Exchange Student Registration

Fall 2011
Step 1: Accessing RPInfo and SIS
http://www.rpi.edu/rpinfo/

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 Fall 2010 schedule

Web Address: http://sis.rpi.edu/

Log In | Announcements | Troubleshooting
---|---|---
Login | SUMMER 2007 DATES & DEADLINES | System Availability
 | | Server Not Responding?

References

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Help Pages</td>
<td>SIS User Responsibility</td>
</tr>
<tr>
<td>Class Hour Schedules</td>
<td>Academic Advising</td>
</tr>
<tr>
<td>Topics Courses and New Course Descriptions</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Writing Intensive Courses</td>
<td></td>
</tr>
<tr>
<td>Communication Intensive Courses</td>
<td>College Catalog</td>
</tr>
</tbody>
</table>

Note Topics Course Description link & College Catalog link
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

Welcome to Rensselaer's Student Information System

<table>
<thead>
<tr>
<th>Log In</th>
<th>Announcements</th>
<th>Troubleshooting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLICK Login</td>
<td>SUMMER 2007 DATES &amp; DEADLINES</td>
<td>System Availability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Server Not Responding?</td>
</tr>
</tbody>
</table>

References

- Registration Help Pages
- Class Hour Schedules
- Topics Courses and New Course Descriptions
- Writing Intensive Courses
- Communication Intensive Courses
- SIS User Responsibility
- Academic Advising
- Office of the Registrar
- College Catalog
Step 5: Logging on to SIS

User Login

Enter your User ID

User ID: 660xxxxxx

Enter your PIN

PIN: MMDDYY ex: 122590

Dec. 25, 1990

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.

Your RIN is the 9 digit number that starts with 660xxxxxx
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 6-15 characters long
- May include any combination of alpha, numeric, or special characters
- 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

Info 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

RELEASE: 8.1
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 these rights or ignore these 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/ethics/telnet]

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
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
Step 11: Select a Semester

Be certain to select FALL 2011 & Submit
Step 12: Execute Class Search

1-Select department
2-Select Course Number
3-Click on Class Search
Step 13- Class Search Results / Registering for a Course

Click “REGISTER” & you will be directed to ‘Register Add/Drop Page’
Step 14- View Class Search results and/or Add/Drop a course

Rensselaer's Student Information System

Register, Add or Drop page can be accessed directly from the Student Menu

You can register using the Class Search feature or by entering the CRNs into the boxes at the bottom of the Register Add/Drop Page. CRNs are the 5 digit number in the first column of the schedule. CRNs start with the number ‘6’ for the fall semester.

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.

2 - Maximum credits allowed is 21/ semester.

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

4 - A course will close once the maximum enrollment is reached. 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 Fall semester to see if you may be interested in taking one of these classes.

7 - You are eligible to register from April 19 until May 15. Your registration will reopen when you arrive on campus. Changes can be made to your schedule at that time.

8 - Courses can be added on line until September 12. Written approval from ALAC (Advising & Learning Center) is required to register for a course after that date.

9 - Courses can be dropped on line until October 21.

10 - Classes start August 29 The last day of classes is May 10.

11 - Final exams are held on December 14-16 and 19-20.
For registration questions, e-mails can be directed to: registrar@rpi.edu

Program information:

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Karen Dvorak, Program Manager dvorak2@rpi.edu
Final Step: Logging Out

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