

**BEFORE YOU CLICK THROUGH THESE SLIDES FOR INSTRUCTIONS
WITH SCREENSHOTS HOW TO ENROLL IN A FRIEDMAN SCHOOL
COURSE VIA SIS PLEASE *FIRST* BOOKMARK AND REVIEW THE
WEBPAGE LISTED BELOW!!!**

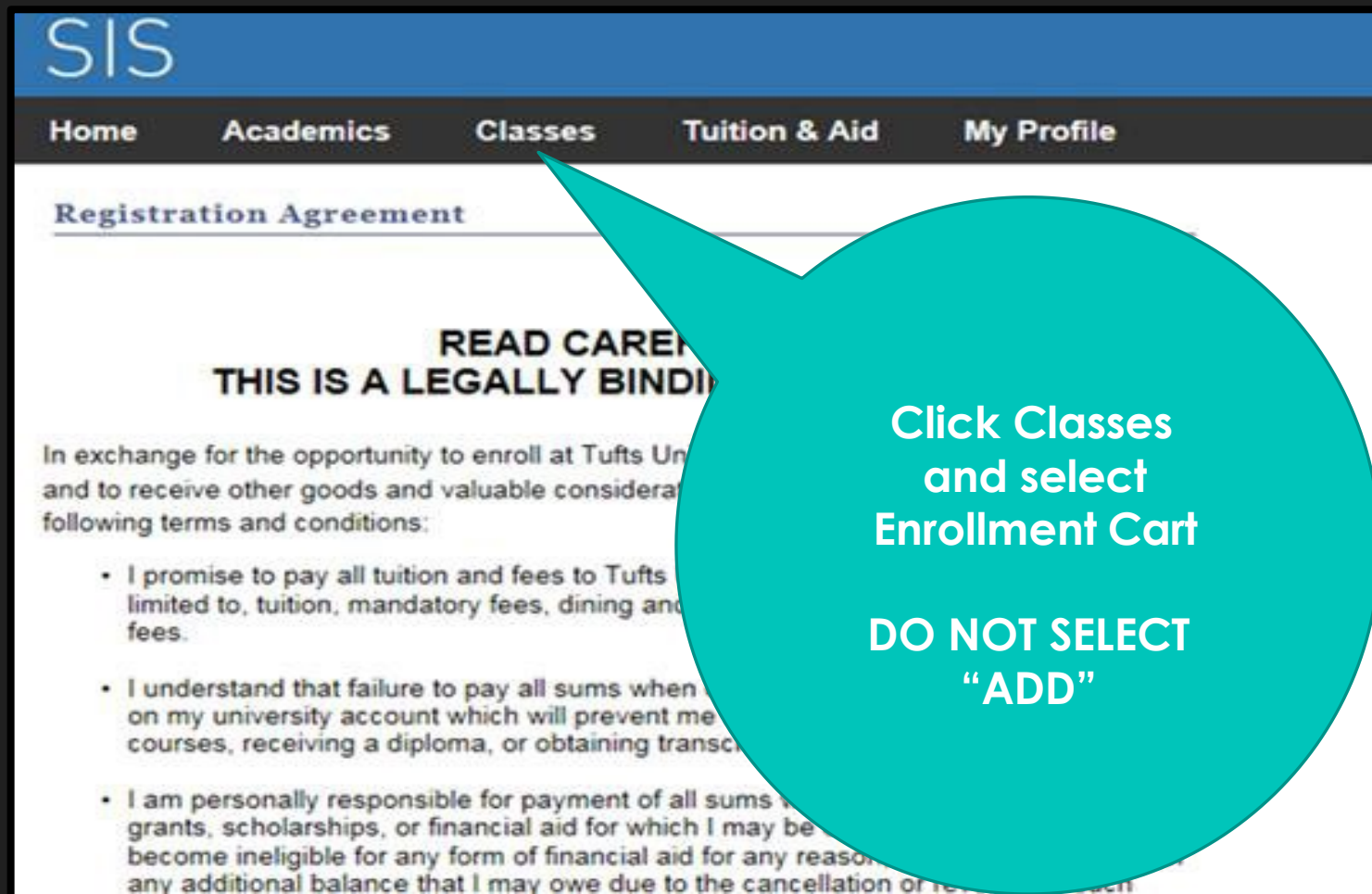
**[https://nutrition.tufts.edu/student
s/registrar/registration](https://nutrition.tufts.edu/students/registrar/registration)**

How to Enroll via SIS

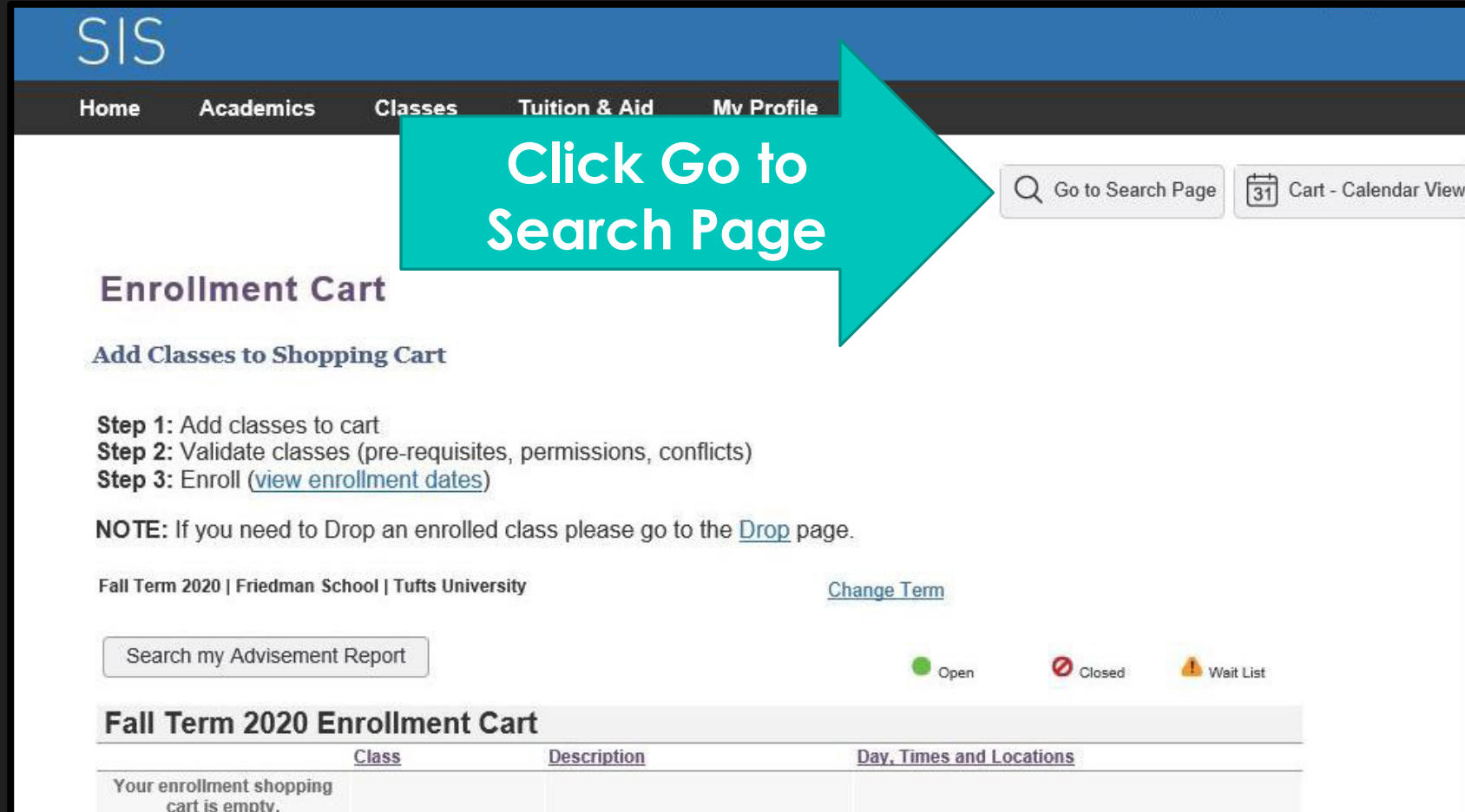
Log into SIS at go.tufts.edu/sis

Step One: Click “Classes” & select “Enrollment Cart”

– **DON'T USE THE ADD CLASSES FEATURE IN SIS!**



Step Two: Click “Go to Search Page”



The screenshot shows the SIS (Student Information System) interface. At the top, there is a blue header with the text "SIS". Below the header is a navigation bar with links: Home, Academics, Classes, Tuition & Aid, and My Profile. A large teal arrow points to the "Go to Search Page" button, which is located in the top right corner of the page. The button is labeled "Go to Search Page" and has a magnifying glass icon. Next to it is a button labeled "Cart - Calendar View" with a calendar icon. The main content area is titled "Enrollment Cart" and includes a section "Add Classes to Shopping Cart". Below this, there are three steps: Step 1: Add classes to cart; Step 2: Validate classes (pre-requisites, permissions, conflicts); Step 3: Enroll (view enrollment dates). A note states: "NOTE: If you need to Drop an enrolled class please go to the Drop page." Below the note, there is a section for "Fall Term 2020 | Friedman School | Tufts University" with a "Change Term" link. A search bar labeled "Search my Advisement Report" is present. At the bottom, there is a table titled "Fall Term 2020 Enrollment Cart" with columns: Class, Description, and Day, Times and Locations. The table shows a message: "Your enrollment shopping cart is empty."

Click Go to Search Page

Enrollment Cart

Add Classes to Shopping Cart

Step 1: Add classes to cart
Step 2: Validate classes (pre-requisites, permissions, conflicts)
Step 3: Enroll ([view enrollment dates](#))

NOTE: If you need to Drop an enrolled class please go to the [Drop](#) page.

Fall Term 2020 | Friedman School | Tufts University [Change Term](#)

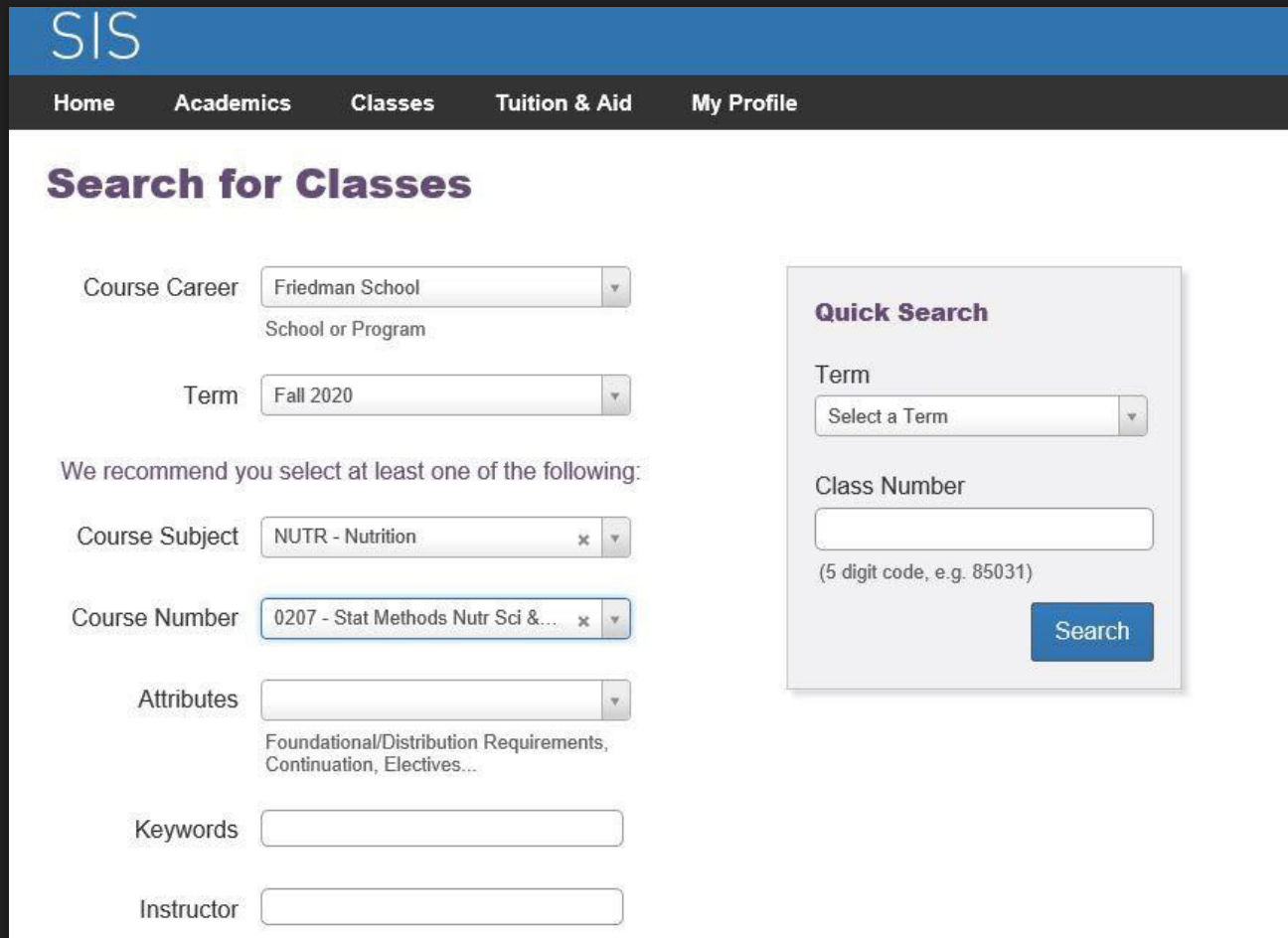
Search my Advisement Report

● Open ● Closed ● Wait List

Fall Term 2020 Enrollment Cart

Class	Description	Day, Times and Locations
Your enrollment shopping cart is empty.		

Use dropdowns to select course



The screenshot shows the 'SIS' system interface for searching classes. The top navigation bar includes links for Home, Academics, Classes, Tuition & Aid, and My Profile. The main section is titled 'Search for Classes'. It features several search criteria with dropdown menus: 'Course Career' (set to 'Friedman School'), 'Term' (set to 'Fall 2020'), 'Course Subject' (set to 'NUTR - Nutrition'), and 'Course Number' (set to '0207 - Stat Methods Nutr Sci &...'). A recommendation message states: 'We recommend you select at least one of the following:'. Other criteria include 'Attributes' (set to 'Foundational/Distribution Requirements, Continuation, Electives...'), 'Keywords', and 'Instructor'. To the right, a 'Quick Search' box contains 'Term' (set to 'Select a Term') and 'Class Number' (with a note '(5 digit code, e.g. 85031)'). A blue 'Search' button is located at the bottom of the Quick Search box.

SIS

Home Academics Classes Tuition & Aid My Profile

Search for Classes

Course Career School or Program

Term

We recommend you select at least one of the following:

Course Subject

Course Number

Attributes

Keywords

Instructor

Quick Search

Term

Class Number

(5 digit code, e.g. 85031)

Search

- NUTR courses = only for MS, MA, and PhD programs
- NUTB courses = only for MNSP program; use Qualtrics form on <https://nutrition.tufts.edu/students/registrar/registration> to enroll in a NUTB course
- NUTC courses = *New!* – check with academic advisor about enrolling in a Certificate course as an elective

Review course's "Details" and then click "Add to Cart" to enroll in the course

SIS

HomeAcademicsClassesTuition & AidMy Profile

New Search

◀ Modify Search

Filter Results:

Attributes

Instructor

Status

Days of Week

1 Result

NUTR, Fall 2020, NUTR, 0207

☐ Show Descriptions ☐ Show Sections

Enrollment Status: ● open ⊘ closed ⚠ waitlist

▼ NUTR-0207 Stat Methods Nutr Sci & Policy

Part one of a one-year, two-semester course covering descriptive statistics, graphical displays, confidence intervals, hypothesis testing, t test, chi-square test, nonparametric tests, multiple linear regression, multiple logistic regression, experimental design, multi-factor and multiple comparisons procedures. Students will learn how to use Stata statistical analysis software. Prerequisite: Graduate standing or instructor consent.

LECTURE

Section	Class No.	Session	Day, Times and Locations	Faculty	Credit	Status	Select
01 LEC	84223	Regular	Time Not Specified Online	Sean B Cash	3	●	<input type="radio"/>

Details ▼

Add to Cart

Step Three: Click “Enroll”

Enrollment Cart

Add Classes to Shopping Cart

Step 1: Add classes to cart

Step 2: Validate classes (pre-requisites, permissions, conflicts)

Step 3: Enroll ([view enrollment dates](#))

NOTE: If you need to Drop an enrolled class please go to the [Drop](#) page.

Fall Term 2020 | Friedman School | Tufts University

[Change Term](#)



Search my Advisement Report

 Open

 Closed

 Wait List

Fall Term 2020 Enrollment Cart

Select	Class	Description	Day, Times and Locations	Faculty	Units	Status	Delete
<input checked="" type="checkbox"/>	NUTR 0207-01 (84223)	Stat Methods Nutr Sci & Policy (Lecture)	Time Not Specified Online	S. Cash	3.00	 edit	

Options for selected:

Validate

Enroll

You're not enrolled until you click "Finish Enrolling!"


Enrollment Cart

2. Confirm classes

Review Your Selection

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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<u>Class</u>	<u>Description</u>	<u>Days/Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Units</u>	<u>Status</u>
NUTR 0207-01 (84223)	Stat Methods Nutr Sci & Policy (Lecture)		Online	S. Cash	3.0	

Cancel

Previous

Finish Enrolling

Don't leave in cart!
Click
"Finish Enrolling"




Successfully enrolled – you must see the Green Check Mark!

Enrollment Cart

3. View results

View the following status report for enrollment confirmations and errors

Fall Term 2020 | Friedman School | Tufts University

 Success: enrolled			 Error: unable to add class		
Class	Message	Status	Class	Message	Status
NUTR 0207	Success: This class has been added to your schedule.				

Add Another Class

Green check =
Enrolled

If you need to Drop a course prior to the Drop Deadline go to “Classes” and select “Drop”

SIS

[Home](#)[Academics](#)[Classes](#)[Tuition & Aid](#)[My Profile](#)

Drop Classes

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Select the classes to drop and select Drop Selected Classes.

Fall Term 2020 | Friedman School | Tufts University [Change Term](#)

✓ Enrolled

⊗ Dropped

⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	NUTR 0207-01 (84223)	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	✓
<input type="checkbox"/>	NUTR 0399-01 (84252)	Doctoral Candidacy Prep (Cont)	TBA	TBA	Staff		✓

Drop Selected Classes

Click “I agree” if dropping after the Drop Deadline (to acknowledge “W” if late drop)

Drop Classes



Review Your Selection

To exit without dropping these classes, select Cancel.

☐ I agree

By dropping this course you may be subject to a grade of W if it is past the drop deadline. Please refer to the academic calendar for specific dates by term.

Select "I agree" to continue dropping classes.

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✓ Enrolled

✗ Dropped

⚠ Wait Listed

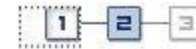
<u>Class</u>	<u>Description</u>	<u>Days/Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Units</u>	<u>Status</u>
NUTR 0207-01 (84223)	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	✓

Cancel

Previous

Click “Finish Dropping” and then you’ll see a “Success” message confirming the drop

Drop Classes



Review Your Selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

Fall Term 2020 | Friedman School | Tufts University

 Enrolled

 Dropped

 Wait Listed

<u>Class</u>	<u>Description</u>	<u>Days/Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Units</u>	<u>Status</u>
NUTR 0207-01 (84223)	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	

Cancel

Previous

Finish Dropping

OTHER HOLDS - YOU CAN ENROLL VIA SIS IF THERE ARE NO HOLDS ON YOUR ACCOUNT IN SIS

- **Self-remove** a Registration Hold:
https://nutrition.tufts.edu/sites/default/files/documents-forms/How%20to%20Resolve%20the%20Registration%20Agreement%20Hold_0.pdf
- **Self-remove** a missing Current Address Hold
- **Self-remove** a missing Emergency Contact Hold
- **Contact Tufts Health Sciences Bursar's Office on the Boston campus** (hsbursar@tufts.edu) in order to remove a Past Due Balance Hold
- **Contact Student Advisory and Health Administration** (SAHA-Admin@tufts.edu) in order to remove a missing Immunizations Hold