

ADVISING SYSTEM

RIT Croatia provides advising services throughout a student's academic career. Faculty Advisors, Co-op advising and Academic Affairs each provide a part of academic advising.

RIT Croatia instructors play important roles in each student's education and development. Students value relationships with their instructors as one of the most important and memorable parts of student life. All full-time instructors at RIT Croatia serve as faculty advisors. A student's faculty advisor can answer questions and discuss concerns about overall grades, academic status, study habits, time management, GPA, probation, suspension, master's degree continuation, and other issues related to success in college. Some instructors can also help students make decision about potential employment and careers. If students have any questions or concerns, they should contact their faculty advisor right away and schedule an individual appointment during his or her office hours. Office hours are posted on faculty office doors and in the lobby.

If students are on probation, or think they may find themselves on probation, they should see both their Faculty Advisor and Academic Advisor at the beginning of the term. He or she will help students plan how to study and use their time wisely. Faculty advisors can provide students important guidance about how to improve their grades for successful completion of the term.

Academic Affairs provides support regarding academic standing, support tools, registration, and records and scheduling. Ms. Draženka Franić serves as the Senior Academic Advisor in Dubrovnik, and Ms. Tereza Buša, Ms. Tanja Kerum and Ms. Maja Obadić are the Academic Advisors in Zagreb.

The Career Services Office mission is to provide effective, high-quality services that empower students to succeed in obtaining employment in accordance with their career objectives and personal goals. This Office assists students in finding co-op placements, connecting students with the business community and making career choices.

How to Get Help

1. Any time students have a problem or question about a course, a particular assignment, or their grades in a class they should first contact the instructor teaching

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the course. The best way to do this is to visit the instructor during office hours (announced in the syllabus and available at student services).

2. If, after meeting with the instructor and discussing concerns, students need more information, or still have questions, they should see their Academic Advisor. The Academic Advisor can provide information about scheduling, course loads and fulfilling requirements for graduation. This person also provides information about the Dean's List, academic probation and suspension.

3. The Faculty Advisor can provide general guidance about college life and procedures at RIT Croatia, but will usually not interfere in another instructor's courses, assignments or grading. Students can find out who their faculty advisor is by accessing SIS (<https://infocenter.rit.edu/>), under the tab Academic Information and the faculty advisor's name should be listed under Student Profile. (If students do not see their faculty advisor's name listed, they need to contact the Academic Advisor in Dubrovnik or Zagreb.)

4. If, after speaking with the individuals listed above, students need more assistance or information, they should contact the College Ombudsperson, followed by the Associate Dean for Academic Affairs.

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