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, Dental_Registrar@tufts.edu, GSBS-Registrar@tufts.edu, or 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.”

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.
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.

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### Search for Classes

**Using Schedule of Classes**

1. 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](image)

2. Enter search criteria such as Course Subject or Course Number.
3. 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.
4. Click **Search**. The Search Results page appears with more filtering options.

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*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.

### Filter Results:

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Classes that meet specific criteria such as foundation or distribution requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Classes hosted by a particular instructor.</td>
</tr>
<tr>
<td>Statue</td>
<td>Classes that are Open, Wait List, or Closed classes.</td>
</tr>
<tr>
<td>Days of Week</td>
<td>Classes held on specific days. For example:</td>
</tr>
<tr>
<td></td>
<td><strong>Limited to these days</strong> with a T/Th selection will show T only, Th only, and T/Th only classes. <strong>Includes these days</strong> will return the same results PLUS any classes that meet within T/Th as well as a meeting on other days.</td>
</tr>
<tr>
<td>Time between</td>
<td>Classes held during specific hours of the day or night. The <strong>Include Unscheduled</strong> option allows you to still see classes that are &quot;pick the schedule&quot; versus a specifically assigned time. For example, if you are doing an independent seminar with an advisor, there is no scheduled time.</td>
</tr>
<tr>
<td></td>
<td>Classes with variable credit (includes 0 credits).</td>
</tr>
<tr>
<td>Session</td>
<td>This filter is most useful for choosing specific summer session classes (SA, SB, S12).</td>
</tr>
<tr>
<td></td>
<td>Use this to narrow your search to a lecture, independent study, research, etc.</td>
</tr>
<tr>
<td>Campus</td>
<td>Classes held on a particular campus such as Boston or Off Campus Location.</td>
</tr>
<tr>
<td>Permission Required</td>
<td>Classes that require departmental or instructor consent or no special consent.</td>
</tr>
</tbody>
</table>

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.

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.

After Enrollment – Swap or Drop a Class

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:

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

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