Accessing RPIInfo 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 Fall 2020
3- Click on Agree
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 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 Using the Add/Drop Page

Register, Add/Drop is the quick way to register if you have the CRNs for your courses. Fall 2020 CRNs start with “2” or “3”
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
Check your schedule the day before classes begin to check for classroom changes.

<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>CHEM 1100-04 63108 Class 8:00 am-8:50 am</td>
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<tr>
<td>9am</td>
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<tr>
<td>10am</td>
<td>CHEM 1100-04 63108 Class 10:00 am-11:20 am</td>
<td>CHEM 1100-04 63108 Class 10:00 am-10:50 am</td>
<td>CHEM 1100-04 63108 Class 10:00 am-11:24 am</td>
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<tr>
<td>11am</td>
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<td>2pm</td>
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</tbody>
</table>
Important Fall 2020 Dates

- Monday, August 31 – Fall 2020 classes begin
- Monday, September 7 – Labor Day, No Classes
- Tuesday, September 8 – Classes resume, follow a Monday schedule
- **Friday, September 11 – Add deadline**
- Monday, October 12 – Columbus Day, no classes
- Tuesday, October 13 – Classes resume
- **Friday, October 23 – Last day to drop a course**
- November 9- November 23 – Pre-registration for the Spring 2021
- Tuesday, November 24 – Thanksgiving recess begins after last class
- November 25- November 27 – no classes
- Monday, November 30- Classes resume (via online delivery only)
- Friday, December 11 – Last day of classes
- December 15 – December 21 – Final Exams (via online delivery only)
Graduation Information

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