

From: [Lauren Cannon](#)
To: [Lauren Cannon](#)
Subject: Second Year Advising template
Date: Wednesday, February 15, 2023 11:23:24 AM

Dear XXXX,

Thank you for meeting with me today! Please find an updated copy of your planning sheet attached to this email.

Based on the interests and goals you shared with me today, here are some campus resources you should consider:

- Contact CAD mental health counselor: Doug Newcomb (dnycc@rit.edu)
- Visit the RIT Wellness Portal and select “Counseling Services – for General Questions” to schedule with any other mental health provider through RIT’s [Counseling and Psychological Services](#)
- Medical care is available at RIT's [Student Health Center](#)
- Assistance for food insecurity and clothing needs are available through [RIT’s Food Share and Bern’s Closet](#)
- Visit [RIT Ready](#) for information about COVID related health and safety protocol
- If you would like to request accommodations, you can do so with RIT's [Disability Services Office](#)
- Consider joining one of RIT’s [clubs or organizations](#)
- Visit the [Women and Gender Suite](#), [QCenter](#), [Spirituality and Religious Life](#), and the [Division of Diversity and Inclusion](#) to learn more about these resources
- Learn about [Study Abroad](#) options available at RIT
- Learn about tools and resources available through the [Academic Success Center - Academic Coaching](#) and the [Study Tool Kit](#) are great for CAD students!
- Visit [Career Connect](#) to create an account, view internship/co-op opportunities relevant to your major, or to schedule an appointment with Career Services Coordinator, Nan Burgess-Whitman
- Recordings of online workshops focused on co-op and job searching hosted by the Office of Careers Services and Co-op are posted [here](#).
- Plan to participate in [Creative Industry Days](#), which takes place each spring semester
- View the immersion (required) and minor (optional) [list](#)
- Schedule a [career counseling](#) appointment
- Connect with faculty

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

How to View your Academic Advisement Report (AAR):

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 report, you will know a requirement or category is completed when it is closed. Requirements that still need to be completed will be open. If you would like, you can select the “expand all” button on the top of your AAR to easily see each section of requirements.

Please let me know if you have further questions that I can help you with.

Best,

Lauren Cannon | Academic Advisor | She/Her

Rochester Institute of Technology

College of Art and Design | [Inside CAD](#)
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](#)