

# Does SIS have you perplexed?? Help is here . . .



per·plexed  
pər'plekst/  
adjective

adjective: **perplexed**

1. completely baffled;  
very puzzled.

"she gave them a  
perplexed look"

## Enrollment 101

Enrollment in SIS is a multi-step process and can be confusing. Planning ahead is essential for positive results! Refer to the planning sheet specifically prepared for you by your academic advisor to become familiar with which courses you need to enroll in for the upcoming term. You may also refer to your online degree audit in SIS by following this path: **Student Home > Academic Records > My Academic Requirements**. Click on "Expand All" to see all sections.

- Log in to your SIS account at: <https://www.rit.edu/infocenter/>
- Resolve any holds on your account PRIOR to enrollment. This will save you potential enrollment problems down the road.
- Follow this path to find your enrollment appointment and mark your calendar! **Student Home > Enroll & Search > Enrollment Dates > select term (look at the box with "Enrollment Appointments" and the line for "Regular Academic Session") > Appointment Begins**
- Build your shopping cart; browse courses you need first and then other courses you are interested in; add them to your cart prior to your enrollment appointment.
- Click on course links or "browse course catalog" to get detailed course information. Look for restrictions and pre-requisites so you know ahead of time what permissions you may need to obtain.
- Regularly validate your shopping cart prior to your enrollment appointment. This will reflect any changes to scheduling or course availability.
- When your enrollment appointment begins, simply return to your shopping cart and click "Enroll".

## How to Search for Specific Class Attributes

Follow this path:

**Student Home > Enroll & Search > Class Search and Enroll > select term >**

- Click the "Additional ways to search" link
- Under "Search Class Attributes", select the type of course you are looking for, such as:
  - GE: Perspective
  - GE: Elective
  - Art History Elective
  - Writing Intensive
  - Activity Course
- Click "Search"
- Further refine your search using the menu in the left hand column

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

### Enrollment Dates

Once enrollment begins, it stays open through the Add/Drop period, which is the first 6 business days of the new semester. You may not modify your schedule once Add/Drop ends. Check with your academic advisor before dropping any classes!

### Waitlist Feature

After choosing a class in "Class Search and Enroll", see Step #2 "Review Class Preferences" which will show a button you may change to "Yes". This will add you to the wait list if the class is full (assuming you meet pre-requisites, and there is open space on the wait list).

### Class Swap

If you are enrolled in a class but prefer a different class that is currently full/wait listed, you can set up a swap.

Follow this path: **Student Home > Enroll & Search > Swap Classes**

### Course Withdrawal

If you drop a class after Add/Drop ends, it is considered a "withdrawal" and the class will be graded with a "W" grade. Check with your academic advisor and financial aid counselor (if applicable) **before** you withdraw from **any** classes!

## More Help . . .

College of Art and Design Student Services website: [inside.cad.rit.edu/current-students/](https://inside.cad.rit.edu/current-students/)

- Check out the "SIS & Enrollment" button
- Our website has **tons** of useful information beyond enrollment help for students!

Review the **RIT Enrollment Guide** at: <https://www.rit.edu/infocenter/>

Technical Issues: <https://www.rit.edu/its/help-support/hours-contact>

Flip over . . .

## How to Choose 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:**  
[rit.edu/study/immersions](https://www.rit.edu/study/immersions)

Click on the title of the immersion for more information and to see the list of courses you can take towards fulfilling the immersion.

## How to Declare Your Immersion

Once you decide which immersion interests you, you must declare it in SIS. Log in to SIS. Follow this path: **Student Home > Academic Records > Declare/Change Immersion > Academic Plan**. Select your immersion. You will receive a confirmation message that the immersion has been added to your student record. You will then see the list of approved courses in your **My Academic Requirements** report in SIS.

Only 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>

*If you have trouble enrolling for immersion courses, you must work with the department offering the course. Contact emails are available at the above website. College of Art and Design advisors do not have the ability to override restrictions on courses offered outside the College of Art and Design.*

*When in doubt,  
reach out to your  
Academic Advisor.  
They are here to  
help you!*



## How to Search for Studio Electives

At this time, there is no course attribute for Studio Elective to search by in SIS. We are working with the Registrar’s Office to make searching for studio courses in SIS easier. In the meantime, you can see the list of approved studio elective courses **for your major** in SIS by following this path: **Student Home > Academic Records > My Academic Requirements**. Click on “Expand All” to see all sections of the report.

You may browse SIS by the various subjects by following this path:

**Student Home > Enroll & Search > Class Search and Enroll > select term >**

- Click “Additional ways to search” link
- Look at the “Available Subjects” drop-down menu for a list of all course categories.  
*Course offerings will vary from term to term.*

**If you find a course that does not appear on the approved course list in your “My Academic Requirements”, double check with your academic advisor to ensure it will fulfill your degree requirements.**

*If you do not meet the pre-requisites but the class has open seats, you can try emailing the professor or department offering the course for permission to enroll. Provide your full name, major, UID and explain the situation. If you receive permission, the professor will work with the department and/or CAD Student Services to have you manually added to the class.*

## How to Choose and Declare A Minor (Optional)

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:**  
[rit.edu/study/minors](https://www.rit.edu/study/minors)

Click on the title of the minor for more information and to see the 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 will then see the list of approved courses in your **My Academic Requirements** report in SIS.

**The form to declare your minor is located here:**  
[rit.edu/academicaffairs/registrar/forms](https://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 restrictions on courses offered outside the College of Art and Design.*

## How to Search for Courses with NTID Access Services Support

Follow this path:

**Student Home > Enroll & Search > Class Search and Enroll > select term >**

- Click “Additional ways to search” link
- Under “Search Class Attributes”, select the type of support you are looking for:
  - Access Services: Captioning
  - Access Services: Interpreter
  - Access Services: Notetaking
- Click “Search”
- Further refine your search using the menu in the left hand column

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

### **VERY IMPORTANT:**

**Even for courses designated as supported, you must “Request Services” at this website: [myaccess.rit.edu](https://myaccess.rit.edu)**

**Failure to request may result in cancellation of services.**