# Accessing RPIInfo and SIS

**info.rpi.edu**

## Student Resources

<table>
<thead>
<tr>
<th>Advising &amp; Learning Assistance Center (ALAC)</th>
<th>International Services for Students and Scholars</th>
<th>Student Information System (SIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art_x</td>
<td>Internships</td>
<td>Student Life &amp; Services</td>
</tr>
<tr>
<td>Bursar</td>
<td>Intramurals</td>
<td>Student Rights and Responsibilities</td>
</tr>
<tr>
<td>Career Development</td>
<td>Learning Management System</td>
<td>Student Senate</td>
</tr>
<tr>
<td>Civic Engagement</td>
<td>LGBTQ Resources</td>
<td>Sexual Misconduct Awareness</td>
</tr>
<tr>
<td>Clustered Learning, Advocacy, and Support for Students (CLASS)</td>
<td>Mobile Computing Program (Laptops)</td>
<td>Student Employment</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Percipio</td>
<td>Student Consumer Information</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Pre-College Initiatives</td>
<td>Study Abroad</td>
</tr>
<tr>
<td>First-Year Experience</td>
<td>Registrar</td>
<td>The Arch</td>
</tr>
<tr>
<td>Greek Life</td>
<td>Reserve Officers' Training</td>
<td></td>
</tr>
</tbody>
</table>

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*Rensselaer Orientation*
Re-enter your RIN number and then click ‘Reset Password’
An email will be sent to your Rensselaer account. Click the ‘Reset Password’ link

Dear Suzanne,

You recently requested to reset your password for your Banner/Self Service (SIS/SSS) account. Please use the link below to reset it. **This link will only be valid for the next 24 hours.**

To reset your password, please click the link below:

[Reset Password](https://example.com/reset-password)

If you have any questions or issues with your account, please submit a Support Request at the IT Services and Support Center ([https://support.rpi.edu](https://support.rpi.edu)). Do not respond to this email. Thank you.
Enter password following the instructions, confirm the password and then click the ‘Reset Password’ box.
If reset properly, you should see the box below appear
Return to sis.rpi.edu, enter your RIN and your new password and click the ‘Login’ box.
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 2021
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 2021
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
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. Fall 2021 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
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. Make sure you enter the week that classes begin or you will not see any results.
Check your schedule the day before classes begin to check for classroom changes.
Important Fall 2021 Dates

- August 30 – Fall 2021 classes begin
- September 6 – Labor Day, no classes
- September 7 – Classes resume, follow a Monday schedule
- September 13 – Last day to add courses or change sections
- October 11 – No classes
- October 12 – Classes resume, follow a Tuesday schedule
- October 22 – Last day to drop a course
- November 8-22 – Pre-registration for Spring 2022
- December 10 – Last day of classes for Fall semester
- December 15-17 and 20-21 – Final Exams
- [https://info.rpi.edu/registrar/academic-calendar/](https://info.rpi.edu/registrar/academic-calendar/)
- Please check academic calendar for further dates
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