

CLASS HOUR SCHEDULE

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HOME PAGE for Rensselaer's Student Self Service Information System is <http://sis.rpi.edu>. Course descriptions and a current version of the Class Hour Schedule can be accessed from this site as well as from RPIInfo (select Academics on the RPIInfo home page).

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Rensselaer Polytechnic Institute complies with the Family Educational Rights Privacy Act of 1974. This act provides that students attending any postsecondary educational institution that receives federal funds are entitled to access their education records kept by the institution in order to inspect and review these records.

In accordance with this act, the Institute intends to make certain "directory information" available for public use. This will be in connection with publicity of athletic events, honors, etc. The following constitutes directory information: the student's name, address, photograph, telephone number, date and place of birth, country of citizenship, 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 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 guidelines stated here. Students must fill out a request to prevent disclosure of directory information for each semester they wish to withhold such information.

FIND IT HERE...

Campus and buildings
Dates and deadlines
Late Registration Fee

Departments & course numbers
Late Payment Fee
Registration dates and times

FIND IT THERE...

<http://www.rpi.edu/dept/srfs/chs.pdf>

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NOTE TO ALL STUDENTS, FACULTY & STAFF:

IN ORDER TO RESPOND TO CHANGES IN ENROLLMENT OR STAFFING, RENSSELAER RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO THIS CLASS HOUR SCHEDULE. PLEASE CHECK SIS FOR UPDATED LISTINGS.

CLASSROOMS ASSIGNED BY THE ADD/DROP PERIOD

WELCOME TO SPRING AND SUMMER 2012 REGISTRATION

1 RENNELLAER 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 21 through August 10
Summer Session II	May 21 through June 29
Summer Session III	July 2 through August 10

SUMMER INDEPENDENT STUDY

When registering for an independent study for the summer you do not register on the web. Use the appropriate form available either in the Registrar’s Office or www.rpi.edu/dept/srfs/forms.html. After you and your instructor have completed and signed the form bring to the Registrar’s Office by the add deadline.

SUMMER PROJECT, THESIS, DISSERTATION, PRACTICUM COURSES

No forms are required, you may register on-line. 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.

SPRING 2012 HALF - TERM COURSES

The Spring 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.

SPRING 2012 HALF - TERM COURSES ADD & DROP

First Half - Term

January 30	Last day to add courses or sections
February 12	Last day to drop courses or sections

Second Half - Term

March 19	Last day to add courses or sections
April 11	Last day to drop courses or sections

IMPORTANT SUMMER 2012 DATES

Summer 2012 Session I (full summer)

May 21	Classes begin; last day of registration.
May 29	Summer tuition is due.
June 1	Last day to add courses or sections.
June 20	Financial drop deadline
July 13	Last day to drop courses or sections.
July 27	Pass/No credit deadline
August 10	Last day of classes

Summer 2012 Session II (first half of the summer)

May 21	Classes begin; last day of registration.
May 25	Last day to add courses or sections.
May 29	Summer tuition is due.
June 1	Financial drop deadline
June 8	Last day to drop courses or sections.
June 15	Pass/No credit deadline.
June 29	Last day of classes

Summer 2012 Session III (second half of the summer)

July 2	Classes begin.
July 9	Last day to add courses or sections.
July 11	Financial drop deadline
July 20	Last day to drop courses or sections.
July 27	Pass/No credit deadline.
August 10	Last day of classes

SCHOOL OMBUDPERSONS

Architecture, Mark Mistur, Greene 302, 276-6868, mistum@rpi.edu

Engineering, Kurt Anderson, Jonsson 4006, 276-2339, fax 276-2623, anderk5@rpi.edu

Humanities & Social Sciences, Elizabeth Large, Sage 5208, 276-2576, fax 276-4871, largee@rpi.edu

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Science, Samuel Wait, SC 1C05, 276-6305, fax 276-2825, waitsc@rpi.edu

Advising & Learning Assistance, Jeannie Steigler, Sage 2106, 276-6269, fax 276-4074, steigj2@rpi.edu

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

WRITING AND COMMUNICATION INTENSIVE COURSES

Depending on the year you entered Rensselaer, every student is required to successfully meet either a writing intensive requirement or a communication intensive requirement.

Detailed information, including a listing of courses which fulfill each requirement, can be found at the Registrar's web page at: <http://sfs.rpi.edu/update.do?catcenterkey=10>

TAKING COURSES AT OTHER COLLEGES

Transferring Courses to Rensselaer

Effective Fall 2010, all first time freshmen may transfer a maximum of 32 credits (includes 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 may be transferred to Rensselaer and 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 may 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 can be found on the Registrar's web site at:

<http://sfs.rpi.edu/update.do?artcenterkey=62>

Graduate students please see the graduate section in the Rensselaer Catalog or the Transfer Credit Approval Form (located on the forms tab of the Registrars web site), 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 can be found on the Registrar's web site at: [http://sfs.rpi.edu/update.do?artcenterkey=23&setappvar=page\(1\)](http://sfs.rpi.edu/update.do?artcenterkey=23&setappvar=page(1)) 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 at 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 being readmitted to Rensselaer, contact the Office of the Student Experience.

A returning co-op student?

If you are returning from co-op, register now. 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?

Do not register now. You will register at the start of the term after you have met with your graduate advisor.

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 on 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, 2000 level, between the first day of classes but before the add deadline.

Looking for Topics Courses and New Course Descriptions?

They can now be accessed through the link provided on the SIS Home Page.

Are you planning to register for ...

Co-op?

All registration for the Co-op Program will be accomplished by the Director of Cooperative Education in the Career Development Office (CDC).

An Independent Study, Undergraduate Research?

Bring the Independent study/URP form to your advisor. Fill it out together; and 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 now be registered for 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 have been 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 are not registered 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 The Graduate School. The request form is available online at: <http://www.rpi.edu/dept/grad/docs/grad-approval.pdf> or can be accessed from the Graduate School or Registrars web sites. 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 specific 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. The student will need to obtain the instructor's signature on a Authorization form.

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 are permitted first. *Your particular start time will be printed on your time ticket.*

No Time Ticket?

Time Tickets are e-mailed 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's 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, 2000 level, Academy Hall, 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

PROGRAM ADJUSTMENTS

These deadlines shown are for the Fall and Spring terms. Your tuition charge is based on the number of credits for which you are registered at the beginning of the term. 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 in a higher tuition category.

Action	Do this	First two weeks of the term	Weeks 3-8	After the eighth week
Course or Section Adds	Use the Student Information System to ADD the course or section.*	No signatures required. Undergraduates requesting more than 21 credit hours must have the approval of their academic advisor.	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 Graduate School to add the course.	
Course Audit	Come to the Registrar's Office for an Audit Request.	See the Registrar for details	Normally not permitted.	
Course or Sections Drops	Use the Student Information System to DROP the course or section.*	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.	Normally not permitted. Students advised to drop courses for medical or other extraordinary reasons outside their control may petition the Director, Advising & Learning Assistance Center (undergraduates) or the Graduate School (graduates) for an exception.	
Add or remove Pass/No Credit	Come to the Registrar's Office for a Pass/No Credit Change Form.	Requires your program advisor's signature. Undergrads are allowed a maximum of 12 credits of Pass/No Credit courses (16 for B.Arch. students). Pass/No Credit designations may be added or removed through the deadline published on the Academic Calendar.		

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

CAPP REPORTS

Don't forget to check out your CAPP report before meeting with your advisor in order to properly prepare for registration! Your CAPP report can be found at <http://sis.rpi.edu>. Any questions can be sent to CAPP@rpi.edu.

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 by reporting a change of address within 10 days of moving to the Registrar's Office.

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/>.