

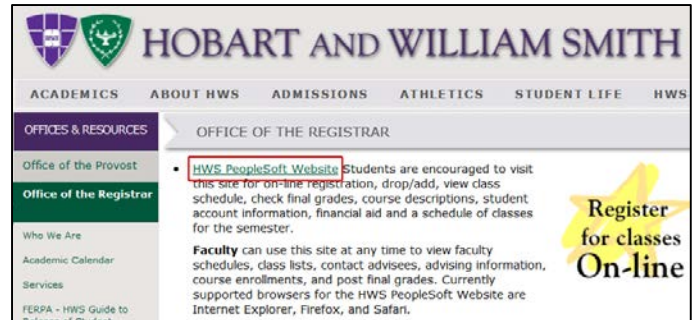
Campus Solutions

For Students: Editing Classes (Enrollment)

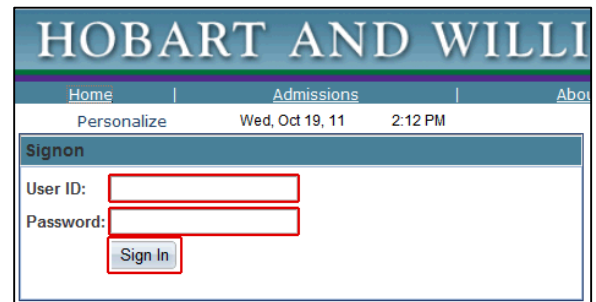
Student Self Service lets you search and browse for classes, get information about classes, and enroll.

To edit classes:

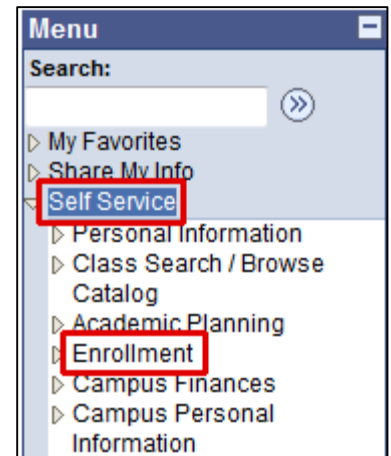
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



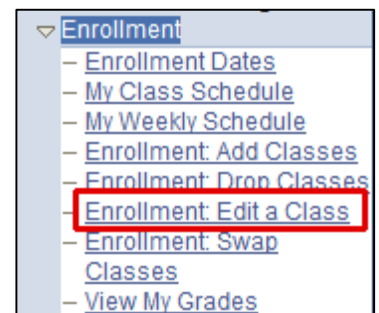
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



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



5. Click **Enrollment: Edit A Class**



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The edit subtab of the Enroll tab displays. This subtab lets you make changes to the enrollment details of a particular course. Your class schedule for the selected term also displays on this page.

The subtab only displays classes you are allowed to edit.

6. Use the Select from your schedule dropdown menu to **select the class to edit**

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

A page displays where you can edit your enrollment preferences. For this tutorial, you want to change your Grading preference.

8. Click the **Grading** drop-down list

9. Click **Credit/No Credit**

10. Click **Next**

A confirmation page displays. It lists the changes you made, with their Original Value and New Value.

11. Click **Finish Editing**

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: **ENG 282: Film Histories II (1930-1950)**

PROCEED TO STEP 2 OF 3

My Spring 2016 Class Schedule

Edit Class Enrollment Options

1. **Select a class to edit - Enrollment Preference**

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ENG 282 - Film Histories II (1930-1950)

Class Preferences

ENG 282-01 Lecture ⚠ Wait List Permission Nbr

Session: Regular Academic Session **Grading**: **Credit / No Credit**

Career: Undergraduate Degree Units: 1.00

Enrollment Information

- Not open to first year students.
- American Studies
- Media And Society

CANCEL **PREVIOUS** **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	We 12:20PM - 4:25PM	Albright Auditorium	Elisabeth Lyon	01/19/2016 - 05/03/2016

Edit Class Enrollment Options

2. **Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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Class Attribute	Original Value	New Value
Grade Option	Graded Grading Basis	Credit / Pass D / No Credit

CANCEL **FINISH EDITING**

Campus Solutions For Students: Editing Classes (Enrollment)

Another page displays to confirm that the change was made.

12. Click My Class Schedule

Your my class schedule subtab displays, listing your updated schedule for the term.

Edit Class Enrollment Options 1 2 3

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

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✓ Success: Class updated
✗ Error: Unable to update class

Class	Message	Status
ENG 282	Success: This class has been updated.	✓

MY CLASS SCHEDULE

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

[my class schedule](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)
[term information](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

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Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 [filter](#)

ENG 282 - Film Histories II (1930-1950)						
Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	Graded Grading Basis				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
6063	01	Lecture	We 12:20PM - 4:25PM	Albright Auditorium	Elisabeth Lyon	01/19/2016 - 05/03/2016