

# How to Enroll via SIS

Log into SIS at [go.tufts.edu/sis](https://go.tufts.edu/sis)

# You cannot enroll until all Holds removed in SIS

- **Self-remove** a missing Current Address Hold
- **Self-remove** a missing Emergency Contact Hold
- **Contact Tufts Health Sciences Bursar's Office** in order to remove a Past Due Balance Hold
- **Contact Lucia Fenney at SAHA** in order to remove a missing Immunizations Hold

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

SIS

Home Academics **Classes** Tuition & Aid My Profile

Registration Agreement

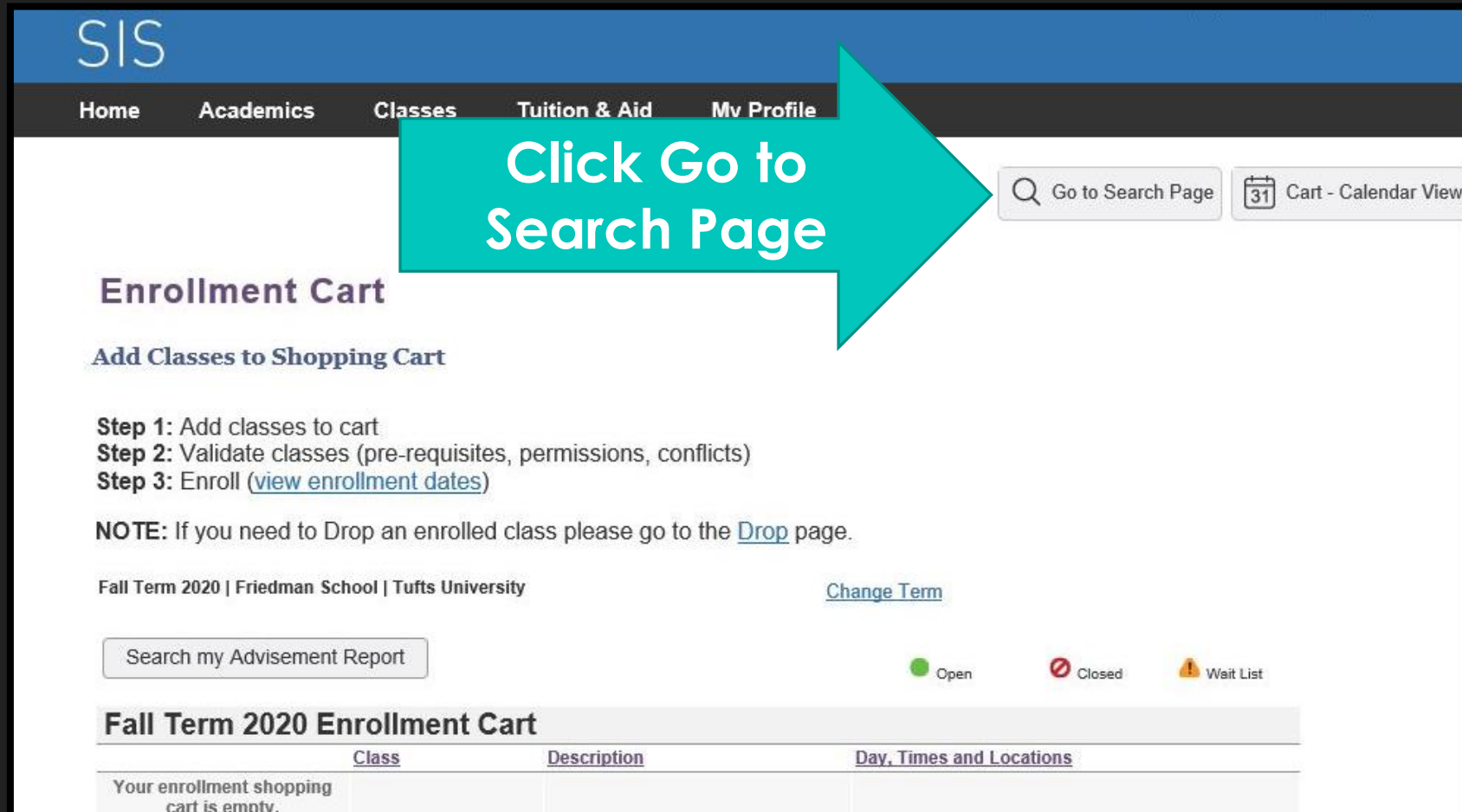
**READ CAREFULLY  
THIS IS A LEGALLY BINDING AGREEMENT**

In exchange for the opportunity to enroll at Tufts University and to receive other goods and valuable consideration, I agree to the following terms and conditions:

- I promise to pay all tuition and fees to Tufts University, limited to, tuition, mandatory fees, dining and other fees.
- I understand that failure to pay all sums when due will result in suspension on my university account which will prevent me from attending classes, receiving a diploma, or obtaining transcripts.
- I am personally responsible for payment of all sums due, including grants, scholarships, or financial aid for which I may be ineligible. I become ineligible for any form of financial aid for any reason, including any additional balance that I may owe due to the cancellation or reduction of such aid.

Click Classes  
and select  
Enrollment Cart  
  
DO NOT SELECT  
“ADD”

# Step Two: Click “Go to Search Page”



The screenshot shows the SIS (Student Information System) interface. At the top, there is a navigation bar with the following links: Home, Academics, Classes, Tuition & Aid, and My Profile. Below the navigation bar, there is a search bar and a button labeled "Go to Search Page" with a magnifying glass icon. To the right of the search bar is a button labeled "Cart - Calendar View" with a calendar icon. A large teal arrow points from the text "Click Go to Search Page" to the "Go to Search Page" button.

**SIS**

Home Academics **Classes** Tuition & Aid My Profile

Click Go to Search Page

Go to Search Page Cart - Calendar View

## 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 'Search for Classes' page. At the top, there is a navigation bar with 'SIS' and links for 'Home', 'Academics', 'Classes', 'Tuition & Aid', and 'My Profile'. The main heading is 'Search for Classes'. Below this, there are several search criteria:

- Course Career:** A dropdown menu with 'Friedman School' selected. Below it, the text 'School or Program' is visible.
- Term:** A dropdown menu with 'Fall 2020' selected.
- Recommendation:** The text 'We recommend you select at least one of the following:' is displayed.
- Course Subject:** A dropdown menu with 'NUTR - Nutrition' selected. A small 'x' icon is visible to the right of the dropdown.
- Course Number:** A dropdown menu with '0207 - Stat Methods Nutr Sci &...' selected. A small 'x' icon is visible to the right of the dropdown.
- Attributes:** A dropdown menu with 'Foundational/Distribution Requirements, Continuation, Electives...' selected.
- Keywords:** An empty text input field.
- Instructor:** An empty text input field.

On the right side of the search area, there is a 'Quick Search' box. It contains:

- Term:** A dropdown menu with 'Select a Term' selected.
- Class Number:** An empty text input field. Below it, the text '(5 digit code, e.g. 85031)' is displayed.
- Search:** A blue button with the text 'Search'.

- **NUTR** courses = only for MS, MA, and PhD programs
- **NUTB** courses = only for MNSP program
- **NUTC** courses = only for Certificate programs

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

**SIS**

Home Academics Classes Tuition & Aid My Profile

New Search

Modify Search

**Filter Results:**

Attributes

Instructor

Status

Days of Week

M T W Th

## 1 Result

NUTR, Fall 2020, NUTR, 0207

Show Descriptions  Show Sections

Enrollment Status: ● open ⊘ closed ⚠ waitlist

31 Cart - Calendar View Cart - Quick View

▼ 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	<span style="color: green;">●</span>	<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"/>	<a href="#">NUTR 0207-01 (84223)</a>	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

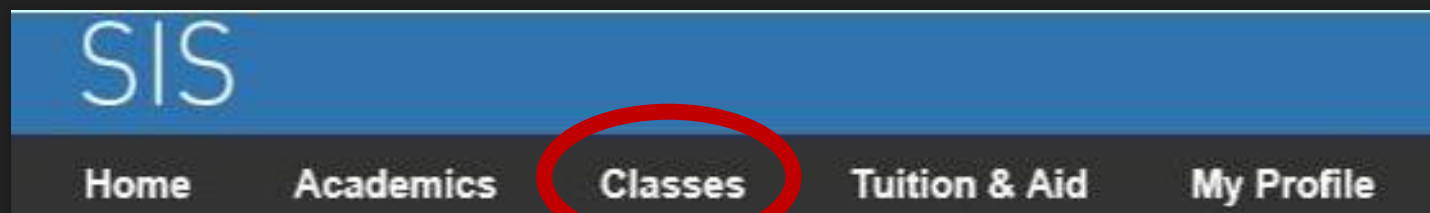
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 Success: enrolled	 Error: unable to add class	
Class	Message	Status
NUTR 0207	Success: This class has been added to your schedule.	

Add Another Class

Green check =  
Enrolled

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



## Drop Classes





Select the classes to drop and select Drop Selected Classes.

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[Change Term](#)

 Enrolled     Dropped     Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">NUTR 0207-01 (84223)</a>	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	
<input type="checkbox"/>	<a href="#">NUTR 0399-01 (84252)</a>	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

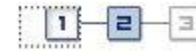
<u>Class</u>	<u>Description</u>	<u>Days/Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Units</u>	<u>Status</u>
<a href="#">NUTR 0207-01 (84223)</a>	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	

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.

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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>
<a href="#">NUTR_0207-01 (84223)</a>	Stat Methods Nutr Sci & Policy (Lecture)		TBA	S. Cash	3.00	

Cancel

Previous

Finish Dropping