

Does SIS have you perplexed??

Help is here . . .



per·plexed
pər'plekst/
adjective
adjective: **perplexed**
1. completely baffled; very puzzled.
"she gave him a perplexed look"

Enrollment 101

Enrollment is a multi-step process. Planning ahead is essential for positive results! Refer to your Planning Sheet prepared specifically for you, to become familiar with which courses you need to enroll in for the upcoming term. **You may also refer to the online degree audit in SIS under the "My Academics" tab. Click on the "View my advisement report" link and then "Expand All" to see all sections of the report.**

- 1) Login to your SIS account at: <https://sis.rit.edu/info/welcome.do>
- 2) Check out **Tiger Center** at <https://tigercenter.rit.edu/tigerCenterHome/#/landing>, built by RIT students, for RIT students, to make enrollment easier!
- 3) Build your shopping cart; browse courses you need first and then other ones you are also interested in; add them to your cart
- 4) Click on the course title or number to get detailed course information. Look for restrictions and pre-requisites so you know ahead of time what permissions you may need to obtain
- 5) Learn about waitlists: <https://wiki.rit.edu/display/itskb/Wait+Lists+-+Student>
- 6) Learn how to set up a Class Swap. This is extremely important to do in the PLANNING phase: <https://wiki.rit.edu/pages/viewpage.action?pageId=61014240>
- 7) Check the "Enrollment Dates" area in SIS Student Center for your specific enrollment appointment start date and time. Mark your calendar. Note: once enrollment begins, it stays open through Add/Drop, which is the first 6 business days of the term ONLY. You may not add classes after Add/Drop ends.
- 8) Regularly validate your shopping cart prior to your enrollment appointment. This will reflect any changes to scheduling or course availability
- 9) Resolve any holds on your account **PRIOR** to enrollment. This will save you potential anxiety down the road. SFS, Advising, Student Affairs, ELC, Dean's Hold, etc. **will prevent enrollment**

More Help . . .

Visit these resources for additional assistance with SIS:

- College of Art and Design Student Services website: <https://inside.cad.rit.edu/current-students/>
 - Check out the "SIS & Enrollment Help" button, and review the **Enrollment Guide 2018-19** at: <https://sis.rit.edu/info/welcome.do>
- If you are in YearOne, attend the SIS presentation
- SIS Student FAQs: <https://wiki.rit.edu/display/itskb/Student+FAQs>
- Technical Issues: <https://www.rit.edu/its/help-support/hours-contact>
- When in doubt, reach out to your Academic Advisor! We are here to help.

How to Search for Perspective courses

- In Class Search, leave the "select subject" box blank
- Scroll down to "Additional Search Criteria"
- In the 1st Course Attribute box, type "PERS"
- In the 2nd Course Attribute box, click the 🔍 and choose the Perspective you are looking for
- Scroll down to "Campus" and choose "RIT Main"
- Click the green "Search" button

All the courses that appear will fulfill the Perspective you searched for. Course offerings will vary from term to term.

How to Search for General Education Elective courses

- In Class Search, leave the "select subject" box blank
- Click "Show Open Classes Only" (or you will get a list too large to display)
- Choose some other filters to narrow your search, such as meeting times, days of week, etc.
- Scroll down to "Additional Search Criteria"
- In the 1st Course Attribute box, type "GE"
- In the 2nd Course Attribute box, type "GENED ELEC"
- Scroll down to "Campus" and choose "RIT Main"
- Click the green "Search" button

All the courses that appear are considered General Education Electives. Course offerings will vary from term to term.

How to Search Courses with Access Services

You can add additional Attributes to the above searches by pressing the ➕ to get another row of search boxes

- In Class Search, leave the "select subject" box blank
- Scroll down to "Additional Search Criteria"
- In the 1st Course Attribute box, type "ACCS"
- In the 2nd Course Attribute box, click the 🔍 and choose the type of support you require
- Scroll down to "Campus" and choose "RIT Main"
- Click the green "Search" button

All the courses that appear will fulfill the Access Attributes you searched for. Course offerings will vary from term to term.

Flip over . . .

How to Choose and Declare Your Immersion

Completing an immersion is a General Education **requirement for all RIT undergraduate students**. An immersion is a series of three upper-level courses in a discipline of your choosing. Think of it as a “mini minor” to broaden your educational experience.

The list of immersions to choose from is located here:

<http://www.rit.edu/programs/immersions>

Click on the title of the immersion for a list of courses you can take towards fulfilling the immersion. Once you decide which immersion interests you, you must declare it in SIS. You will then see the list of approved courses in SIS under your “View my advisement report”. Some immersions can be expanded to be a minor. The list to cross-reference this opportunity is here:

<https://www.rit.edu/academicaffairs/generaleducation/general-education-framework/immersions-and-minors>

To declare your immersion follow these instructions:

Log in to SIS and click on the “My Academics” link on the left side navigation bar. Once you enter that menu, select the link that says “Declare/Change Immersion”. Select an immersion from the drop-down menu and click submit. You will receive a confirmation message that the immersion has been added to your student record.

If you have trouble declaring your immersion in SIS use this form:

<http://www.rit.edu/academicaffairs/registrar/forms>

Complete the “Immersion Authorization/Change” form. FYI: College of Art and Design undergraduate students’ Academic Program code is “UIAS” and the Academic Plan is your major code. This form should be submitted electronically via email.

If you have trouble enrolling for immersion courses, you must work with Liberal Arts Student Services or the department offering the course. College of Art and Design Student Services advisors do not have the ability to override any restrictions to courses outside of College of Art and Design.

How to Search for Writing Intensive (WI) courses

- In Class Search, leave the “select subject” box blank
- Scroll down to “Additional Search Criteria”
- In the 1st Course Attribute box, type “WRTG”
- In the 2nd Course Attribute box, type “WI-GE”
- Scroll down to “Campus” and choose “RIT Main”
- Click the green “Search” button

All the courses that appear are considered Gen Ed Writing Intensive courses. Course offerings will vary from term to term.



How to Search for Wellness courses

- In Class Search, leave the “select subject” box blank
- Scroll down to “Additional Search Criteria”
- In the 1st Course Attribute box, type “ACTV”
- In the 2nd Course Attribute box, type “ACTV – ACTIVITY”
- Scroll down to “Campus” and choose “RIT Main”
- Click the green “Search” button

All the courses that appear are considered Wellness courses. Course offerings will vary from term to term.

How to Search for Studio Electives

You can see the list of approved studio elective courses **for your major** in SIS under “View my advisement report”. You can also search all studio courses in SIS by following these steps:

- In Class Search, leave the “select subject” box blank
- Scroll down to “Course Component”
- Choose “Studio”
- Scroll down to “Campus”
- Choose “RIT Main”
- Click the green “Search” button

If you find a course that does not appear on the approved course list in your advisement report, double check with your academic advisor to ensure it will fulfill your degree requirements.

All the courses that appear have a studio component, but all are not necessarily the courses you may enroll in. Check the course description to see if you meet pre-requisites to take the course. If you do not meet the pre-requisites but there are open seats, you can try emailing the professor or the department offering the course for permission to enroll, then forward the permission email to College of Art and Design Student Services at: artdesign.advising@rit.edu for assistance with enrollment. Course offerings will vary from term to term.

How to Choose and Declare A Minor

Completing a minor is optional. Some immersions can be expanded to be a minor and other minors stand alone.

The list of all RIT minors to choose from is located here:

<http://www.rit.edu/programs/minors>

Click on the title of the minor for a list of courses you can take towards fulfilling the minor. Once you decide which minor interests you, **you must declare it by meeting with the minor advisor listed.** After the minor is declared, you can see the list of approved courses in SIS My Academics under “View my advisement report” or the Student Center drop-down selection “Academic Requirements”.

The form to declare your minor is located here:

<http://www.rit.edu/academicaffairs/registrar/forms>

Complete the “Minor Authorization/Change” form, obtain the minor advisor’s signature, then turn the form in to College of Art and Design Student Services.

If you have trouble enrolling for minor courses, you must work with the department offering the course. College of Art and Design advisors do not have the ability to override any restrictions to courses outside of College of Art and Design.

How to Enroll in More than 18 Credits

Credit overload is an exception that must be approved at the discretion of your School Director or Program Director for your major. You will incur additional tuition fees. **You should always check with Financial Aid & Scholarships and/or Student Financial Services to be fully aware of any financial implications.**

- Place the course that will overload your schedule in your shopping cart
- Email your School Director or Program Director to ask for permission. It will be helpful for this person to know what the circumstances are and why you are requesting the overload.
- If/when you receive permission, forward the email to your academic advisor. If the class is offered through College of Art and Design, your advisor can enroll you (assuming there are open seats and you meet the course pre-requisites).
- If the class is offered outside of College of Art and Design, your academic advisor will help determine who to contact for assistance with enrollment.

You should consider the amount of work a course overload will create. Be careful not to get in over your head!