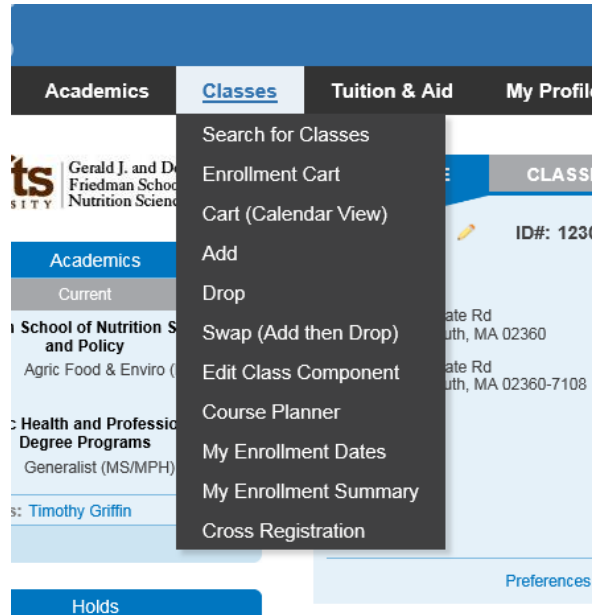


SIS Cross Registration Instructions for Students

Students may now initiate cross-registration requests – where they seek to take a class in a Tufts school other than their “home” school – online through SIS rather than needing to use paper forms to collect signatures.

Under your “Classes” menu you will see a new option labelled “Cross Registration.”



Once selected that will allow you to begin a new request or to view the status of an existing request

A screenshot of the 'My Cross Registration Requests' page. The page title is 'My Cross Registration Requests'. Below the title, there is a button labeled 'Add New Cross Registration Request'. Below the button, there is a table with the following data:

| Status | Date Requested | Requested Term | Cross Registration Career | Subject Description | Catalog Nbr |
|------------|----------------|----------------|---------------------------|-------------------------------|-------------|
| In Process | 05/15/2018 | Fall Term 2018 | AS&E Graduate | Child Study&Human Development | 0247 |

Adding a New Request

Before entering a new request we recommend using the Class Search feature to identify the specific class you would like to cross-register for. The cross-registration request page does not have the same robust search options as the Class Search so it is useful to know exactly what class you are looking for before coming to this page.

Cross Registration Request

Search for Classes

Term

Home Career TUSM Public Health Programs

Host Career

School or Program where the class is offered

Subject Area

Course Nbr 0203 - Microeconomic Theory I

Enter the **Term**, **Host Career** (i.e., the school or program where the class you want to take is offered), **Subject** and **Course Number** for the class you wish to cross-register into. Depending on the rules of your Home Career only certain terms or Host Careers may be available. If you cannot find the term or career you are looking for, contact your registrar or student services office.

Once a Subject and Course Nbr have been selected, hit Search and the listing of all sections for that class for the specified term will appear. Select all required components (labs, recitations, etc.) for the request.

▼ CHEM - 0001 - Chem Fundamentals W/lab

Select 1 Lecture, 1 Laboratory, 1 Recitation

| Associated Class | Class Section | Description | Course Component | Course ID | Instructor Name(s) | Selection |
|------------------|---------------|-------------|------------------|-----------|--------------------|--------------------------|
| 1 | 01 | Lecture | LEC | 109761 | Sergiy Kryatov | <input type="checkbox"/> |
| 1 | LAA | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LBB | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LBC | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LCD | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LFF | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LHK | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 2 | 02 | Lecture | LEC | 109761 | Sergiy Kryatov | <input type="checkbox"/> |
| 9999 | LA | Laboratory | LAB | 109761 | Sergiy Kryatov | <input type="checkbox"/> |
| 9999 | LB | Laboratory | LAB | 109761 | Sergiy Kryatov | <input type="checkbox"/> |

As you select certain components, others may become "greyed out" indicating that they are not a valid combination with the components you have already selected.

| | | | | | | |
|------|-----|------------|-----|--------|----------------|-------------------------------------|
| 1 | LCD | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LFF | Lecture | LEC | 109761 | STAFF | <input type="checkbox"/> |
| 1 | LHK | Lecture | LEC | 109761 | STAFF | <input checked="" type="checkbox"/> |
| 2 | 02 | Lecture | LEC | 109761 | Sergiy Kryatov | <input type="checkbox"/> |
| 9999 | LA | Laboratory | LAB | 109761 | Sergiy Kryatov | <input type="checkbox"/> |

Once all required sections/components have been selected click "Continue."

The next page lists the sections that have been selected for the request, the instructions for the student as specified in configuration, and gives the student the opportunity to add comments that will be seen by all approvers throughout the chain.

▼ CSHD - 0247 - Program Evaluation

| Associated Class | Section | Type | Course ID | Instructor Name(s) |
|------------------|---------|---------|-----------|--------------------|
| 1 | 01 | Lecture | 108203 | Laurie S. Goldman |

Instructions

Cross-registration for this course requires the approval of your faculty advisor, the course instructor, your program director, and the registrars of both Tufts schools. Before submitting this request, make sure you have spoken to your advisor, program director, and the course instructor, as they are unlikely to approve if they haven't heard from you. You may add any notes you wish to share with these individuals below.

Full-time, matriculated Sackler students may cross-register at other Tufts schools for one course per semester for fall and spring terms. In summer, Sackler students may only cross-register at PHPD. Approved cross-registration will be accepted according to the schedule of the host; credit will be awarded according to the standards of the home program. Enrollment in any course is subject to prerequisites, attendance policies, and the academic calendar of the host.

Student Notes

Once the request is submitted you will receive a confirmation email.

This is confirmation that your cross-registration request for below has been Submitted.

Subject: CSHD
Catalog & Title : 0247 - Program Evaluation
Section: 01
Term: Fall Term 2018

You will receive a notification when your request has been approved or denied.

To view the current status of your request please log in to SIS at <http://go.tufts.edu>

NOTE: please do not respond to this email. If you have any questions regarding this email, please contact your student services or registrar's office.

When the request has been fully approved you will receive an email notification.

Your cross-registration request for below has been Approved.

Subject: CSHD
Catalog & Title : 0247 - Program Evaluation
Section: 01
Term: Fall Term 2018

The course will appear on your schedule for the term shortly.

Dropping or Withdrawing From a Cross-Registered Course:

Enrollment in any course is subject to the prerequisites, attendance policies and the academic calendar of the host school. The calendar and start dates of courses at other schools within Tufts University are frequently different, and it is the responsibility of the student to obtain this information and adhere to these schedules.

Students wishing to drop or withdraw from a cross-registered course must follow the procedures and deadlines of the host institution.

Note: Failure to drop the course properly may result in a negative notation on your transcript. After taking the appropriate steps, check your SIS record to be sure the change has been recorded.

NOTE: please do not respond to this email. If you have any questions regarding this email, please contact your student services or registrar's office.

Viewing an Existing Request

Click "View" to see the status of an existing request.

The "View" page shows the current status of the request at the top:

Cross Registration Request Status

You can view the approval status of this Cross Registration request on the approval monitor at the bottom of this page. If the cancellation button is displayed, you can cancel this request.

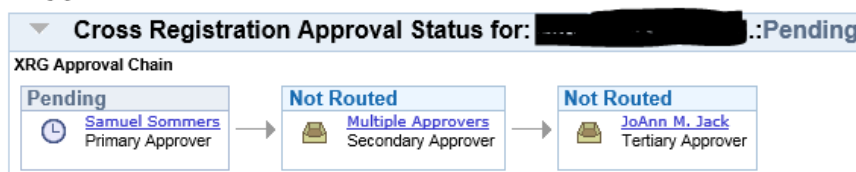
If at any time you wish to quit, please use the home icon in the upper left hand corner of your browser window.

Cross Registration Request Date 05/15/2018 10:52AM **Cross Registration Status:** In Process

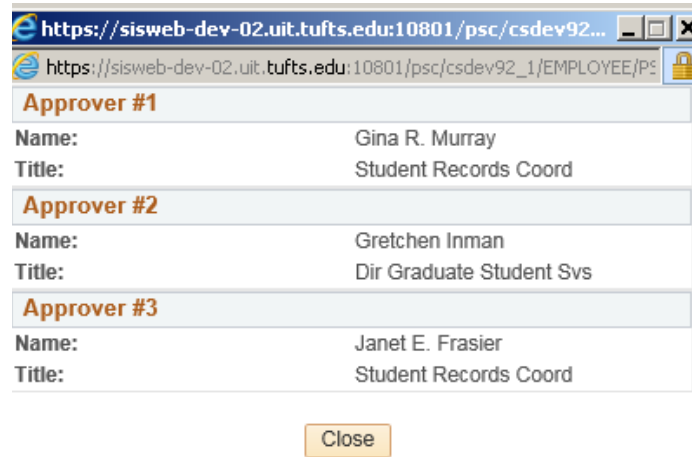
Student Information

And the full Approval Monitor at the bottom, showing who has approved the request and who is left in the chain:

XRG Approval Monitor



If an approver says “Multiple Approvers” you can click on the link to see who those approvers are. All of them will receive the email notification, and any one of them can approve the request.



The screenshot shows a web browser window with the following content:

- Address bar: <https://sisweb-dev-02.uit.tufts.edu:10801/psc/csdev92...>
- Page title: https://sisweb-dev-02.uit.tufts.edu:10801/psc/csdev92_1/EMPLOYEE/Ps
- Approver #1**

| | |
|--------|-----------------------|
| Name: | Gina R. Murray |
| Title: | Student Records Coord |
- Approver #2**

| | |
|--------|--------------------------|
| Name: | Gretchen Inman |
| Title: | Dir Graduate Student Svs |
- Approver #3**

| | |
|--------|-----------------------|
| Name: | Janet E. Frasier |
| Title: | Student Records Coord |
- Close button