

**SIS**

**R·I·T**

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## What is the Student Information System?

The Student Information System, or SIS, provides a convenient method for students to register for courses and obtain information from the Registrar's and Bursar's offices. SIS is a menu driven system which uses on-screen prompts to allow you to access the function you desire and navigate through the various options.

## Why should I use the Student Information System?

Use SIS to view and, when appropriate, update the following student and financial record information as well as register for courses.

- *Academic information (view only)*
  - grades
  - class schedule
  - GPA statistics
  - degree information
  - open and closed courses
  - Liberal Arts concentration sign-up
  - GPA model
  - exam schedule
  - your profile
  - list of Liberal Arts courses
- *Address information*
  - home address
  - local address
  - next of kin address
  - emergency contact address
  - second home address
- *Course registration*
  - initial quarterly registration
  - schedule changes (drop or add)
  - view open and closed courses
- *Student account information*
  - quarterly charges
  - financial aid credits (actual and anticipated)
  - payments on account
  - account balance

## How do I get help with the Student Information System?

- Personal help: See the tips section for information on how to contact the Registrar's and Bursar's offices.

## How do I use the Student Information System?

Choose SIS from the main menu, or type SIS at the OpenVMS "\$" prompt. The Student Information Bulletin Board is displayed. Press <Return> when you are ready to continue. Enter your Student ID number. The cursor automatically jumps to the "Enter Option" position. Leave this area blank and press <Return>.

Users who have never used SIS or dial-in telephone registration are prompted for their birth date and asked to create a new six digit Personal Identification Number (PIN).

### ***Navigate through the Student Information System***

Enter the number of the function you desire to perform after the "Enter Option" prompt. Press <Return>.

- When asked to identify the QUARTER, enter a five-digit number consisting of the academic year and the quarter. Fall quarter is number 1.

When asked to identify the DISCIPLINE, refer to the printed class schedules for the first four digits of the course number.

Use the <Tab> key to move between fields.

To exit SIS, press the <Control-C> (the <Control> key and the <C> key at the same time).

### ***Tips for using the Student Information System***

Exit the SIS system completely to ensure privacy of your records.

Remember your PIN for future uses. If you are unable to remember your PIN (you will be allowed five attempts), please contact the Registrar's Office at (585) 475-2821 or (585) 475-2825. Your forgotten PIN will be deleted. Then you may log back onto the system and establish a new PIN. You may change your PIN at any time by selecting the "Personal Identification Number Modification" option from the SIS main menu. This will help ensure your privacy.

WELCOME TO THE  
ROCHESTER INSTITUTE OF TECHNOLOGY  
STUDENT INFORMATION SYSTEM

STUDENT SIGN-ON

ENTER YOUR STUDENT ID NUMBER < > <PRESS RETURN>

\*OR\*

1--> START AGAIN

2--> LIST OPEN AND CLOSED COURSES (QUARTER AND  
DISCIPLINE REQUIRED)

3--> LIST EXAMS (QUARTER AND DISCIPLINE REQUIRED)

4--> LIST ONLINE COURSES (QUARTER AND DISCIPLINE  
REQUIRED)

E--> EXIT

ENTER OPTION \_ QUARTER(YYYYQ) \_\_\_\_\_ DISCIPLINE \_\_\_\_\_  
(DISCIPLINE IS THE FIRST 4 POSITIONS OF THE COURSE NUMBER)

\*\*\* WARNING \*\*\*

PLEASE ENTER YOUR STUDENT ID NUMBER AND/OR AN OPTION AND PRESS  
<RETURN>. ONLY ONE OPTION IS ALLOWED. DO NOT LEAVE THIS TERMINAL  
WITHOUT EXITING THE SYSTEM TO ENSURE OTHERS DO NOT ACCESS YOUR  
RECORDS.

### Contacting the ITS HelpDesk

**Phone Support:** (585) 475-HELP or 475-2810 (TTY)

**Email:** [helpdesk@rit.edu](mailto:helpdesk@rit.edu)

**Web Address:** <https://www.rit.edu/its/help/>

**In Person:** Gannett Building, Room 7B-1113

### Contacting the Resnet (Residential Computing) HelpDesk

**Phone Support:** (585) 475-2600 or 475-4927 (TTY)

**Email:** [resnet@rit.edu](mailto:resnet@rit.edu)

**Web Address:** <https://www.rit.edu/its/services/resnet/>

**In Person:** Nathaniel Rochester Hall (Building 43), Room 1034

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