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.

The following Cross Registration request is awaiting your review and approval.

Student Name: [Redacted]

ID: [Redacted]

Home Academic Career: A&S - A&S Graduate

Home Academic Program: GEPHD - Graduate Engineering - PhD

Home Academic Plan: EE-PHD - Electrical Engineering (PhD)

Term: Fall Term 2017

Class: CMPH 0208 - Pub. Hlth. Field Exp. - 01

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.”
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.

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.

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