iSIS: Tufts new integrated Student Information System

This pamphlet will show Tufts students how to:

- Log in to iSIS
- Navigate your iSIS Student Homepage
- Search the Schedule of Classes
- Class Registration: Add, Drop, and Swap Classes
- Plan out tentative future schedules

Logging In

Access the iSIS Log In page at http://go.tufts.edu/isis

Enter your Tufts Username and password and press enter. Your customized iSIS homepage will appear.

If you do not know your Tufts Username, go to http://it.tufts.edu/username or contact iSISSupport@tufts.edu.
Navigating your iSIS Student Homepage

Once logged in, your individualized iSIS homepage displays your personal information, major, advisor, schedule, holds, and links to Tufts & your school’s news.

**About Me:** After August 2013 you will be able to edit personal information in the About Me Section.

**Grades:** Click on the Grades tab to view your current term grades. By clicking the back arrow, you can view your grades from previous terms.

**Financial Aid:** Beginning in May 2013, when you click on the Financial Aid tab, you will see a real-time summary of your Financial Aid account, submit disbursement waivers, and more.

**Bills and Balances:** Beginning in July 2013, when you click on the Bills and balances tab, you will see a real-time summary of your student financial account. You will be able to see your account balances, manage your meal plan, submit your medical insurance waiver, and more.

Your current **School, College, Major,** and **Advisor** will appear in the upper left hand corner.

To view previous terms’ information, click the yellow arrow icon.

**Holds** are flags placed on your record indicating an outstanding obligation. You must resolve the obligation in order to remove the hold. Some holds will restrict you from performing certain activities. If you have any holds, you will see an orange box displaying the number of holds in the **Holds** bar.

**My Schedule:** The **My Schedule** box displays your schedule for the current week. To view a different week, select a different date using the calendar icon or use the arrows to scroll forward week by week.
Register for Classes

At the top of your iSIS Homepage, Click on the Enroll tab and select “Add a Class.” Your Shopping Cart page will appear.

**Search the Schedule of Classes:** The search will default to your Class Career. You can also search for classes by Course Subject, Class Meeting Time/Days, Instructor, Keywords, Campus, Course Attributes, etc. Expand the Additional Search Criteria section to view all available search criteria.

Enter appropriate search criteria and click Search. Note that you must enter at least 2 search criteria to proceed. The Search Results page will appear. After locating the class you wish to enroll in, click the appropriate Select Class link. The class will appear. Click on the Next button to add the class to your Shopping Cart.

**TIP:** Include your second choice classes in your Shopping Cart in case a course fills up before your registration time.

**Validate the Classes in your Shopping Cart:** Select one or more classes in your Shopping Cart and click the Validate button. Validating reviews your selected classes for time conflicts, permissions, prerequisites, and department consent. A status report will appear indicating whether the classes you have selected can be added. If you add new classes to your Shopping Cart, you should validate again to review for any additional conflicts. **Note:** If you have any Holds on your account, a course may validate successfully and the green checkmark will appear, but you still will not be able to enroll until your Holds are removed. Make sure to review the message section for any instructions.

**Enroll:** Select the classes you wish to enroll in (that are OK to add) and click on the Enroll button. Review the Confirm Classes page that will appear. Click the Finish Enrolling button. The view results page will appear indicating either “Success: enrolled” or “Error: unable to add class.” As necessary, click the Add Another Class button to repeat.
Swap A Class

By using the swap function, you can ensure that you do not lose your second choice class when trying to get into your first choice class. The swap function does not let you drop the selected class until the new class is successfully added.

To use, click on the Enroll tab and select, “Swap A Class.” The Swap A Class page will appear. Select the class you wish to drop. Then, select the class you wish to add (from your Shopping Cart, by searching the class schedule, or by entering the course number).

Drop A Class

To simply drop a class that you are enrolled in, click on the Enroll tab and select, “Drop A Class.” The Drop Classes page will appear. Select the class(es) you wish to drop and click the Drop Selected Classes button.

My Planner

The My Planner feature allows you to tentatively plan out future semesters using the Course Catalog. To use the My Planner feature, click on the Plan Tab and select, “My Planner.” When browsing the Course Catalog, you can narrow down courses by Course Career, Course Attribute, and the first letter of the Course Subject.

Note: Selecting courses using the My Planner feature does not guarantee enrollment in that course.