

To access the Student Information System (SIS) you need to have set-up your RIT computer account.

The username and password will be the same as those used for accessing your RIT email. If you need assistance setting-up your account, please refer to the materials that RIT Graduate Admissions sent to you or visit RIT's Information and Technology Services (ITS) website for new students at <https://www.rit.edu/its/help-support/getting-started/students>.

The Student Information System (SIS) is where you will complete all enrollment and registration related tasks – including: view your fall schedule, search for classes, maintain updated contact information, request transcripts, etc.

To access SIS

1. Go to :<https://www.rit.edu/infocenter/>
2. Click on the link “*Student Info System*” in the box on the left side of the page.
3. You will be asked for your RIT username and password
4. Choose an option for Multi-factor Authentication
5. You should now be on the SIS Homepage that has a series of Icons.

(The second page of this document is our SIS Navigation Reference Chart that tells you what you can find under each Icon)

Take some time to look around SIS and familiarize yourself with the tools available to you.

If you have any questions, please contact your academic advisor directly (advisors are listed in SIS, under the “*Advisors*” Icon), or

Send an email (with your full name, UID # and major) **to the College of Art and Design Student Services Office** at artdesign.advising@rit.edu

NOTES:

Please do not make changes to your schedule without consultation with your academic advisor – if you mistakenly drop a class, we cannot guarantee we can get you back into the class – even if it is required for your degree program.

If you click on the link for “*My Academic Requirements*” under the “*Academic Records*” Icon – you will get an error message at this time. The degree requirements for the 2020-21 academic year are in the final stages of the approval process, and are not available on SIS until fall. Speak with your advisor if you have questions about your specific degree requirements.