



# Rensselaer

Office of Graduate Education

August 21, 2017

Dear Graduate Students:

The upcoming Fall 2017 Academic Orientation Seminar has two required sections: the Face-to-Face portion scheduled for this Thursday, August 24, 2017, which will be held in the Darrin Communications Center (DCC) – Room 308 from 8:30 am until approximately 12:00 pm (check-in starting at 8:00 am with light refreshments), and an On-line Component in the LMS (Learning Management System). The location of the DCC can be found on the following link (#17): [http://www.rpi.edu/tour/rpi\\_campus\\_map\\_2010.pdf](http://www.rpi.edu/tour/rpi_campus_map_2010.pdf).

**Immediately following the orientation, The Office of Student Success will hold a lunch to welcome all new graduate students. The lunch will be held in the Russell Sage Dining Hall with an overflow area, if needed, in the DCC Great Hall. There will be staff and current students guiding you to the locations at the end of the orientation.**

The remainder of this email message will highlight the On-Line Component Requirements.

The on-line component is located in Rensselaer's Learning Management System (LMS). The URL to use is <https://lms.rpi.edu>.

You need to register for ADMN-6700-01/CRN-47057 in SIS (the Student Information System) as soon as possible if you have not already done so. Note: non-matriculated students must do this via paper through the Registrar's Office. The course is zero credit and no charge but does receive a grade (S = satisfactory or U = unsatisfactory) at the end of the semester. The site will open sometime this coming weekend before classes begin. It takes approximately 24-48 hours for the course to appear after you register. By registering now, the course should appear once the site opens this weekend.

You must read all materials and watch videos (if applicable) in every section of the site. There are required assessments that must be completed. You can find these on the Assessment Menu item at the left column and also within the folders. There is a master list on the first page of the site in the "Welcome" remarks section. You must score 100% on each assessment and you can retake these as many times as needed. I will review the site on Thursday in the face-to-face portion of the Orientation. If you have technical difficulties with the on-line component, please send an email to [rpilms-support@rpi.edu](mailto:rpilms-support@rpi.edu) and provide as much detail as possible including the name of the course/course number, RCS User ID, and statement of the problem.

The deadline to complete the on-line component is Friday, September 29. In order to receive an "S" grade, students must successfully complete all portions of the on-line component. As stated, this means reviewing all content and successfully taking each assessment. Students who do not successfully

complete the on-line component by September 29 will receive a “U” grade and a hold placed on their student record which will prevent registration for the next semester.

Please feel free to send me any questions. If not, I will be reviewing this and showing you how to get into the site on Thursday. In addition, if you have questions about obtaining student account information, please review the attached document that is also available in the New Students section of the OGE Website. Also attached are slides to help instruct you on how to register if you are unfamiliar with the process.

Again, please register for ADMN-6700 as soon as you can so you will have access this weekend. Best of luck with the start of your graduate program at Rensselaer. Thank you. ~Connie

PS – please note that after this week all communications will be sent only to your RPI student email address and not copied to personal addresses.

(students have been blind cc'd on this message)

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