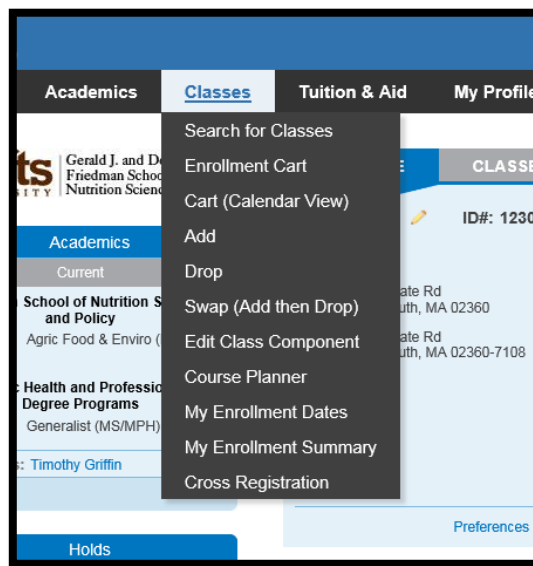


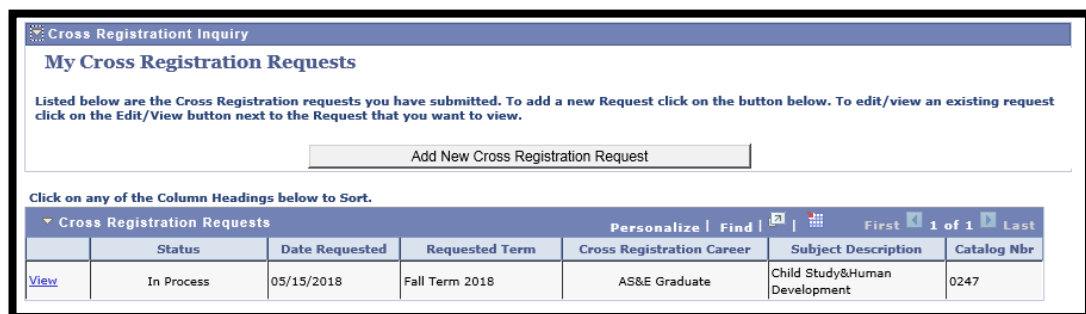
How to Cross Register for a Tufts Course via SIS Instructions

NEW PROCESS:

- Good news! You no longer need to complete a paper cross-registration petition form if you want to cross-register for a Tufts course! The Tufts Cross-Registration process is now online in [SIS](#) (only for Tufts courses and NOT for HSPH or Boston Consortium courses).
 - **Important to Note:** If you already submitted a paper cross-registration petition form with the instructor's approval, you will need to resubmit your request online via [SIS](#) so the instructor can re-approve your request in SIS and the Tufts School's Registrar can approve the request in SIS. Once the Tufts School's Registrar approves the request, Friedman's Registrar is notified and will be able to add the course to your schedule in SIS.
- When you log into [SIS](#), go to the top navigation tab titled, "Classes" and select "Cross-Registration" from the drop-down filter.



- After selecting the Cross-Registration option you will be able to begin a new Cross-Registration Request for a Tufts course or to view the status of an existing submitted Cross-Registration request.



ADDING A NEW CROSS-REGISTRATION REQUEST IN SIS:

- Before entering a new Cross-Registration Request you should first use the Class Search feature in SIS to identify the specific class you would like to cross-register for (the Cross-Registration request page does not have the same robust search options as the Class Search feature so it is useful to know exactly what class you are looking for in advance of submitting your Cross-Registration request).

Cross Registration Request

Search for Classes

Term:

Home Career: TUSM Public Health Programs

Host Career:

School or Program where the class is offered

Subject Area:

Course Nbr: 0203 - Microeconomic Theory I

- Enter the prompts for **Term**, **Host Career** (i.e., the Tufts School or program where the class you want to take is offered), **Subject** and **Course Number** for the class you wish to cross-register into. Please note not all Terms and School programs will be available to you for Cross-Registration.
- Once a Subject and Course Nbr have been selected, click, "Search" and the listing of all sections for that class for the specified term will appear. Select all required components (labs, recitations, etc.) for the request.

CHEM - 0001 - Chem Fundamentals W/lab						
Select 1 Lecture, 1 Laboratory, 1 Recitation						
Associated Class	Class Section	Description	Course Component	Course ID	Instructor Name(s)	Selection
	1 01	Lecture	LEC	109761	Sergiy Kryatov	<input type="checkbox"/>
	1 LAA	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	1 LBB	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	1 LBC	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	1 LCD	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	1 LFF	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	1 LHK	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
	2 02	Lecture	LEC	109761	Sergiy Kryatov	<input type="checkbox"/>
	9999 LA	Laboratory	LAB	109761	Sergiy Kryatov	<input type="checkbox"/>
	9999 LB	Laboratory	LAB	109761	Sergiy Kryatov	<input type="checkbox"/>

- As you select certain components, others may become “greyed out” indicating that they are not a valid combination with the components you have already selected.

1	LCD	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
1	LFF	Lecture	LEC	109761	STAFF	<input type="checkbox"/>
1	LHK	Lecture	LEC	109761	STAFF	<input checked="" type="checkbox"/>
2	02	Lecture	LEC	109761	Sergiy Kryatov	<input type="checkbox"/>
9999	LA	Laboratory	LAB	109761	Sergiy Kryatov	<input type="checkbox"/>

- Once all required sections/components have been selected click, “Continue.”
- You will then be directed to the next page which lists the sections that have been selected for the request, and any corresponding instructions. There is also a Student Notes box for students to add a note to the instructor that will be seen by all approvers throughout the Cross-Registration process in SIS.

CSHD - 0247 - Program Evaluation

Associated Class	Section	Type	Course ID	Instructor Name(s)
1	01	Lecture	108203	Laurie S. Goldman

Instructions

Cross-registration for this course requires the approval of your faculty advisor, the course instructor, your program director, and the registrars of both Tufts schools. Before submitting this request, make sure you have spoken to your advisor, program director, and the course instructor, as they are unlikely to approve if they haven't heard from you. You may add any notes you wish to share with these individuals below.

Full-time, matriculated Sackler students may cross-register at other Tufts schools for one course per semester for fall and spring terms. In summer, Sackler students may only cross-register at PHPD. Approved cross-registration will be accepted according to the schedule of the host; credit will be awarded according to the standards of the home program. Enrollment in any course is subject to prerequisites, attendance policies, and the academic calendar of the host.

Student Notes

- Once the request is submitted you will receive a confirmation email. Also, when the request has been fully approved you will receive an email notification.

This is confirmation that your cross-registration request for below has been Submitted.

Subject: CSHD
 Catalog & Title : 0247 - Program Evaluation
 Section: 01
 Term: Fall Term 2018

You will receive a notification when your request has been approved or denied.

To view the current status of your request please log in to SIS at <http://go.tufts.edu>

NOTE: please do not respond to this email. If you have any questions regarding this email, please contact your student services or registrar's office.

Your cross-registration request for below has been Approved.

Subject: CSHD
 Catalog & Title : 0247 - Program Evaluation
 Section: 01
 Term: Fall Term 2018

The course will appear on your schedule for the term shortly.

Dropping or Withdrawing From a Cross-Registered Course:

Enrollment in any course is subject to the prerequisites, attendance policies and the academic calendar of the host school. The calendar and start dates of courses at other schools within Tufts University are frequently different, and it is the responsibility of the student to obtain this information and adhere to these schedules.

Students wishing to drop or withdraw from a cross-registered course must follow the procedures and deadlines of the host institution.

Note: Failure to drop the course properly may result in a negative notation on your transcript. After taking the appropriate steps, check your SIS record to be sure the change has been recorded.

NOTE: please do not respond to this email. If you have any questions regarding this email, please contact your student services or registrar's office.

VIEWING AN EXISTING REQUEST:

- Click “View” to see the status of an existing request.
- The “View” page shows the current status of the request at the top:

Cross Registration Request Status

You can view the approval status of this Cross Registration request on the approval monitor at the bottom of this page. If the cancellation button is displayed, you can cancel this request.

If at any time you wish to quit, please use the home icon in the upper left hand corner of your browser window.

Cross Registration Request Date 05/15/2018 10:52AM **Cross Registration Status:** In Process

Student Information

- The full Approval Monitor at the bottom of the page shows who has approved the request and who is left in the cross-registration process that needs to approve the request:

XRG Approval Monitor

▼ **Cross Registration Approval Status for:** [REDACTED]::Pending

XRG Approval Chain

Pending → **Not Routed** → **Not Routed**

Samuel Sommers
Primary Approver

Multiple Approvers
Secondary Approver

JoAnn M. Jack
Tertiary Approver

- If an approver says “Multiple Approvers” you can click on the link to see who those approvers are. All of them will receive the email notification, and any one of them can approve the request.

https://sisweb-dev-02.uit.tufts.edu:10801/psc/csdev92...
https://sisweb-dev-02.uit.tufts.edu:10801/psc/csdev92_1/EMPLOYEE/P...

Approver #1

Name: Gina R. Murray
Title: Student Records Coord

Approver #2

Name: Gretchen Inman
Title: Dir Graduate Student Svs

Approver #3

Name: Janet E. Frasier
Title: Student Records Coord

Close

If you have any questions, please email NutritionRegistrar@tufts.edu.