Student Orientation
Spring 2020
Office of the Registrar
Accessing RPInfo and SIS

Student information system
http://sis.rpi.edu
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 Spring 2020
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 Spring 2020
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

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, Add/Drop is the quick way to register if you have the CRNs for your courses. Spring 2020 CRNs start with “9”
Register, Add or Drop Page

How to Add a Course

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
Weekly Day/Time Grid

Student Weekly Schedule Day/Time Grid:

Info Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page. If you're trying to view your schedule for an upcoming term, please 01/15/2024, in the box below and press Submit.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td></td>
<td></td>
<td>CHEM 1100-04 63108 Class 8:00 am-8:50 am DARRIN 308</td>
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<tr>
<td>9am</td>
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<tr>
<td>10am</td>
<td></td>
<td></td>
<td>CHEM 1100-04 63108 Class 10:00 am-11:20 am DARRIN 308</td>
<td>CHEM 1100-04 63108 Class 10:00 am-10:50 am TBA</td>
<td>CHEM 1100-04 63108 Class 10:00 am-11:20 am DARRIN 308</td>
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<tr>
<td>11am</td>
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<td>1pm</td>
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<td>2pm</td>
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</table>

Check your schedule the day before classes begin to check for classroom changes
Important Spring 2020 Dates

• Monday, January 13 – Spring 2020 classes begin
• Monday, January 20 – Martin Luther King Jr. Day, No Classes
• Tuesday, January 21 – Classes resume
• **Friday, January 24 – Add deadline**
• Monday, February 17 – President’s Day, no classes
• Tuesday, February 18 – Classes resume, follow a Monday schedule
• Monday, March 2 – Summer 2020 registration begins
• **Friday, March 6 – Last day to drop a course**
• **March 9- March 13 – Spring break, no classes**
• Monday, March 16 – Classes resume
• March 23- April 6 – Pre-registration for the Fall 2020 term
• April 29 – Last day of classes
• Monday-Friday, May 4 – May 8 – 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://info.rpi.edu/registrar
– Phone: 518-276-6231
– Fax: 518-276-6180

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