The process for viewing advisee information and accessing course history is explained in detail on the following pages.

Logging In

Access the iSIS Log In page at [http://go.tufts.edu/isis](http://go.tufts.edu/isis)

Enter your Tufts Username and password (the same as you use for your Tufts e-mail) and click “Sign In”. Your customized iSIS homepage will appear.

Access issues? Contact [iSISupport@tufts.edu](mailto:iSISupport@tufts.edu). Username or password problems? Go to [http://tuftstools.tufts.edu/](http://tuftstools.tufts.edu/).
My Advisees

All of your current advisees appear on the Advisees list.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TERM</th>
<th>UNITS</th>
<th>CLASS</th>
<th>PLAN</th>
<th>APPROVE</th>
<th>ON LEAVE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ochoa, Joseph</td>
<td>2014 SPRG</td>
<td>0</td>
<td>Graduate Year 3</td>
<td>Hlth Svcs Hlth &amp; Policy (MHP)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lin, Amy</td>
<td>2013 FALL</td>
<td>0</td>
<td>Graduate Year 2</td>
<td>Biomedical Sciences (MBS)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knott, Greer</td>
<td>2014 SPRG</td>
<td>0</td>
<td>Graduate Year 6</td>
<td>Hlth Svcs Mgmt &amp; Policy (MHP)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamashia, Mo</td>
<td>2014 SPRG</td>
<td>0</td>
<td>Graduate Year 3</td>
<td>Hlth Svcs Mgmt &amp; Policy (MHP)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jactonah, Eron</td>
<td>2014 SPRG</td>
<td>0</td>
<td>Graduate Year 3</td>
<td>Hlth Svcs Mgmt &amp; Policy (MHP)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D'Apice, Al</td>
<td>2013 FALL</td>
<td>0</td>
<td>Graduate Year 2</td>
<td>Biomedical Sciences (MBS)</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Arrows allow sorting of the list. To sort on multiple fields, click on the arrow under the field, hold the shift key and select the second column to sort by.

Student photos will appear here. Clicking on a student’s name takes you to the Advisee Student Center and allows you to view their academic information.

PHPD faculty will use these check boxes to approve new first year students before they will be allowed to register.

Use the check boxes to e-mail one or more students via Outlook. Quick tip: use these boxes to select all!

Advisee Student Center

View Advisee Information in ISIS

To choose a different student’s record, select the name from the drop-down menu and click the change button.

Students with certain types of holds may not be allowed to register. Advisors will not see details on Holds.

As the Registration dates for upcoming terms are set, that information appears here. Click details to see additional registration information.

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Academics

Most information for advisors is in the Academics section, which is detailed on the following pages.

To see a student’s enrollment for a future term, select My Class Schedule.

The Shopping Cart is where a student can temporarily save classes until it’s time to enroll for the term.

The My Planner feature allows students to tentatively plan out future semesters using the Course Catalog.

Advisement Report

Selecting Academic Requirements (see above) shows the Academic Advising report for the student, which lays out the degree requirements.

Requirements that have not been satisfied will default to show the requirement details.

Requirements that are satisfied default to closed but can always be opened again by clicking the green arrows.

Class Status icons:

Note that in-progress courses are counted as successfully completed in the Advising Reports.

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Course History

This is a complete record of all courses and grades, including transfer credit, that a student has enrolled in during their time at Tufts. If students have placed courses in the planner for future terms, those courses could also appear in this section.

Grades

This view offers a term-by-term overview of grades, along with grade point average statistics.

Transfer Credit Report

If students have been awarded transfer credit, those details will appear on this screen.

Questions? Please contact your registrar’s office.

PHPD Registrar
Sackler Dean’s Office
Office of Student Affairs at Friedman

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