Ordering Course Materials

Ordering course materials (textbooks and related supplies) has never been easier! This sheet will educate you on the process and take you through each step.

What is this process?

- Students can use the Student Information System (SIS) to order their course materials.

When can you begin to use this system?

- Students can begin to order their course materials immediately after registering for their courses. There is no cut off time. This system can be used at any time to order course materials.

What are the advantages?

- Students will have access to the largest selection of new, used, rental, and digital course materials.
- Course materials can be shipped or picked up in the store. (Free in-store pickup!)
- Payment can be made with a credit card, gift card, or Student Bursar Account.

What do you do next?

- Follow the steps on the right side of this sheet to take advantage of this process.

1. Login to the SIS: https://sis.rpi.edu/
2. Click “Student Menu”
3. Click “View Weekly Schedule”
4. Input term & scroll to the bottom of the page
5. Click “Purchase books at the Collegiate Store”
6. Required materials are automatically added to the shopping cart. Changes to the cart can be made as needed. Recommended, Suggested, and non-course material items (ex. clothing/gifts) must be added manually.
7. To complete the order, additional steps may be required for first time users. (i.e. creation of an online account, creation of a rental account if renting for the first time)
8. Check out. Select for shipping or in-store pickup. Payment can be made via credit card, gift card, or Student Bursar Account. (RIN will be required for Bursar charges)