Exchange Student Registration Instructions
Step 1: Accessing RPInfo and SIS

http://www.info.rpi.edu

The links on this page will provide you with a wealth of information about the Institute and its policies.
Step 2: Student Information System
Find the Spring 2019 schedule

Use the Class Hour Schedule to pick out Courses.

Use the catalog to find course descriptions

Not all courses listed in the catalog are offered every semester. Use the Class Hours Schedule to see what courses are offered during the semester you will be here.

You may need to refer to the offerings of the same semester of the previous year if they are not available yet for your intended period of study at Rensselaer.
Step 3: Access the Spring Schedule

After looking over the schedule, use back button to return to front page of SIS to login.
Step 4: Proceed to Login

[Image of Rensselaer's Student Information System]

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Step 5: Logging on to SIS

Rensselaer Self-Service Information System

User Login

Enter your User ID

Use your Rensselaer ID Number (RIN), not your RCS ID. Your RIN may be found on your Rensselaer ID card or a recent pay stub.

Enter your PIN

For first time users this is your date of birth—MMDDYY. Three wrong tries will disable your access. If you can’t remember your PIN and before you disable your access, click on the Forgot PIN? Button.

Troy Students and Faculty, if you need help, contact the Registrar’s office at (518) 276-6231 or email them at Troy Registrar’s Office with the words ID PROBLEM in the subject of the email message and please make sure to also include your RIN.

Hartford Students should call (800) 548-2425 or e-mail Hartford Registrar’s Office.

Troy Staff, if you need help, contact the Parking Office at (518) 276-6816 or email them at Troy Parking Office with the words ID PROBLEM in the subject of the email message and please make sure to also include your RIN.

User ID: 661xxxxxx

PIN: MMDDYY ex: 122590

Dec.25, 1990

Your RIN is the 9 digit number that starts with 661xxxxxx
Step 6: Changing your PIN

Rensselaer Self-Service Information System

Change PIN Number

**Info** You must first enter your old PIN. Next, select and enter your new PIN. Re-enter your new PIN for verification.

Your PIN:

- Must be 6 characters long
- **Must be 6-15 characters long**
- IS CASE SENSITIVE

When finished click Change PIN.

**Enter Old PIN:**

**Enter New PIN:**

**Re-enter New PIN:**

Old PIN: MMDDYY  ex: 122590

New PIN: 6 - 15 characters

Re-enter New PIN: XXXXXX
Step 7: Set Up a Security Question

Rensselaer Self-Service Information System

Login Verification Security Question and Answer

If you ever forget your PIN, you can reset it yourself, by using a personal Security Question.

Please choose a question with a one word answer that reflects something personal that will not change.

Examples:

- What is your city of birth?
- What is your mother's maiden name?

To help you to remember your answer, keep it short, limit spaces, and do not use special characters.

Enter Question: 

Answer: 

Submit
Step 8: Terms of Usage

Rensselaer Self-Service Information System

Terms of Usage

You are entering a secure information area. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

User Responsibility

According to Rensselaer’s Policy on Electronic Citizenship:

Every member of the Rensselaer community has basic rights and responsibilities. It is unethical for anyone to violate those rights or ignore those responsibilities. Furthermore, everything that is technically possible is not necessarily ethical or legal. Anyone who uses Rensselaer’s computer systems and networks is responsible for meeting the standards outlined in this policy. For examples illustrating applications of this policy, please visit www.rpi.edu/isp/sp/democracy.

If you agree to these terms of usage, click on the “Continue” button below. Otherwise, click on the “Exit” button.

Click ‘CONTINUE’ button – You will be directed to the MAIN MENU
Step 9: From Main Menu go to Student Menu

From Main Menu, click on STUDENT MENU
Step 10: Registering for Courses using Class Search

Rensselaer’s Student Information System

Personal Information  Student Menu  Instructor & Advisor Menu  Main Menu  Hartford Student Menu  HR/Payroll Menu

Search  [ ]  Go

Student Menu

Registration Information
- Check My Registration Status
- Register, Add or Drop
- Change My Thesis/Project Credits
- Class Search
- View My Weekly Schedule, Day/Time Grid
- View My Weekly Schedule

Curriculum Information
- View My Advisor and Curriculum Information
- View My Grades
- View My Transcript
- Request a Transcript NEW!
- Check My Transcript Request Status
- View My CAPP Reports

Graduation Information
- View My Degree Application Term
- View My Degree Status
- View Holds on My Graduation and/or Diploma
- View My Diploma Information

Financial Aid Information
- View My Account Information
- View My Overall Status of Financial Aid
- View My Eligibility
- View My Award Information
- View My Laptop Status

Personal Information
- Change My PIN
- Update My Address

CLICK ON CLASS SEARCH

| Office of the Registrar | Catalog | Academic Advising | System Availability | Trouble Shooting | Email Financial Aid | Email Bursar-Troy | Email Registrar-Troy | Email Registrar-

RELEASE: 7.3

powered by SUMGARD HIGH

SITE M.
Step 11: Select a Semester

Select the appropriate term & hit “Submit”

Search by Term:

Spring 2019
Step 12: Execute Class Search

1-Select department
2-Select Course Number
3-Click on Class Search
Click in open box to select section to register, then click “Register”. You will be directed to the Add/Drop page.

<table>
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<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>65104</td>
<td>MGMT</td>
<td>1260</td>
<td>TF</td>
<td>12:00 pm-01:50 pm</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>David M. Grandeur (P)</td>
<td>08/30-12/21</td>
<td>LOW 3045</td>
<td>Introductory Level Course</td>
</tr>
</tbody>
</table>
1. Enter CRN(S) for each course

2. Click on Submit Changes

3. After Submitting Changes, this page will refresh with results.
Step 15 Viewing your Schedule by Day/Time Grid

As you are registering for classes or after you have finished, you can view your schedule on a weekly grid.
The SIS will check your schedule for time conflicts. If two courses meet at the same time, you will only be able to register for one of them.
Additional Information

1 - Exchange students are not allowed to register for Grad level courses (6000) without written permission of the instructor and Office of Grad Ed. Contact Jamie Obst (violaj2@rpi.edu) before you arrive on campus.

2 - Maximum credits allowed is 21 per semester for undergraduate students.

3 - Plan your schedule based on Class Hour Schedule, **NOT** the course catalog.

4 - A course will close once the maximum enrollment is reached (this is indicated by a “C” in the left hand column). An authorization form with the signature of the instructor is required to be manually registered for the class. The procedure will be explained in further detail when you arrive on campus.

5 - Refer to the on line course catalog for course descriptions.

6 - On the front page of the SIS there is a link called “Topic Course Descriptions”. Topics courses are not in the catalog. They are courses being developed by the Faculty in their particular area of expertise. The courses are for credit and usually offered at the upper level (4000). Check out the list of courses running in the Spring semester to see if you may be interested in taking one of these classes.
Contact Information

Program information:

Jamie Obst, Sr. Program Administrator, violaj2@rpi.edu

Karen Dvorak, Program Manager dvorak2@rpi.edu

Remember, if you hope to take a 6000 level course, you need to submit the appropriate form to Jamie at violaj2@rpi.edu by December 10th in order to get the necessary approval.
Final Step: Logging Out

Be sure to log out of SIS by clicking the “Logoff” box in the upper right-hand corner.

We are all looking forward to meeting you!