

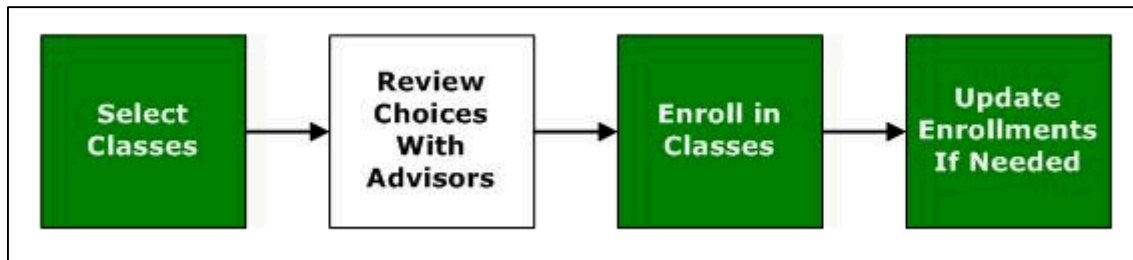
Campus Solutions

For Students: Enrollment Process Overview

Below is an introduction to the steps involved in enrolling for classes for a term at HWS.

Student Self Service lets you search and browse for classes, get information about classes, and enroll. Using Student Self Service, you'll also be able to drop classes, edit your enrollment details, or swap classes if you need to do so.

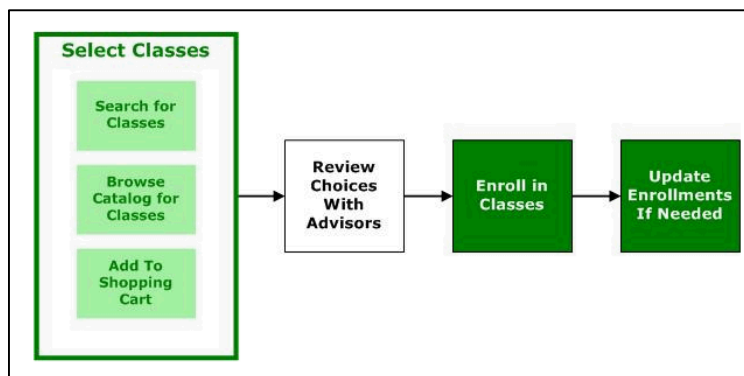
Below is a simplified flow of the enrollment process. Boxes shown in green are the steps you perform in PeopleSoft. The box shown in white is a step you perform outside of the system.



The first step is to select your classes.

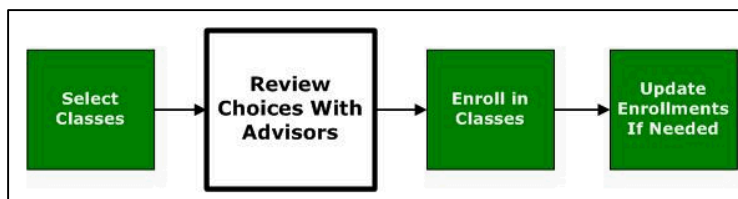
PeopleSoft gives you several tools to help you do this, including searching for classes using specific criteria and browsing through the catalog.

After you select the classes that interest you, place them in your “Shopping Cart”. Like a shopping cart at an online merchant, this doesn’t require you to enroll in them right now, it just saves them for further consideration.



The next step is to obtain advisor approval for the courses you want to take.

After your advisor appointment, your advisor will remove the Advisor Hold, to allow you to enroll in your selected classes.



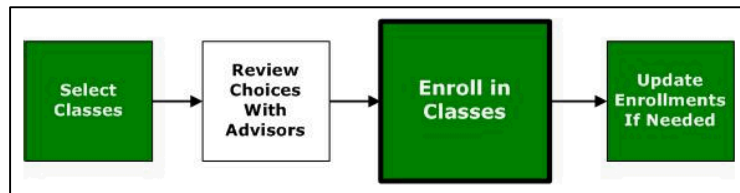
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After you obtain advisor approval, you can enroll in your choice of classes through PeopleSoft.

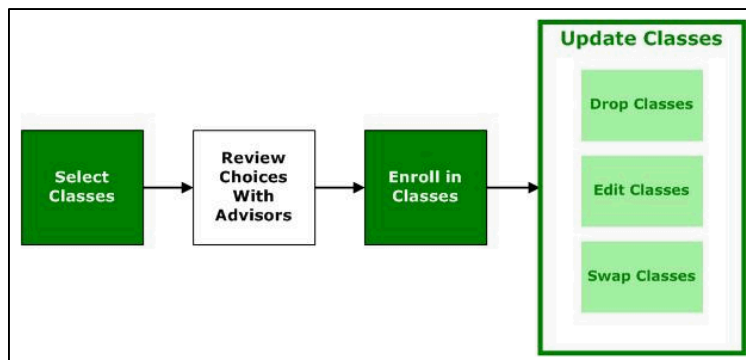
You can select classes from your shopping cart for enrollment. After you confirm your enrollment, the class you chose moves from the shopping cart to the class schedule.

You can also enroll in classes directly, without placing them in your shopping cart first, if your Advisor Hold has been removed.



After you initially enroll for classes, you may want to make changes to your enrollments.

Through PeopleSoft, you can drop classes, edit your enrollment preferences for a class, or swap one class for another.



Please see the other instructions on the Registrar's Office web page for browsing the course catalog, adding, editing, and dropping courses, and the waitlist process (swapping courses).