

Enrollment in SIS is a multi-step process and can be confusing. Planning ahead is essential for positive results! Refer to your advising tools (see below) to become familiar with which courses you need to enroll in for the upcoming term.

Things to remember:

- Full-time status for graduate students is **nine** (9) credit hours.
- Undergraduate courses **cannot** be used to fulfill graduate degree requirements.

- ✓ Log in to your SIS account at: <https://www.rit.edu/infocenter/>.
- ✓ **Resolve any holds** on your account PRIOR to enrollment to avoid potential enrollment problems.
- ✓ Look up your **enrollment appointment**. (Student Home > Enroll & Search > Enrollment Dates).
- ✓ 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 prerequisites so you know ahead of time what permissions you may need to obtain.
- ✓ Have a backup plan. Add additional electives in your shopping cart in case your first choice is full.
- ✓ 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”.
 - ✓ If a class is full, add yourself to the **waitlist** (assuming you meet pre-requisites and an available waitlist seat).
 - ✓ Set up a “swap” to automatically switch your enrollment if a seat becomes available in the class that you are waitlisted for. **Student Home > Enroll & Search > Swap Classes**.
 - ✓ If the course you want to take is offered by another college and is full, contact the department offering the course for permission to take the course.
- ✓ Log in to SIS and see “My Academic Requirements” to verify your classes are meeting your degree requirements.

Personalized Advising Tools

My Academic Requirements (also called Degree Audit)

- An online list of your degree requirements that tracks your progress.
- Student Home > Academic Records > My Academic Requirements. Click on “Expand All” to see all sections.

Academic Planning Sheet

- A term-by-term breakdown of degree requirements for your program (curriculum).
- Given to you when you started your program.
- Your academic advisor maintains a copy and can send you a pdf upon request.

Term Codes

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|------------------|------|------------------|------|------------------|------|
| Fall 2024-2025 | 2241 | Fall 2025-2026 | 2251 | Fall 2026-2027 | 2261 |
| Spring 2024-2025 | 2245 | Spring 2025-2026 | 2255 | Spring 2026-2027 | 2265 |
| Summer 2024-2025 | 2248 | Summer 2025-2026 | 2258 | Summer 2026-2027 | 2268 |

Independent Study

- All independent study proposals must be initiated, approved, and processed **prior to the start** of the academic term.
- Follow the guidelines located at: <https://inside.cad.rit.edu/current-students/academic-information/forms/>.

Auditing a course

- Auditing means the student may enroll in a course, but will not receive a grade or credit upon course completion.
- Only the professor can approve an audit on an Add/Drop/Audit form and it **MUST** be submitted to the Registrar’s Office before the end of the add/drop period. <https://www.rit.edu/academicaffairs/registrar/forms.html>
- Scholarship does not cover the cost of an audited course.

How to Search for:

An alternate way to search for courses with more search features: <https://www.rit.edu/infocenter/>

Click on “Public Class Search” at the top of the page.

Open Electives

- Open Electives are any graduate level (600+) course on campus. (Undergraduate courses cannot be used to fulfill graduate degree requirements, but you can take them as extra courses – See CAD Student Services for more information.)
- Every semester, CAD compiles a list of open elective courses that have no pre-requisites or registration restrictions.
 - <https://inside.cad.rit.edu/currentstudents/academic-information/student-info/>
 - The list is updated every semester prior to registration.
 - Course offerings will vary from term to term.
- If you cannot find a graduate section of a class you are looking for, see your academic advisor for options.

College of Art and Design (CAD) Studio Electives

A CAD Studio elective is a graduate level (600+) course offered by CAD that is designated with studio/lab hours in the course description. There are two ways to search for a list of CAD Studio Electives:

1. Academic Requirements
 - Log into SIS. Select “Academic Records” and then “My Academic Requirements.” Here you will see the acceptable studio electives for your major.
2. Class Search in SIS
 - Log into SIS. Select Enroll & Search > Class Search and Enroll > select the term > click on “Additional ways to search.” Use the dropdown menu to select your desired subject, then click search. In the left margin, you will have to narrow down your search. Be sure to check the “Graduate” box in the course career section and also the “Studio” box in the class component section.

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.

The courses listed in this search are from across RIT. Please be sure to pick a CAD studio course, and that 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 directly for permission to take the course. Permission is at the instructors’ discretion. If you do receive permission, forward the email to your advisor for assistance with enrolling. Course offerings will vary from term to term.

Courses with NTID Access Support Services

- 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, or Access Services: Notetaking
- Click “Search” and then 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 Failure to request may result in cancellation of services.

Additional resources for assistance with SIS:

- CAD Student Services website: inside.cad.rit.edu/student_services. See “SIS & Enrollment Help.”
- Registrar’s Office Enrollment Guide: <https://sis.rit.edu/info/welcome.do>.
- 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.