

An Overview: Here are important steps to assure success

PeopleSoft, version 8.9 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 Wish List 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 HelpDesk
- Come to SAS, Quad Center Core. 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.

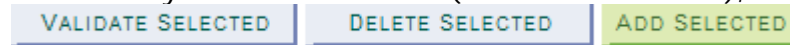


Use the Wish List to Enroll

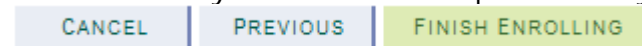
See the separate documentation for use of the Wish List:

http://www.clarkson.edu/sas/ps_documentation/wish_list_8.9.pdf

If you have already added classes to the Wish List, you can move them easily to enrollment. When your enrollment appointment becomes active, you may go into your Wish List, 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 Wish List, Select *Add a Class* under Academics



There are three search methods: Browse Catalog, Search for Classes and 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

Add a class using one of the following:

Search for Class Search for Classes search

Select Class from Wish List Browse Catalog
Search for Classes select

----- OR -----

Enter Class Nbr enter

Step 1 – Select Classes

Option 1 - Browse Catalog

Add a class using one of the following:

Search for Class Search for Classes search

Select Class from Wish List Browse Catalog
Search for Classes select

----- OR -----

Enter Class Nbr enter

Browse Catalog allows you to review all courses offered by subject, including course description, designators/attributes (eg. HUM/SOC and Knowledge areas) and pre-requisites. From here, you can also review sections offered, and add a class to your course shopping cart.

Add Classes



1. Select classes to add - Browse Catalog

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A B C D E F G **H** I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Select show All Courses if you want to show all courses whether or not class sections are offered for the term. Select show Courses With Sections Offered to show only those courses that have class sections offered for the term.

Show All Courses Courses With Sections Offered

CLOSE

Course Number	Description	Action
210	Ancient History Survey	View Class Sections
221	America: 1877 - Present	View Class Sections
230	Science and Society	View Class Sections

HIST 221 - America: 1877 - Present

Course Detail	
Units	3
Grading Basis	Graded
Course Components	Lecture Required

Enrollment Information	
Requirement Designation	Social Science Foundation Course
Course Attribute	Cultures and Societies

Description
[Formerly LC251] A social, political, cultural and economic survey of the United States from Reconstruction through the present.

[View Class Sections](#)

The *View Class Sections* link shows information about specific class sections of this course offered in the term selected.

▼ HIST 221 - America: 1877 - Present

View All Sections				First	1-2 of 2	Last
Section 01-LEC(3088)	Status	●	select class			
Session Regular						
Days & Times	Room	Instructor	Meeting Dates			
TuTh 8:00AM - 9:15AM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008			
<hr/>						
Section 02-LEC(3089)	Status	●	select class			
Session Regular						
Days & Times	Room	Instructor	Meeting Dates			
TuTh 4:00PM - 5:15PM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008			

Select Class: Hitting this button [select class](#) allows final review of the class and important information about the class.

Add Classes



1. Select classes to add - Enrollment Preferences

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HIST 221 - America: 1877 - Present

Class Preferences

HIST 221-01	Lecture	<input checked="" type="radio"/> Open	Permission Nbr <input type="text"/>
Session	Regular Academic Session		Grading Graded
Career	Undergraduate		Units 3.00
Enrollment Information			Requirement Designation
<ul style="list-style-type: none">• Social Science Foundation Course• Cultures and Societies			Social Science Foundation Course

CANCEL

NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
01	Lecture	TuTh 8:00AM - 9:15AM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008

If satisfied, hit button to add the class to your shopping cart. At this point, if required, add a Permission Number or change credit hours for a variable credit course.



HIST 221 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

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Add a class using one of the following:

Search for Class

Browse Catalog

----- OR -----

Enter Class Nbr

Spring 2008 Enrollment Shopping Cart

Open

Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	HIST 221-01 (3088)	America: 1877 - Present (Lecture)	TuTh 8:00AM - 9:15AM	TBA	J. Ball	3.00	<input checked="" type="radio"/>

View All Classes in Cart First 1 of 1 Last

Option 2 - Search for Classes

An alternative to Browse Catalog is Search for Classes. This alternative makes accessible advanced search tools.

Add a class using one of the following:

Search for Class Search for Classes

----- OR -----

Enter Class Nbr

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days

Mon **Tues** **Wed** **Thurs** **Fri** **Sat** **Sun**

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Session

Mode of Instruction

Option 3 - Class Number


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

Add a class using one of the following:

Search for Class Search for Classes

----- OR -----

Enter Class Nbr

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.

CANCEL PREVIOUS 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. 

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:

View All Sections First 1-3 of 28 Last

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 or if already in the enrollment area, select the tab at the top of the page.

Enrollment

[My Class Schedule](#)

[Wish List](#)

[Add a Class](#)

[Drop a Class](#)

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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✔ Enrolled ✘ Dropped

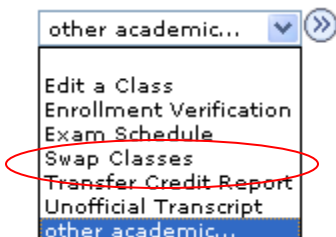
Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	AC 205-02 (2368)	Intro Acct Decision Analysis (Lecture)	MW 4:00PM - 5:15PM	213 Bertrand H. Snell Hall	S. Young	3.00	✔
<input type="checkbox"/>	CM 132-16 (2556)	General Chemistry II (Laboratory)	W 10:00AM - 11:50AM	TBA	G. Buda, J. Peploski	4.00	✔
<input type="checkbox"/>	CM 132-01 (2455)	General Chemistry II (Lecture)	MWF 9:00AM - 9:50AM	TBA	J. Peploski		✔
<input type="checkbox"/>	CM 132-31 (2563)	General Chemistry II (Discussion)	M 8:00AM - 8:50AM	TBA	J. Peploski, J. Warner		✔

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.

Spring 2008 | Undergraduate | Clarkson University [change term](#)

Swap This Class	
Select from your schedule	AC 205: Intro Acct Decision Analysis <input type="button" value="v"/>
With This Class	
Search for Class	Search for Classes <input type="button" value="v"/> <input type="button" value="search"/>
	----- OR -----
Select Class from Wish List	<input type="button" value="v"/> <input type="button" value="select"/>
	----- OR -----
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>

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

Spring 2008 | Undergraduate | Clarkson University

AC 304 - Interm Acct II: Liab & Equit

Class Preferences	
AC 304-01	Lecture <input checked="" type="radio"/> Open
Permission Nbr	<input type="text"/>
Grading	Graded
Session	Regular Academic Session
Career	Undergraduate
Units	3.00
Enrollment Information	
<ul style="list-style-type: none"> Prerequisites: AC303. 	

The final step is [FINISH SWAPPING](#). 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. You can determine which is the enrollment component by looking at your class schedule to see which of the components has the class hyperlink associated with it.

In this example, the lecture is primary because it is the class hyperlink:

MA 132-01 (2479)	Calculus II (Lecture)
MA 132-14 (2582)	Calculus II (Discussion)

If you choose to edit enrollment in this class, you will be given the options below, allowing an easy way to change discussion sections.

Edit Class Enrollment Options



1. Select a class to edit - Related Class Section

Spring 2008 | Undergraduate | Clarkson University

MA 132 - Calculus II

Lecture selected: Section 01
 MWF 10:00AM - 10:50AM Location: TBA

Select Discussion section (Required):						
	Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	2579	11	Tu 8:00AM - 8:50AM	TBA	K. Fowler, X. Shen	<input checked="" type="radio"/>
<input type="radio"/>	2580	12	Tu 10:00AM - 10:50AM	TBA	K. Fowler, X. Shen	<input checked="" type="radio"/>
<input type="radio"/>	2581	13	Tu 1:00PM - 1:50PM	TBA	K. Fowler, C. Yao	<input checked="" type="radio"/>
<input checked="" type="radio"/>	2582	14	Tu 3:00PM - 3:50PM	TBA	K. Fowler, C. Yao	<input checked="" type="radio"/>

View All Sections First **1 of 4** Last

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.

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.

Spring 2008 | Undergraduate | Clarkson University [change term](#)

Classes you are allowed to edit

Select from your schedule

[PROCEED TO STEP 2 OF 3](#)

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

Edit Class Enrollment Options



1. Select a class to edit - Enrollment Preference

Spring 2008 | Undergraduate | Clarkson University

BY 491 - Undergraduate Thesis

Class Preferences

BY 491-48	Ind Study <input checked="" type="radio"/> Open	Grading	Graded
Session	Regular Academic Session	Units	<input type="text" value="4.00"/>
Career	Undergraduate		

[CANCEL](#)
[PREVIOUS](#)
[NEXT](#)

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.

Add a class using one of the following:

Search for Class ----- OR -----

Select Class from Wish List ----- OR -----

Enter Class Nbr

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

Spring 2008 | Undergraduate | Clarkson University

MA 132 - Calculus II

Lecture selected: Section 02
MWF 11:00AM - 11:50AM Location: TBA

Open Closed

Select Discussion section (Required):

	Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	2584	21	Tu 9:00AM - 9:50AM	TBA	K. Fowler, X. Shen	<input type="checkbox"/>
<input type="radio"/>	2585	22	Tu 11:00AM - 11:50AM	TBA	K. Fowler, X. Shen	<input checked="" type="radio"/>
<input type="radio"/>	2586	23	Tu 2:00PM - 2:50PM	TBA	K. Fowler, C. Yao	<input checked="" type="radio"/>
<input type="radio"/>	2587	24	Tu 4:00PM - 4:50PM	TBA	K. Fowler, C. Yao	<input checked="" type="radio"/>

View All Sections First 1-4 of 4 Last

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

MA 132 - Calculus II

Class Preferences

MA 132-02	Lecture	<input type="checkbox"/> Closed	Permission Nbr	<input type="text" value="70800"/>
MA 132-21	Discussion	<input type="checkbox"/> Closed	Grading	Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Prerequisite: MA131

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.

Wish List

The Wish List is a new component introduced with Version 8.9 of PeopleSoft. In advance of enrollment (beginning for Fall 2008), you will be able 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 Wish List to your Shopping Cart, and efficiently complete enrollment.

Having classes in your Wish List 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.

Validation

Beginning for Fall 2008 enrollment, it is anticipated that we will implement the Validation and “What-If” functionality. Validation will enable you to submit classes in your Wish List and receive feedback such as prerequisites 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.

What-If will allow you to submit your selected courses to the degree audit program so you can confirm the utility of these courses to your degree progress.

Complete documentation of this functionality will be added at a later date.

Contact SAS

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