



## How to Give a Student Permission to Register for your Course

This process replaces the paper Add or the Add section of the Course Schedule Modification Form.


Faculty can perform this function to give students permission to register for a closed course, if a student does not have the required pre-requisites or the course requires department consent.

1. Log into SIS at go.tufts.edu/SIS.
2. Select the course you wish to give the student permission to enroll in from the blue “My Classes” box on the lower left side of the screen.

My Classes				
<b>Spring Term 2016</b>				
▶ MATH-0019 Math Of Social Choice				
▶ MATH-0021 Introductory Statistics				
<b>Summer Term 2016 - SA</b>				
▶ MATH-0021 Introductory Statistics				
<b>Fall Term 2016</b>				
▼ MATH-0019 Math Of Social Choice				
Sect	Type	Max	Enr	Rosters
02	Lecture ASEU	43	43	
▶ MATH-0021 Introductory Statistics				
* = Combined Section				

3. Select the “P” icon . Please note this icon will only be displayed for the fall and spring semesters as summer registration does not require permission) and when registration is open; the icon will not be available after the semester add deadline (2 weeks after the first day of the semester). After this time period an enrollment correction form, found on SIS under faculty forms, must be submitted to enroll a student.
4. Enter the student’s Tufts ID number Empl ID field.

### Faculty Class Permission

Class Information	
Term	2168 Fall Term 2016
Class Nbr	61069 Math Of Social Choice
Subject Area	MATH Mathematics
Catalog Nbr	0019
Class Section	02
Add Class Permissions	
Empl ID	<input type="text"/> 

If you do not know the student's ID number, select the magnifying glass to the right of the Empl ID box to search for the student by first and last name.

**Look Up Empl ID**

Empl ID:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>
Second Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>

[Basic Lookup](#)

- Once you have entered the ID number, a submit button will appear, select the submit button.

**Faculty Class Permission**

<b>Class Information</b>		
Term	2168	Fall Term 2016
Class Nbr	61069	Math Of Social Choice
Subject Area	MATH	Mathematics
Catalog Nbr	0019	
Class Section	02	

**Add Class Permissions**

Empl ID	<input type="text" value="██████████"/> <input type="text" value="██████████"/>	<input type="button" value="Submit"/>
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- Once you have successfully submitted the permission you will receive the message below.

**Message**

Student: ██████ Permission was added. (0,0)

- The student should now log into SIS and register for the course.
- You can either enter another ID to give another student permission or select "Home" to return to your SIS homepage.

Department Administrators have access to this function through their SIS staff page.