

From: [Lauren Cannon](#)
To: [Lauren Cannon](#)
Subject: Mid-Degree Advising template
Date: Wednesday, February 15, 2023 11:22:41 AM

Dear XXXX,

Thank you for meeting with me for Mid-Degree Advising today! Please find an updated copy of your planning sheet attached to this email. All of your remaining degree requirements, including Wellness and Writing Intensive classes, can be found on your planning sheet. **Please note that your planning sheet does not display any remaining minor requirements you may have. If you decide not to complete your declared minor, see the information listed below for how to drop a minor. Failure to do so can delay certification for graduation.**

Based on our conversation today, here are to-do items for you to work on:

1. XXXX
2. XXXX
3. XXXX

Here are some instructions and information that you may find helpful:

Fall 2023 class registration dates:

- Fall 2023 shopping carts will open on Monday, March 20
- Fall 2023 enrollment appointments will be assigned for April 10-18

How to Declare or Change your [Immersion](#):

1. Log into SIS
2. Select the "Academic Records" icon
3. Select "Declare/Change immersion" from menu on left side of screen
4. Select an immersion from the drop-down menu and click submit

How to Declare or Drop a Minor:

1. Find the Program Contact (minor advisor) for the minor you wish to declare on the [minor website](#)
2. Email the minor advisor to inform them that you wish to declare the minor
3. Complete a [Minor Authorization / Change form](#) as instructed by the minor advisor. This may be done in a meeting or via email
4. Email a copy of the Minor Authorization / Change form signed by you and the minor advisor to artdesign.advising@rit.edu for approval and processing

You can review your remaining degree requirements anytime by running your **Academic Advising Report (AAR)** on SIS. You will find the official list of classes you can take to complete your immersion **and minor** on your AAR. Here are instructions for running this SIS report:

1. Log into SIS

2. Select the “Academic Records” icon
3. Select “My Academic Requirements” from menu on left side of screen
4. Once in the AAR, you can select the “expand all” button on the top of your AAR to easily see each section of requirements

You are currently on track to graduate after the **Spring 2024 (2235) semester**. When you are notified via email that you are eligible to **apply for graduation**, you can do so on SIS by following these instructions:

1. Log into SIS
2. Select the “Academic Records” icon
3. Select the “Graduation” drop-down from menu on left side of screen
4. Select “Apply for Graduation”
5. Select the term you are expected to complete all your graduation requirements (**2023-24 Spring**)

Please let me know if you have any further questions or concerns I can help you with.

Best,

Lauren Cannon | Academic Advisor | She/Her

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Office/Voicemail: (585) 475-7145

Gannett 1075

Email: lcpgd@rit.edu

Zoom Video: <https://rit.zoom.us/j/8925173547>

[Click here to schedule an advising meeting with me on Starfish](#)