Exchange Student Registration Instructions
Step 1: Accessing RPInfo and SIS
https://info.rpi.edu
Scroll Down & Choose “Class Hours”

The links on this page will provide you with a wealth of information about the Institute and its policies
Step 2: Student Information System
Find the Fall 2022 schedule

Rensselaer's Student Information System

Class Hour Schedules Menu

Communication Intensive Courses
Class Hour Schedule Information
Courses which satisfy PDII requirement

Fall 2022 Class Schedule Troy Campus
Summer 2022 Part of Term 1 (Full Semester) Class Schedule Troy Campus
Summer 2022 Part of Term 2 (First 6 weeks) Class Schedule Troy Campus
Summer 2022 Part of Term 3 (Final 6 weeks) Class Schedule Troy Campus
Fall 2022 Class Schedule EWP (Hartford)
Summer 2022 Class Schedule EWP (Hartford)

Use the Class Hour Schedule to pick out Courses.

Use the catalog to find course descriptions

Not all courses listed in the catalog are offered every semester. Use the Class Hours Schedule to see what courses are offered during the semester you will be here.

You may need to refer to the offerings of the same semester of the previous year if they are not available yet for your intended period of study at Rensselaer.
Step 3: Log in to Student Information System (SIS)
https://info.rpi.edu/

After looking over the schedule, use back button so that you can log in to SIS from the previous website.
Step 4: Logging in to SIS for the First Time & Changing Your Password

- When Logging in to SIS for the first time, you will need to follow the instructions for your initial password here: https://itssc.rpi.edu/hc/en-us/articles/360058894332-SIS-Initial-and-Password-Change
Step 5: After logging in go to Student Menu

From Main Menu, click on STUDENT MENU
Step 6: Registering for Courses using Class Search

Rensselaer's Student Information System

Student Menu

- Registration Information
  - Check My Registration Status
  - Register, Add or Drop
  - Change My Thesis/Project Credits
  - Class Search
  - View My Weekly Schedule: Day/Time Grid
  - View My Weekly Schedule

- Curriculum Information
  - View My Advisor and Curriculum Information
  - View My Grades
  - View My Transcript
  - Request a Transcript NEW!
  - Check My Transcript Request Status
  - View My CAPP Reports

- Graduation Information
  - View My Degree Application Term
  - View My Degree Status
  - View Holds on My Graduation and/or Diploma
  - View My Diploma Information

- Financial Aid Information
  - View My Account Information
  - View My Overall Status of Financial Aid
  - View My Eligibility
  - View My Award Information
  - View My Laptop Status

- Personal Information
  - Change My PIN
  - Update My Address

| Office of the Registrar | Catalog | Academic Advising | System Availability | Trouble Shooting | Email Financial Aid | Email Bursar-Troy | Email Registrar-Troy | Email Registrar-Troy | Email Registrar-Troy | Email Registrar-Troy |

RELEASE: 7.3
Step 7: Select a Semester

Select the appropriate term & hit “Submit”

Select Fall 2022
Step 8: Execute Class Search

1-Select department
2-Select Course Number
3-Click on Class Search
Click in open box to select section to register, then click “Register”. You will be directed to the Add/Drop page.
Step 10- View Class Search results and/or Add/Drop a course

1. Enter CRN(S) for each course

2. Click on Submit Changes

3. After Submitting Changes, this page will refresh with results.

You can register using the Class Search feature or by entering the CRNs into the boxes at the bottom of the Register Add/Drop Page. CRNs are the 5 digit number in the first column of the schedule.
Step 15 Viewing your Schedule by Day/Time Grid

As you are registering for classes or after you have finished, you can view your schedule on a weekly grid.
The SIS will check your schedule for time conflicts. If two courses meet at the same time, you will only be able to register for one of them.
1 - Exchange students are not allowed to register for Grad level courses (6000) without written permission of the instructor and Office of Grad Ed. To request permission complete the top portion of the [Approval Form for an Undergraduate to take a Graduate Course](#). In the space for the Undergraduate Academic Advisor’s signature, simply indicate that you are an exchange student. Submit the form to Jamie Obst in the Office of International Programs at violaj2@rpi.edu by July 10th.

2 - Maximum credits allowed is 21 per semester for undergraduate students.

3 - **Plan your schedule based on Class Hour Schedule, NOT the course catalog.**

4 - A course will close once the maximum enrollment is reached (this is indicated by a “C” in the left hand column). An authorization form with the signature of the instructor is required to be manually registered for the class. The procedure will be explained in further detail when you arrive on campus.

5 - Refer to the on line course catalog for course descriptions.

6 - On the front page of the SIS there is a link called “Topic Course Descriptions”. Topics courses are not in the catalog. They are courses being developed by the Faculty in their particular area of expertise. The courses are for credit and usually offered at the upper level (4000). Check out the list of courses running in the Spring semester to see if you may be interested in taking one of these classes.
Contact Information

Program information:

Jamie Obst, Sr. Program Administrator, violaj2@rpi.edu

Karen Dvorak, Program Manager dvorak2@rpi.edu

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Remember, if you hope to take a 6000 level course, you need to submit the appropriate form to Jamie at violaj2@rpi.edu by July 10th in order to get the necessary approval.
Final Step: Logging Out

Be sure to log out of SIS by clicking the “Logoff” box in the upper right-hand corner.

We are all looking forward to meeting you!