Student Orientation
January 2019

Office of the Registrar
Accessing RPIInfo and SIS

Student information system
http://sis.rpi.edu
Student Information System (SIS)

Spring 2019 schedule can be seen currently. Fall 2019 schedule will be published in late March.
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 2019
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 2019
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, Add/Drop is the quick way to register if you have the CRNs for your courses. Spring 2019 CRNs start with “7”
Register, Add or Drop Page

How to Add a Course

To Add a Course(s), enter the CRN for each class in a box and 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
# Weekly Day/Time Grid

Check your schedule the day before classes begin to check for classroom changes.
Important Spring 2019 Dates

• Thursday, Jan 10 – Spring 2019 classes begin (follow Mon. schedule)
• Friday, Jan 11 – Follow a Tuesday schedule
• Monday, Jan 21 – Martin Luther King Jr. Day, No Classes
• **Wednesday, Jan 23 – Add deadline**
• Monday, Feb 18 – President’s Day, no classes
• Tuesday, Feb 19 – Classes resume, follow a Monday schedule
• **Friday, March 1 – Drop deadline, Summer 2019 registration opens**
• Monday, Mar 4-Mar 8 - Spring Break 2019
• Monday, Mar 25-Apr 8 – Fall 2019 Registration
• Friday, Apr 26 – Last day of classes
• Saturday Apr 27-29 – Reading Days
• Tuesday – Saturday, Apr 30-May 4 – Final Exams
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://srfs.rpi.edu
– Phone: 518-276-6231
– Fax: 518-276-6180

*Stop by our office in Academy Hall Monday-Friday 8:30-4:30