

WHERE TO GO FOR ANSWERS

Question	Who to See	Where to Go	Contact
Academic Difficulty	Jeannie Steigler	Academy Hall, Suite 4215	x 6820
	Assigned Faculty Advisor	Your Advisor's Office	
Academic Dishonesty	Mark Smith, Dean of Students	Academy Hall, Suite 4717	x 6266
Academic Regulations	Jeannie Steigler	Academy Hall, Suite 4215	x 6820
Adding a Course (After Add Deadline)	Advising & Learning Assistance Center (ALAC)	Academy Hall, Suite 4226	x 6269
Adding a Course (On Time)	SIS Registration Website	sis.rpi.edu	
	Course Instructor*	Instructor (Class or Office)*	
	Registrar	Academy Hall 2000 level	x 6231
Advanced Placement	Kim Tobio	Academy Hall, Suite 2719	x 6299
Advisor Change	Department Contact (Major)	Department Office	
	Engineers: See Dana Chichester in CORE Engineering	JEC 3018, 3 rd floor	x 6620
Affirmative Action	Human Resources	Gurley Building, 21 Union St.	x 6302
Billing	Bursar	Academy Hall 2000 level	x6610
Career Planning	Center for Career & Professional Development (CCPD)	DCC, Suite 209	x 6234
	Faculty Advisor	Faculty Advisor's Office	
Change in Major	Jeannie Steigler	Academy Hall, Suite 4215	x 6820
	Faculty Advisor	Faculty Advisor's Office	
Co-Ops (Cooperative Education Programs)	Center for Career & Professional Development (CCPD)	DCC, Suite 209	x 6234
Counseling (Non-Academic)	Counseling Center	Academy Hall, Suite 4100, 4 th floor	x 6479
Degree Clearance	Registrar	Academy Hall 2000 level	x 6231
	Appointed Faculty Member in Your Department	Faculty Member's Office	
Disability Services	Dean of Students Office	Academy Hall 4 th floor	x 8197
Dropping a Course (After Drop Deadline)	Advising & Learning Assistance Center (ALAC)	Academy Hall, Suite 4226	x 6269
Dropping a Course (On Time)	SIS Registration Website	sis.rpi.edu	
	Registrar	Academy Hall 2000 level	x 6231
Excused Absences (non-medical)	Your Class Dean	Academy Hall, Suite 4600	x 8022
Financial Aid	Financial Aid Office	Academy Hall	x 6813

Question	Who to See	Where to Go	Contact
General Info (After Hours)	Information and Personal Assistance Center (IPAC)	Rensselaer Union	x 4722
Grade Changes	Registrar	Academy Hall 2000 level	x 6231
	Advisor / Instructor	Faculty's Office or In Class	
Grade Reports	Maria Zanotta	Academy Hall 2000 level	x 6179
Graduate Enrollment	Admissions Staff	Admissions Office	x 6216
Greek Programs	Dean of Students Office	Academy Hall 4th Floor	x 6266
HASS Requirements	Student Services Office	Sage, 4th floor	X 2576
Health Education	Health Center Staff	Health Center Academy Hall, Suite 3200	x 6287
International Services for Students and Scholars (ISSS)	Dean of Students Office	Academy Hall, Suite 4226	x 6266
International Exchange Programs	Karen Dvorak	Academy Hall, Suite 4226	x 3411
Leave of Absence	Your Class Dean	Academy Hall, Suite 4600	x 8022
Medical Excuses	Health Center	Academy Hall, Suite 3200	x 6287
Provost	Prabhat Hajela	Troy Building, 3 rd Floor	x 6487
Readmission	Your Class Dean	Academy Hall, Suite 4600	x 8022
Registration	Registrar	Academy Hall 2000 level	x 6231
Religious Counseling	Chaplains Office	Union Suite 3514	x 6518
Residence Life	Residence Life Staff	Commons Dining Hall	x 6284
Sports and Recreation	Athletics Department	ECAV 3000B	x 6685
Study Skills	Advising & Learning Assistance Center (ALAC)	Academy Hall, Suite 4226	x 6269
Transcripts	Registrar	Academy Hall 2000 level	x 6231
	sis.rpi.edu	'Request Transcript'	
Transferring Grades	Registrar	Academy Hall 2000 level	x 6231
Tutoring	Sharon McGrath	Academy Hall, Suite 4226	x 6269
Undergraduate Admissions	Admissions Staff	Admissions Office	x 6216
Undergraduate Research Program (URP)	Undergraduate Education Office	Walker Laboratory, Suite 4010	x 2244
Withdrawals	Your Class Dean	Academy Hall, Suite 4600	x 8022

*First and second year engineering students should drop by the HUB in the JEC Ansell Lounge, or schedule an appointment with a HUB counselor for assistance with a variety of advising questions ranging from how to maximize AP credit in satisfying graduation degree requirements, which courses to take & when to remain in sync with your course curriculum, should you pursue a dual major, how to identify a minor that compliments your major and maximizes HASS course credits, when to participate in Study Abroad, help completing Registrar's forms, such as Change of Major, or Transfer of Credit Approval from another university.