Student Orientation
Fall 2018

Office of the Registrar
Accessing RPInfo and SIS

Student information system
http://sis.rpi.edu
Student Information System (SIS)

Fall 2018 schedule can be seen currently.
Spring 2019 schedule will be published in late October.
Logging on for the First Time

User ID: 661 xxx xxx
PIN: MMDDYY ex 122593 no slashes or dashes
Clear your FA (Financial Agreement) Hold

Student Menu
1- Click on Financial Responsibility Agreement
2- Select Fall 2018
3- Click on Agree
Registering for Courses

There are 2 ways to Register for classes, **Class Search** and **Register Add/Drop**. Both can be accessed from Student Menu.

From Student Menu – Click on Class Search.
Select a Semester

Select Fall 2018
Execute a Class Search

<table>
<thead>
<tr>
<th>Select Subject</th>
<th>Select Course Number (optional)</th>
<th>Click on Section Search</th>
</tr>
</thead>
</table>

**Advanced Search**

*Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one subject. Select section search when your selection is complete.*

### Subjects
- Administrative Courses
- Aerospace Studies
- Architecture
- Art
- Astronomy
- Biochemistry & Biophysics
- Biology
- Biomedical Engineering
- Chemical Engineering
- Chemistry

### Course Number

<table>
<thead>
<tr>
<th>Title</th>
<th>Credit Range</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>hours to hours</td>
<td></td>
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</table>

### Part of Term

- Distance Hartford
- Full Term
- Part of Term III

### Start Time

- Minute 00
- Hour 00

### Days

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

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**RELEASE: 8.7.1.2**

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Class Search Results - Registering for a Class

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet. Please note that you must click on the CRN link in order to view all of the course information, including important dates, meeting times, meeting locations, and instructors.

### Sections Found

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Sub</th>
<th>Crse Sec Cmp</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Credits</th>
<th>Instructor</th>
<th>CRN</th>
<th>Notes</th>
<th>Class Status</th>
<th>Room</th>
<th>Year</th>
<th>Section</th>
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</table>

**Course Registration Number (CRN) is the 5 digit number specific to each section.**

- **Click the open box in Column 1**
- **Click on Register at the bottom of the screen**
- **“C” in column 1 means the course is closed**
Register, Add or Drop page

Results of registering via Class Search are found below

To Drop a Course
1- Click on Drop Down Box
2- Highlight “Drop via Web”
3- Click on Submit Changes
Register Using the Add/Drop Page

Register, Add/Drop is the quick way to register if you have the CRNs for your courses. Fall 2018 CRNs start with “6”
Register, Add or Drop Page

How to Add a Course

Rensselaer’s Student Information System

To Add a Course(s), enter the CRN for each class in a box

Click on Submit Changes – then courses will appear under Current Schedule above

Please Note: When searching make sure to choose the correct term.

Info: Using this screen, you can register for classes, add a class to your current schedule, or drop a class from your current schedule, for a selected semester or summer session. If you have already registered for the term those classes are offered, you can use the links at the bottom of this page to navigate to another page.

Current Schedule

To Add a Course(s), enter the CRN for each class in a box

Click on Submit Changes – then courses will appear under Current Schedule above
Extra Step for Thesis Credits

Please note, when you register for thesis or project credits via SIS the system will default to 1. Please make sure you click on this “1.00” to change it to the number you wish to register for.
Viewing Your Schedule

View Your Schedule, click on weekly schedule Day/Time Grid
Check your schedule the day before classes begin to check for classroom changes.
Important Fall 2018 Dates

- Thursday, Aug 30 – Fall 2018 classes begin
- Monday, Sept 3 – Labor Day, no classes
- **Thursday, Sept 13 – Add deadline**
- Monday, Oct 8 – Columbus Day, no classes
- Tuesday, Oct 9 – Classes resume, follow a Monday schedule
- **Wednesday, Oct 24 – Drop deadline**
- Monday, Nov 5- Nov 19- Spring 2019 Registration
- Wednesday, Dec 12 – Last day of classes
- Thursday & Friday, Dec 13-14 – Reading Days
- Monday – Friday, Dec 17-21 – Final Exams
1- Graduation candidates must be registered for the term they intend to graduate.
2- Graduation candidates must file a degree application.
3- Degree application deadlines are posted on the Academic Calendar.
4- Plan of Study.
Office of the Registrar

Contact us:

– Email: registrar@rpi.edu
– Web site: http://srfs.rpi.edu
– Phone: 518-276-6231
– Fax: 518-276-6180

*Stop by our office in Academy Hall Monday-Friday 8:30-4:30