Student Orientation

Registration

2015
Accessing RPInfo and SIS
http://rpinfo.rpi.edu/

Student Information System
http://sis.rpi.edu
User ID: 661xxxxx
PIN: Enter the password you set up

Forgot your PIN? If you set up a Security Question, answer it and your PIN defaults back to your birth date mmddyy

PIN disabled? Let us know and your PIN will be reset. The default is your birth date in mmddyy format.

No slashes or dashes - Dec. 25, 1995 is 122595

Didn’t set up a PIN? The default is your birth date. mmddyy
Clear Your FA (Financial Agreement) Hold

1. Click on Financial Responsibility Agreement
2. Select FALL 2015 term
3. Click on Agree
Main Menu to Personal Menu

From Main Menu → Personal Information
From Main Menu ➔ to Personal Info ➔ RPI Alert
Enter Your Cell Phone Number

1- Enter your Cell Phone number
2- Submit
RPI Guardian

RPI Guardian is a free, opt-in service that is available to anyone with a valid RIN number and RCS account.

RPI Guardian works with your cell phone and can be used to alert Public Safety in an emergency - providing DPS with your location and other critical information required for a rapid response.

RPI Guardian works in two ways:

Panic Call - set-up a one-touch panic button on any cell phone using the number 518-328-0463.

Precautionary Timer - Activate a timer on any cell phone before walking across campus. When you reach your destination safely, deactivate the timer.

http://www.rpi.edu/dept/public_safety/safety/guardian.html
Tips to Build An ENGR Schedule

- Start with a Math course for your major – MATH 1010, 1020, 1500
- Proceed to Core courses for your major
- ENGR 1100, PHYS 1100/1150, CHEM 1100/1110,
  Add 1 credit ENGR (engr majors) course if possible
- Select HASS elective that fits with registered courses, choose this last
- Register for each course immediately, don’t use worksheet
- Remember, “He who hesitates is lost”
Registering for Courses

From Student Menu – Click on CLASS SEARCH

There are 2 ways to Register for classes, Class Search and Register Add/Drop. Both can be accessed from the Student Menu.
Select a Term

Select FALL 2015 & Submit
Define the Class Search

1 - Select a department
2 - Select Course Number
3 - Click on Section Search
To Register for a Section:
1- Click on Open Box
2- Click on Register – You will be directed to the Register Add/Drop page

If there is a ‘C’ in the first column instead of an Open Box, move on, the section is Closed
Register, Add or Drop Page

Check under Current Schedule to see if you successfully registered for the course

To Drop a Course
1- Click on Drop Down Box
2- Highlight “Drop Via Web” Option
3- Click on Submit Changes
Access the Register Add/Drop page from the Student Menu

This is the **fast** way to register. You need to have ALL your CRNs ready to enter them on the Register Add/Drop page.

The Register, Add, Drop Page can be accessed directly from the Student Menu.
Register, Add or Drop Page
Drop a Course & Add Courses the FAST WAY

To Drop a Course
1. Click on Drop Down Box
2. Highlight "Drop Via Web" Option
3. Click on Submit Changes

To Add a Course(s),
1. Enter CRNs for each class in boxes
2. Click on Submit Changes

After you Submit Changes, this page will refresh and you will see under Current Schedule if you are registered for the course.
Viewing Your Schedule/ Ordering Books

Use link to pre-order books
Click on CRN on Class Search Page for information on textbooks.

View Your Schedule click on weekly grid
## Weekly Day/Time Grid

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
<td><strong>MATH 1010-33</strong> 10:00 am-10:50 am</td>
</tr>
<tr>
<td>11am</td>
<td>LOW 4040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
<td><strong>MATH 1010-33</strong> 2:00 pm-2:50 pm</td>
</tr>
<tr>
<td>3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

To Print:
1. Click on File
2. Click on Print
3. Choose default setting

---

Go to (MM/DD/YYYY): [Submit]
Please do the following before you leave the room today:

1. Print Your Schedule

2. Show your Schedule to me before you leave. This is an absolute MUST.

3. Logoff the SIS by clicking on the close button in the upper right hand corner of the screen (x)

4. Enjoy your summer. See you in August.