Defining Enrollment Course Lists in iSIS:

Enrollment Course Lists Page
Navigation: Curriculum Management > Enrollment Requirements > Enrollment Course Lists
- Click on the Add a New Value Tab.
- Leave the default in the Course ID Field. Click on the Add Button. The Course List Description Page will appear.

Course List Description 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
  - **Description** – Enter the Course List description.
  - **Short Description** – Enter a Short Description of the Course List.
  - **Long Description** – Enter a Long Description of the Course List.
  - **Academic Career** – Enter the abbreviation for the appropriate Academic Career. Use the search feature as necessary.
    - **Note:** Course List applicability can be narrowed down to a particular Academic Group or even a particular Academic Subject. As applicable, use the Academic Group and Academic Subject Fields.
- Click on the Course List Detail Tab. The Course List Detail Page will appear.

Course List Detail Page
- Complete the following fields:
  - **Course ID** – Enter the Course ID. Use the search feature as necessary.
  - **Include Equivalent Courses Checkbox** – If you would like to include equivalent courses, click to select the checkbox. Otherwise leave unselected.
    - **Note:** To add additional Courses to the Course List, click on the Plus Sign to the right to add a new row.
  - **Include Equivalent Courses Checkbox** – If you would like to include equivalent courses, click to select the checkbox. Otherwise leave unselected.
- To set Course List-specific parameters, click on the Course List Parameters Tab and enter appropriate data.
  - **Note:** The Course List Parameters Tab allows you to set parameters that will specifically apply to all the classes on this Course List. Alternately, Parameters can be set at the requirement level (see: Defining Enrollment Requirements), enabling multiple course lists to share the same parameters. Parameters should always be set at the highest applicable level to avoid repetition and to allow for lists to be recycled.
- Click on the Save Button. You have created an enrollment Course List.