

How to remove a Hold in SIS

Log into SIS at go.tufts.edu/sis

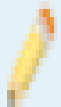

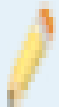
Benefits of removing a Hold

- You won't be blocked from registering for your courses via SIS
- You will be able to download your unofficial transcript

Remove a missing “Current” Address Hold

- Federal reporting requirements state that Tufts University must be able to identify the location (in-state, out of state, outside the U.S.) of students who are taking *all or part* of their courses online; entering/confirming your “Current” Address in SIS is especially important for all students this semester.
- This information will also help our faculty best accommodate your flexible learning needs for this semester.

On your SIS landing page click the edit pencil icon

Address 	Email 	Emergency Contact 
Home <input type="text"/>	Campus <input type="text"/>	<input type="text"/>
	Other <input type="text"/>	(Parent) <input type="text"/>

Click the Add a New Address button

Addresses

View, add, change or delete an address.

Address Type	Address
Home	
Mail	

[Add a new address](#)

Enter the address and click Ok


Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

Enter the address where you expect you will likely be in September; this can always be updated with any changes

Check the “Current” Address Type box

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address



[Edit Address](#)



Address Types

- Home *
- Billing *
- Current *
- Mail *
- Diploma

Date new address will take effect

07/10/2020 (example: 12/31/2000)

Save

Once you check the “Current” Address Type box, click, Save

Last step: click the Home button and the Hold will magically disappear

The screenshot displays the Tufts SIS user interface. At the top left, the text "Tufts SIS" is visible. In the top right corner, there are links for "Help | Canvas | Log Out". A dark navigation bar contains several menu items: "Home", "Academics", "Classes", "Tuition & Aid", and "My Profile". The "Home" button is highlighted with a red circle. Below this bar, on the right, is a "User Options" dropdown menu. The main content area features the Tufts University logo and the name of the school, "Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy". A secondary navigation bar includes buttons for "ABOUT ME", "CLASSES", "FINANCIAL AID", and "BILLS & BALANCES".

Holds you cannot self-remove

- **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