Registering for Classes in SIS

For Fletcher Students

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 FletcherRegistrar@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 “Shopping Cart”

At the top of your SIS Homepage, click the Classes tab and select “Shopping 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 Shopping Cart page will appear.
To search the Schedule of Classes, select the **Class Search** radio button.

To search your program requirements, select the **My Advisement Rpt** radio button. This allows you to pull classes from your Advisement Report.

After selecting the appropriate radio button, click **SEARCH**.

**Search for Classes**

**Course Career**: Fletcher School

**Term**: Fall 2016

We recommend you select at least one of the following:

**Course Subject**: ILO - Int'l Law and Organizations

**Course Number**: (Optional)

**Attributes**: Foundational/Distribution Requirements, Continuation, Electives...

**Keywords**

**Instructor**

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

**Shopping Cart**

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

**Add to Cart**

**Find Class**

**Choose from Catalog**

**Class Search**

**Search for Classes by a particular instructor.**

**Use to locate terms, such as “public speaking,” in the class subject, title, and description.**

**Use to narrow search to classes that meet specific criteria such as foundation or distribution requirements (attributes can also be selected during the next step).**

If you know the Class Number for the Class you’d like to add, enter it in the **Class Nbr** field and click **Enter**. The class will appear. Click on the **Next** button to add the class to your Shopping Cart.

You can find the 5 digit Class Number in the Course Listing/Schedule.

**Note**: It is NOT the Course Catalog number.

Although you can see the courses offered in other programs, you can’t cross-register electronically—continue to use the paper Cross-Registration forms. For Independent Study courses, you will still need to use the paper forms. Contact the Registrar’s Office for more information.

Defaults to the most logical term, either current or next. Reflects all terms going back three years (that exist in that career).

Available Course Subjects display in context of Career and Term.

This is the four-character Course Catalog Number (e.g., P201, B200, L200, etc.).

Use to narrow search to classes that meet specific criteria such as foundation or distribution requirements (attributes can also be selected during the next step).

Search for classes by a particular instructor.

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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:**

**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**

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.

**Time between**

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.

**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 Medford/Somerville 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.

**FLTR, Fall 2015, ILO**: Open [ ] | Tu, Th [ ] | Lecture [ ]  [Clear Filters]
If you are logged in you can click Add to add the class directly to your Shopping Cart.

Enroll in Classes – Just adding classes to your shopping cart does not enroll you in those classes. To access your Shopping Cart, click Classes > Shopping Cart.

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

Then, click ENROLL.

Review the “Shopping 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 the Fletcher Registrar’s Office:
FletcherRegistrar@Tufts.edu
617-627-3055