

# CLASS HOUR SCHEDULE INFORMATION

## Year 2018/2019

### 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 and a current version of the Class Hour Schedule can be accessed from this site as well as from the RPI Catalog accessible through RPIInfo (<http://rpinfo.rpi.edu>)

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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;
- under 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 for each semester they wish to withhold such information.

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.

## WELCOME TO 2018/2019 REGISTRATION

### RENSSELAER 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 20 through August 16**

**Summer Session II May 20 through June 28**

**Summer Session III July 8 through August 16**

### 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.

### FALL 2018 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 2018 HALF -TERM COURSES ADD & DROP

#### First Half - Term

September 11 Last day to add courses or sections

September 20 Last day to drop courses or sections

#### Second Half - Term

November 5 Last day to add courses or sections

November 12 Last day to drop courses or sections

### IMPORTANT SUMMER 2019 DATES

#### Summer 2019 Session I (full summer)

May 20 Classes begin.

June 3 Last day to add courses or sections.

June 21 Financial drop deadline\***does not apply to The Arch.**

July 19 Last day to drop courses or sections.

Aug 16 Last day of classes

#### Summer 2019 Session II (first half of the summer)

May 20 Classes begin.

May 24 Last day to add courses or sections.

June 3 Financial drop deadline\***does not apply to The Arch**

June 10 Last day to drop courses or sections.

June 28 Last day of classes

#### Summer 2019 Session III (second half of the summer)

July 8 Classes begin.

July 12 Last day to add courses or sections.

July 19 Financial drop deadline\***does not apply to The Arch**

July 26 Last day to drop courses or sections.

Aug 16 Last day of classes

## SCHOOL OMBUDSPERSONS

**Architecture**, David Bell, Greene 209, 276-6862, fax 276-3034, [belld@rpi.edu](mailto: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,  
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**Science**, Deans Office, JRSC 1C05  
276-6305, fax 276-2825

**Graduate Education**, Dennis Gornic, 276-6488, fax 276-2256, [gornid@rpi.edu](mailto:gornid@rpi.edu)

## H&SS COURSES

Courses in these subject areas count as Humanities courses:

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

Courses in these subject areas count as SOCIAL SCIENCE courses:

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

\* IHSS may count as either Humanities or Social Science Courses

## COMMUNICATION INTENSIVE COURSES

Every student is required to successfully meet a communication intensive requirement.

Detailed information, including a listing of courses which fulfill the requirement, can be found at the Registrar's web page at: <http://registrar.rpi.edu/update.do?artcenterkey=208>

## 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://registrar.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://registrar.rpi.edu/update.do?artcenterkey=23>

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.

## 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 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 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 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 an Authorization form.

### ***\*Looking for Topics Courses and New Course Descriptions?***

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

## **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 TICKET TIME?**

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 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, 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

## **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](mailto:CAPP@rpi.edu).

## 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 EIGHT WEEK
<b>Course or Section Adds</b>	Use the Student Information System to ADD the course or section.*	No signatures required. Under graduates 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 Office of Graduate Education to add the course.	
<b>Course Audit</b>	Come to the Registrar's Office for an Audit Request	See the Registrar for details	Normally not permitted.	
<b>Course or sections Drops</b>	Use the Student Information System to DROP the course or section.*	No signatures are required. Director, Advising and Learning Assistance Center must approve if under- graduates 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.	
<b>Add or remove Pass/ No Credit</b>	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.**

## 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/>.