

Instructions for Faculty/Staff to send requests to Registrar's Office

Go to <https://rpi-registrar.zendesk.com/hc/en-us>

Click at top right [Submit a request](#)

Sign into your RPI account. Enter **RPI Email Address**. If you need to include other individuals or departments to the request separate it with a **comma**. Example student@rpi.edu , astudent@rpi.edu

CC (optional)

Add emails

Select **Yes** to question **Are you a current student, faculty, staff, alumni or previously enrolled student Yes/No (select one)?**

Are you a current student, faculty, staff, alumni or previously enrolled student Yes/No (select one)?

-
Yes
No

Enter your **RIN**

RIN

Rensselaer ID Number (9 digits starts with 66). If unknown you can enter: unknown

Enter your **First** and **Last Name**

First Name

Last Name

Enter **Subject**

Subject

Under **Registrar Categories (select one of the following)** select **Faculty/Staff only**.

Registrar Categories (select one of the following):



Transcript Request Issues

Transfer Credit

Veteran Affairs Enrollment Certification

Other not listed above

Faculty/Staff only

Select the request/form you are sending:

Approval for an Undergraduate to take a Graduate Course

Authorization Form

Change Major/Change of Status Form (UG)

Change of Major (GR)

Change of Grade Form

Degree Clearance

Faculty Grading Questions

I Grade Request Form

Graduate Readings/Independent Study Registration Form

Graduate Request for Change of Status Form

Independent Study/Undergrad Research Project

Late Add/Drop Form

Minor Approval Form

Part Time Requests (UG)

Record of Dissertation Exam/ Record of Master's Thesis Presentation

Registration Changes (Add/Drop)

Thesis/Project/Dissertation Registration Form

Time to Degree Extensions

Transfer Credit Approval Form (GR)

Transfer Credit Approval Form (UG)

Other

Add **Description** *Provide the Name and RIN of Student*

Description

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Please enter the details of your request. A member of our support staff will respond as soon as possible.

Under **Attachments** click **Add file**

Attachments (optional)

[Add file or drop files here](#)