

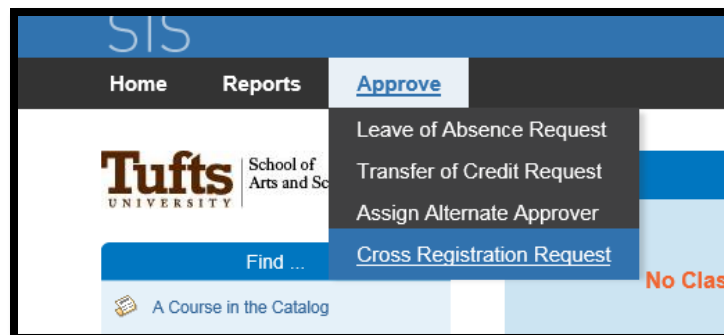
## Faculty Cross Registration Approval (only for Tufts students) via SIS Process

### Tufts Students Use SIS for Cross-Registration in a Friedman NUTR Course:

- Tufts students that want to cross-register in a Friedman NUTR course will no longer complete a paper cross-registration petition form. Instead, they will be able to submit their Tufts cross-registration request(s) via SIS and faculty will be able to indicate via SIS their approval or denial of the Tufts student's cross-registration request.
- However, HSPH and Boston Consortium students will continue to use their respective school's paper cross-registration petition form and obtain the Friedman faculty member's handwritten signature approval as needed.

### How Does It Work?

- Once a Tufts student enters in SIS their request to cross-register for a Friedman NUTR course, the student will receive a confirmation of receipt email and will be able to monitor the timing that the faculty member (Approver) indicates via SIS their approval/denial status.
- Additionally, the faculty member will receive an email indicating that a Tufts student has submitted a request to cross-register in their course. This will be the cue for the faculty member to log in to [SIS](#) and click at the top navigation bar the "Approve" tab and then select "Cross-Registration Request."



- After selecting the “Cross-Registration Request” option in the drop-down filter, the Tufts student’s information including their Tufts school, academic program, type of student (undergraduate or graduate), and academic advisor will be visible at the top of the page. The middle of the page features the student’s request for the Friedman NUTR course and will include any notes that the student entered to the instructor on their request.

▼ CSHD - 0247 - Program Evaluation

**(Cross-listed as UEP 256 and DLS 265) Purposes for and types and techniques of program evaluation. Study of the evaluation process, including design, implementation, and dissemination, with focus on development of relevant data collection, analysis, and report-writing skills. Emphasis on learning to match programs to evaluation models, optimizing eventual evaluation utilization. Students design evaluations for existing program.**

Section	Type	Instructor Name (s)	Capacity	Combined?	Combined Capacity	Enrollment Requirements
01	Lecture	Samuel Sommers	0 / 22	UEP-0256-01 DLS-0265-01	0 / 18	NONE

**Student Notes**

APPROVE
DENY

EMAIL STUDENT

## Approve/Denied Process

- **Important to Note:** If you need to email the cross-registrant with specific information be sure to do so in advance of clicking the “Approve” button. For example, if you would like to email the cross-registrant to indicate, “I will be approving your request but my approval is conditional on the course’s pre-requisite(s) being fulfilled” or “approval per seat availability,” you will then need to click the “Email Student” button and send your email correspondence. Once the email step is completed go back to the cross-registration request and click the “Approve” button for processing.
- Once the faculty member clicks the “Approve” button the student’s cross-registration request is approved, and the next approver (Friedman’s Registrar) is notified by email. If the faculty member clicks the “Deny” button, the student’s cross-registration request will be denied, and an automatic email is sent to the student with an update that their request has been denied.
- On occasion, if the course is a requirement for Friedman students, Friedman’s Registrar’s approval or denial status will not be provided until after the first or second class takes place (once all the Friedman students that need the course have enrolled in SIS).
- Once Friedman’s Registrar has Approved the cross-registration request, then the student’s Registrar will be notified by email and is responsible for officially adding the Friedman NUTR course to their student’s academic record in SIS.