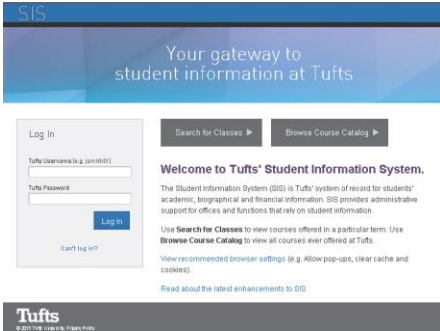


# Registering for Classes in SIS

For PHPD, Graduate Biomedical Sciences, Nutrition, and Dental



## Log In

Access the SIS Log In page at <http://go.tufts.edu/sis>

Enter your Tufts Username and Password and press Enter. Your customized SIS homepage will appear.

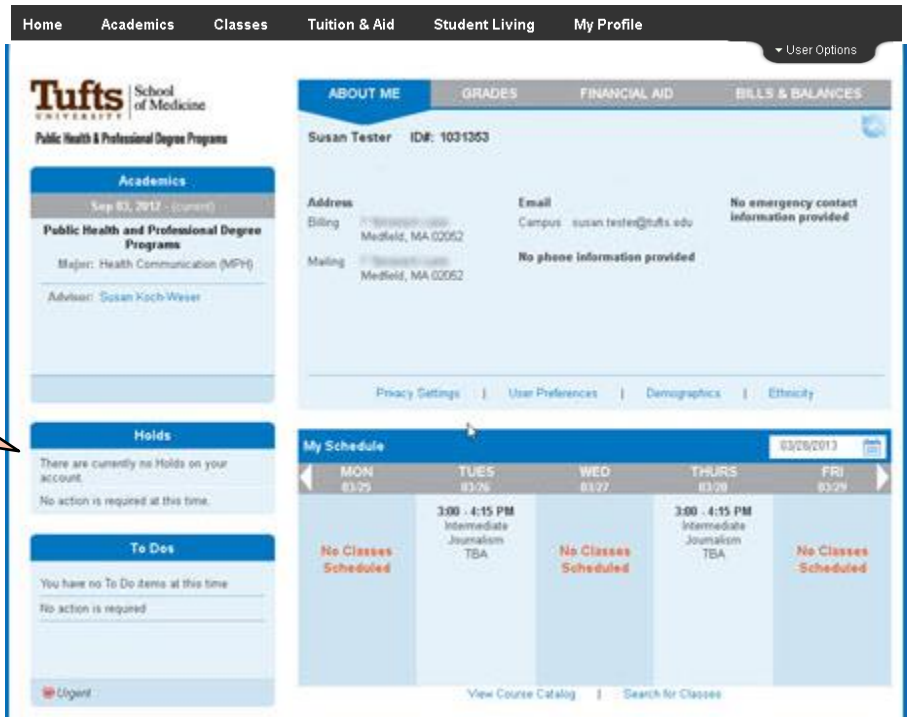
Access issues? Contact your registrar: [PHPDRegistrar@tufts.edu](mailto:PHPDRegistrar@tufts.edu), [Dental\\_Registrar@tufts.edu](mailto:Dental_Registrar@tufts.edu), [GSBS-Registrar@tufts.edu](mailto:GSBS-Registrar@tufts.edu), or [NutritionRegistrar@tufts.edu](mailto:NutritionRegistrar@tufts.edu)

Problems with your Tufts Username or Password? Go to <http://tuftstools.tufts.edu/>

## Check for Holds

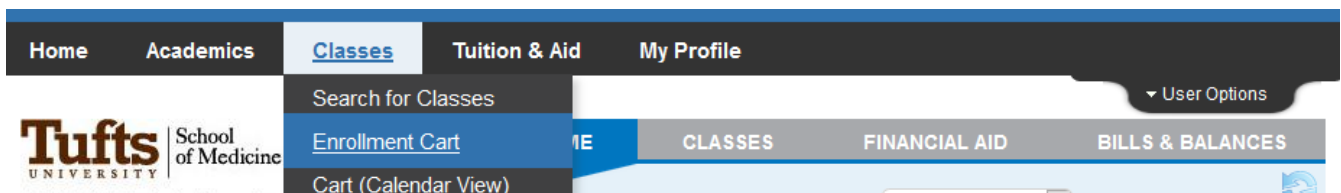
After logging in, your individualized SIS homepage will appear. On the left hand side, there is a box called, "Holds."

**Holds** are flags placed on your record indicating an outstanding obligation. If you have a hold that will prevent registration, such as a bursar balance, it must be resolved before you can register.



## Add Classes to your "Enrollment Cart"

At the top of your SIS Homepage, click on the Classes tab and select "Enrollment Cart." A Select Term page may appear asking you to select the Term for which you want to add Classes. Select the appropriate Term and click **CONTINUE**. Your Enrollment Cart page will appear.



## Enrollment Cart

### Add Classes to Shopping Cart

- Step 1:** Add classes to cart  
**Step 2:** Validate classes (pre-requisites, permissions, conflicts)  
**Step 3:** Enroll ([view enrollment dates](#))

**NOTE:** If you need to Drop an enrolled class please go to the [Drop](#) page.

Spring Term 2020 | TUSM Public Health Programs | Tufts University

Search my Advisement Report

Open Closed Wait List

### Spring Term 2020 Enrollment Cart

| Select                              | Class             | Description                       | Day, Times and Locations  | Faculty    | Units | Status                                    | Delete |
|-------------------------------------|-------------------|-----------------------------------|---------------------------|------------|-------|---|--------|
| <input checked="" type="checkbox"/> | PH 0226-1 (24357) | Cancer Epi & Prevention (Lecture) | Th 2:00PM - 5:00PM<br>TBA | D. Michaud | 3.00  | <span style="color: green;">●</span> edit |        |

Options for selected:

Validate Enroll

Enrolled Dropped Wait Listed

To search the Schedule of Classes, select the **Search for Classes** option from the dropdown menu.

To search your program requirements, select **Search my Advisement Report button**. This allows you to pull classes from your Advisement Report.

## Search for Classes

### Using Schedule of Classes

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

#### Search for Classes

Course Career: Arts, Sciences, and Engineering  
School or Program

Term: Fall 2015

We recommend you select at least one of the following:

Course Subject:

Attributes:

Keywords:

Instructor:

Search Clear

Quick Search

Term:

Class Number:

(5 digit code, e.g. 66031)

Search

- Enter search criteria such as Course Subject or Course Number.
- 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.
- Click **Search**. The Search Results page appears with more filtering options.

After entering appropriate Search Criteria, click **Search**. A Search Results page will appear.

## Filter Search Results

Once class results display:

- Only the class titles display. You can select the **Show Descriptions** or **Show Sections** checkbox (or select them both).

Show Descriptions  Show Sections

- No prerequisites are displayed until the **Details** link is clicked.

Details include textbooks, enrollment reqs., capacity, available seats, etc.

01-PRA

[Details](#) ▼

### Filter Results:

#### Attributes

Classes that meet specific criteria such as foundation or distribution requirements.

#### Instructor

Classes hosted by a particular instructor.

#### Status

Classes that are Open, Wait List, or Closed classes.

#### Days of Week

M  T  W  Th  
 F  Sa  Su

Classes held on specific days. For example:

**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.

Limited to these days

Includes these days

#### Time between

7:30AM — 9:30PM

Classes held during specific hours of the day or night. The **Include Unscheduled** option allows you to still see classes that are "pick the schedule" versus a specifically assigned time. For example, if you are doing an independent seminar with an advisor, there is no scheduled time.

Include Unscheduled

#### Credits 0 — 1

Classes with variable credit (includes 0 credits).

#### Session

This filter is most useful for choosing specific summer session classes (SA, SB, S12).

#### Component

Use this to narrow your search to a lecture, independent study, research, etc.

#### Campus

Classes held on a particular campus such as Boston or Off Campus Location.

#### Permission Required

Classes that require departmental or instructor consent or no special consent.

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.

NUTR, Spring 2014, NUTR : Regular ✕ | Lecture ✕ [Clear Filters](#)

If you are logged in you can click **Add** to add the class directly to your Enrollment Cart.

## Enroll in Classes – Just adding classes to your enrollment cart does not enroll you in those classes.

**Enrollment Cart**

Add Classes to Shopping Cart

**Step 1:** Add classes to cart  
**Step 2:** Validate classes (pre-requisites, permissions, conflicts)  
**Step 3:** Enroll ([view enrollment dates](#))

**NOTE:** If you need to Drop an enrolled class please go to the [Drop](#) page.

Spring Term 2020 | TUSM Public Health Programs | Tufts University

Search my Advisement Report

Open Closed Wait List

**Spring Term 2020 Enrollment Cart**

| Select                              | Class             | Description                       | Day, Times and Locations  | Faculty    | Units | Status | Delete |
|-------------------------------------|-------------------|-----------------------------------|---------------------------|------------|-------|--------|--------|
| <input checked="" type="checkbox"/> | PH 0226-1 (24357) | Cancer Epi & Prevention (Lecture) | Th 2:00PM - 5:00PM<br>TBA | D. Michaud | 3.00  | edit   |        |

Options for selected: Validate Enroll

Enrolled Dropped Wait List

**Enrollment Cart**

2. Confirm classes

**Review Your Selection**

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring Term 2020 | TUSM Public Health Programs | Tufts University

Open Closed Wait List

| Class             | Description                       | Days/Times         | Room | Instructor | Units | Status |
|-------------------|-----------------------------------|--------------------|------|------------|-------|--------|
| PH 0226-1 (24357) | Cancer Epi & Prevention (Lecture) | Th 2:00PM - 5:00PM | TBA  | D. Michaud | 3.00  |        |

Cancel Previous Finish Enrolling

From your Enrollment Cart, select the checkbox next to each class you wish to enroll in.

Then, click **ENROLL**.

Review the “Enrollment Cart: Confirm classes” page. If there are no discrepancies, click **FINISH ENROLLING**.

Review the “Enrollment Cart: View results” page to determine whether you were successfully enrolled in your selected classes. Review the **Message** section for any instructions.

**Enrollment Cart**

3. View results

View the following status report for enrollment confirmations and errors

Spring Term 2020 | TUSM Public Health Programs | Tufts University

Success: enrolled Error: unable to add class

| Class   | Message   | Status |
|---------|---|--------|
| PH 0205 | Success: This class has been added to your schedule.                                      | ✓      |
| PH 0216 | Message: Class 23828 is full. You have been placed on the wait list in position number 7. | ✓      |

Add Another Class

## After Enrollment – Swap or Drop a Class

Home Academics **Classes** Tuition & Aid

Search for Classes

Enrollment Cart

Cart (Calendar View)

Add

Drop

**Swap (Add then Drop)**

Edit Class Component

Course Planner

My Enrollment Dates

Tufts University School of Medicine

Public Health & Professional Degree Programs

Academics

Current

Public Health and Professional Programs

Conc: Epidemiology/Biostatistics

Advisor: Alice Tang

### Swap (Add then Drop)

The swap function allows you to replace one course with another, and avoid falling below minimum credit requirements. It is available on the Classes tab.

### Drop

To drop a class that you are enrolled in, click on the Classes tab and select “Drop”

## Questions? Please contact your Registrar’s Office:

|  |  |              |
|--|--|--------------|
| PHPD Registrar                             | <a href="mailto:PHPDRegistrar@tufts.edu">PHPDRegistrar@tufts.edu</a>           |              |
| Graduate Biomedical Sciences Dean’s Office | <a href="mailto:GSBS-Registrar@tufts.edu">GSBS-Registrar@tufts.edu</a>         | 617-636-6767 |
| Office of Student Affairs at Friedman      | <a href="mailto:NutritionRegistrar@tufts.edu">NutritionRegistrar@tufts.edu</a> | 617-636-3777 |
| Dental Registrar’s Office                  | <a href="mailto:dental_registrar@tufts.edu">dental_registrar@tufts.edu</a>     | 617-636-0814 |