

Campus Solutions

For Students: Adding Classes (Enrollment)

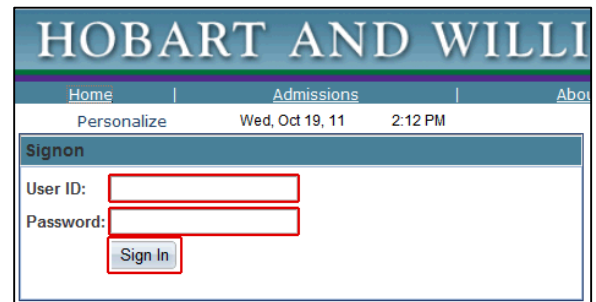
Student Self Service lets you search and browse for classes, get information about classes, and enroll.

To add classes:

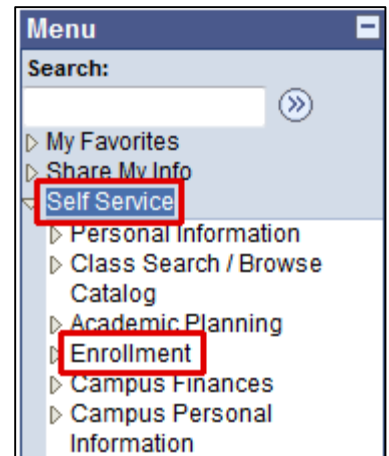
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



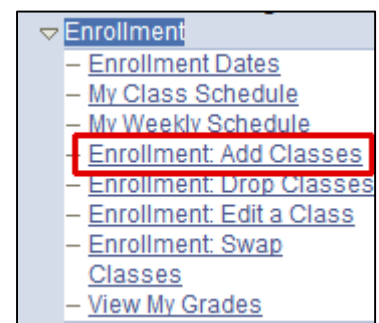
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. Click **Self Service**
4. Click **Enrollment**



5. Click **Enrollment: Add Classes**



Campus Solutions

For Students: Adding Classes (Enrollment)

The Enroll tab displays, showing the add subtab. This page lets you search for and add classes for the term in which you're enrolling.

You will only be able to access this page during your enrollment period.

The page includes two main sections. The first section is your **Shopping Cart**. When you search for classes, you can place each class of interest in your Shopping Cart without performing all the enrollment steps, so it will be easily visible to you as you select other classes of interest.

The second main part is your actual **Class Schedule**. This lists the classes in which you're enrolled for the current term.

To choose classes for your shopping cart, do one of the following:

- If you know the **class number**, enter it in directly in the Enter Class Nbr field, then click **Enter**
- **Search** for the desired classes

6. If you are searching for the desired classes, click **search**

On the Enter Search Criteria screen, enter your criteria (see instructions for searching for classes for more information).

7. For the purpose of this tutorial, select the subject **Economics**
8. Click **Search**

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9. From the courses returned as results, select the **course desired**

A page displays in which you can select several options related to the class before you place it in your Shopping Cart.

ECON 160 - Principles of Economics							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
5240	02-LEC Regular	TuTh 11:55AM - 1:20PM	TBA	Staff	01/19/2016 - 05/03/2016	●	select

ECON 251 - Economics & the Arts							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
5383	01-LEC Regular	MoWeFr 11:15AM - 12:10PM	Gulick Hall 206B	Jonathan Davis	01/19/2016 - 05/03/2016	●	select

The Wait List checkbox lets you choose whether you want to be waitlisted if the class is full before you enroll.

10. Check the **Wait List** checkbox

The Grading field defaults to Graded. If you want to choose another graduation option. You can select it from the dropdown menu.

If you want to directly enroll in the class (rather than placing the class into your Shopping Cart) you can click the **Enroll** link at the lower left.

Add Classes

1

1. Select classes to add - Enrollment Preferences

Spring 2016 | Undergraduate Degree | Hobart and William Smith

ECON 251 - Economics & the Arts

Class Preferences

ECON 251-01 Lecture ● Open Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Degree Grading Graded

Enrollment Information Units 1.00

• Prerequisite: ECON 160 with a minimum grade of C- or better

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:15AM - 12:10PM	Gulick Hall 206B	Jonathan Davis	01/19/2016 - 05/03/2016

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

11. For the purpose of this tutorial, add it to the shopping cart by clicking **Next**

The page with your Shopping Cart returns, with a confirmation message that the class you just selected was added to the Shopping Cart.

The class displays in the Shopping Cart section. Repeat these steps to select other classes for your Shopping Cart.

For this tutorial, continue with the enrollment process.

12. Click **Proceed to Step 2 of 3**

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● Open Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

Spring 2016 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
<input type="button" value="✕"/>	ECON 251-01 (6383)	MoWeFr 11:15AM - 12:10PM	Gulick Hall 206B	J. Davis	1.00	●	
<input type="button" value="✕"/>	ENG 200-01 (5754)	TuTh 11:55AM - 1:20PM	TBA	S. Cope	1.00	<input type="checkbox"/>	
<input type="button" value="✕"/>	ENG 353-01 (6231)	TuTh 8:45AM - 10:10AM	TBA	A. Black	1.00	<input type="checkbox"/>	
<input type="button" value="✕"/>	MDSC 308-01 (5664)	Fr 9:00AM - 12:00PM	Gulick Hall 208A	M. Jimenez	1.00	<input type="checkbox"/>	
<input type="button" value="✕"/>	MDSC 330-01 (6432)	TuTh 11:55AM - 1:20PM	TBA	I. Zulkarnain	1.00	<input type="checkbox"/>	

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Another page displays listing the class you selected and letting you confirm your enrollment. If there were additional classes you'd selected, they'd display here as well.

13. To confirm, click **Finish Enrolling**

Add Classes

2. **Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 251-01 (6383)	Economics & the Arts (Lecture)	MoWeFr 11:15AM - 12:10PM	Gulick Hall 206B	J. Davis	1.00	Open
ENG 200-01 (5754)	Critical Methods (Lecture)	TuTh 11:55AM - 1:20PM	TBA	S. Cope	1.00	Closed
ENG 353-01 (6231)	Media in Early America (Lecture)	TuTh 8:45AM - 10:10AM	TBA	A. Black	1.00	Closed
MDSC 308-01 (5664)	Cinematic Effects (Lecture)	Fr 9:00AM - 12:00PM	Gulick Hall 208A	M. Jimenez	1.00	Closed
MDSC 330-01 (6432)	Sp.Top:Studies in Media & Prod (Seminar)	TuTh 11:55AM - 1:20PM	TBA	I. Zulkarnain	1.00	Closed

CANCEL PREVIOUS **FINISH ENROLLING**

A page confirming your enrollment in the class displays. Note that the Status column indicates your enrollment was successful.

14. Click **Add Another Class**

The original Add Classes page returns. Note that your Shopping Cart is now empty.

The class you enrolled in is listed in your Class Schedule section.

To add more classes, repeat these steps.

Add Classes

3. **View results**

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
ECON 251-01	Success: This class has been added to your schedule.	Success

MY CLASS SCHEDULE **ADD ANOTHER CLASS**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Open Closed Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search
 My Requirements

search

Fall 2008 Shopping Cart

Your enrollment shopping cart is empty.

My Fall 2008 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ASN 101-0001 (1059)	Foundations of Asian Civilizat (Lecture)	TuTh 1:30PM - 2:55PM	TBA	J. Halfman	1.00	Enrolled
HIST 314-01 (2008)	1960's: Aquarian Age (Lecture)	TuTh 3:05PM - 4:30PM	TBA	D. Singal	1.00	Enrolled