open and closed courses, request an unmet need; you may update your address; you may get information about such things as quarterly charges, financial aid credit, and your account balance. The website address is <https://infocenter.rit.edu/>

Academic Computing and User Services (7B-1113) can help you establish your account and get acquainted with the computer network (Ext. 54357-V or 52810-TTY). For assistance in connecting your dorm room computer to the RIT network, contact ResNet (47-1055; Ext. 52600-V or 54927-TTY).

You can activate your account at start.rit.edu. It's VITAL that you activate your account. If you have difficulty, support is available. Contact the ITS HelpDesk at 585-475-4357 or through www.rit.edu/its/help. If you have not received your RIT computer account info, please contact the Help Desk. Once you have activated your account, you can check your mail from any computer on the internet at mymail.rit.edu. If you elect not to use your RIT email account, you should have your RIT email forwarded to whatever account you do use. Academic Computing and User Services has information on how to forward email.

It is imperative that you read and respond to your e-mail, daily. You also need to regularly delete old email from your account. If you don't, the space allotted to your account will fill up and shut down and you will not be able to receive any new email.

MyCourses:

MyCourses is a web-based software program that allows faculty and students to interact on line to discuss and post course related information. Many of your instructors use MyCourses to give assignments and to facilitate dialog among class members. During your first week of First Year Enrichment (FYE) you will learn more about MyCourses and how to use it.

Communication with Faculty/Staff Members:

You will find a contact sheet listing each department member later in this handbook. You are encouraged to see faculty members during the office hours they set aside each quarter to meet with students. Hours are typically posted on or near the faculty member's door. You may also call or use email to make an appointment or leave a message in the faculty member's mailbox which is located in the ASLIE mail room, third floor, top of the stairs (60-3590).

TIP! It will take you several quarters to get used to how things work at RIT/NTID. Things happen very quickly and it is easy to get frustrated. Be patient with yourself and others during this transition period. Remember to always treat people with respect.

Graduation Requirements - BS Degree

All students enrolled in the Baccalaureate Degree in ASL-English Interpretation major must satisfy course work requirements in the following areas:

- ASL-English Interpretation Major (92 credits)
- Free Electives (12 credits)
- Math and Science (20 credits)
- Liberal Arts - Introductory Core (24 credits)
- Liberal Arts Advanced Study - Concentration (12 credits)
- General Education - Electives (22 credits)
- Physical Education (2 courses, 0 credits) [if younger than 25 years of age]
- First Year Enrichment (2 credits) [if less than 24 transfer credits]

ASL-English Interpretation Major:

Students will complete 92 credits (23 courses) in the interpreting major. A complete list of the courses is found on the **Student Progress Report**. It is important to note that many of the courses require completion with a grade of "C" or better to move on to the next course.

Free Electives (12 credits):

Interpreting students must complete at least 12 free elective credits. These credits are also called "university electives" or "open electives". These credits can be any course the student selects providing the student meets the prerequisites for the course. Many interpreting students take additional professional electives (interpreting course work)

Math and Science (20 credits):

Interpreting students must complete at least 5 courses (20 credits) in the areas of math and science. Students complete 2 courses (8 credits) in the area of math and 2 courses (8 credits) in the area of science. The fifth course can be a math or science course. See the **Student Progress Report** on the ASLIE website, for a list of recommended math and science courses. <http://www.rit.edu/ntid/aslie>

Liberal Arts – Core:

For interpreting students, the liberal arts requirement consists of a total of 36 quarter credit hours (9 courses): six core (or foundation) courses usually taken in the first two years and three advanced-level concentration courses usually taken after the completion of the core courses. For more information, consult with your ASLIE adviser or an Advisor in the Liberal Arts Office of Academic Advising; 06-2210, 52444-V/TTY.

Required Core Courses (20 credit hours, taken during years one and two)

Writing 0502-227 (4 credits)

Humanities (Two courses from two different areas - 8 credits)

Fine Arts (0505-2xx)

Literature (0504-2xx)

History (0507-3xx)

Science, Technology & Values (0508-211) or Introduction to Environmental Studies (0508-212)

Philosophy (0509-2xx)

Social Sciences (Select two courses - 8 credits)

Principles of Microeconomics (0511-211)

Foundations of Sociology (0515-210)

American Politics (0513-211) or Intern. Relations (0513-214)

Cultural Anthropology (0510-210)

Introduction to Psychology (0514-210)

Arts of Expression (0504-319 -Select one course - 4 credits)

Note: Students select a course theme e.g. Expressing Nature, Photography and Writing, Pop Culture, etc.

Liberal Arts Advanced Study – Concentration (12 credits):

Interpreting students are required to minimally complete a three course sequence (a concentration) in an advanced area of study (400 or 500 level courses). Students can select from over 35 different concentrations. For more information go to the Liberal Arts website

<<http://www.rit.edu/~690www/>> click on Undergraduate Programs then scroll down and click on Concentration and Minors.

Liberal Arts Concentrations:

Archaeology	Latino/Latina/Latin American Studies
Art History	Literary & Cultural Studies
American Artistic Experience	Material Culture
American English for ESL Students	Minority Relations in the United States
American Politics	Music
Criminal Justice	Peace Studies
Communication	Public Policy
Economics	Perspectives on Religion
Environmental Studies	Philosophy
Foreign Language/Culture - Arabic	Psychology
Foreign Language/Culture - ASL*	Science and Technology Studies
Foreign Language/Culture - Chinese	Sociology: Social Change in a Technological Society
Foreign Language/Culture - French	Theatre Arts
Foreign Language/Culture - German	Women's Studies
Foreign Language/Culture - Italian	Writing Studies
Foreign Language/Culture - Japanese	
Foreign Language/Culture - Russian	
Foreign Language/Culture - Spanish	
Global Studies	
History	
International Relations	

*Interpreting students can NOT complete a concentration in ASL

Liberal Arts Advanced Study – Minors (20 credits):

Interpreting students who wish to build a secondary area of expertise into their program of study can expand the 12 credit (three course) concentration into a 20 credit (five course) minor. (The two additional courses come from electives). You can choose from an extensive list of minors in a variety of subject areas. Some minors require a prerequisite that must be taken in the core. Refer to the description of each minor for specific requirements. A list of available minors can be found at <http://www.rit.edu/programs-minors.php3>. All students wishing to pursue a minor must first meet with the "minor advisor". (See the individual minor descriptions for advisor contact information). For more information discuss this option with your ASLIE academic advisor.

TIP! You do not need to commit to a minor until your 3rd year. If you are not sure you want to minor in a particular area do a concentration first. If you like the area, then you can declare that as your minor. You can declare a concentration on the Liberal Arts website, <http://www.rit.edu/~690www/> but to declare a minor you must meet with the minor advisor.

General Education - Electives (22 credits):

Interpreting students must complete at least 22 elective credits in the area of general education. General Education courses are taught by the College of Liberal Arts (course numbers starting with the prefix 05-) and the College of Science (course numbers starting with the prefix 10-). See the **Student Progress Report** on the ASLIE website, for a list of recommended math and science courses. <http://www.rit.edu/ntid/aslie>

Physical Education (2 courses, 0 credits):

All students who are 25 years of age or younger at the time of matriculation must complete two different Wellness Activity (physical education) courses. Wellness Activity courses are not assigned credit but do appear on the student's record with a grade of "S" (satisfactory) or "F" (failure). These courses are offered through the Center for Intercollegiate Athletics and Recreation.

First Year Enrichment I & II (2 credits):

All students who have completed 24 college credits or less are required to complete First Year Enrichment (FYE) I & II during the first 2 quarters enrolled at RIT. Each course is assigned one credit.



BS ASL-English Suggested Course Sequence

0875 -	Fall	Cr	Winter	Cr.	Spring	Cr.
1	201 ASL I* Writing Seminar Humanities Math FYE - I	4 4 4 4 1	202 ASL II* Social Science Humanities Math FYE - II	4 4 4 4 1	203 ASL III* Social Science Math/Science General education elective	4 4 4 4
		17		17		16
2	301 ASL IV 213 Intro. to Interpreting Science General education elective	4 4 4 4	302 ASL V 300 Fingerspelling & Nos. Science Arts of Expression Activity	4 4 4 4 0	303 ASL VI 311 Processing Skills 212 Deaf Culture and Comm. General Education Elective	4 4 4 4
		16		16		16
3	315 English to ASL I 316 ASL to English I 000 Interpreting Elective Liberal Arts concentration	4 4 4 4	320 Practical and Ethical 325 English to ASL II 326 ASL to English II Liberal Arts concentration	4 4 4 4	400 Interactive Interpreting 000 Interpreting Elective Liberal Arts concentration General education elective Activity	4 4 4 4 0
		16		16		16
4	501 English to ASL III 502 ASL to English III General education elective Free Elective	4 4 2 4	350 Practicum and Seminar I General education elective Free Elective	4 4 4	510 Practicum and Sem. II 520 Issues in Interpreting Free Elective	4 4 4
		14		12		12
						184

Graduation Requirements - AAS Degree

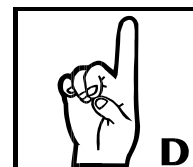
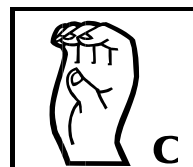
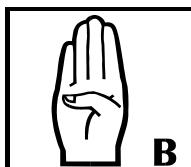
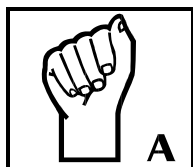
All students electing to complete the Associate in Applied Science in ASL-English Interpretation major must satisfy course work requirements in the following areas:

- ASL-English Interpreting Major (56 credits)
- Liberal Arts - Core (24 credits)
- Math (4 credits)
- Science (4 credits)
- Physical Education (1 course)
- First Year Enrichment (2 courses, 1 credit each)



AAS in ASL-English Interpretation Suggested Course Sequence

	Fall	Cr	Winter	Cr.	Spring	Cr.
1	ASL IV Intro to Interpreting Writing Seminar Math First Year Enrichment -I	4 4 4 4 1	ASL V Fingerspelling and Numbers Social Science Humanities First Year Enrichment -II	4 4 4 4 1	ASL VI Processing Skills Deaf Culture and Comm. Humanities	4 4 4 4
		17		17		16
2	ASL to English I English to ASL I Science Social Science	4 4 4 4	ASL to English II English to ASL II Practical and Ethical App. Arts of Expression Wellness Activity	4 4 4 4 0	Practicum and Seminar I Interactive Interpreting Interpreting Elective	4 4 4
		16		16		12
					Total	94



IMPORTANT ASLIE POLICIES

Personal Appearance:

American Sign Language is unique in that the language is directly communicated through the use of the face and hands. It is important to keep the face and hands free of distractions. Piercings on the face, tongue or neck, tattoos, excessive jewelry, and/or long or colored fingernails interfere with the expression and reception of ASL. You will not be allowed to wear such items in class. This policy also extends to your practicum courses. Sign language interpreters work in a broad array of settings with diverse populations and must be able to "fit in". Your appearance can and does have a significant impact on how you will be perceived in a given situation. In addition, as an interpreter you are often perceived as "representing" the deaf consumers. Thus, your appearance can and does influence how hearing consumers perceive the deaf consumers.

Physical Fitness and Stress Reduction:

The interpreting program is physically demanding and stressful. For these reasons, you are strongly encouraged to have a regular exercise program. The RIT Student Life Center houses a pool, running track, weight room, gym, racquet ball courts and a wide array of physical education classes.

Physical Injury:

If you experience an injury that makes signing and/or interpreting difficult, you must provide your instructors with a letter from a physician describing the condition and treatment. You cannot sign/interpret while wearing a sling, brace, cast, ace bandage, or other device intended to keep your hand/arm/shoulder immobile. If you are unable to sign for a significant period of time, and signing/interpreting is a primary goal of the course, you will receive a grade of "W" (withdrawal) or "I" (incomplete) as determined by your instructor.

Interpreting:

First and second year students are strongly discouraged from accepting any interpreting assignments. At this level you do not possess the necessary skills and knowledge to successfully interpret. Well-meaning hearing and deaf people may offer you the opportunity to interpret. Some individuals may try to pressure you into accepting last-minute assignments. These situations often have many hidden hazards. The best approach is to tell these individuals that as an interpreting student you are not allowed to interpret during your first and second year.

Third and fourth year students will be given the opportunity to gain experience by providing volunteer interpreting. These assignments are approved by the practicum coordinator and may include:

- Boy/Girl Scout meetings
- Craft classes
- 4-H meetings
- Sunday school
- Swimming lessons
- Sports activities, etc.

Third and fourth year students are strongly discouraged from accepting any interpreting assignments not approved by the practicum coordinator.

Memberships:

You are strongly encouraged to maintain student memberships in the following organizations:

- NTID Student Interpreting Association (SIA)
- Registry of Interpreters for the Deaf (RID)
- Genesee Valley Region RID (GVERRID)

The RID publishes a monthly newsletter with excellent articles and resources. The GVERRID sends frequent e-mail postings about workshops, social events, and job listings. You will receive membership information during orientation.



Financial Aid

At RIT there are five general categories of financial aid: scholarships, grants, entitlements, loans and employment. An applicant for financial aid is considered for each of these categories.

Scholarships are awarded through competitions, corporations, private donors, foundations, fraternal organizations, unions, and local and state governments. Phi Theta Kappa scholarships are awarded to transfer students. Fastweb.com is one of the best resources for external scholarship opportunities.

Scholarships for Interpreting Students

Alice Beardsley Memorial Endowed Scholarship Fund for Interpreting Students at NTID (awarded annually)

Established in 1997 by NTID faculty and staff members in memory of Alice Beardsley, NTID's first interpreter. This fund provides scholarship assistance for interpreting students at NTID/RIT.

Application is due early spring quarter

For information: Contact Denise Hampton, 60-2849

Email - dchnod@rit.edu phone - Ext. 56863

NYS Federation of Home Bureaus, Inc. Endowed Scholarship Fund in Honor of Martha Perry (awarded annually)

Established in 1975 by the New York State Federation of Home Bureaus, Inc. to honor Mrs. Martha L. Perry of Holley, N.Y., a member of that organization for over 27 years. It was Mrs. Perry's specific request that this 35th scholarship of the federation be offered to RIT. Interpreting students are eligible to apply for this scholarship

Application is due early spring quarter

For information: Contact Denise Hampton, 60-2849

Email - dchnod@rit.edu phone - Ext. 56863

Interpretek Endowed Scholarship (awarded annually)

Established in February 2007, the Interpretek Endowed Scholarship Fund provides academic scholarships annually to students enrolled in the National Technical Institute for the Deaf and studying in the interpreting education program within the American Sign Language and Interpreting Education Department.

Application is due early spring quarter

For information: Contact Denise Hampton, 60-2849

Email - dchnod@rit.edu phone - Ext. 56863

Elizabeth Benson Scholarship (awarded every two years)

Awarded by the Registry of Interpreters for the Deaf

Application date varies

For information: www.rid.org

Grants are gifts of financial assistance that are awarded on the basis of demonstrated need. The Federal Pell Grant and New York Assistance Program (TAP) are examples of grants. Federal Grant-in-Aid funds, awarded on the basis of financial need, are an important source of financial aid for NTID students who do not have adequate financial resources from the sum of their parental and personal contributions and assistance from outside agencies to cover educational costs. An additional example is the NTID Grant-in-Aid. NTID awards institutional grants that vary from \$100 to \$5,000 for the academic year.

Entitlements are a special type of grant. They are funded by state and federal governments. Eligibility for entitlements can be based on special characteristics of a recipient. An example of an entitlement based on special student qualifications is the G.I. Bill. Entitlements need not be repaid.

Loans are a lien on future earnings. The money you receive on loan is a formal financial obligation that must be repaid. You need to be aware of the interest charges, the method of payment after graduation and the effect that loans will have on your ability to meet all of your later financial obligations. Student loans generally do not have to be repaid until 6 months after graduation or termination of study.

Many students will utilize the Federal Direct Loan or the Unsubsidized Federal Direct Loan in meeting their costs. Colleges administer these programs for eligible students as part of financial aid awards.

Parents are also eligible to participate in several educational loan programs designed to enhance funds available for college expenses. Federal PLUS Loans are available to supplement other aid programs in meeting educational costs. While this parent loan is not based on need, the amount borrowed in any year cannot exceed educational costs minus other financial aid received.

Employment opportunities are also available to assist RIT students in meeting college expenses. Whether or not students seek financial aid, they may choose to defray some of their expenses through student employment while attending the Institute. To sign up for employment, you need to show an original birth certificate or social security card.

As part of a financial aid award at RIT, students may be offered employment in the Federal Work-Study program. Over 4,000 students were employed on campus in 2003. The Student Employment Office also helped a number of students secure part-time employment off campus.

Many students need to work while attending school. It is strongly recommended that the student attempt to secure employment in a "deaf" or signing environment. There are several departments in NTID that are very interested in employing interpreting students. See the section on student employment later in the manual.

If you have any questions related to billing or financial aid, you may contact Denise Hampton, NTID Student Financial Services Coordinator at Ext. 56863 or email dchnod@rit.edu or Gail Brown Ext. 55519 or email gabsfa@rit.edu



YOUR ACADEMIC ADVISOR

You have been assigned an academic advisor. Your advisor will provide guidance in meeting your program requirements, selecting electives, and help you answer questions or find solutions to any problems you may have related to your academic progress. You can find your advisor's name on SIS—link to Academic Information and then Student Profile or in your *RED ADVISING FOLDER* that you received during RIT Orientation.

Your advisor has posted office hours each quarter when s/he will be available to meet with you. You may also call or e-mail your advisor to make an appointment at a mutually convenient time. Contact information can be found on the Contact Sheet found later in this handbook.

TIP! See your advisor before registering for courses to be sure you are on the right track! If you experience any problems related to your course work, remember that the best time to see your advisor is before problems get too big so that the two of you can decide on a course of action to solve them while they are more easily manageable.



PLANNING for REGISTRATION

The list of courses on SIS is the most up-to-date and accurate information. It lists the courses offered in a particular quarter, the days and times they meet, and the classroom locations. Go to <https://infocenter.rit.edu/>, click on Open/Closed Courses.

Course Numbers:

The courses appear in numerical order within each college section. Each course is assigned a nine-digit number; for example, 0875-201-01.

All courses offered by the College of NTID begin with the numbers 08. The next two digits indicate the department; ASLIE is 75.

The next three numbers identify the specific course, and the last two numbers identify the particular section of that course. For example, 201 is the course number for ASL I and 01 is the section number. There may be several sections of a course each meeting at different times. You will also see course sections designated 70, 71, etc. which means these sections are offered at night and section 90, 91, etc. which means these sections are offered on-line.

Quarter Codes:

Each quarter is identified by a five-digit number. The first four numbers identify the academic calendar year (e.g. 2007 is the academic year that includes September 2007 to August 2008). The fifth number identifies the specific quarter (i.e. 1 = fall, 2 = winter, 3 = spring, and 4 = summer).

- E.g. 20071 is the program code for fall quarter
- E.g. 20073 is the program code for spring quarter

Note: Sometimes the five-digit number is truncated to a three-digit number by eliminating the first two numbers. (e.g. 20061 = 061)

Planning a Schedule:

Before you can plan a schedule you need the answers to these questions:

- Which courses should I register for?
- Am I taking the correct number of credit hours?
- Am I taking courses in the right sequence?
- Have I satisfied all the prerequisites for the courses?
- Is this course load appropriate for me?

Let your academic adviser help you answer these questions.

TIP! The quarter system requires you to stay on top of your "to-do list". For example, you will be registering for winter quarter during the 7th week of fall quarter. This means you should meet with your advisor during the 5th week of fall quarter.

- Use a blank schedule to plot the time slots of your desired courses so you will see if there are any conflicts. You have several blank schedules in your red advising folder.
- Begin with the required courses in your major. Some courses will have only one section so you will have no alternative. Others will have multiple sections so you will have several choices.
- The general education courses will have the greatest amount of flexibility in terms of alternate sections (or even alternate courses).
- Be prepared with an alternate schedule (or two!) in case you are not able to get into your preferred sections.

TIP! You may be tempted to schedule your courses back to back but remember to schedule time to eat, relax and exercise. Also - most of the General Education and Physical Education courses will be located on the west side of campus. Give yourself at least 15 minutes to make the walk from LBJ where your interpreting courses are held.

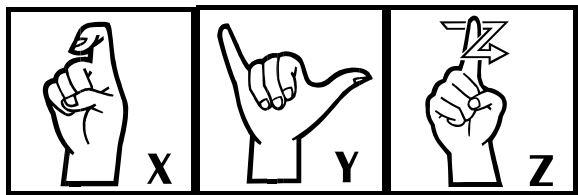
Year Level:

Year level is determined by the number of credits a matriculated (accepted into a degree program) student has earned. Refer to the chart below to determine your year level. This number includes AP credits and transfer credits but does not include course work still in progress.

Year	Credits Earned
1	0 - 39
2	40 - 83
3	84 - 127
4	Above 127

Year level is important because it tells you when you can register for courses. For example during the registration period, year level 4 students register before year level 3 students and year level 3 students register before year level 2 students, etc.

TIP! Within ASLIE the student's mail folders are arranged by where you are in the curriculum. For example, all students taking ASL-I are considered first-year students regardless of the total number of credit hours earned. It is possible for you to be a first-year student in ASLIE but based on your transfer credits you are at year level 2. When you register use the year level based on your total number of credit hours. Confused? Consult with you academic advisor.



REGISTERING FOR COURSES

You may register in several ways.

On-Line Student Information System (SIS)

- Plan your schedule in advance and have backup sections available in case your preferred sections are already filled. These courses will be listed as "closed".
- Log-on to the RIT computer network with your student account number during the dates designated in the Schedule of Courses.
- Select "SIS" from the menu.
- Follow the screen prompts to register.

—OR—

- Log-on to the RIT home page at <http://www.rit.edu/>
- Click on "Student" then click on SIS highlighted in the paragraph."
- Follow the screen prompts to register.

TIP! Use the *Unmet Needs* site on SIS if you are unable to get all of the courses you need to maintain progress toward completing your degree. The receipt of your needs will trigger a concerted effort by the college/department offering the course, and/or by your program, in an attempt to resolve your scheduling issues. In the meantime, continue to check SIS for open seats.

Add/Drop Period:

You may change your schedule by adding or dropping courses at any time during registration or during the first six days of each quarter through SIS.

Confirmation of Registration:

Once you have finished registering for your classes, it is your responsibility to check your schedule on SIS to ensure that it is correct. Then you should check your schedule on SIS a day or two before the start of classes to confirm times and locations. Locations very often will have changed from when you initially registered for classes.

Two to three weeks after the beginning of each quarter, you must check your schedule again on SIS. This will show your current course schedule. You will be responsible academically and financially for all courses as they are listed on this

confirmation. You must review it carefully to make sure that you are attending the courses and sections as listed. If there are any discrepancies, they must be corrected immediately. See your advisor if you have any questions about your schedule.

Withdrawing from a Course:

After the add/drop period and prior to the sixth week of the quarter, to officially withdraw from a course you must complete a Course Withdrawal Request Form and obtain the appropriate signatures. This form is available from the ASLIE office or your advisor. Always talk to your academic advisor before making the decision to withdraw and remember:

- Not attending class does not constitute an official withdrawal.
- You will remain registered for a class unless you officially withdraw from it.
- If you do not withdraw, the instructor must give you a grade, whether or not you have attended classes.
- Withdrawing after the sixth week requires signatures from your department head and the Associate Dean, or the Dean
- If you withdraw from a class, your official transcript will show a grade of W.

Note: Starting fall quarter the Withdrawal Request Form will be tested on-line. Watch for an email with additional information.

Class Schedule:

Your class schedule may be found on the Student Information System (SIS) on the RIT computer network. After you log in, click on Academic Information, then on Class Schedule.

Class Attendance:

All students are expected to fulfill the attendance requirements of their individual classes. Absences, for whatever reason, do not relieve the student from responsibility for the normal requirements of the course. In particular, it is the student's responsibility to make individual arrangements prior to missing class. Attendance at class meetings on Saturdays or at times other than those regularly scheduled may be required.

Early Alert:

By the third week of the quarter your instructor will have enough information to inform you of your academic progress. If you are in "academic trouble" an

evaluation is e-mailed directly to you; this is called an "Early Alert". An "Early Alert" identifies the problem and offers a possible remedy. Frequently, it is suggested to meet with your instructor ASAP. This e-mail is automatically copied to your First Year Enrichment (FYE) coach, academic advisor and the ASLIE department chair.

TIP! If you do receive an Early Alert, contact your instructor and your advisor immediately! They will have ideas on how to help you improve grades.

Grades:

RIT uses a single letter grading system. These grades are used to calculate your quarterly grade point average (GPA) and CUM or your cumulative GPA. Each grade is assigned quality points for these calculations.

Grade Definition and Quality Points (QP) Earned

A Excellent = 4 QPs

B Good = 3 QPs

C Satisfactory = 2 QPs

D Minimum Passing = 1 QP

F Failure = 0 quality points

A grade of "I" (Incomplete) may also be given when the instructor observes conditions beyond your control which would prevent you from completing the course requirements in a particular quarter. You will have two quarters immediately following the quarter in which the "I" is given to complete the course requirements (this includes summer quarter). At that time, the instructor assigns a permanent grade and submits a Change of Grade form to the Registrar's Office.

TIP! If you do receive an incomplete ("I" grade) make sure you and the instructor discuss a time frame to complete the work. The "I" is a temporary grade which will automatically become an "F" in 2 quarters unless you complete the work on time.

Grade Reports:

Grade reports are distributed to you via your department student mail folder at the end of fall and winter quarters. A duplicate copy is also sent to your home address at the end of fall and winter quarters. Grade reports are mailed to your home address at the end of spring and summer quarters. Make sure that your home

address is correct in the Student Information System (SIS) and in your department records.

Grade Point Average:

The quarterly GPA is the grade average of all courses you have taken in a quarter. It is calculated at the end of each quarter and is used to determine eligibility for the Dean's List for outstanding academic achievement, as well as probation and suspension for that quarter.

Calculating your Quarterly Grade Point Average (GPA):

1. Determine the quality hours (QH) for each grade earned by multiplying the quality points (QP) by the number of credit hours (CH) for the course.

Example: A grade of "B" earned in a 4-credit hour course is worth 12 quality hours. (3 QP x 4 CH = 12 QH)

2. Total the number of quality hours and divide by the total number of credit hours attempted. This is your GPA.

Example:

<u>Course</u>	<u>Grade</u>	<u>QP</u>	<u>CH</u>	<u>QH</u>
ASL I	A	4	4	16
Writing Seminar	B	3	4	12
Into to Psych	A	4	4	16
Algebra	C	2	<u>4</u>	<u>8</u>
			16	48

48 quality hours / 16 credit hours attempted = 3.25 GPA

Calculating your Cumulative Grade Point Average:

The cumulative grade point average (or CUM) is the grade average for all course work you take at RIT.

Example:

<u>Quarter</u>	<u>GPA</u>
Fall	3.25
Winter	3.5
Spring	<u>4.0</u>
	10.75 / 3 quarters = 3.58 Cum GPA

TIP! Interpreting students must have a CUM of 2.5 or higher to qualify to take the courses Practicum and Seminar I and II during the 4th year.

Dean's List:

Matriculated students are eligible for the Dean's List in a particular quarter if they complete at least 12 credit hours in that quarter, have a quarterly *GPA* of 3.40 or higher, have not been placed on probation due to a low cumulative grade point average, and do not have any grades of I, D, or F.

Repeating a Course:

An undergraduate student may repeat any course to raise a grade. If a student repeats a course, the last grade will stand as final. The previous grade will remain on the transcript but be removed from the *CUM* calculation. Courses taken at other institutions will not be considered as repeats.

Academic Probation:

A student will be placed on probation if either her/his *GPA* falls below 2.00. To be removed from probation the student's *GPA* must improve to at least a 2.00 within the next two quarters.

Academic Suspension:

There are specific rules for suspension outlined in the Undergraduate Bulletin. Generally, a student may be suspended if her/his *GPA* falls below 1.00 and/or if she/he is put on probation for three quarters in a row. With the approval of the department head and under certain conditions, academic suspension may be waived.



ADVANCED PLACEMENT & TRANSFER CREDIT

Advanced Placement (AP):

Advanced placement credit is awarded to you if you have attained a satisfactory grade (3 or higher) on the advanced placement test. An official transcript must be submitted to RIT from the College Testing Center to receive credit for the course. The appropriate department, the College of Liberal Arts and/or ASLIE will evaluate your transcript for applicable credit. A grade of "X" (Credit by Exam) is granted for AP courses. AP credit is not averaged into your grade point average.

Transfer Credits (before matriculation):

RIT awards transfer credit for courses completed at other regionally accredited colleges and universities only. Transfer credit at the undergraduate level will only be granted for course work completed with a grade of "C" or above.

As part of the application process, students receive a written evaluation of their transfer credit on the Student Transfer Credit Evaluation form and the ASLIE Student Progress Report. These forms show all transfer credits for course work you have already completed and pending credit for course work in progress. If these forms show pending transfer credit (PT), you must request that a final official transcript from your former college be sent directly to the RIT Registrar's; see address at end of this section. Upon receipt of this transcript, another evaluation will be done. **Be sure to keep copies of all forms in your red advising folder. Discuss any pending transfer credit issues with your academic advisor.**

The conversion of semester to quarter hours is based on a two-to-three ratio. Students enrolled at a semester calendar school attend two 15 week semesters during a typical 30 week academic calendar.

During that same 30 weeks at a quarter calendar school, students attend the same number of weeks over three 10 week quarters. Therefore, to convert semester credit hours to quarter credit hours, multiply semester hours by 1.5 (e.g. 3 semester hours X 1.5 = 4.5 quarter hours) .

Transfer credits (after matriculation):

If you plan to take a course at another college while a student at RIT, you will need to obtain a course description and then meet with your academic advisor for approval prior to taking the course. For liberal arts courses, you must obtain prior

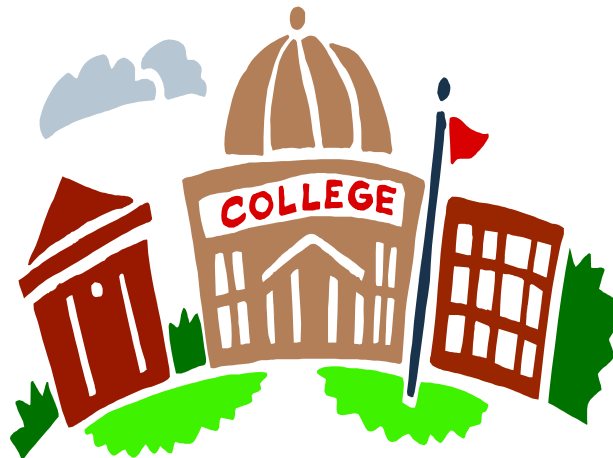
approval from the College of Liberal Arts advising office. A minimum grade of "C" is required for transfer credit. An official transcript must be sent directly from the transfer college to the Registrar's Office at RIT at the address below before transfer credit is granted.

Rochester Institute of Technology
Registrar's Office
George Eastman Bldg.
27 Lomb Memorial Drive
Rochester, NY 14623-5603

Grades for courses transferred to RIT from another college are not calculated in your RIT grade point average.

Residency requirements:

At least 45 of the credits hours used toward a degree must be earned by successfully completing RIT courses. In addition, at least 30 of the final 45 credits hours must be earned through RIT courses.



SUPPORT SERVICES

This list provides brief descriptions of some of the many support services available to you. If you have need of a special service that is not described below, please let your academic advisor know and every effort will be made to connect you with the appropriate service.

Academic Support Center

Eastman (01-2309)

The Academic Support Center offers a variety of services including the College Skills Program and the College Restoration Program. The College Skills Program offers workshops, classes, and labs for instruction in reading, writing, mathematics, and study skills. The College Restoration Program is designed for students who have experienced academic difficulty and suspension. For more information, call Ext. 56682-V/TTY or go to <http://www.rit.edu/~369www/>.

ASLIE Lab and Tutoring

LBJ(60-3607/3615)

As a student in the ASL-English Interpretation program, you have access to lab resources in LBJ that support your skill development. The ASLIE lab and tutoring services are provided at no cost to the student. Labs are typically open seven days a week and staffed by lab monitors. The lab schedule is posted outside of 60-3607 and on the ASLIE website <http://ntid.rit.edu/aslie>. The ASLIE Lab office can be reached at Ext. 57086 or using AIM at ASLTERPLAB.

Center for Religious Life

Schmitt Interfaith Center (16-1400)

Campus ministers for various religious traditions are available for religious services, personal counseling, and many program activities. For more information, call Ext. 52135-V/TTY.

Public Safety

Grace Watson Hall (25)

The Campus Safety Department is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. For more information, call Ext. 52853-V or Ext. 56654-TTY. For emergencies, call Ext. 53333-V or Ext. 56654-TTY.

Counseling Center**August Center (23A-2100)**

The Counseling Center offers many services among which are personal and career counseling; alcohol/drug assessment, referral and educational services; and rape education and counseling. The services of the center are confidential and free. For more information, call Ext. 52261.

Disability Service Office**Eastman (01-2340)**

The Disability Services Office ensures access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource. For more information call Ext. 57804-V or TTY 56988

English Language Center**Eastman (01-1301)**

The English Language Center offers courses of study of English as a second language to non-native speakers on a full-time and a part-time basis. Program offerings include conversation, grammar, writing, vocabulary, reading, presentation skills, business communication, and TOEFL preparation. For more information, call Ext. 56684-V/TTY.

Educational Technologies Resources Room (ETRR)**LBJ (60-3355)**

The ETRR Library is an extension of the Wallace Memorial Library's Deafness Collection. The ETRR contains over 1400 books, 2500 videos/DVDs and 25 periodical subscriptions on topics such as deafness, deaf culture, deaf history, audiology, interpreting, etc. Students may borrow books but can not borrow videotapes. The ETRR has players available to view VCR and DVDs. The ETRR is a great place to do research or catch up on your reading. Check out the reference site created for interpreters <http://www.ntid.rit.edu/terpref> . The ETRR is open Monday through Friday, 8:30 - 4:30. Contact Jonathan Millis for more information or assistance.

North Star Center**SAU (04-2300)**

The North Star Center provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. It provides personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and a connection to campus and community resources. For more information call Ext. 54704 or visit the web at www.rit.edu/northstar.

NTID Learning Center (NLC)**LBJ (60-2450)**

The NLC provides tutoring in various curricular areas. Resources that are available include PC and Mac computer work stations with multi-lingual operating systems, diverse software applications, and Internet access (including wireless); web-based tutorials in English and mathematics; web-based reference tools; webcam and videophone communication technologies; individual and group study areas as well as classroom spaces and accessibility to other types of hardware & software. For more information call Ext. 56870 (TTY), 55147 (TTY) or 56356 (V/TTY).

NTID Media Services**LBJ (60-2525)**

The Help Desk is run by the Technology Support Services. Technology Support Services has many different branches underneath them and the Help Desk is one of them. Their mission is to optimize the availability, accessibility, usefulness and reliability of various technologies for instructional, administrative and research functions of NTID. For more information call Ext. 52200 (V/TTY).

Self Instruction Lab (SIL)**LBJ (60-3205)**

NTID's Self Instruction Lab serves as an environment to support the practice of ASL. Often your instructors will place instructional materials on reserve in the SIL, as well as in the ASLIE Lab. The SIL is open everyday, all day and some nights. The coordinator of the SIL is Cheri McKee. For more information call Ext. 56336 (V/TTY).

Student Health Service**August Center (A23)**

The Student Health Service, staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, provides primary medical care on an out-patient basis. You may be seen on a walk-in basis during designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment. For more information, call Ext. 52255-V/TTY or Ext. 55515-TTY.

Study Abroad**Building 13 (1318)**

The Study Abroad Department offers many opportunities for RIT/NTID students to study in other countries. Their website provides information on all of the programs <http://studyabroad.rit.edu>

They also offer a special study abroad option for sign language interpreting students. The Siena School in Italy offers a multi-week program which provides instruction in spoken Italian and Italian Sign Language and Italian Deaf Culture. Watch for an email advertising an information session on this program.

TRiO Student Support Services**Eastman (01-2378)**

The goal of this office is to provide the necessary academic and personal support that will enable students who qualify to fully realize their potential and to successfully complete their college career. Services include tutoring, math support, counseling and advocacy. This office supports first generation students, financially disadvantaged students and students with disabilities. For more information call Ext. 52833 V/TTY

Wallace Memorial Library**(Building 05)**

Wallace Library provides information in many forms including print, compact disks, microfilm, and microfiche. An on-line computer catalog, computerized searching capabilities, and interlibrary loan provide access to virtually all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources. The NTID reference Librarian is Joan Naturale. For more information, call Ext. 52562-V or Ext. 52962-TTY.



Student Employment

If you wish to work on campus you must first complete the employment eligibility process. This process must be completed in person in the Student Employment Office, located in the Student Alumni Union in Room A-350, (Monday - Friday 8:30 am - 4:30 pm). For your convenience, this process may also be completed at the Resource Fair during Orientation.

In order to work, students must:

- Be registered with full-time status (min. of 12 credit hours).
- Complete an I-9 Form as mandated by the Federal Government.
- Provide proof of identity and eligibility to work:
- Acceptable documents when filling out an I-9 Form:
 - Government issued photo identification (i.e. driver's license) **AND**
 - Original Social Security Card **OR** original birth certificate (Can be a certified copy with a raised seal)
 - A U.S. Passport may be used in place of the first two items
 - Foreign students must have a valid F-1 visa with I-20 or a valid J-1 visa with DS-2019
- Have a University ID number.

Once you complete this process, you will be issued a 2007-2008 Employment Eligibility Card which verifies that you are eligible to work on-campus. You may then apply for on-campus positions. All on-campus jobs are listed on the Student Employment Office's website at <http://www.rit.edu/seojobs>. Select the job(s) you wish to apply for and contact the employer via email or phone. All contact and other pertinent information regarding the job will be found with the job listing.

Questions can be directed to the Student Employment Office by email at 967dept@rit.edu, or by phone at 585-475-2631.

TIP! As an interpreting student you may want to consider a job that will utilize sign language. Some possible places to consider; Self Instruction Lab - Contact Cheri McKee; Theater Box Office - Contact Jim Orr; Hearing Aid Shop - Contact Kathy Tyson; Dean's Area - Contact Gail Tobin; ASLIE Lab - Contact Richard "Smitty" Smith; Wallace Library - Contact Circulation Desk; NTID Admissions - Amy Stornello

RIT HONOR CODE

Integrity and strong moral character are valued and expected within and outside of the RIT community. As members of the RIT campus community, including students, trustees, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the RIT community, and recognize that all individuals at this university are part of the larger RIT family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

The RIT Honor Code encompasses other RIT policies and procedures which include:

- RIT Core Values
- RIT Diversity Statement
- Research Oversight Policy (C1.0)
- Misconduct in Research and Scholarship (C2.0)
- Intellectual Property Policy (C3.0)
- Conflict of Interest Policy Pertaining to Externally Funded Projects (C4.0)
- Policy for the Protection of Human Subjects in Research (C5.0)
- Policy Prohibiting Discrimination and Harassment (C6.0)
- Code of Conduct for Computer and Network Use (C8.0)
- Policy with Respect to Demonstrations on Campus (C11.0)
- Drug and Alcohol Policies (C15.1 - Student; C15.2 - Faculty/Staff)
- Illegal Conduct (C18.0)
- Academic Honesty Policy (D8.0)
- Academic Conduct and Appeals Procedures (D17.0)
- RIT Student Conduct Process (D18.0)
- RIT Expectations for Community Behavior (found in Student Rights and Responsibilities)

Approved October 11, 2006

RIT'S EXPECTATIONS FOR COMMUNITY BEHAVIOR

- RIT is a *learning community* where time, energy and resources are directed toward learning and personal development.
- Members of the community live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom.
- Within the community, members hold themselves and each other to high standards of personal integrity and responsibility.
- Individual members continually strive to exceed their personal best in academic performance and the development of interpersonal and professional skills and attributes.
- As a member of the community, each person continually conducts himself/herself in a manner that reflects thoughtful, civil, sober and considerate behavior.
- As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the well being and property of others.
- As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.
- Members of the community create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

Approved by Institute Council - 2/11/98