

# Using SIS to Enroll in Classes

**2024 Revision**



# The 6 Steps to Successful Enrollment

- **Step 1:** Consult your Academic Advisor to Discuss Class Options/Requirements
- **Step 2:** Check Your Enrollment Appointment
- **Step 3:** Review any Holds that may Prevent Enrollment
- **Step 4:** Search for Classes and Build Your Shopping Cart
- **Step 5:** Check and Double-Check
- **Step 6:** Enroll in Your Classes

# Step 1: Consult your Academic Advisor to Discuss Class Options/Requirements

- If you have a required advising meeting, be sure to get that scheduled and completed before your enrollment appointment.
- Work with your advisor to get your questions answered about which courses come next, what electives or General Education courses you have remaining, etc.
- Use your Academic Advising Report in SIS to track your progress toward degree – ask your advisor to show you!

## Step 2: Check Your Enrollment Appointment

- Every student gets an enrollment appointment (randomly assigned) each term depending on their **current** academic year-level standing (based on credit hours earned).
- Your enrollment appointment signifies the **BEGINNING** of your enrollment period. Students may continue to add/drop classes through the add/drop period.
- Once assigned, enrollment appointments are not changed unless your year-level changes or you are added to a group (ROTC, rostered athletes, Honors, NTID supported) that is granted alternate appointment times by way of RIT policy.
- Shopping carts will be available for ALL students beginning on October 21<sup>st</sup> for Spring enrollment and March 24<sup>th</sup> for Summer/Fall enrollment. Shopping carts represent the first stage of planning for class registration.

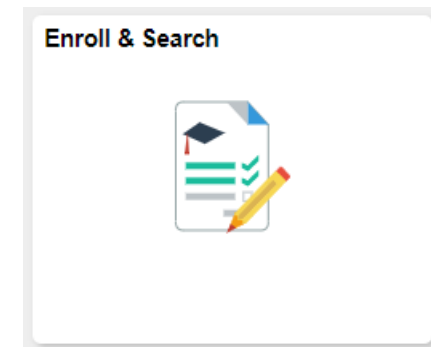
## Step 2: Check Your Enrollment Appointment

### Shopping Carts Open:

**October 21, 2024** (Spring 2025 Registration)

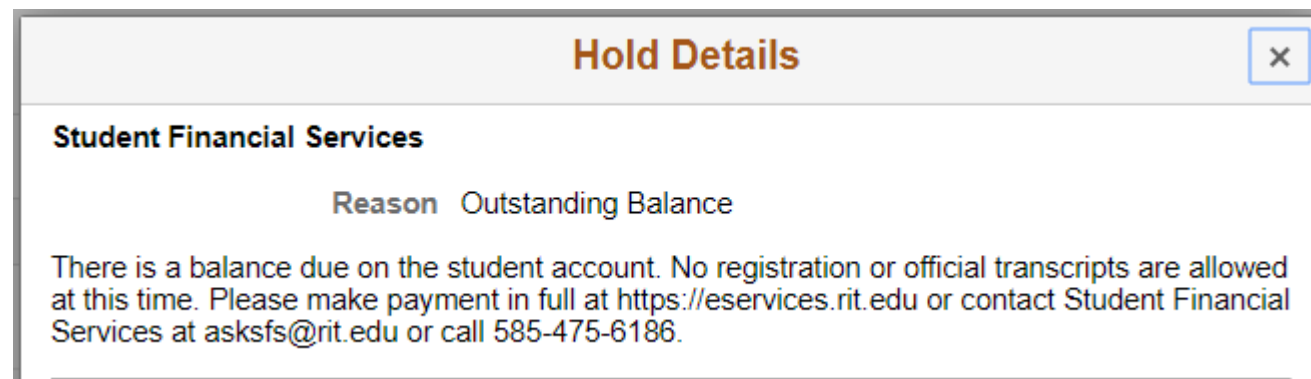
**March 24, 2025** (Summer/Fall 2025 Registration)

- Log in to SIS (<https://campus.ps.rit.edu/>)
- Click on the **Enroll and Search** tile
- On the left navigation bar, click on **Enrollment Appointments**
- Select the **term** for which you are eligible to enroll and click Continue
- Your enrollment appointment time will be listed under **Enrollment Appointments**



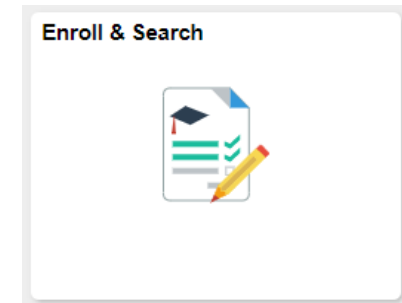
## Step 3: Review any Holds that may Prevent Enrollment

- Review the **Tasks Tile**
  - If there are no **Hold**s listed- you are all set!
  - If there is a **Hold** listed – Click on the **Tasks Tile**
- Click **Hold**s on the Left Navigation Bar
- Click into the **Hold** to get additional details including information about how to resolve the hold to avoid any issues at the time of enrollment



## Step 4: Search for Classes and Build Your Shopping Cart (Continued)

- Click on the **Enroll & Search** Tile
- On the left navigation bar, click on **Class Search and Enroll**
- Select the term (i.e.: **2024-25 Spring**)
- Search for Classes – type any keywords into the search bar – including the title of the class (or check out [Additional Ways to Search for Classes](#))



Search For Classes ⓘ

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[Additional ways to search](#)



## Step 4: Search for Classes and Build Your Shopping Cart

- Your search results will display on the main portion of the page
- On the left navigation bar, you will see additional ways to **filter your results** (days, times, location, etc.)
- Once you find a course that meets your criteria – **click the course**
- After clicking into the course, all the sections of the course that meet the search criteria will be displayed
  - To view the course description, click on **Course Information** to expand the section.
  - To get additional information about the class, such as meeting location, click on the **blue hyperlink** under the class heading and a new window will open
- Once you find the perfect section for you – Click **ANYWHERE in the row** (except on the **blue hyperlink**)



## Step 4: Search for Classes and Build Your Shopping Cart

- For each class selected, SIS will walk you through a process to confirm your preferences and add the classes to your shopping cart
  1. **Review Class Selection**: verify that this is the section of the class you would like to enroll in. Click **Next** in the upper right corner of the screen to continue to the next step
  2. **Review Class Preferences**: you should toggle **Add to Waitlist if Class is Full** to **YES**. Additionally, if you have a **permission number** to be added into a class, you would enter it on this screen (this is not typical). Click **Accept** in the upper right corner of the screen when ready to proceed to the next step
  3. **Review and Submit**: review your selection and click **Submit** in the upper right corner of the screen and then click **Yes** (we really want you to be sure!)
- Once you've completed these steps, the class will be in your shopping cart – ready for your enrollment appointment. *Repeat Step 4 for each class you plan to enroll in to add it to your shopping cart*

## Step 5: Check and Double Check

- Before your enrollment appointment begins review and validate your shopping cart!
  - *Review:* make sure that all your desired class selections are in your shopping cart.
  - *Validate:* ensure you meet the eligibility requirements for each class – validation checks prerequisites, co-requisites, time conflicts, and class size limitations. Please note that if departments have seats held for particular majors or minors – the validator does **NOT** check for these and you may still not be permitted into the class at the time of enrollment. The validation process is not 100% fool proof – but it is much better than being 100% surprised at the time of enrollment.
- Click on the **Enroll & Search** tile
- On the left navigation bar, click on **Shopping Cart**
- Select the term for which you are eligible to enroll (i.e.: **2024-25 Spring**) and all the courses currently in your shopping cart will display
- To validate the classes in your shopping cart click the **Select** box next to each class and then click the **Validate** button in the upper right corner and review the results. Make modifications to your class selections as needed!

## Step 6: Enroll in Classes

- You can enroll anytime after your Enrollment Appointment begins for the term you are eligible to enroll. Please remember that your enrollment appointment may be different from your friends/roommate/classmate – be sure to check out your appointment time and plan when you will enroll!
- Log in SIS (<https://campus.ps.rit.edu>)
- Click on the **Enroll & Search** tile
- On the left navigation bar, click on **Shopping Cart**
- Select **the term** for which you are eligible to enroll, and all the courses currently in your shopping cart will display
- To enroll in the classes in your shopping cart click the **Select** box next to each class and then click the **Enroll** button in the upper right corner
- Review the messages returned for any issues and make additional class selections if necessary. If you have any trouble or questions, consult your academic advisor.

## What now?

- Review your **schedule** and make modifications up to the last day to add/drop...
  - Click on the **Enroll & Search** tile
  - On the left navigation bar, click on **View My Classes**
  - Select the **term** for which you are eligible to enroll
- Take note of any classes you are on a **Waitlist** for – and your position on the Waitlist
  - When you are on a waitlist, you are not guaranteed enrollment in the class and space is filled in order of waitlist position. If you are unsure of your waitlist position # – it displays on the **View My Classes** page
  - Waitlists run every hour and add students to available spaces. If you are added to a class you will receive an email! Be sure to check your RIT email or forward it to an email you do check!
  - Plan for an alternate course selection in case space does not open up in the waitlisted class
  - If you are still not enrolled in a class you are waitlisted for, 1 week before the term begins, consult with your academic advisor to decide if alternate plans need to be made

# Additional Questions?

Email us at:  
[registrar@rit.edu](mailto:registrar@rit.edu)