CLASS HOUR SCHEDULE INFORMATION
Year 2020/2021

CLASS HOUR SCHEDULE
Published each semester by the Office of the Registrar, Rensselaer Polytechnic Institute, 110 8th Street, Troy, New York 12180-3590.

HOME PAGE for Rensselaer’s Student Self Service Information System is http://sis.rpi.edu. Course descriptions are viewable from this site as well as from the RPI Catalog (http://catalog.rpi.edu/).

REGISTRAR, Academy Hall, 2000 level
(518) 276-6231, fax (518) 276-6180
e-mail: registrar@rpi.edu

BURSAR, Academy Hall, 2000 level
(518) 276-6610, fax (518) 276-3916
e-mail: bursar@rpi.edu

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(518) 276-6813, fax (518) 276-4797
e-mail: financial_aid@rpi.edu

ADVISING AND LEARNING ASSISTANCE CENTER,
Academy Hall 4215, 276-6820, fax 276-4074
Jeannie Steigler, e-mail: steigj2@rpi.edu
Rensselaer Polytechnic Institute complies with the Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247), as amended. This Act provides that students attending any post-secondary educational institution, which receives federal funds, are entitled to access to their education records kept by the institution in order to inspect and review those records. Students are entitled to petition the Institute for the amendment or correction of any information in their education records, which they feel is inaccurate, misleading, or otherwise in violation of their privacy or other rights. Guidelines are also provided for the conduct of informal and formal hearings at which a student may present evidence that the records are inaccurate or misleading and seek to have them amended or corrected. Rensselaer also intends to comply fully with provisions of the act, which limit the disclosure of certain information contained in students’ education records to the following circumstances:

- with the student’s prior written consent;
- as an item of directory information* (as defined in the Institute’s compliance policies) which the student has not refused to permit the Institute to disclose;
- in compliance with the provisions of the Act, which allow a university to disclose information without the student’s prior written consent (see the Institute’s compliance policies).

Directory Information: The Institute intends to make certain “directory information” available for public use. This would be in connection with publicity of athletic events, honors, etc. The following constitutes directory information: the student’s name, address, photographs, telephone number, e-mail, date and place of birth, major field of study, academic load, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, class year in school, and most recent previous educational agency or institution attended. A student who does not wish any of this information to be released for a given semester should notify the Registrar in writing by the end of the second week of classes. Directory information is published in various forms during the year and Rensselaer can withhold information only in those cases where written requests are received in accordance with the above-mentioned guidelines. Students must fill out a request to prevent disclosure of directory information and this request will last for the duration of their academic enrollment.

Copies of Rensselaer Polytechnic Institute’s complete Statement of Policy and Procedures in Compliance with the Family Educational Rights and Privacy Act may be obtained upon request from the Office of the Registrar. Any student who believes, after seeking correction through the internal grievance procedures specified in Rensselaer’s policy statement that the Institute has failed to comply with the provisions of this Act, has the right to file a written complaint with the Family Policy Compliance Office; US Department of Education; 400 Maryland Ave, SW; Washington, D.C. 20202.
**RENSSLEAER SUMMER TERM DATES**
Rensselaer has a full summer term (labeled “Summer I”) that will run from May through August. We also offer two half sessions as well. Below are the dates:

- **Summer Session I** May 26 through August 21
- **Summer Session II** May 26 through July 10
- **Summer Session III** July 13 through August 21

**SUMMER PROJECT, THESIS, DISSERTATION, PRACTICUM COURSES**
Forms are not required since on-line registrations is available. You will be registering for Summer session I only.

**SUMMER ADDS AND DROPS**
For Summer Session I (full summer), you have two weeks to add a course and eight weeks to drop a course, just as in the Fall and Spring semesters. Add and drop over the Web. For Summer Sessions II and III (half summer terms), you have one week to add and three weeks to drop. The actual deadline dates are included in the calendar at the right.

**FALL 2020 HALF-TERM COURSES**
The Fall course listing includes some 7 week (half-term) courses. You may register for these over the Web. For these courses, you have one week to add and three weeks to drop. The add and drop dates for days for the half semester courses appear below. These dates apply to all seven week courses that fall within the first or second half-term, regardless of the actual date that the course begins. Any student who needs to add or drop a course beyond these deadlines must have the permission of the Advising & Learning Assistance Center.

**FALL 2020 HALF-TERM COURSES ADD & DROP**
- **First Half - Term**
  - September 11 Last day to add courses or sections
  - September 18 Last day to drop courses or sections
- **Second Half - Term**
  - November 6 Last day to add courses or sections
  - November 13 Last day to drop courses or sections

**IMPORTANT SUMMER 2020 DATES**

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer 2020 Session I (full summer)</td>
<td>May 26 Classes begin.</td>
</tr>
<tr>
<td></td>
<td>June 8 Last day to add courses or sections.</td>
</tr>
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<td></td>
<td>June 26 Financial drop deadline*</td>
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<td>*does not apply to The Arch.</td>
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<td></td>
<td>July 20 Last day to drop courses or sections.</td>
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<td></td>
<td>July 31 Pass/No credit deadline</td>
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<td>Aug 21 Last day of classes</td>
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<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer 2020 Session II (first half of the summer)</td>
<td>May 26 Classes begin.</td>
</tr>
<tr>
<td></td>
<td>June 1 Last day to add courses or sections.</td>
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<tr>
<td></td>
<td>June 9 Financial drop deadline*</td>
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<td>*does not apply to The Arch.</td>
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<tr>
<td></td>
<td>June 12 Last day to drop courses or sections.</td>
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<td></td>
<td>June 19 Pass/No credit deadline</td>
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<td></td>
<td>July 10 Last day of classes</td>
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<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Summer 2020 Session III (second half of the summer)</td>
<td>July 13 Classes begin.</td>
</tr>
<tr>
<td></td>
<td>July 17 Last day to add courses or sections.</td>
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<td></td>
<td>July 24 Financial drop deadline*</td>
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<tr>
<td></td>
<td>*does not apply to The Arch.</td>
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<tr>
<td></td>
<td>July 31 Last day to drop courses or sections.</td>
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<tr>
<td></td>
<td>Aug 7 Pass/No credit deadline</td>
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<tr>
<td></td>
<td>Aug 21 Last day of classes</td>
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</tbody>
</table>

**FALL 2020 FULL TERM COURSES**

- **First Day of Classes:** August 31
- **Add Deadline:** September 11
- **Drop Deadline:** October 23
- **Pass/No Credit Deadline:** October 23
- **Pre-Registration for Spring 2021:**
  - November 9 - 23
SCHOOL OMBUDSPERSONS

Architecture, David Bell, Greene 209, 276-6862, fax 276-3034, belld@rpi.edu

Engineering, Matthew Oehlschlaeger, Dean’s office, JEC 3018
276-6620, fax 276-4860

Humanities & Social Sciences,
Dean’s Office, Sage 5304

Management & Technology, Margaret McDermott, 276-3974, fax 276-8661,
mcderm3@rpi.edu

Science, Deans Office, JRSC 1C05
276-6305, fax 276-2825

H&SS COURSES

Courses in these subject areas count as Humanities courses:

ARTS  Arts
COMM  Communication
IHSS  Interdisciplinary H&SS
LANG  Foreign Languages and Literature
LITR  Literature
PHIL  Philosophy
STSH  Science & Technology Studies (Humanities)
WRIT  Writing

Courses in these subject areas count as SOCIAL SCIENCE courses:

ECON  Economics
COGS  Cognitive Science
*IHSS  Interdisciplinary H&SS
PSYC  Psychology
STSS  Science & Technology Studies (Social Sciences)

* IHSS may count as either Humanities or Social Science Courses

COMMUNICATION INTENSIVE COURSES

Every undergraduate student must meet a communication intensive requirement.

Detailed information, including a listing of courses that will fulfill the requirement, can be found on the Registrar’s web page at: https://info.rpi.edu/registrar/academic-planning.
TAKING COURSES AT OTHER COLLEGES

Transferring Courses to Rensselaer
Effective Fall 2020, all first time freshmen may transfer no more than 32 credits, which includes a maximum of 20 AP credits. Within these 32 credits there are additional restrictions including the following:

Transferring Science Courses to Rensselaer
There is a limit of eight credit hours that can be used to fulfill the science core requirements.

Transferring H&SS courses to Rensselaer
No more than eight credit hours of HASS courses or Advanced Placement credits can be transferred toward the HASS Core Requirement

Complete procedures, including links to the required forms on how to transfer credits and determine if a course will in fact transfer, are found on the Registrar’s web site at: https://info.rpi.edu/registrar/academic-planning/#TransferAdvancedPlacementIBCreditNewIncomingStudentsbeginningFall2020

Graduate students please see the graduate section in the Rensselaer Catalog or the Transfer Credit Approval Form, for graduate transfer credit guidelines.

Taking Courses at a Consortium College
You may register for courses - at no additional cost - at several other Capital Region colleges and universities. Detailed information on eligibility and restrictions are on the Registrar’s web site at: https://info.rpi.edu/registrar/registration/#CrossRegistration

Check with the consortium school’s Registrar for their regulations and deadlines. Use a cross-registration form, available at the Registrar’s Office, and after approval at the consortium school, bring it to the Rensselaer Registrar where the course will be posted to your Rensselaer class schedule

READ ME FIRST! CHECK THESE OUT BEFORE YOU REGISTER.

Are you...

A new student?
New freshmen and transfer students register on-line prior to their student orientation. New graduate students should see their advisor before registering. Be sure you have met the immunization requirement as established by New York State or you will not be able to register.

A readmitted undergraduate student?
If you are readmitted to Rensselaer, contact the Office of the Student Experience.

A returning co-op student?
If you are returning from co-op, you should have a time ticket and can register as normal. Please be sure the Registrar’s Office has your new local address. Do this by updating your address on the Student Self Service Information System.
A part-time student (fewer than 12 credits)?
Undergraduates may not register for fewer than 12 credits without the approval of the Director of the Advising & Learning Assistance Center. If you are on the student payroll, Federal regulations require that FICA taxes be deducted if you are not registered for at least six credit hours.

A senior returning as a graduate student?
If you have met with your graduate advisor, please do register for your next level courses.

A veteran?
The Registrar’s Office is responsible for certifying veteran-related educational benefits. Veterans or children of veterans should contact the Veterans Benefits Coordinator in the Registrar’s Office as soon as possible upon arriving at Rensselaer. The Coordinator will provide information needed to secure these benefits. If you change your credit hour load or withdraw from school, notify the Veterans Benefits Coordinator immediately.

Attending Rensselaer from a Consortium college?
Use a cross-registration form available at your home school. Once you have acquired the approval signatures bring the form to the Rensselaer Registrar, Academy Hall, Suite 2600, between the first day of classes and the published add deadline.

Are you planning to register for...

Co-op?
All registrations for the Co-op Program will be processed by the Director of Cooperative Education in the Center for Career and Professional Development (CCPD).

An Independent Study, Undergraduate Research?
Bring the Independent study or URP form to your advisor. Fill it out together and then bring it to the Registrar’s Office. You must register before the add deadline for the appropriate semester. Additional forms and approval signatures will be required after the add deadline.

Project, Thesis/Dissertation or Practicum?
All Project-Thesis-Dissertation & Practicum credits can be done on-line! No forms needed. During the summer, you will register for Summer Session I only.

Summer Administrative Registration?
(Graduate Students Only)
If either of the following descriptions apply to you, you are eligible to register for Summer Administrative Registration, ADMN 6600 (register online through SIS).
1.) You are planning to graduate in the summer, and have fulfilled all credit requirements for your degree, and were registered in both the previous fall and the spring semesters.
2.) You will be receiving a summer stipend for work performed as a graduate assistant, (but not graduating or taking summer course or thesis credits).

An overload (more than 21 credits)?
The Student Information System will not permit you to register for more than 21 credit hours without the approval of your academic advisor. Print an Authorization Form, take it to your advisor, and bring the signed form to the Registrar’s Office. You will not be able to register above the maximum until you submit the signed form.

A graduate course and you are an undergrad?
Undergraduate students registering for graduate courses (6000 level) must obtain prior approval from their adviser, the course instructor, and The Graduate School. The request form is available online: https://info.rpi.edu/sites/default/files/Undergrad-Grad%20Course%20Approval.pdf or can be obtained from the Graduate School.
The Graduate School applies admission criteria set by the faculty. Students in the course without permission will be dropped. Undergraduates are not permitted to register for graduate courses on a Pass/No Credit basis.

**A course with pre-requisites?**

Students are required to meet specific pre-requisite requirements to register for some courses. A listing of the pre-reqs can be found within course descriptions in the Rensselaer Catalog. If students do not meet the requirement, they will receive a registration error and the course will not be added to their registration.

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**SOME USEFUL TIPS**

### HERE’S HOW THE PRIORITY SYSTEM WORKS

Your Time Ticket opens registration for you on a specific date and at a specific hour. You can register any time after that. Students with the most earned credits begin first. *Your particular start time is listed on your time ticket.*

### NO TICKET TIME?

Time Tickets are emailed to currently registered students two weeks before registration. If you have not received, or have misplaced your time ticket, you can view the information in SIS under the Student Menu Item “Check My Registration Status”.

### WHAT IS A CRN?

When you register, you will select SECTIONS to build your schedule. Each section has a unique 5-digit identifier—a CRN (Course Reference Number)—that appears as the first entry for the section. You can register for a course simply by entering its CRN on the Registration Page.

### WANT SOME IN-PERSON HELP?

We will be happy to assist you. Come to the Registrar’s Office, Academy Hall, Suite 2600, between 9:00am and 4:30pm, Monday through Friday. Make sure to bring your ID card!

### ABOUT YOUR PIN

You will need a PIN number to use the Student Self Service Information System. The first time you use the system, your PIN will be your birth date in mmddyy format.

### ON-LINE ADVISING INFORMATION

On the Student Self Service Information System home page (http://sis.rpi.edu), you will see buttons that will take you to the CATALOG (course descriptions, prerequisites, department requirements), the CLASS HOUR SCHEDULE, and to ADVISING INFO.

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**DEGREE WORKS AUDIT**

Don’t forget to check out your Degree Works audit before meeting with your advisor in order to properly prepare for registration! Your degree works audit can be found at [http://sis.rpi.edu](http://sis.rpi.edu) on the student tab. Any questions can be sent to [degreeworks@rpi.edu](mailto:degreeworks@rpi.edu).
PROGRAM ADJUSTMENTS

These deadlines shown are for the Fall and Spring terms. Your tuition charge is based on a flat rate for full-time students taking credits up to the maximum allowed for that rate. Part-time students are charged per credit hour. No tuition refund is made for any course dropped after the eighth week. You will be charged additional tuition if you add a course at any time during the term if this places you above the maximum allowed for your tuition rate category.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DO THIS</th>
<th>FIRST TWO WEEKS OF THE TERM</th>
<th>WEEKS 3-8</th>
<th>AFTER THE EIGHT WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course or Section Adds</td>
<td>Use the Student Information System to ADD the course or section.*</td>
<td>No signatures required. Undergraduates requesting more than 21 credit hours must have the approval of their academic advisor.</td>
<td>Normally not permitted. If you have the permission of the instructor, undergraduates may petition the Director, Advising Learning Assistance center and graduate students may petition the Office of Graduate Education to add the course.</td>
<td></td>
</tr>
<tr>
<td>Course Audit</td>
<td>Form is on the Registrar website</td>
<td>See the Registrar for details</td>
<td></td>
<td>Normally not permitted.</td>
</tr>
<tr>
<td>Course or sections Drops</td>
<td>Use the Student Information System to DROP the course or section.*</td>
<td>No signatures are required. Director, Advising and Learning Assistance Center must approve if undergraduates drop below 12 credits. Failure to drop a course will result in a FA (Administrative F) grade.</td>
<td>Normally not permitted. Students advised to drop courses for medical or other extenuating circumstances outside of their control may petition the Director, Advising &amp; Learning Assistance Center (undergraduates) or the Graduate School (graduates) for an exception.</td>
<td></td>
</tr>
<tr>
<td>Add or remove Pass/ No Credit</td>
<td>Form is on the Registrar website</td>
<td>Requires your program advisor’s signature.</td>
<td>Undergrads are allowed a maximum of 12 credits of Pass/No Credit courses (16 for B.Arch. students) and certain limitations apply. Pass/No Credit designations may be added or removed through the deadline published on the Academic Calendar.</td>
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</tbody>
</table>

* Half - Term Courses have one week to add and two weeks to drop.

SEVIS POLICY

Undergraduate students must be full-time (12 credit hours) every Fall & Spring semester. Rare exceptions exist - meet with the ISSS advisor before dropping below 12 credit hours for more information. Graduate students must be full-time (12 credit hours) every Fall & Spring semester. If you are a teaching assistant you may register for 9 credit hours and be considered full-time. International students must always keep their local address updated in SIS. This should be done within 10 days after a move.

The above are just two of the requirements. For more detailed information, go the International Services for Students and Scholars homepage: [http://www.rpi.edu/web/ISSS/](http://www.rpi.edu/web/ISSS/).