

AS&E Registering for Classes

Use this registration guide to navigate your SIS student Homepage, search the Schedule of Classes, manage your Shopping Cart, Add, Swap, Edit, and Drop Classes, and plan out tentative future schedules with My Planner.

To log in:

1. Log in to SIS: go.tufts.edu/sis Your customized SIS homepage opens.

If you do not know your Tufts Username or Password, go to <http://tuftstools.tufts.edu/>.

Navigating Your SIS Home Page

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

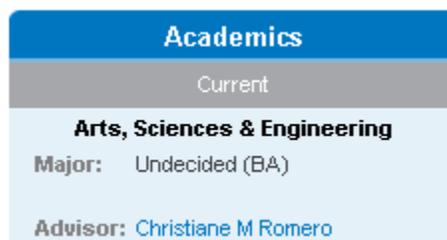


ABOUT ME: Edit/update personal information in the ABOUT ME section.

CLASSES: Use the CLASSES tab to view your current term classes. Clicking the back arrow  allows you to view your classes and grades from previous terms.

FINANCIAL AID: You can see a real-time summary of your Financial Aid account, submit disbursement waivers, etc.

BILLS & BALANCES: When you click the BILLS & 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, etc.



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

Holds 1

▶ ⊘ Registration Hold

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. All administrative record holds must be resolved prior to registration. Your advisor will be able to release your registration hold in SIS.

My Schedule				
Mon 10/21	Tue 10/22	Wed 10/23	Thu 10/24	Fri 10/25
3:00 - 4:15 PM Elementary German Olin Language Arts Ctr Rm 321	1:30 - 2:20 PM Calculus II Bromfield-Pearson Room 003	3:00 - 4:15 PM Elementary German Olin Language Arts Ctr Rm 321	1:30 - 2:20 PM Calculus II Bromfield-Pearson Room 003	2:30 - 3:20 PM Calculus II Bromfield-Pearson Room 003
	3:00 - 5:20 PM German Film Olin Language Arts Ctr Rm 011		3:00 - 4:15 PM German Film Olin Language Arts Ctr Rm 011	3:30 - 4:20 PM Elementary German Olin Language Arts Ctr Rm 321
	6:00 - 7:15 PM Expository Writing Paige Hall 007 Garden Room		6:00 - 7:15 PM Expository Writing Paige Hall 007 Garden Room	

My Schedule 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.

Locating Your Registration Appointment

Your assigned registration date and time will be available through SIS. To view them:

1. Select **Classes > My Enrollment Dates**. Registration appointment date and start time display.

Fall class registration usually opens the first Monday in June.

Spring class registration usually opens the last Monday in October.

Shopping Cart Appointments		
Session	Appointment Begins	Appointment Ends
Regular Academic Session	October 28, 2013 8:00AM	January 18, 2014 5:00PM

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	November 13, 2013 8:00AM	November 15, 2013 5:00PM	5.50	5.50	5.50	5.50

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Session	January 16, 2014	April 28, 2014

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
5.50	5.50	5.50	5.50

Finding and Registering for Classes (filling the cart)



To register for a class, the first step is to get the classes you want into your Shopping Cart:

1. Select **Classes > Shopping Cart** or **Classes > Add**. The Shopping Cart page opens.



The next step is to move the classes you want into your Shopping Cart. There are four methods to move a class into the cart: by Class Number (the quickest method), using the Class Search, via My Advisement Report, or through My Planner.

By Class Number (this is the SIS class number, not the Tufts course catalog number)

- a. If you know the class number (e.g., 21218) for the class you'd like to add, enter it in the **Class Nbr** field and click **enter**. The Select classes to add page appears with the class listed.

- b. Double-check the section and times and click **Next**.
- c. If applicable, decide if you want to be placed on the Wait List if the class is full.

Wait List Wait list if class is full

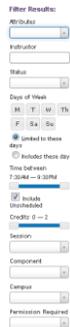
- d. Click **Next**. The class is added to your Shopping Cart.

Using Schedule of Classes

- a. To search the Schedule of Classes, select the **Class Search** option and click **search**. The Search for Classes page opens and the search defaults to your Class Career.

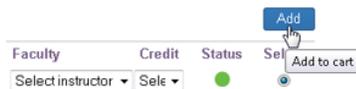
- b. Enter search criteria such as Course Subject or Course Number.

- c. Optional: you may narrow your search using Keywords or Instructor. After you click Search, other filters will display such as Attributes (e.g., foundation or distribution requirements), Class Meeting Time/Days, Campus, etc.
- d. Click **Search**. The Search Results page appears with more filtering options.



- When filters are selected, the class results will display immediately.
- Days of Week filter:
 - Limited to these days** with a T/Th selection will show T only, Th only, and T/Th only classes.
 - Includes these days** will return the same results PLUS any classes that meet within T/Th as well as a meeting on other days.

- e. After searching:
 - i. Once filters are applied, at the top of the page, you may clear them one at a time or all at once. Note that you cannot change anything on the first page of the Search after filters have been applied. HIST: Tu | 12:45PM-5:45PM | Recitation
 - ii. If you are logged in you can click **Add** to add the class directly to your Shopping Cart. Note that some classes require you to select a faculty member and/or the number of credits.



The steps (step f.) continue below the following Class Detail section.

Class Detail

The class detail page provides all the information about the course. This information is very helpful during the add period as this is where all the information regarding potential errors can be found.

Note that visibility of these fields will be dependent on the class.

The class description displays below the class title and includes the description of the course and recommended enrollment requirements.

▼ HIST-0004 **Empires and Nations**

Empires and nations in world history. Forms of empires, the relationship between empires and nations, historical contextualization of the recent emergence of nation states. Strategies of rule in empires and nations, imperial and national ideologies; exploration of sovereignty, autonomy, and minority perspectives within empires and nations.

Select 1 Lecture, 1 (Optional) Recitation

Section	Class No.	Session	Day, Times and Locations	Faculty	Credit	Status	Select
03-LEC Details	23110	Regular	Mo, We 1:30PM - 2:45PM Paige Hall, Crane Room Medford/Somerville	Elizabeth Foster	1	●	<input type="radio"/>

Meeting Dates 01/14/2015 - 04/27/2015

Career AS&E Undergrad

Textbook [Textbook info](#)

Grading Graded

Enrollment Reqs None

Class Notes This course has sections also

Class Availability	Capacity	Enrolled	Available Seats
Enrollment	45	40	5
Wait List	5	0	5

Enrollment Reqs (Requirements): lists any prerequisites that must be satisfied before registering for the course; major or class restrictions may also be listed in this area, i.e. “CH Majors only.” In SIS, hard-coded prerequisites are called “Enrollment Requirements.” You will need to have satisfied enrollment requirements before you can enroll in a course. Many Tufts courses have “recommended” prerequisites that are not required for enrollment. Recommendations are located in the course description.

Combined Section: lists the cross listed sections and the enrollment totals for the sections. These numbers are helpful when reviewing the class availability.

Class Notes: any additional information about the course.

- f. If needed, click View Search Results to return to the previous page.

[VIEW SEARCH RESULTS](#)

After locating the class you wish to enroll in:

- g. Click the appropriate **select class** button. The Select classes to add page appears with the class listed.
- h. Double-check the section and times and click **Next**.
- i. Decide if you want to be placed on the Wait List if the class is full.

Wait List Wait list if class is full

- j. Click **Next**. The class is added to your Shopping Cart.

Using the Advising Report

Not only does the Academic Advisement Report allow you to track your progress in your Academic Program by detailing degree-specific requirements, and whether you have met those requirements, but you can also move classes into your Shopping Cart from the Advisement Report.

- a. To place classes from your Advising Report into your Shopping Cart, select the **My Advisement Rpt** option and click **search**. (You may be warned that the report could take a minute to generate.) The report opens with Satisfied sections collapsed and Not Satisfied sections expanded.

The Status field displays taken  , in progress  , and planned  classes. If that field is blank, that course may be taken to satisfy a requirement.

Note that you can show or hide requirement detail.

Select Display Option: **Hide Requirement Details** **Show Requirement Details**

- b. If needed, click **show detail...** to view sections of classes.
- c. Click the class link that you are interested in. The course detail and sections display.

[Intro To Philosophy](#)

- d. For the section you'd like to select, click **select**. The Select classes to add page appears with the class listed.
- e. Double-check the section and times and click **Next**.
- f. If applicable, dDecide if you want to be placed on the Wait List if the class is full.

Wait List Wait list if class is full

- g. Click **Next**. The class is added to your Shopping Cart.

Using My Planner

Note that classes must already be in My Planner to utilize this approach.

- a. To place classes from your Planner into your Shopping Cart, select the **My Planner** option and click **search**. Classes in My Planner display.

Find Classes

- Class Search
- My Advisement Rpt
- My Planner

- b. Next to the course that you are interested in, click **select**. The course detail and sections display.

Course	Description	Units	Term Status	Select
ENG 0002	Freshman Writing Seminar	1.00	Classes available this term.	<input type="button" value="select"/>

- c. For the section you'd like to select, click **select**. The Select classes to add page appears with the class listed.
- d. Double-check the section and times and click **Next**.
- e. If applicable, decide if you want to be placed on the Wait List if the class is full.

Wait List Wait list if class is full

- f. Click **Next**. The class is added to your Shopping Cart

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

Validating Classes in the Shopping Cart

Validating reviews your selected classes for time conflicts, permissions, prerequisites, and departmental consent. You should validate your classes prior to your scheduled registration date and time to determine if there are any roadblocks to registering.

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.

 OK to Add  Potential Problem		
Description	Message	Status
ENG 0002	Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.	

To validate the classes in your Shopping Cart:

1. Select **Classes > Shopping Cart**.
2. Select one or more classes.
3. Click **validate**. 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.

Enrolling in Classes

When you are able to enroll in classes during your enrollment period:

1. Select **Classes > Shopping Cart**.
2. Select one or more classes.
3. Click **enroll**. Review the Confirm Classes page that will appear.
4. Click **Finish Enrolling**. The view results page will appear indicating either "Success: enrolled" or "Error: unable to add class".
5. As necessary, resolve errors and click **Add Another Class** to repeat. The class appears at the base of the Shopping Cart window.

Waitlist, Variable Credits, and Multiple Instructors

When enrolling in a course, you have the option to choose to waitlist for the course by selecting the “Wait list if class is full” checkbox.

If you choose to waitlist any component for a course that has a recitation and or lab in addition to the lecture, you will be waitlisted for the whole course. It is advised to choose an open lab, lecture, or recitation to ensure a seat in the course.

Important Note: some courses have a recitation or lab with no time listed. Students should select this recitation or lab when the available times will not work with their schedule. Selecting this recitation or lab will allow you to register for the lecture and coordinate your lab or recitation time after registration.

The placement of the variable credits and instructor choice boxes (for applicable courses) is similar to the waitlist. Choose the credit value or instructor from the drop down and complete your registration.

ANTH 0197 - Directed Research

Class Preferences

ANTH 0197-01 Lecture ● Open **Wait List** Wait list if class is full

Grading Graded

Session Regular Academic Session **Units** 1.00

Career AS&E Undergrad

Enrollment Information

- Department Consent Required to enroll in this class
- SoE-HASS-Social Sciences
- LA-Distribution-Social Sciences

Instructor Shaw,Rosalind H

Bailey,Stephen M

Bishara,Amahl

Blanchette,Alexander

Guss,David M

Pacini,Deborah

Shaw,Rosalind H

Stanton,Catherine Louise

Sullivan,Lauren A.

Section	Component	Days & Times	Room	Instructor	Start/End Date
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Edit Class Component

The Edit Class Component function allows you to change the lab or recitation component you have already registered for without dropping the course. (If you wish to change the lecture component, follow the Swap instructions below.) You can choose the same recitation and or lab, though they will appear closed. You can only use the edit class component function for classes that you are enrolled in, not waitlisted for.

1. Select **Classes > Edit Class Component**. The Edit Class Enrollment page displays.
2. Select the class you wish to edit and proceed to step two.
3. Step two will allow you to choose another lab and/or recitation component; make sure to select “View All” to view all the options.
4. Click **Next** and finally **Finish Editing**.

Swap (Add then Drop)

The swap function ensures 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. You can also swap into a waitlisted class and you will not lose your first choice class until you are accepted into the waitlisted class. You can only use the swap function for classes that you are enrolled in, not waitlisted for.

1. Select **Classes > Swap (Add then Drop)**. The Swap a Class page displays.
2. Select the class you wish to swap (drop) from your schedule.
3. Next, select the class you wish to add (from your Shopping Cart, by searching the class schedule, or by entering the course number).

When applicable, always choose an open Section.

4. Click select or enter.
5. Confirm the “Swap This Class” information with “With This Class” information.
6. Click **Next**.
7. Click **Finish Swapping**.

The swap function also has a second purpose that allows you to set up a future swap for a course you would like to drop, should you be rolled from the waitlist of another course. Follow these steps to set this up:

1. Select **Classes > Swap (Add then Drop)**. The Swap a Class page displays.
2. In the **Swap This Class** area, choose the course from the drop down that you would like to drop if you are rolled into another course from the waitlist.
3. In the **With This Class** area, use the class search to find the course you would like to waitlist for and add that course remembering to add yourself to the waitlist.

Wait List Wait list if class is full

4. Complete steps.

Drop

To drop a class that you are enrolled in:

1. Select **Classes > Drop**. The Drop Classes page will appear.
2. Select the class(es) you wish to drop.
3. Click **Drop Selected Classes**.

My Planner

The My Planner feature allows you to tentatively plan out future semesters using the Course Catalog (The Course Catalog is an inventory of Tufts classes that may not be offered every semester.) or your Advisement Report. Think of the planner as a tool for holding courses that interest you.

To use the My Planner feature:

1. Select **Classes > Course Planner**. The My Planner page displays.

When browsing the Course Catalog, you can narrow down courses by Course Career, Course Attribute, and the first letter of the Course Subject. To view the various sections of a class, click the class name link and then click view class sections.

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

User Preferences

You can set both the Academic Career and Term field to default to your most commonly used values.

1. Log in to SIS.
2. On the default homepage, ABOUT ME, click the **User Preferences** link. The User Preferences options display.



3. Make adjustments to the Academic Career and/or Term field.

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution	<input type="text" value="Tufts University"/>
Academic Career	<input type="text"/>
Term	<input type="text"/>

Save

4. Click **Save**.