

An Overview: Here are important steps to assure success

PeopleSoft, version 9.0 provides streamlined navigation and enrollment process. For the most part, it is intuitive. Read the screen messages and follow the links, and you will likely be successful.

However, the complete documentation that follows may make you more comfortable with the concepts and presentations; thus a careful review is highly recommended.

Before you enroll:

- Log in to PeopleSoft so you know you can
- Check your PeopleSoft Shopping Cart (formerly Shopping Cart) Appointment and Enrollment Appointment
- View your Holds
- Review the class schedule and select classes and alternative classes
- Become familiar with the Catalog and Schedule search tools
- Monitor your Clarkson e-mail
- View your Advisors to be sure your advisor is listed; see your advisor

Enrollment will be allowed only if:

- You have met with your advisor and the Advisor Hold has been released
- You have no other Holds related to your student account or the Health Center
- You have a PeopleSoft Enrollment Appointment that is current (pay attention to both the *Start date and time and End date and time*)

Specific class enrollment will also be stopped if:

- The class is full
- You have not met the pre-requisites or co-requisites
- The class requires instructor approval
- You have a class time conflict
- You are trying to add more than 19 credits

If problems arise:

- Read the error message carefully to determine the cause
- If the class section you want is full, use the search tools to identify open sections
- If you cannot get in the class you need and do not have viable, approved alternatives, check back with your advisor
- You may seek approval from a course instructor to get into a class that is full or for which you do not meet the pre-requisites. He/she will give you a "permission number" if enrollment is approved
- If a course has co-requisites, submit the course adds simultaneously
- Any technical problems, questions about your login name or password should be referred to the Service Center
- Come to SAS, Graham Hall. We will be happy to work with you on any scheduling and navigation problems you may have

- For other enrollment issues, you may come to SAS; or email sas@Clarkson.edu, and we will respond as soon as possible

Enrollment - Step by Step Screen Shots

To add classes

Log in to PeopleSoft from the Clarkson Home Page <http://www.Clarkson.edu> Current Students, then PeopleSoft; then Student Self-Service.

Check your holds and your PeopleSoft enrollment appointment. If you have an Advisor Hold, you will not be able to enroll; if your enrollment appointment is not in force, you will not be able to enroll.

The screenshot shows a vertical stack of three sections:

- Holds:** A green header with a dropdown arrow. Below it, a light green box contains the text "Advisor's Approval to Enroll" and a blue "details" link with a right-pointing arrow.
- To Do List:** A green header with a dropdown arrow. Below it, a light green box contains the text "No To Do's."
- Enrollment Dates:** A green header with a dropdown arrow. Below it, a light green box contains two paragraphs:
 - Shopping Cart Appointment:** "Your Shopping Cart for the Fall 2013 Regular Academic Session session is available for use beginning March 21, 2013."
 - Enrollment Appointment:** "You may begin enrolling for the Fall 2013 Regular Academic Session session on April 4, 2013."
 At the bottom right of this section is a blue "details" link with a right-pointing arrow.

Use the Shopping Cart to Enroll

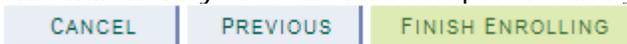
See the separate documentation for use of the Shopping Cart:

http://www.clarkson.edu/sas/ps_documentation/9.0shopping_cart.pdf

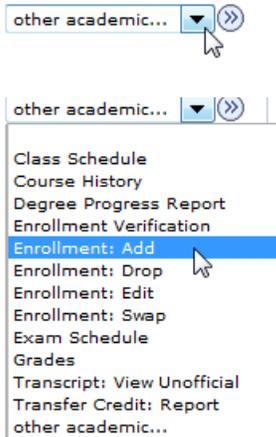
If you have already added classes to the Shopping Cart, you can move them easily to enrollment. When your enrollment appointment becomes active, you may go into your Shopping Cart, check all courses you want to enroll in (be sure to select all), then hit the Add Selected button.



This will move you to the Add component and you must finish enrollment here.



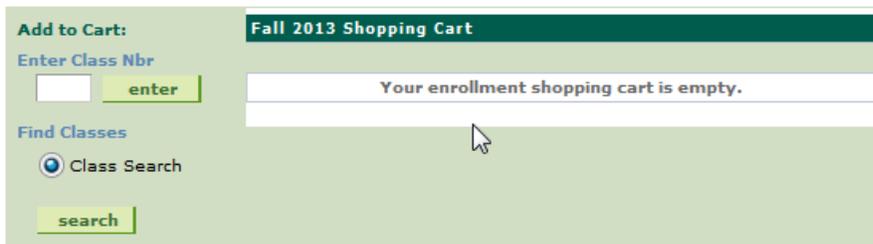
To add classes without the Shopping Cart, Select **Enrollment: Add** under Academics



Select the appropriate term.

There are two search methods: Class Search or directly enter the 4-digit class number. Each method will lead you through the 3-step process of

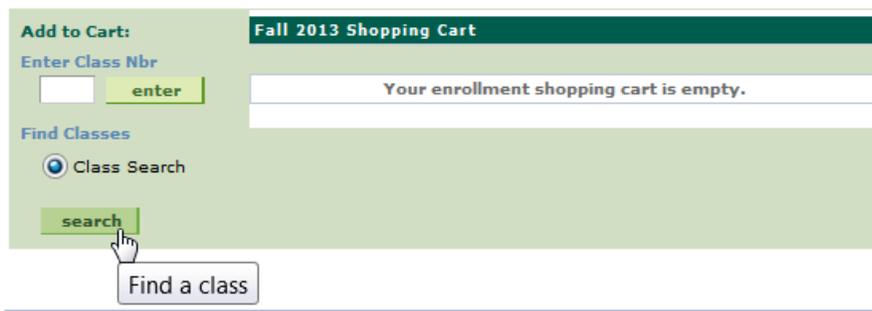
1. Select the class(es) to add to your shopping cart
2. Confirm the class(es) requested
3. View Enrollment Results



Step 1 – Select Classes

Option 1 - Search for Classes

This alternative makes accessible advanced search tools.



Add Classes

1

Enter Search Criteria

Clarkson University | Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria
Course Subject
Course Number
Course Career
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.
Additional Search Criteria
Meeting Start Time (example: 1:00PM)
Meeting End Time
Day of Week
 Mon Tues Wed Thurs Fri Sat Sun
Instructor Last Name
Class Nbr
Course Title Keyword
Minimum Units
Maximum Units
Session
Mode of Instruction

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Option 2 - Class Number

The second method to select classes is to enter the 4-digit class number assigned each semester to specific class sections.

Add to Cart: **Fall 2013 Shopping Cart**
Enter Class Nbr

Find Classes
 Class Search

Your enrollment shopping cart is empty.

Additional classes: You may complete the enrollment process for one course at a time or repeat the process to add additional classes to your shopping cart. You can delete classes by selecting  next to the class. Finalize your choices by hitting this green button:

PROCEED TO STEP 2 OF 3

Step 2: Confirm Classes

You will have a final opportunity to review the class(es) selected. Proceed to Finish Enrolling.



Step 3: View Results

After hitting the **FINISH ENROLLING** button, pay very close attention to the messages and errors. If you have a question or need help, we will need to know what error or message you are receiving. A Green check-mark indicates that you are enrolled – even if there are important messages.

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 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
HIST 221	Message: This class is designated to fulfill a foundation or knowledge area requirement. Review Class Details to determine the requirement associated with this course. (14641,141)		

[MY CLASS SCHEDULE](#)

If there are errors noted by the , you will find a **FIX ERRORS** button that will return you to your shopping cart to take corrective action.

My Class Schedule: You can see your class schedule (or weekly schedule) by hitting the button below your course enrollment. [MY CLASS SCHEDULE](#)

Take care if you return to add or change classes that you return to the correct term.

Complex Course Enrollment Actions

Add Multiple-component Classes: Many courses have more than one component, i.e. lecture, lab, discussion. In order to be fully enrolled, you must be enrolled in each required component.

Begin the search as before. These classes often have many sections, so pay attention that you see all the sections by selecting View All Sections:



Each section has a tag in the middle indicating the component the section represents:

Section [01-LEC\(2455\)](#) Lecture
Section [16-LAB\(2556\)](#) Lab
Section [37-DIS\(2569\)](#) Discussion

In this case you will need to enroll in one of each. You may begin with any of the three – typically the part that is most important to you. [Using this search tool, one no longer needs to identify the “enrollment” component.]

In this example, if you choose the Lab first, the next screen offers lectures and discussion that are compatible with the selected lab. Often certain sections are grouped together, so

not every combination of component sections is allowed. Again, be sure to watch for

[View All Sections](#) [First](#) [1-5 of 15](#) [Last](#) so that you see all choices.

Complete enrollment by selecting one of each component then finalize the enrollment as usual.

1. Select classes to add - Related Class Sections

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CM 132 - General Chemistry II

Laboratory selected: Section 16

W 10:00AM - 11:50AM Location: TBA

Open Closed

Select Discussion section (Required):						
	Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	2563	31	M 8:00AM - 8:50AM	TBA	J. Peploski, J. Warner	<input checked="" type="radio"/>
<input type="radio"/>	2564	32	M 9:00AM - 9:50AM	TBA	R. Kasara, J. Peploski	<input checked="" type="radio"/>
<input type="radio"/>	2565	33	M 10:00AM - 10:50AM	TBA	R. Kasara, J. Peploski	<input checked="" type="radio"/>
<input type="radio"/>	2566	34	M 11:00AM - 11:50AM	TBA	G. Buda, J. Peploski	<input checked="" type="radio"/>
<input type="radio"/>	2567	35	M 1:00PM - 1:50PM	TBA	E. Kulla, J. Peploski	<input checked="" type="radio"/>

[View All Sections](#) [First](#) [1-5 of 15](#) [Last](#)

Select Lecture section (Required):						
	Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	2455	01	MWF 9:00AM - 9:50AM	TBA	J. Peploski	<input checked="" type="radio"/>
<input type="radio"/>	2506	02	MWF 1:00PM - 1:50PM	TBA	J. Peploski	<input checked="" type="radio"/>

[View All Sections](#) [First](#) [1-2 of 2](#) [Last](#)

To drop classes

Students have direct access to drop classes in PeopleSoft through the second week of class.

Select Drop from the Student Services Center under [other academic...](#) or if already in the enrollment area, select the tab at the top of the page.

Drop Classes



1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.



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Enrolled
 Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AC 205-02 (8424)	Intro Act Decision Analysis (Lecture)	MoWe 2:30PM - 3:45PM	TBA	S. Wright	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EC 150-01 (8103)	Principles of Microeconomics (Lecture)	TuTh 8:00AM - 9:15AM	TBA	M. Frascatore	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	HIST 241-01 (9428)	War Literature I (Lecture)	TuTh 2:30PM - 3:45PM	TBA	S. Melville	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	HIST 335-01 (9485)	Hist of Med in Euro & N Amer (Lecture)	TuTh 4:00PM - 5:15PM	TBA	S. Casper	3.00	<input checked="" type="checkbox"/>

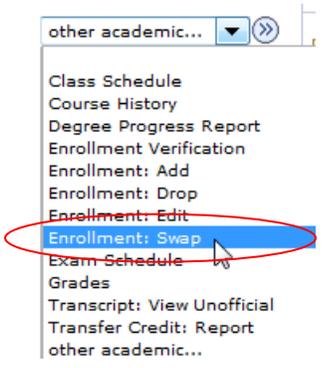
[DROP SELECTED CLASSES](#)

Select the next to the class(es) to drop and select [DROP SELECTED CLASSES](#). Confirm your selection and [FINISH DROPPING](#). View results, being certain that the message is Success.

After the initial enrollment appointment expires, undergraduate students will not be able to drop themselves below 12 credit hours. Instead, use Swap which exchanges one class for another without dropping below the credit hour limit.

To swap classes- Drops only if add is successful

It is always best to use swap rather than drop so that you are able to confirm successful alternative enrollment before giving up a seat in the current class. Select Swap from the Student Services Center Drop-down box, or if already in the enrollment area, select the tab at the top of the page.



Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule

With This Class

Search for Class [search](#)

----- OR -----

Enter Class Nbr [enter](#)

[My Fall 2013 Class Schedule](#)

Select the class you wish to swap out of – Swap This Class. Then select the class you wish to go into using all the usual search tools.

You can only do one swap at a time. If you need to swap more classes simultaneously in order to make room for the new course time, and you cannot drop, please bring an approved advising sheet or add/drop form to SAS for assistance.

As you work through this process, as usual, you will have an opportunity to confirm selection and enter a permission number if any.

Swap a Class

1. Select a class to swap - Enrollment Preference

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ANTH 220 - Understanding the Americas

Class Preferences

ANTH 220-01	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
			Grading	Graded
Session	Regular Academic Session		Units	3.00
Career	Undergraduate			

Enrollment Information

- One communication unit
- Cultures and Societies
- Science, Technology and Society
- University Course

Click , then confirm your selection.

Swap a Class



2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
EC 150-01 (8103)	Principles of Microeconomics (Lecture)	TuTh 8:00AM - 9:15AM	TBA	M. Frascatore	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 220-01 (9427)	Understanding the Americas (Lecture)	TuTh 9:30AM - 10:45AM	TBA	A. Staiger	3.00	<input type="radio"/>

The final step is . Be sure to check results and look for Success.

To edit classes – use to change related component sections or to correct credit hours
The Edit Class functionality can be very useful if you wish to change a related component of a class only. For example, if you are enrolled in a course lecture, but want to change the discussion or lab, you can do so using edit. This will only work on the non-enrollment components. Only those courses you are allowed to edit will appear in the “Select from your schedule” box:

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Classes you are allowed to edit

Select from your schedule

If you choose to edit enrollment in this class, click . You will be given the options below, allowing an easy way to change discussion sections (the non-enrollment component).

Edit Class Enrollment Options



1. Select a class to edit - Related Class Section

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MA 131 - Calculus I

Lecture selected: Section 02
MoWeFr 10:00AM - 10:50AM Room: TBA

Open Closed

Select Discussion section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	8179	<u>21</u>	Tu 10:00AM - 10:50AM	TBA	R. Basnayake	<input type="radio"/>
<input type="radio"/>	8176	<u>22</u>	Tu 9:00AM - 9:50AM	TBA	R. Basnayake	<input type="radio"/>
<input checked="" type="radio"/>	8177	<u>23</u>	Tu 12:00PM - 12:50PM	TBA	R. Basnayake	<input type="radio"/>
<input type="radio"/>	8178	<u>24</u>	Tu 1:00PM - 1:50PM	TBA	R. Basnayake	<input type="radio"/>

View All Sections | First 1-4 of 4 Last

CANCEL PREVIOUS NEXT

If, instead, you wanted to change the enrollment section (in this case the lecture), you would need to use Swap.

In addition, use Edit to change or correct credit hours for thesis and other variable-credit courses.

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options



1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

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Classes you are allowed to edit

Select from your schedule

PROCEED TO STEP 2 OF 3

In this case, credit hours are able to be changed:

Edit Class Enrollment Options



1. Select a class to edit - Enrollment Preference

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BY 495 - Ugrd TA in Bioscience

Class Preferences

BY 495-44	Ind Study <input checked="" type="radio"/> Open	Permission Nbr <input type="text"/>
Session	Regular Academic Session	Grading Graded
Career	Undergraduate	Units 2.00

Enrollment Information

- Instructor Consent Required to enroll in this class
- Given When Needed

Permission Numbers

The enrollment engine will not allow you to enroll in a class that is at capacity, nor will it allow you to enroll if you do not have on your Clarkson record the specific pre-requisites or co-requisites specified. If enrollment in this class is critical, you may seek permission of the instructor, or in some cases the course department, who may give you a Permission Number that will allow enrollment for one student into that particular section of the class. It can only be used once, and it will only work in that particular class section.

In order to enter the Permission Number, go to Add or Swap. If you know the 4-digit class number, enter it directly by Enter Class Nbr.

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Open Closed

Add to Cart: **Fall 2013 Shopping Cart**

Enter Class Nbr

9427

Your enrollment shopping cart is empty.

Find Classes

Class Search

Click 'enter'

Add Classes



1. Select classes to add - Enrollment Preferences

Fall 2013 | Undergraduate | Clarkson University

ANTH 220 - Understanding the Americas

Class Preferences

ANTH 220-01 Lecture Closed Permission Nbr

Grading Graded

Session Regular Academic Session

Career Undergraduate Units 3.00

Enrollment Information

- One communication unit
- Cultures and Societies
- Science, Technology and Society
- University Course

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 9:30AM - 10:45AM	TBA	Annegret D. Staiger	08/26/2013 - 12/06/2013

If you have a permission number for a closed section (indicated by the) , enter the permission number provided by the class instructor or class department.

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ANTH 220 - Understanding the Americas

Class Preferences

ANTH 220-01 Lecture Closed Permission Nbr

Grading Graded

Session Regular Academic Session

Career Undergraduate Units 3.00

Enrollment Information

- One communication unit
- Cultures and Societies
- Science, Technology and Society
- University Course

You can then proceed to complete enrollment. *Note – a permission number will override class capacity and pre-requisites. It will not override a time conflict.* If you have permission of the course instructors to enroll in classes that overlap, you will need to bring an add/drop form to SAS for processing. It must be approved by your advisor and both instructors with a specific notation that they are aware of the time conflict.

Shopping Cart

The Shopping Cart provides the ability to work on selecting the courses you plan to take. Subsequently, when your enrollment appointment is valid, you will be able to transfer courses from your Shopping Cart to Enroll, and efficiently complete enrollment.

Having classes in your Shopping Cart is no guarantee that you will be able to successfully enroll – because you will still be subject to class limits. By the time you are eligible to enroll

for the term, the selected class may be full. But this tool does allow you to experiment with course combinations. See the separate documentation for use of the Shopping Cart: http://www.clarkson.edu/sas/ps_documentation/9.0shopping_cart.pdf

Validation

Validation will enable you to submit classes in your Shopping Cart and receive feedback such as requisites not met or instructor permission required, or even time conflict messages. With this information, you can select alternative courses, or seek necessary permissions prior to your actual enrollment appointment.

Contact SAS

Questions, comments and concerns can be addressed to Student Administrative Services, sas@clarkson.edu