SIS Cross-Registration Instructions for Approvers

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.

If you receive an email alerting you that a cross-registration request is awaiting your review, log in to SIS and go to the "Approve Cross Registration Request" page.
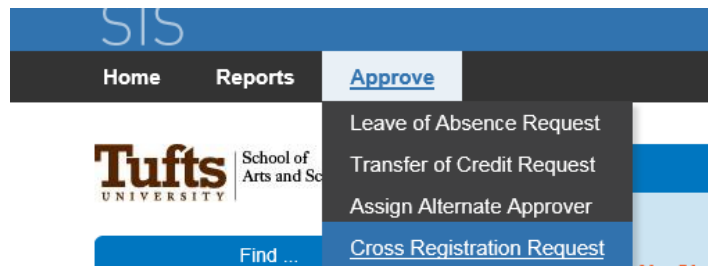
Here you will see all pending requests awaiting your review.

To view details and take action on a request, click on "View."

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   06/21/2018 8:55AM **Cross Registration Status:**   In Process

Student Information

Student ID: ▮▮▮	**Student Name:** ▮▮▮
	Student's Advisor: ▮▮▮

NOTE: You can send an email by clicking on the above Name links
      (this will open your own email program).

▾ Program: Friedman Graduate Degree

Tufts University | Friedman School

Degree: Master of Public Health
      Concentration: Generalist (MS/MPH)

Term::   **Fall Term 2018**

Academic Level - Term Start: **Graduate Year 1**

The top of the page displays information about the student making the request - ID, name, advisor, Career, program and Plan. The student or the advisor can be emailed by clicking on the name.

▾ CSHD - 0247 - Program Evaluation

(Cross-listed as UEP 256 and DLS 265) Purposes for and types and techniques of program evaluation. Study of the evaluation process, including design, implementation, and dissemination, with focus on development of relevant data collection, analysis, and report-writing skills. Emphasis on learning to match programs to evaluation models, optimizing eventual evaluation utilization. Students design evaluations for existing program.

Section	Type	Instructor Name (s)	Capacity	Combined?	Combined Capacity	Enrollment Requirements	Reserve	Reserve Capacity
01	Lecture	▮▮▮	0 / 22	UEP-0256-01 DLS-0265-01	0 / 18	NONE	NONE	0

Student Notes

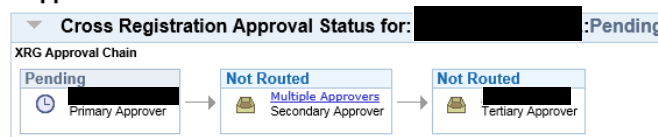[   ]

[APPROVE]   [DENY]

[EMAIL STUDENT]

The middle of the page provides class information including the full course description, number of open seats, whether it is a combined section, any requirements, and any reserved seats. Any notes the student entered on the request are also displayed here.

Clicking "Approve" will approve the request and move it along to the next approver in the chain, who will receive an email notification. Clicking "Deny" will deny the request and send an email to the student letting them know their request has been denied.

The approver can also email the student by clicking the button here.

XRG Approval Monitor

▾ Cross Registration Approval Status for: ▮▮▮ :Pending

XRG Approval Chain

Pending ▮▮▮		Not Routed		Not Routed
🕐 Primary Approver	→	Multiple Approvers Secondary Approver	→	Tertiary Approver

The bottom of the page displays the Approval Monitor, which indicates who has approved the request and who is left in the chain.