Student Orientation
Spring 2022

Office of the Registrar
Accessing RPInfo and SIS

info.rpi.edu
First time student log in

Rensselaer

Banner/Self Service Login

RIN:

| 662XXXXXXX |

Password:

LOGIN

Forgot Password

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!
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/RSS) account. Please use the link below to reset it. **This link will only be valid for the next 24 hours.**

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 Spring 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 Student Menu.

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

Select Spring 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

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. Spring 2022 CRNs start with “6”
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.
### Weekly Day/Time Grid

#### Student Weekly Schedule Day/Time Grid:

The 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.

**Go to (MM/DD/YYYY):**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8am</td>
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<td></td>
<td><strong>CHEM 1100-04</strong>&lt;br&gt;63108 Class&lt;br&gt;8:00 am-8:50 am&lt;br&gt;DARRIN 308</td>
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<td>2pm</td>
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</tbody>
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Check your schedule the day before classes begin to check for classroom changes.
Important Spring 2022 Dates

• January 10 – Spring 2022 classes begin
• January 17 – Martin Luther King, Jr Day, no classes
• January 21 – Last day to add courses or change sections
• February 21 – President’s Day, no classes
• February 22 – Classes resume, follow a Tuesday schedule
• March 7 - 11 – Spring Break
• March 24- April 4 – Pre-registration for Fall 2022
• April 27 – Last day of classes for the Spring 2022 semester
• May 2 – May 6 - Final Exams
• 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