Student Orientation
Fall 2022

Office of the Registrar
Please be sure to first set up your user account information by following the new user setup documentation instructions, which can be found here:

https://rpi.box.com/s/x2bykpvzuhzwpvmu1po7skewznt3awbb
Accessing RPInfo and SIS
info.rpi.edu
Student log in screen

RCS Id

Enter RCSid & Password

RCSid:

Password:

LOGIN

Account help on docebo.rpi.edu
DUO Mobile will appear and ask you to verify your login.
After entering SIS, click on the ‘Student Menu’ link to begin the registration process
Clear your FA (Financial Agreement) Hold

Student Menu
1- Click on Financial Responsibility Agreement
2- Select Fall 2022
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 the Student Menu.

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

Select Fall 2022
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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered via Web on May 21, 2018</td>
<td>None</td>
<td>512-4359 COMM 1.510 04</td>
<td>Undergraduate 4.000 Grade Modifiers COMMUNICATION THEORY AND PRACTICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 2022 CRNs start with “5”
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
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. Make sure you enter the week that classes begin or you will not see any results.
Weekly Day/Time Grid

Student Weekly Schedule Day/Time Grid:

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 01/15/2004, 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>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</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>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>12pm</td>
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</tr>
<tr>
<td>1pm</td>
<td></td>
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</tr>
<tr>
<td>2pm</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Check your schedule the day before classes begin to check for classroom changes.
Important Fall 2022 Dates

• August 29 – Fall 2022 classes begin
• September 5 – Labor Day, no classes
• September 6 – Classes resume and follow a Monday schedule
• September 12 – Last day to add courses or change sections
• October 10 – Columbus Day/Indigenous Peoples Day, no classes
• October 11 – Classes resume, follow a Tuesday schedule
• November 7-20 – Preregistration for Spring 2023
• November 23-26 – Thanksgiving break, no classes
• December 9 – Last day of classes
• December 14-20 – Final Exams
• December 23-January 2 – Institute winter shut down (all offices closed)

• [Link to the academic calendar](https://info.rpi.edu/registrar/academic-calendar/)
Office of the Registrar

Contact us:
Email: registrar@rpi.edu
Web site: http://info.rpi.edu/registrar
Phone: (518) 276-6231
Hours: Monday-Wednesday, Friday 8:30am-4:30pm
       Thursday 9:00am-4:30pm