



Frequently Asked Questions

Here are some answers to questions frequently asked by Lally MBA and M.S. students.

Q: Does Rensselaer offer an orientation program for admitted graduate students?

A: Yes. The general graduate student orientation program is mandatory. It will be held on August 27, 2020. You will receive information about it from the Office of Graduate Education (OGE).

Q: Does Rensselaer offer an orientation program specific for international graduate students?

A: Yes. The graduate international student orientation is mandatory. It will be online. Check the website of the Office of International Services for Students and Scholars (ISSSO) for the date.

Q: Does the Lally School of Management offer an orientation program specific for Lally graduate students?

A: Yes. The MBA/M.S. orientation program is on September 2, 2020. Attendance is highly recommended.

Q: Should I register for classes before I come to Lally?

A: Yes, international and domestic students can register over the summer prior to the start of classes. The advantage of registering early is that you can secure seats in desired elective classes with limited space. Once you have been issued your Rensselaer ID Number (RIN), you should email the registrar at registrar@rpi.edu to request a time ticket and then you will be able to register.

Q: How will I know what classes to register for?

A: Go to the program curriculum and hours section of the incoming graduate students page on the Lally website and look at your program's class hours for fall 2020 to find the required courses you need to take along with the course registration numbers (CRN) to use when registering for them.

Q: How do I register?

A: As a new graduate student, you are active in the student information system (SIS) and a registration time ticket has been assigned that allows you to utilize SIS to register for fall courses now. SIS also allows you to access grades, update personal information, and access financial information. Please visit this link to access and become familiar with SIS: <http://sis.rpi.edu/>. You are responsible for learning the registration process so that you can register for your fall courses.

After logging in and setting up your account password, there is one detail, which if ignored, will prevent you from registering successfully. SIS will not permit a student to register for classes until the student has successfully responded to a financial

agreement notice from the Bursar's Office. Once you have responded to the notice, you can access the registration page. If you have problems using SIS and need assistance, send an email to registrar@rpi.edu.

Q: When and how do I pay tuition?

A: Pay your tuition after you have registered for classes. If you register before August 1, expect to receive a bill on August 1. Tuition payment will be due on August 25. If you register after August 1, expect to receive a bill on September 1. Tuition will be due on September 25. You must pay by either cash, check, or money order. Once you have registered for classes, visit the Bursar's Office website at <https://info.rpi.edu/bursar/payment> to learn about the student billing procedures, payment deadlines, and how to sign up for an ebill. All payment details are explained under the "Troy Student Payment Options" section. If you have problems signing up for an ebill, or general questions about billing, contact the Bursar's Office at (518) 276-6610 or send an email to bursar@rpi.edu.

Q: What should I do first when I come to campus?

A: When you come to campus in August, first you should get your student ID card and then request an RCS user ID so you'll be able to get your computer set up.

- Requesting your Rensselaer ID card—Go to the Campus Card Office (Room 1502 in the Student Union) during check-in, M: 8:30 a.m. to 4 p.m., T: 8 a.m. to 4 p.m., and W-F: 9:30 a.m. to 4 p.m. The office's staff can be reached at (518) 276-6670. If you are a previous Rensselaer ID cardholder, bring your old card with you to avoid a card fee. Make sure to bring a legal photo ID (i.e. passport, driver's license). An international driver's license in English is also acceptable. [EMAIL THE CAMPUS CARD OFFICE FOR DIRECTIONS ABOUT HOW TO OBTAIN YOUR ID CARD REMOTELY AT CAMPUSCARD@RPI.EDU.](mailto:CAMPUSCARD@RPI.EDU)
- Requesting an RCS user ID—To request your RCS user ID, simply send a request to consult@rpi.edu. Please include your full name and Rensselaer ID number. It takes 24 hours to get an RCS user ID.
- Accessing your Rensselaer email account—Once you have your RCS user ID, you may access your email in several different ways. To learn about the different ways you can access your Rensselaer email account, visit <https://dotcio.rpi.edu/>.

Q: Do I need to buy health insurance from Rensselaer?

A: No, you are automatically enrolled in the Rensselaer sponsored health insurance plan. You must decide to stay in it or waive out of it by the deadline indicated via the Student Health Center online portal. You will need your RIN.

Q: Should I order my books before I come to Lally?

A: No. You will be notified of textbooks and other required materials on the first day of class.



Rensselaer

Lally School
of Management
Student Services

Q: How can I sign up for a campus tour?

A: Normally new students can schedule a tour of campus Monday through Friday, at 10 a.m. and 2 p.m., or, on Saturday at 10 a.m. by signing up here <https://admissions.rpi.edu/undergraduate/visit>. Due to COVID-19 restrictions, tours are not available now.

Q: Do I need a New York state driver's license to drive a motor vehicle?

A: Yes, you need a license but it doesn't necessarily need to be from New York state. If you are from the United States, you can use the license from the state you are from. If you are an international student, please visit the Department of Motor Vehicles' (DMV) website linked from the International Student Support Services (ISSS) page on the Rensselaer website for further details.

*You can find the Office of Graduate Education's frequently asked questions [here](#).