Registering for Classes in iSIS
For Fletcher Students

Log In
Access the iSIS Log In page at http://go.tufts.edu/isis
Enter your Tufts Username and Password and press enter. Your customized iSIS homepage will appear.

Access issues? Contact ISISSupport@tufts.edu
Problems with your Tufts Username or Password? Go to http://tuftstools.tufts.edu/

Check for Holds
After logging in, your individualized iSIS 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 iSIS Homepage, click on the Plan 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.

You can also access your Shopping Cart by clicking on the Enroll tab and selecting the “Add A Class” option.
To search the Schedule of Classes, select the **Class Search** radio button.

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

**Search for Classes**

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

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.

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**Class Career:** For Fletcher students, the Class Career will default.

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.

The Course Number is the four-character **Course Catalog Number** (i.e., P201, B200, L200).

**Insert the 3-letter subject code (DHP, ILO, or EIB). The **Select Subject** button will take you to the listing of all of the subject codes.**

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

For Classes with multiple sections, click the View All Sections link.

To view more information about the Class (Course Description), click on the Section link. A Class Detail page will appear.

If you wish to add this class, click SELECT CLASS.

Click NEXT to add the course to your Shopping Cart.
Enroll in Classes – Just adding classes to your shopping cart does not enroll you in those classes.

**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.

- DPI D216 has been added to your Shopping Cart.

**Shopping Cart**

1. **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.

2. **Confirm classes**

   - Click Finish Enrolling to process your request for the classes listed below. To exit without enrolling these classes, click Cancel.

   **Fall Term 2013 | Fletcher School | Tufts University**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRP D216 (61752)</td>
<td>Dalhmann: Adv. Theory &amp; Pract.</td>
<td>TBA</td>
<td>A. Hennikson</td>
<td>1.00</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>DRP D216-M01 (61753)</td>
<td>Social Networks &amp; Org. 1 (Seminar)</td>
<td>Fri 10:30AM - 12:45PM</td>
<td>TBA</td>
<td>C. Trench</td>
<td>0.50</td>
<td>Closed</td>
</tr>
<tr>
<td>DRP D2020-E1 (61756)</td>
<td>Processes of Intl Negotiation (Seminar)</td>
<td>Mon 8:30AM - 9:45AM</td>
<td>TBA</td>
<td>S. Bublin</td>
<td>1.00</td>
<td>Wait List</td>
</tr>
</tbody>
</table>

**Add to Cart**

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Closed</td>
</tr>
</tbody>
</table>

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

**Then, click ENROLL.**

**Review the “Shopping Cart: Confirm Classes” page. If there are no discrepancies, click FINISH ENROLLING.**

**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 A Class**

The swap function allows you to replace one course with another, and avoid falling below minimum credit requirements. It is available on the Enroll tab.

**Drop a Class**

To drop a class that you are enrolled in, click on the Enroll tab and select, “Drop A Class.”

Questions? Please contact the Fletcher Registrar’s Office:

FletcherRegistrar@Tufts.edu

617-627-3055