



INSTRUCTIONS FOR ONLINE REGISTRATION

1. Time Ticket You will receive an email telling you when you may register for next semester's courses. This is your TIME TICKET. You may add and drop courses during this timeframe. Please know that the ending date is firm! The system will not allow you to alter your registration status after your time ticket has passed. If you need to change your registration information after the end date, contact the OGE Outreach Programs Office.

2. Selecting Your Course(s) Before registering, be sure you are selecting a course that fits into your academic objective (i.e., plan of study for matriculated students; meeting prerequisites). The Student and Course Information booklet and video catalog provided each semester can help you determine whether a course is appropriate. If you have any academic questions concerning your course selection or plan of study, please contact the OGE Outreach Programs Office.

3. Student Information System (SIS) LOG IN

Open <http://sis.rpi.edu>

Select STUDENT LOGIN

Enter your USER ID (RIN 660XXXXXX)

Enter your PIN

(for first-time users, this is your birth date (mmddyy))

Enter in your security question and answer

Press [Login]

Select REGISTRATION INFORMATION

Select REGISTER, ADD, OR DROP Page

Select TERM and submit

NEW STUDENTS MUST BE ADMITTED BEFORE THEY CAN REGISTER!

4. Select COURSES and SECTIONS

From the REGISTER, ADD, OR DROP Page

Go to ADD CLASS matrix

If you haven't selected any courses, this will be the only matrix on the page. If you don't see it on your screen, scroll until it appears. Type in the Course Reference Number (CRN) of each course selection (carefully enter these).

Select **SUBMIT COURSES**

You will see a **CURRENT SCHEDULE** matrix at the top of your screen. Successful selections will be posted.

Review the **CURRENT SCHEDULE** matrix -- Make sure each entry is what you want. You can use the ADD CLASS matrix to enter a new CRN or use CLASS SEARCH to find new selections.

OK? Select the **VIEW YOUR SCHEDULE** button
Warning: Don't try to print your schedule yet!

5. VIEW results and PRINT your schedule

Not OK?

Go back to the REGISTER, ADD, OR DROP Page to make changes.

(Remember, you will no longer receive registration confirmations from our office.)

6. Log Out – You're REGISTERED!

Be sure to log out of SIS when you are done.

7. CHANGING your registration

Once you have registered, you can go back any time during your time ticket to add or drop courses. Go to Step 3 (Log in). At the **REGISTER, ADD, OR DROP** Page:

You can ADD A CLASS by entering its CRN in the Add Class matrix.

You can DROP A CLASS by selecting "Dropped-via-Web" from its pull-down box in the Action column.

If you have any problems with using SIS, you may contact the Registrar's Office (<http://www.rpi.edu/dept/srfs/forms.html>) for assistance.

If you have any questions regarding academic or logistical issues, contact the Student Services Administrator at (518)276-2347.