How to Give a Student Permission to Register for your Course

This process replaces the paper Add or the Add section of the Course Schedule Modification Form.

Faculty can perform this function to give students permission to register for a closed course, if a student does not have the required pre-requisites, the course requires department consent, or the student has a time conflict. *A note about time conflicts: The student should consult with both instructors regarding their time conflict.*

1. Log into SIS at go.tufts.edu/SIS.
2. Select the course you wish to give the student permission to enroll in from the blue “My Classes” box on the lower left side of the screen.

![Image of My Classes screen]

3. Select the “P” icon . Please note this icon will only be displayed for the fall and spring semesters as summer registration does not require permission) and when registration is open; the icon will not be available after the semester add deadline (2 weeks after the first day of the semester). After this time period an enrollment correction form, found on SIS under faculty forms, must be submitted to enroll a student.

4. Enter the student’s Tufts ID number Empl ID field.

![Image of Faculty Class Permission screen]
If you do not know the student’s ID number, select the magnifying glass to the right of the Empl ID box to search for the student by first and last name.

5. Once you have entered the ID number, a submit button will appear, select the submit button.

6. Once you have successfully submitted the permission you will receive the message below.

7. The student should now log into SIS and register for the course.
8. You can either enter another ID to give another student permission or select “Home” to return to your SIS homepage.

Department Administrators have access to this function through their SIS staff page.