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!!!
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”
Use dropdowns to select course

- **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](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.
Step Three: Click “Enroll”

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Description</th>
<th>Day, Times and Locations</th>
<th>Faculty</th>
<th>Units</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>NUTR 0207-01</td>
<td>Stat Methods Nutr Sci &amp; Policy (Lecture)</td>
<td>Time Not Specified Online</td>
<td>S. Cash</td>
<td>3.00</td>
<td>Green</td>
<td>Green</td>
</tr>
</tbody>
</table>

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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<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Unit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0207-01 (84223)</td>
<td>Stat Methods Nutr Sci &amp; Policy (Lecture)</td>
<td></td>
<td>Online</td>
<td>S. Cash</td>
<td>Open</td>
</tr>
</tbody>
</table>

Don’t leave in cart! Click “Finish Enrolling”
Successfully enrolled – you must see the Green Check Mark!

Green check = Enrolled
If you need to Drop a course prior to the Drop Deadline go to “Classes” and select “Drop”
Click “I agree” if dropping after the Drop Deadline (to acknowledge “W” if late drop)
Click “Finish Dropping” and then you’ll see a “Success” message confirming the drop.
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