

Tips for SUCCESSFUL Enrollment in SIS

SWEN-101 Tips and Tricks from your advisors



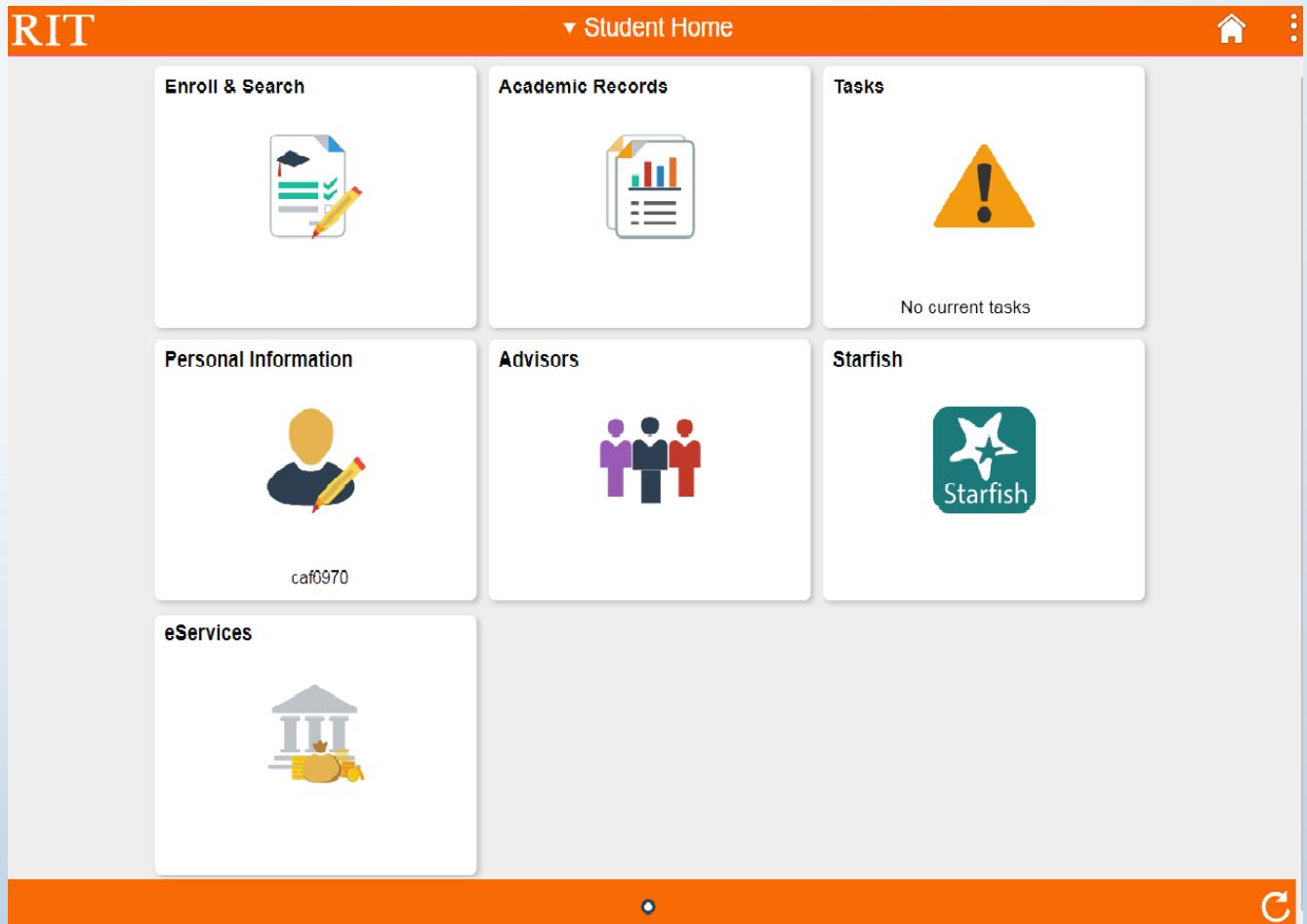


Excerpts from
**COMPUTER SCIENCE
UNDERGRADUATE
ENROLLMENT**

Agenda

- **Introduction**
- [SE Curriculum/Flowchart](#)
- [Classes to Take/AAR](#)
- **SIS**
 - [Enrollment Dates](#)
 - [Navigating Shopping Cart](#)
 - [Restrictions and Prerequisites in SIS](#)
 - [Enrolling](#)
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 - [Waitlists](#)
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- [Full-Time Status](#)

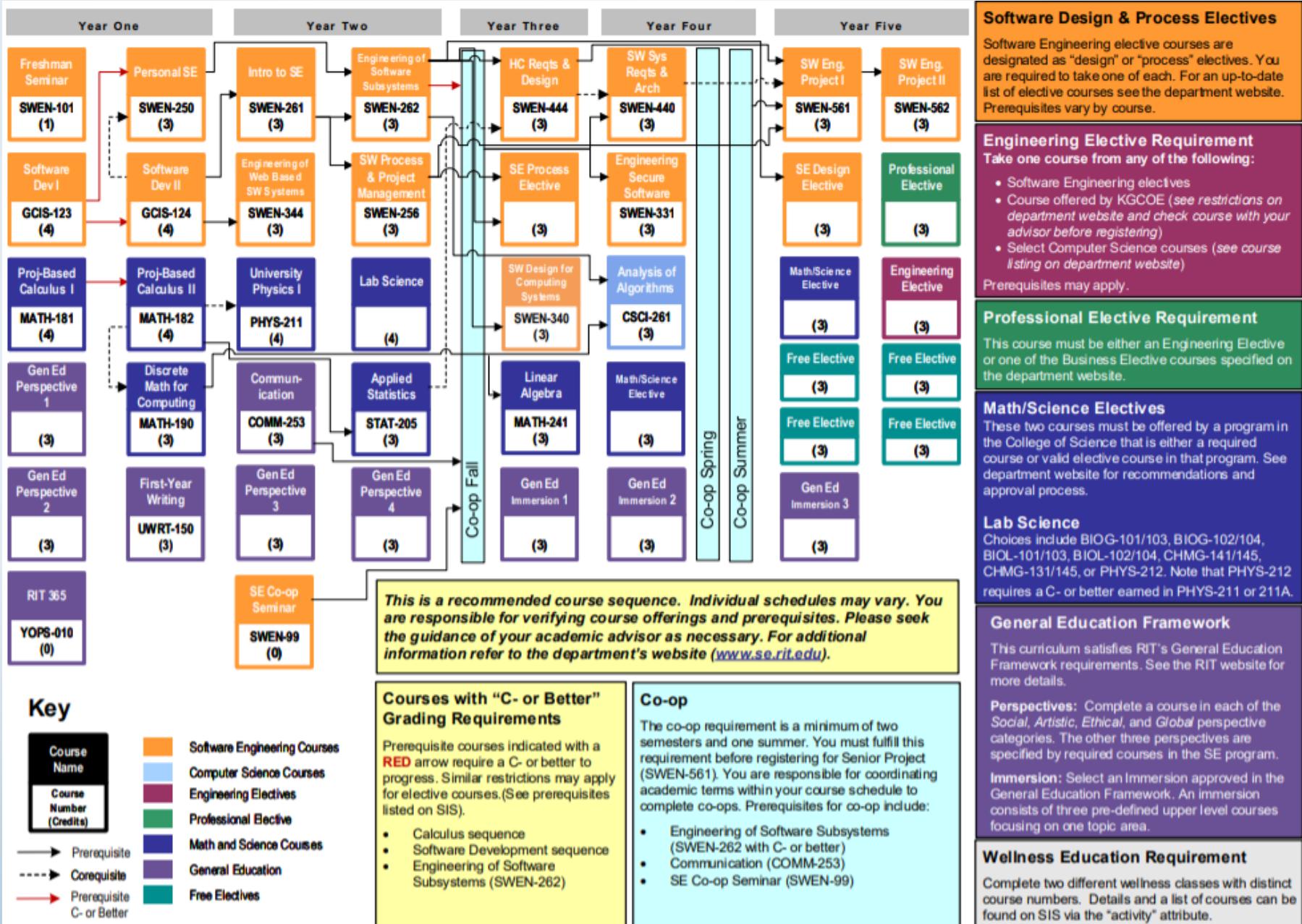
Please review this presentation as a slide show so you can see and hear the videos. There is captioning for the videos.



The image shows the RIT Student Home dashboard. The top navigation bar is orange with the RIT logo on the left and 'Student Home' with a dropdown arrow on the right. There are three main columns: 'Enroll & Search' (with a graduation cap icon), 'Academic Records' (with a bar chart icon), and 'Tasks' (with a yellow warning sign icon). Below these are three rows of tiles: 'Personal Information' (user icon, 'caf0970'), 'Advisors' (three people icon), and 'Starfish' (starfish icon). The bottom row contains a single tile for 'eServices' (building icon).



2021-2022 Flowchart



Academic Advising Report (AAR)



The screenshot shows a web browser displaying the 'My Academics' section of the RIT student portal. The URL is https://campus.ps.rit.edu/psc/PRIT4J/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCO.... The page title is 'My Academics'.

The left sidebar, titled 'Student Home', contains the following links:

- Course History
- My Academic Requirements** (highlighted in green)
- Declare/Change Immersion
- View Grades
- View Unofficial Transcript
- Request Official Transcript
- My Advisors
- Graduation
- Transfer Credit Report
- Enrollment Verification

The main content area, 'My Academic Requirements', displays information for 'Claudia Freeman' at 'Rochester Institute of Tech. | Undergraduate'. The report was last generated on 06/24/2019 11:07AM. It includes buttons for 'Collapse All', 'Expand All', and 'View Report as PDF', and filters for 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star).

The report is organized into sections:

- Important Academic Advisement Report Information [RG: 3207]**

Academic Advisement Reports are intended to assist students in tracking academic requirements to complete their degree. **In progress courses are assumed to satisfy degree requirements.** Therefore, this report is subject to correction based on multiple variables such as final grades and on verification by the appropriate academic department(s) and the Office of the Registrar. **This is not an official transcript.**

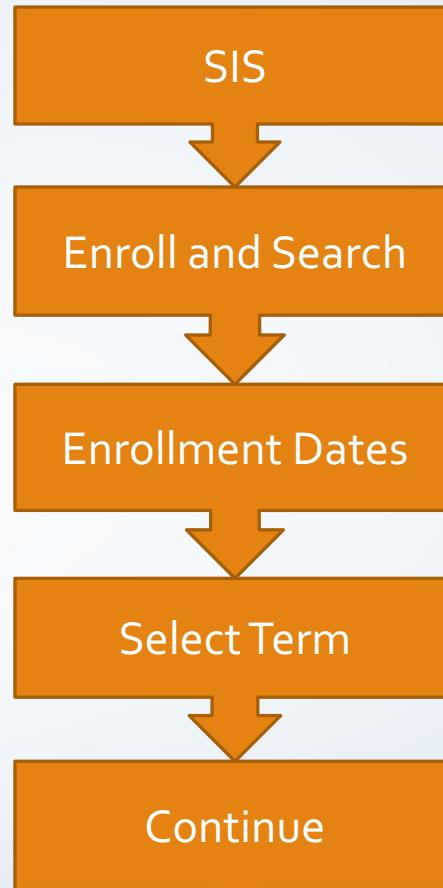
Students must successfully complete all requirements for each declared academic plan. Degree certification is completed by the Office of the Registrar in consultation with academic departments.

Students with questions about any specific requirement should consult with their academic advisor or contact staff in the Office of the Registrar at 585.475.2821 or registrar@rit.edu.
- Courses In Progress at RIT [RG: 3208]**
- Courses Not Allocated - Expand to Research Details [RG: 3796]**
- Bachelor's Degree Requirements [RG: 4971]**
- General Education: Perspectives (BS) [RG: 4988]**
- Electives [RG: 5112]**
- General Education: Immersion [RG: 5031]**
- SOFTENG-BS Requirements (125 sch) [RG: 3804]**

Enrollment date

All matriculated students are assigned an online enrollment appointment, a specific date and time when you can begin enrolling in classes for the next semester.

Note: Early Enrollment Appointments are noted in SIS for Honors, Cross-registered students, and Varsity Athletes.



Be prepared to enroll on that date.



Navigating Shopping Cart

Enroll & Search



Academic Records



Tasks



No current tasks

Personal Information



caf6970

Advisors



Starfish



eServices



2021-22 Spring (2215)

[Change](#) View My Classes Shopping Cart Class Search and Enroll Drop Classes Update Classes Swap Classes Browse Course Catalog**Search For Classes** 

Enter keyword e.g. course, subject, class, topic

Additional ways to search

▶ **Favorites**▼ **Recently Viewed****MATH 190**

Discrete Mathematics for Computing

15 class options available

GCIS 124

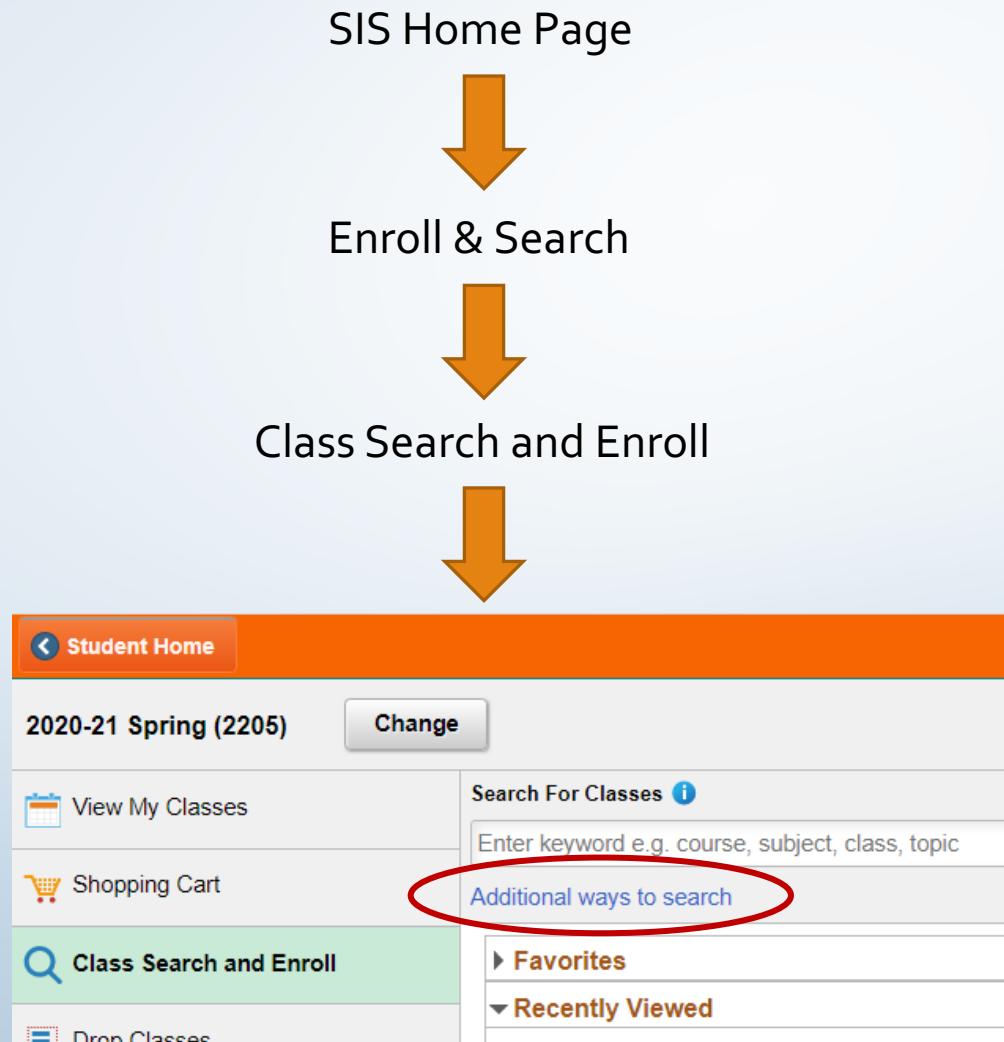
Software Development and Problem Solving II

20 class options available

<https://www.rit.edu/sistraining/sites/rit.edu.sistraining/files/files/Using%20SIS%20to%20Enroll%20in%20Classes%202020.pdf>

Adding Classes to shopping cart

Class Search: Additional ways to Search



Class Search: Additional ways to Search

Additional ways to search

Available Subjects

Catalog Number

contains value

Instructor Last Name

contains word

Search Class Attributes

Campus

Search

Cancel

Ex. Software Engineering, or "SWEN"

Use this to search for:

- 1) Gen Ed Perspectives
- 2) Writing Intensive: First Year

Search Class Attributes

- Access Services: Captioning
- Access Services: Interpreter
- Activity Course
- Art History Elective
- Dual Track Option
- GE: Artistic Perspective
- GE: Elective
- GE: Ethical Perspective
- GE: Global Perspective
- GE: Mathematical Perspective
- GE: Nat Science Perspective
- GE: Science Prin Perspective
- GE: Social Perspective
- Honors Course
- HyFlex online/in-person
- NTID GE: AAS ASL/DCS
- NTID GE: AOS ASL/DCS
- NTID GE: Career English
- NTID GE: Comm, Social & Global

Class Search: Filters

Once you search, you can filter your search results using several different criteria. This is how you can limit your search to the RIT Main campus, search for specific subjects within a perspective requirement.

The screenshot shows the 'Class Search Results' page with a list of courses. On the left, there are two columns of filters: 'Subject' and 'Campus'. The 'Subject' column is highlighted with a purple oval. The 'Campus' column is also highlighted with a purple oval. The list of courses includes ANTH 102, ANTH 103, ANTH 104, ANTH 210, ANTH 255, ANTH 270, ANTH 275, ANTH 328, and ARTH 135.

Class Search Results

View Search Results

50 courses displayed with keyword:
Search results have exceeded a limit set by your institution. Apply filters or another key word

Subject

- ANTH / Anthropology
- ARTH / Art History
- COMM / Communication
- ECON / Economics
- ENGL / English
- ENVS / Environmental Science
- ESHS / Envirn Sustain Health & Safe
- HIST / History
- IGME / Interactive Games & Media
- INGS / International & Global Studies

More

Campus

- RIT Croatia
- RIT Dubai
- RIT Kosovo
- RIT Main

ANTH 102
Cultural Anthropology
3 Class Options Available

ANTH 103
Archaeology and the Human Past
3 Class Options Available

ANTH 104
Language and Linguistics
2 Class Options Available

ANTH 210
Culture and Globalization
1 Class Option Available

ANTH 255
Regional Archaeology
1 Class Option Available

ANTH 270
Cuisine, Culture and Power
1 Class Option Available

ANTH 275
Global Islam
4 Class Options Available

ANTH 328
Heritage and Tourism
1 Class Option Available

ARTH 135
History of Western Art:Ancient to Medieval
1 Class Option Available

ARTH 136
History of Western Art:Renaissance to Modern
12 Class Options Available



Enroll & Search



Academic Records



Tasks



No current tasks

Personal Information



caf6970

Advisors



Starfish



eServices

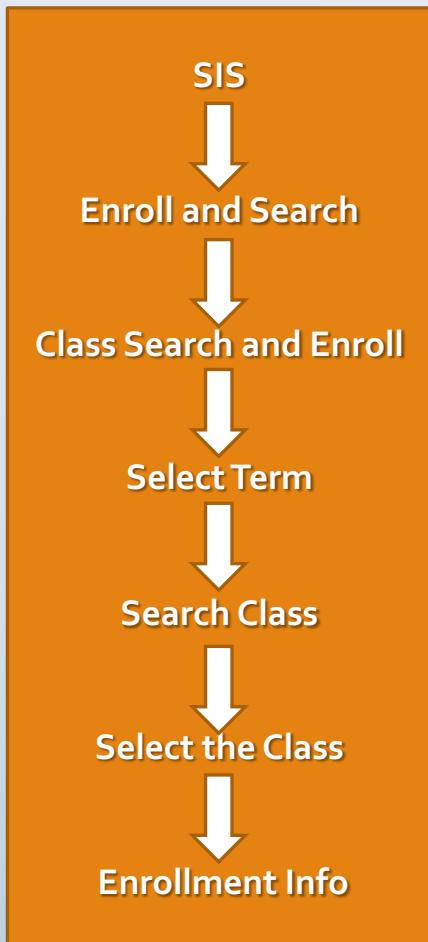


Please click to
learn more
↓

would like to drop, select next, review the information and hit drop classes, hit yes, and you have successfully dropped that class



PREREQUISITES



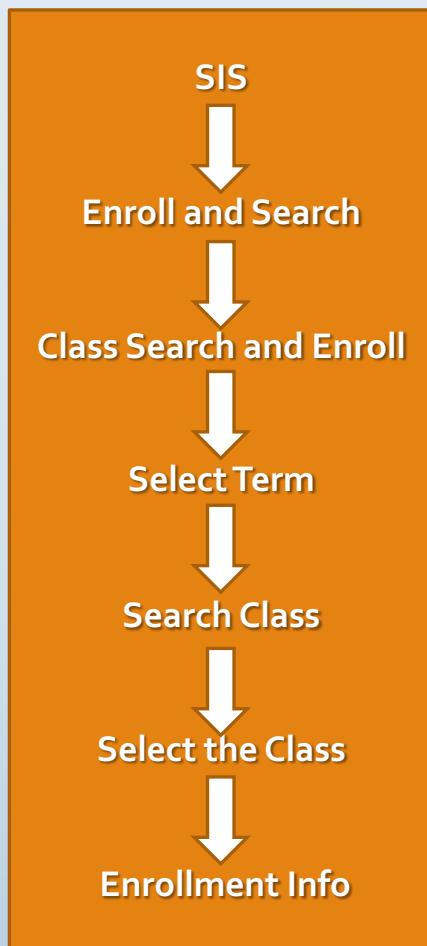
Class Information

Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Materials
MATH 190 Discrete Mathematics for Computing Lecture - 52640-03 Status : Open				
Class Information This course introduces students to ideas and techniques from discrete mathematics that are widely used in Computer Science. Students will learn about the fundamentals of propositional and predicate calculus, set theory, relations, recursive structures and counting. This course will help increase students' mathematical sophistication and their ability to handle abstract problems.				
Units 3.00 Grading Graded Class Components Lecture Course Career Undergraduate				
Requirement Co-requisites: MATH-182 or MATH-182A or MATH-172 or equivalent courses.				
No Class Notes				

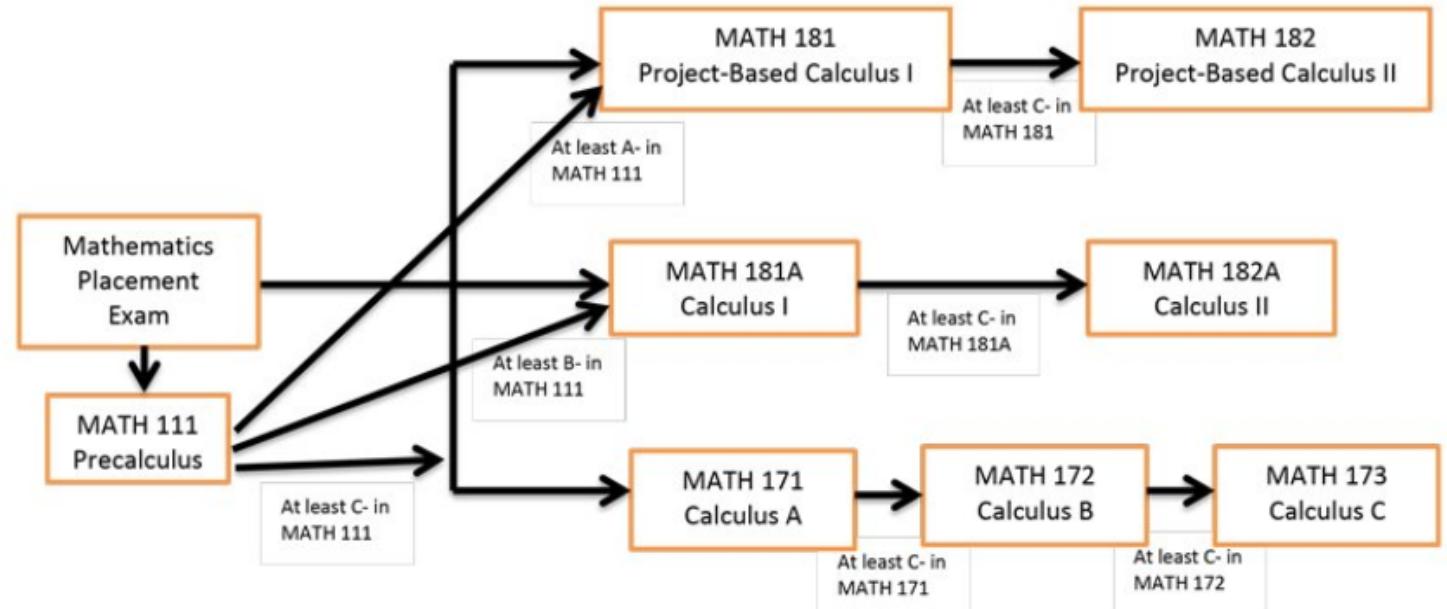
This shows you need to have a second calculus course enrolled or completed before enrolling in MATH-190.

NOTE: SIS automatically enforces pre-requisites for ALL courses. It is your responsibility to check the pre-requisites for ALL courses at RIT. You will be dropped from courses that you no longer meet the pre-requisites for after grades post for the current term

PREREQUISITES



Calculus flowchart



NOTE: SIS automatically enforces pre-requisites for ALL courses. It is your responsibility to check the pre-requisites for ALL courses at RIT. You will be dropped from courses that you no longer meet the pre-requisites for after grades post for the current term

RESTRICTIONS

Class Information

Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Materials
SWEN 261 Introduction to Software Engineering Lec/Lab - 53915-04 Status : Open				
Class Capacity	Enrollment Total	Available Seats	Waitlist Capacity	Waitlist Total
40	2	38	20	0

Reserved Cap

Start Date	Requirement Group	Enrollment Capacity
07/23/2021	SOFTENG-BS or COMPEX-UND	8
11/15/2021	SOFTENG-BS or COMPEX-UND	

You are SOFTENG-BS!

What this means: some seats are saved for students in this major. If you see anything that is not SOFTENG-BS, you may not have access to those seats.

Other restrictions

RIT Global Campuses

Class Information ×

Class Details Meeting Information **Enrollment Information** Class Availability Textbook/Other Information

UWRT 150 FYW: Writing Seminar
Lecture - 56148-500 Status : Open

Requirements

1. RIT Kosovo

2. Prerequisite: Student must have an SAT Reading Score greater than or equal to 560, an ACT English Score greater than or equal to 21, a TOEFL Writing IBT score of 25 or greater or a Writing Placement Exam score of 2 or higher.

No Class Notes

Class Attributes 1 Gen Ed Elective - GE: Elective

Class Attributes 2 Writing Intensive - Writing Intensive: First Year

Other restrictions

NTID Supported Students only

Class Information X

Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information
<p>UWRT 150 FYW: Writing Seminar</p> <p>Lecture - 54981-22</p> <p>Status : Open</p> <p>Requirements</p> <ol style="list-style-type: none">1. NTID Supported Students.2. Prerequisite: Student must have an SAT Reading Score greater than or equal to 560, an ACT English Score greater than or equal to 21, a TOEFL Writing IBT score of 25 or greater or a Writing Placement Exam score of 2 or higher. <p>No Class Notes</p> <p>Class Attributes 1 Gen Ed Elective - GE: Elective</p> <p>Class Attributes 2 NTID - NTID Supported Students Only</p> <p>Class Attributes 3 Writing Intensive - Writing Intensive: First Year</p>				



How to Enroll

Enroll & Search



Academic Records



Tasks



No current tasks

Personal Information



Advisors



Starfish



eServices



Please click to learn more



Start of by selecting enroll and search, on the left hand side select shopping cart, select the class you want to add to your schedule, hit enroll, hit yes, and you have successfully put that class on your schedule

WAITLISTS 101

If a class is full, you may be able to add yourself to a wait list in case seats become available in the future, as long as the wait list is not yet full.

Note: no guarantees!

When you add courses to your shopping cart, select the “*Wait List Class if Full*” checkbox when adding a class to your shopping cart. If you just try to enroll in this class, you’ll be added to the waitlist. We recommend enrolling in a back-up class and then setting up a SWAP.

WAITLISTS 101



Time conflict



Going over 18
credit hours



Already
enrolled in a
section of the
course

Reasons a waitlist will NOT work... ever.

SWAPS:

SIS



Enroll and Search



Swap Classes



Select Term



Under *Swap This Class*, select the class you no longer want to take **that you are currently enrolled in**.



Under *With This Class* you have three options:

- *Select a class that is in your shopping cart
- *Search for a class to add to your shopping cart
(Select waitlist if class is full!!!)
- *Enter the 5-digit class ID if you know it.



Click the button to the right of the new class to continue the swap.



This brings you to the confirmation page where you can click either *Finish Swapping* to confirm or *Cancel* if you no longer want to swap.

NOTE:

- After you click *Finish Swapping*, you may receive a message confirming the class has been replaced successfully. However, if the class has a wait list, the message will indicate your position in the wait list line. If the class is closed or you do not have the prerequisites, the message will indicate that you cannot make the swap.
- If the swap was made, your updated schedule will be displayed when you click *My Class Schedule*. If you set up a swap to a class with a wait list, it will show you are still enrolled in the original class and on the wait list for the new class.

Full time status:

Undergraduate students,
full-time is between 12-18
credits.

It is important to be full-time to
stay in status, to work and live on
campus, and for Financial Aid and
Scholarships to post.

If you do not have enough credits to
be full-time, utilize Wait Lists and
Swaps.

TRUST THE PROCESS





We're here for you this week!

SE Open Advising Hours