Defining Enrollment Requirements in iSIS:

Enrollment Requirements Page

Navigation: Curriculum Management > Enrollment Requirements > Enrollment Requirements

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

Enrollment Requirement Page/Line Item Page

- Complete the following fields:
  - **Effective Date** – Enter an effective date later than the effective date for the applicable Course List(s), but prior to the effective date for the applicable Requirement Group.
    
    **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
  - **Requirement Name** – Enter a name for the requirement. Note that the **Description**, **Report Description**, and **Report Long Description** Fields automatically populate with the data entered in the Requirement Name Field. Make changes as necessary.
  - **Status** – Select the appropriate status from the Drop-Down.
  - **Academic Group** – Enter the abbreviation for the Academic Group. Use the search feature as necessary.
    
    **Note:** Requirement applicability can be narrowed down to a particular Subject Area. As applicable, use the **Subject Area** Field.
  - To set Requirement-specific parameters, click on the **Parameters Tab** and enter appropriate data.
  - Click on the **Line Item Tab**. The Line Item Page will appear.
  - Complete the following fields:
    - **Line Type** – Select the Line Item Type from the Drop-Down (Course Requirement; Unit, Course or GPA Limit; etc.).
    - Click on the **Line Item Detail Tab**. The Line Item Detail Page will appear.

Line Item Detail Page/Line Item Parm Page

- In the **Line Detail Type** field, ensure that this field reflects the appropriate Line Type (entered in the Line Item Page).
  
  **Note:** Note that the remaining fields on the Line Item Detail Page are contingent upon the selected Line Type/Line Detail Type. Complete the appropriate Fields.
- Per the Line Type/Line Detail Type, it may be necessary to enter GPA information in the **Line Item Parm Page**. As applicable, click on the **Line Item Parm Tab** and enter appropriate data.
  
  **Note:** To add additional Line Items to the requirement, click on the plus sign to add a row. Select either “AND” or “OR” form the drop-down to specify whether both line items are required.
- After all Line Items have been created, click on the **Line Item Tab**.

Line Item Page (second time)

- For each line item, enter data in the **Line Name** and **Line Type** Fields.
- Click on the **Save Button**. You have created an Enrollment Requirement. Note that the system has automatically assigned an Academic Requirement Number.

Getting Started in iSIS:

Access iSIS through your internet browser.

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