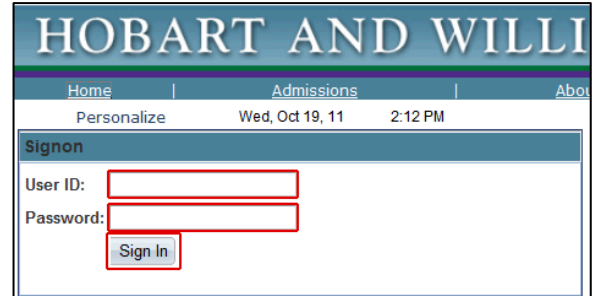# Campus Solutions
For Students: Editing Classes (Enrollment)

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

To edit classes:

1. Go to the **HWS PeopleSoft Website**

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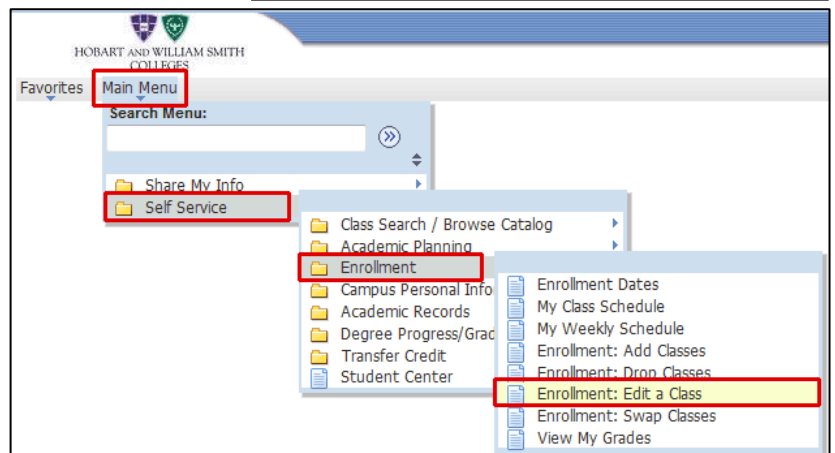
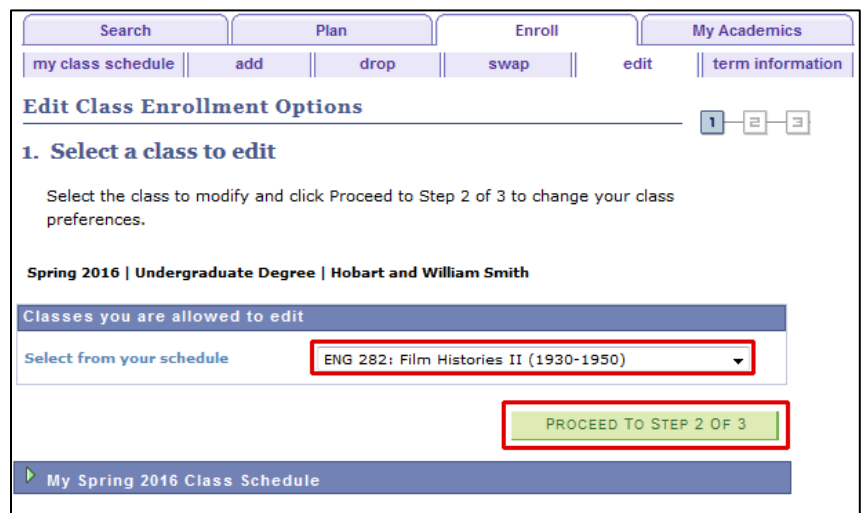3. Click **Campus Solutions**

   A new window should appear.

4. Click **Main Menu > Self Service > Enrollment > Enrollment: Edit a Class**

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

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

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

8. Click **Credit/No Credit**

9. Click **Next**

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Spring 2016 | Undergraduate Degree | Hobart and William Smith

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

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

10. Click **Finish Editing**

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

Another page displays to confirm that the change was made.

Edit Class Enrollment Options

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.	✅