Student Orientation
SPRING 2021

Office of the Registrar
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 Spring 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 Spring 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
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 2021 CRNs start with “4”
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
Check your schedule the day before classes begin to check for classroom changes.
Important Spring 2021 Dates

- Tuesday, January 19 – Spring 2021 classes begin (all classes will be online)
- **Monday, February 1** – Add deadline
- **Monday, February 1** – Any in person courses are allowed to move from online to in person instruction
- Monday, February 15 – President’s Day, no classes
- Tuesday, February 16 – Classes resume, follow a Monday schedule
- **Friday, March 12** – Last day to drop a course
- March 22- April 5 – Registration for the Fall 2021
- Tuesday, April 27 – Last day of classes
- May 3 – May 7 – Final Exams
- https://info.rpi.edu/registrar/academic-calendar/
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
– Fax: 518-276-6180
– Monday – Friday 8:30-4:30