Create a Course Catalog Entry in iSIS:

Course Catalog Page

- Click on the Add a New Value Tab.
- Leave the default in the Course ID Field. Click on the Add Button. The Catalog Page will appear.

Catalog Page

- Complete the following fields:
  - Effective Date - Enter the effective date using the mm/dd/yyyy format.
    - Note: For Tufts, the effective dates will be as follows:
      - Fall Semester – 08/01/yyyy
      - Spring Semester – 01/01/yyyy
      - Summer Semester – 05/01/yyyy
      - Annual Term – 04/01/yyyy
  - Status – Select “Active” or “Inactive” from the Drop-Down.
  - Description – Enter the Short Course Description.
  - Long Course Title – Enter the long (full) Course Title.
  - Long Description – Enter a basic description of Course Content.
  - Minimum Unit – Enter the Minimum Units the course is worth.
    - Note: For Variable Unit Classes, also enter data in the Maximum Unit Field.
    - For Continuation or Multi-Term Classes, also enter data in the Academic Progress Units Field.
  - Enrollment Unit Load Calc Type – Select either “Actual Units” or “Academic Progress Units” from the Drop-Down.
  - Grading Basis – Select the appropriate Grading Basis from the Drop-Down. The default is, “Graded.”
  - Grade Roster Print – Select the appropriate option from the Drop-Down. The default is, “Component.”
  - Repeat for Credit Checkbox – If the Course can be repeated for additional credit, click to select the Checkbox. As applicable, also complete the Total Units Allowed Field and the Total Completions Allowed Field.
  - Instructor Edit – Select the appropriate option to control whether students can select from a list of instructors at registration.
  - Add Consent/Drop Consent – Either leave default of “No Consent,” or select “Instructor or Department.”
  - Equivalent Course Group – As applicable, use this field to assign the Course to an Equivalent Course Group.
  - Course Attributes/Course Attribute Value – Use these fields to enter general course characteristics.
  - Override Topic Link ID Checkbox – If the course topic should be linked across effective dated rows, select the checkbox. Then, use the Topic Link ID Field to assign the same Topic Link ID across effective dated rows.

- Complete the Fields in the Descriptions Tab to define Course Topics associated with the Course.
- If the course can be repeated for additional credit, complete the fields in the Repeat for Credit Tab.
- Click on the Offerings link at the bottom of the Page. The Offerings page will appear.

Getting Started in iSIS:

Access iSIS through your internet browser.

- Open your internet browser.
- Enter http://go.tufts.edu/isis
- Enter your Tufts user ID and password.
- The iSIS Home Page will appear.
Offerings Page

- Complete the following fields:
  - **Course Offering Nbr** – This field automatically populates with a system generated Course Offering Number.
  - **Catalog Nbr** – Enter the appropriate Catalog Number.
  - **Academic Institution Field** – Ensure the field reflects, “TUFTS.”
  - **Academic group** – Enter the abbreviation for the Academic Group. Use the search feature as necessary.
  - **Subject Area** – Enter the abbreviation for the Subject Area. Use the search feature as necessary.
  - **Campus** – Enter the abbreviation for the Campus on which the Course will be taught. Use the search feature as necessary.

  **Note:** For courses taught on **multiple campuses**, leave the **Campus Field blank**. You will be able to select the Campus on the Schedule of Classes Page (i.e. selecting the campus by a section in a specific term).

  - **Academic Organization** – Review for accuracy. Make changes as necessary.
  - **Academic Career** – Enter the abbreviation for the Academic Career. Use the search feature as necessary.
  - **Course Typically Offered** – As desired, use this field to specify the term during which the course is most frequently offered.
  - **Course Approved** – Select “Approved,” “Pending,” or “Denied,” from the Drop-Down. To enable scheduling of the Course, select, “Approved,” and then click on the **Allow Course to be Scheduled Checkbox**.
  - **Enrollment Requirement Group** – Use this field to link pre- and corequisites to the course.

- Click on the **Components Tab** at the top of the Page. The Components Page will appear.

Components Page

- Complete the following fields:
  - **Course Component** – Select the Course Component(s) (for example, lecture, laboratory, Seminar, etc.).
  - **Final Exam** – Use this field to control whether/how the exam is automatically scheduled for the course.
  - **Instruction Mode** – Indicate the Instruction Mode. To add additional Instruction Modes, click on the Plus Sign.
  - **Room Characteristic** – Enter the numeric code for the Room Characteristics required for the Course Component. To add additional Room Characteristics, click on the Plus Sign.

- Click on the **Save Button**, you have created a Course Catalog Entry. Note the Course ID that has been assigned by the system.

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**Academic Group Abbreviations:**

<table>
<thead>
<tr>
<th>Academic Group</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced &amp; Graduate Education</td>
<td>DEGR</td>
</tr>
<tr>
<td>AS&amp;E Graduate - Programs</td>
<td>ASEGR</td>
</tr>
<tr>
<td>AS&amp;E Undergraduate - Programs</td>
<td>ASEUG</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>ASLA</td>
</tr>
<tr>
<td>Cummings Graduate Program</td>
<td>VETG</td>
</tr>
<tr>
<td>Cummings Veterinary School</td>
<td>VETP</td>
</tr>
<tr>
<td>Doctor of Dental Medicine</td>
<td>DENT</td>
</tr>
<tr>
<td>Friedman School of Nutrition</td>
<td>NUTRI</td>
</tr>
<tr>
<td>Museum School</td>
<td>ASEMU</td>
</tr>
<tr>
<td>Sackler School</td>
<td>SKLR</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>ASEN</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>MED</td>
</tr>
<tr>
<td>The Fletcher School</td>
<td>FLETR</td>
</tr>
<tr>
<td>TUSM Prof. Degree Programs</td>
<td>PDPGM</td>
</tr>
<tr>
<td>TUSM Public Health Programs</td>
<td>PHPGM</td>
</tr>
</tbody>
</table>