Student Orientation
August 2019
Office of the Registrar
Accessing RPInfo and SIS

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

Fall 2019 schedule can be seen currently. Spring 2020 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 2019
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 2019
Execute a Class Search

- Select Subject
- Select Course Number (optional)
- Click on Section Search
**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

To Drop a Course
1- Click on Drop Down Box
2- Highlight “Drop via Web”
3- Click on Submit Changes

Results of registering via Class Search are found below
Register Using the Add/Drop Page

Register, Add/Drop is the quick way to register if you have the CRNs for your courses. Fall 2019 CRNs start with “8”
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 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 2019 Dates

• Thursday, Aug 29 – Fall 2019 classes begin
• Monday, Sep 2 – Labor Day, No Classes
• Tuesday, Sep 3 – Classes resume, follow a Monday Schedule
• **Friday, Sep 13 – Add deadline**
• Monday, Oct 14 – Columbus Day, no classes
• **Friday, Oct 25 – Drop deadline**
• Monday, Nov 4-18 – Spring 2019 Registration
• Wednesday-Friday, Nov 27-Nov 29 – Thanksgiving recess, no classes
• Wednesday, Dec 11 – Last day of classes
• December 12-15 – Reading Days
• Monday-Friday, Dec 16-Dec 20 – 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