

Chapter 7: Student Self Service Registration

Once students are term activated and assigned a registration appointment time they can enroll in classes using the self-service functionality in PeopleSoft.

Log into the system using the SJSU Student User ID and Password.

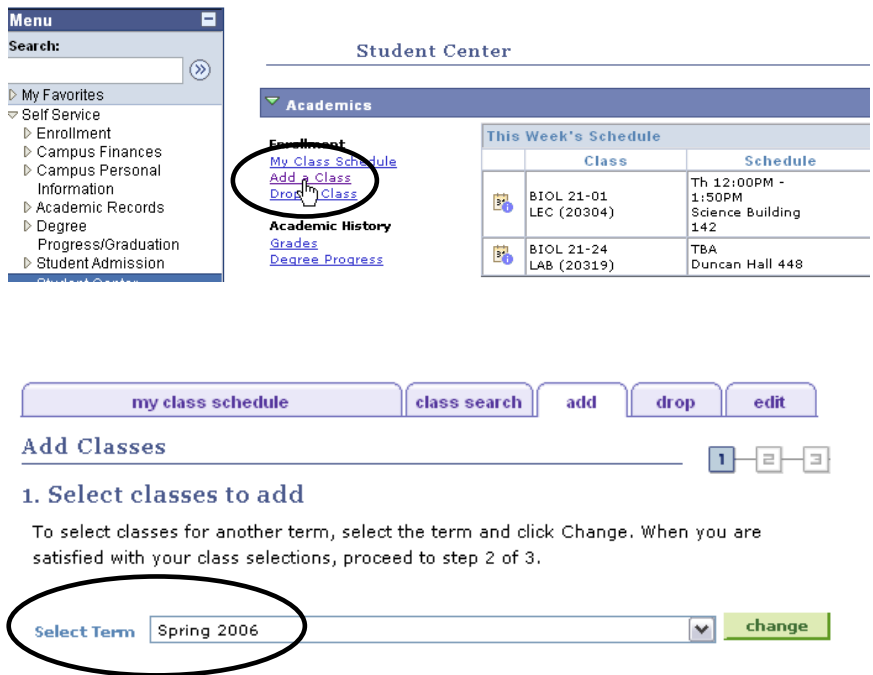


The PeopleSoft Main Menu page Displays.

Navigate to the Enroll in a Class page.

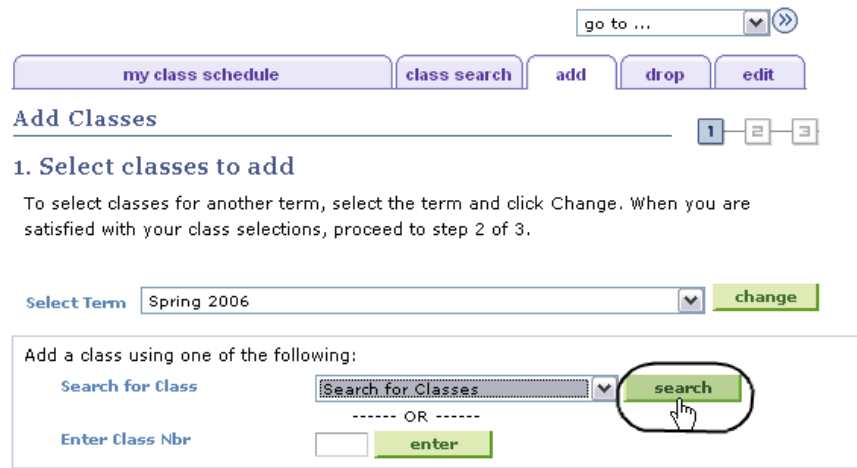
1. Main Menu
2. Self Service
3. Enrollment
4. Enrollment: Add Classes

The Enrollment page displays.



Click on the Term in which you want to enroll.

Enter the class number or click on the Search for Classes Search button.



Note: If a student is enrolled in classes for the term the student's class schedule display.

The Add Classes page displays.

Enter the Subject and an additional piece of search criteria.



Click the Search button

Page Description:

Use this page to enroll in classes for the selected term and session.

Field Description:

Course Subject: Displays the course subject and catalog number.

Course Number: Enter the Class Number of the class in which you want to enroll.

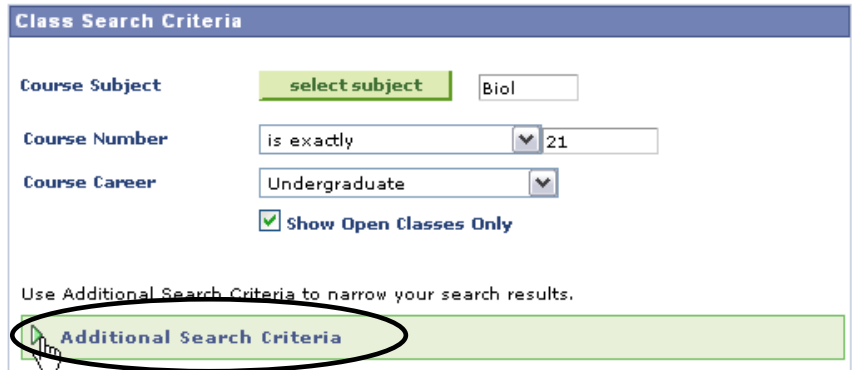
Course Career: The Career that the course was created under in the catalog e.g. undergraduate, graduate.

Show Open Classes Only: When checked “On” will only display classes with seats available.

Click on the Additional Search Criteria to view additional

The Additional Class Search page displays.

Enter two pieces of criteria and click the search button.



Class Search Criteria

Course Subject: Biol

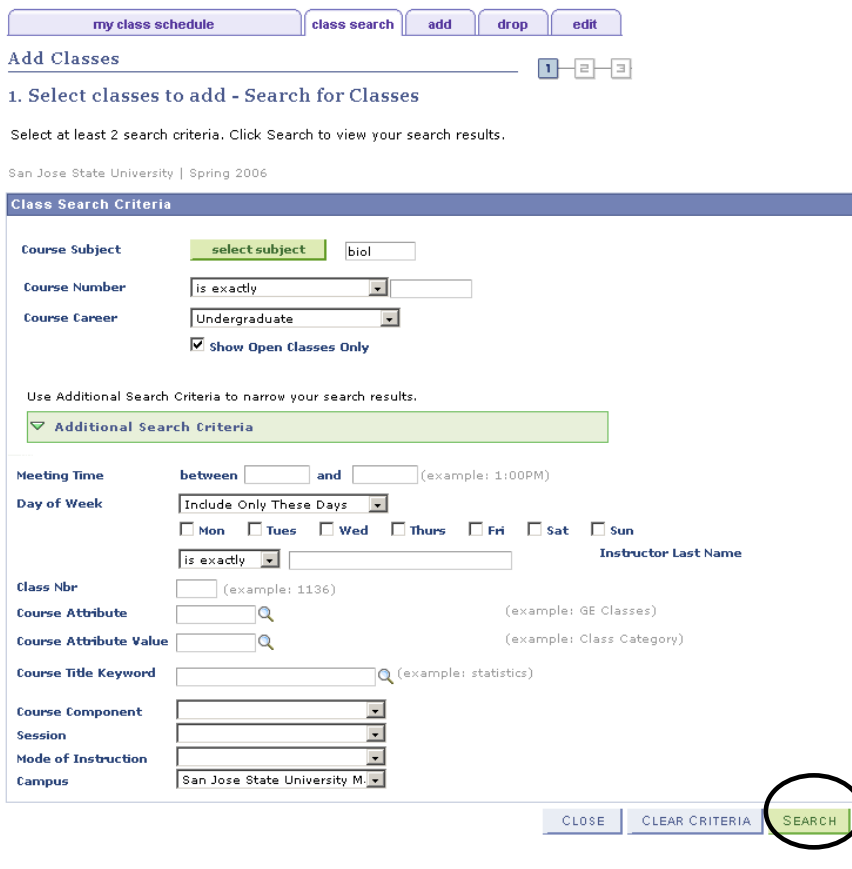
Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria



my class schedule class search add drop edit

Add Classes

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

San Jose State University | Spring 2006

Class Search Criteria

Course Subject: biol

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

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

Day of Week: Include Only These Days
 Mon Tues Wed Thurs Fri Sat Sun

is exactly Instructor Last Name

Class Nbr: (example: 1136)

Course Attribute: (example: GE Classes)

Course Attribute Value: (example: Class Category)

Course Title Keyword: (example: statistics)

Course Component:

Session:

Mode of Instruction:

Campus: San Jose State University M.

The class search results page displays.

Click on the View All Sections.

BIOL 21 - Human Biology

View All Sections First 1-3 of 10 Last

Section [01-LEC\(20304\)](#) Status ●
[select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	Th 12:00PM - 1:50PM	Science Building 142	

Section [11-LAB\(20306\)](#) Status ●
[select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TBA	Duncan Hall 448	Staff

Section [12-LAB\(20307\)](#) Status ●
[select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TBA	Duncan Hall 448	Staff

Select a class by clicking on the Section link.

BIOL 21 - Human Biology

View All Sections First 1-3 of 10 Last

Section [01-LEC\(20304\)](#) Status ●
[select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	Th 12:00PM - 1:50PM	Science Building 142	

The Related Class Sections Add page displays.

1. Select the related Lab section
2. Click the Next button

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

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BIOL 21 - Human Biology

Lecture selected: Section 01
 Th 12:00PM - 1:50PM Science Building 142

Open Closed

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/>	20306	11	TBA	Duncan Hall 448	Staff	●
<input type="radio"/>	20307	12	TBA	Duncan Hall 448	Staff	●
<input type="radio"/>	20308	13	TBA	Duncan Hall 448	Staff	●
<input type="radio"/>	20309	14	TBA	Duncan Hall 448	Staff	●
<input type="radio"/>	20310	15	TBA	Duncan Hall 448	Staff	●

View All Sections First 1-5 of 14 Last

CANCEL [NEXT](#)

Page Description:

Use this page to select the related component classes if the class has multiple parts.

Field Description:

Class Nbr: Displays the five digit enrollment code. The system also displays the course subject, catalog number and class title.

Class Section: Displays the class section number. The system also displays the class component type.

Schedule: Displays days and times class is offered.

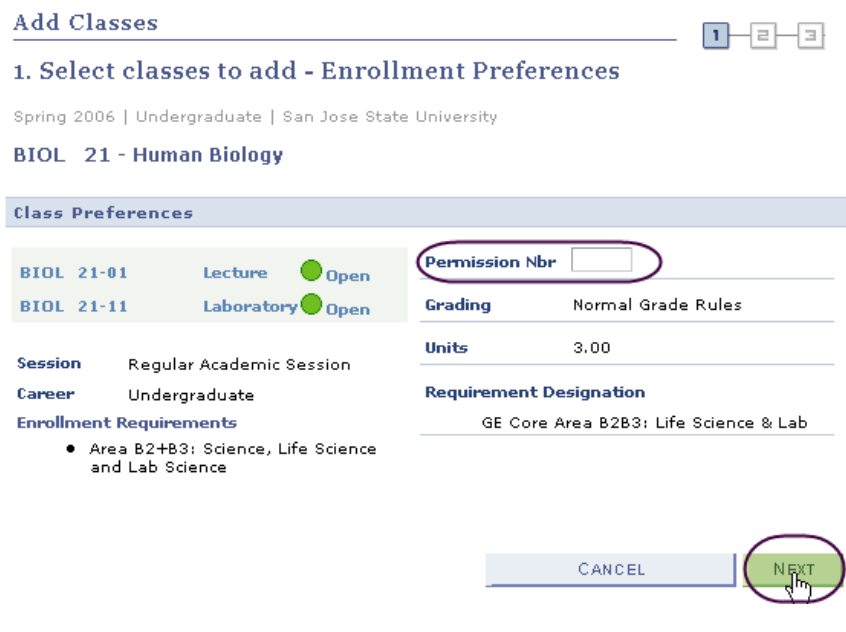
Location: Displays where the class meets.

Instructor: Displays the name of the instructor assigned to teach the class.

Status: Displays if the class is open or closed to registration.

Add the class permission number if the class requires department or instructor consent.

Click the Next button



Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

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BIOL 21 - Human Biology

Class Preferences

BIOL 21-01	Lecture	Open	Permission Nbr <input type="text"/>
BIOL 21-11	Laboratory	Open	Grading Normal Grade Rules

Session Regular Academic Session

Units 3.00

Career Undergraduate

Requirement Designation GE Core Area B2B3: Life Science & Lab

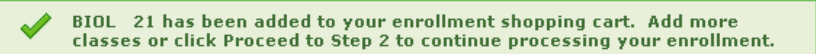
Enrollment Requirements

- Area B2+B3: Science, Life Science and Lab Science

A message displays that the selected class has been placed in the student's shopping cart.

Click on the Proceed to Step 2 of 3 button.

To enroll in course selected click the Finish Enrolling button.



Select Term:

Add a class using one of the following:

Search for Class:

----- OR -----

Enter Class Nbr:

Spring 2006 Enrollment Shopping Cart

Open Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	BIOL 21-01 (20304)	Human Biology (Lecture)	Th 12:00PM - 1:50PM	Science Building 142		3.00	
	BIOL 21-11 (20306)	Human Biology (Laboratory)	TBA	Duncan Hall 448	Staff		

View All Classes in Cart First Last

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

Class	Description	Days/Times	Location	Instructor	Units	Status
BIOL 21-01 (20304)	Human Biology (Lecture)	Th 12:00PM - 1:50PM	Science Building 142		3.00	
BIOL 21-11 (20306)	Human Biology (Laboratory)	TBA	Duncan Hall 448	Staff		

Verify the enrollment status by looking at the Add Status field.

If the Enrollment Request was not successful the system displays error message relevant to the class and student enrolling.

To drop a class click on the Drop tab.

The Drop/Update Classes page displays.

Select the course you want to drop.

Click Drop Selected Classes button.

my class schedule wish list class search add drop edit

Add Classes 1 2 3

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
BIOL 21	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

Add Classes 1 2 3

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
HUM 1B	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click fix errors, click the class link, enter the number and resubmit.	✗

my class schedule class search add drop edit

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Select Term: Spring 2006 change

✓ Enrolled
 ✗ Dropped

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	BIOL 21-01 (20304)	Human Biology (Lecture)	Th 12:00PM - 1:50PM	Science Building 142		3.00	✓
<input type="checkbox"/>	BIOL 21-24 (20319)	Human Biology (Laboratory)	TBA	Duncan Hall 448	Staff		✓

DROP SELECTED CLASSES

The Drop Classes Confirmation page displays.

To complete dropping the class selected click on the Finish Dropping button.

The Dropped Results page displays.

Check the status of your request.

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled Dropped

Class	Description	Days/Times	Location	Instructor	Units	Status
BIOL 21-01 (20304)	Human Biology (Lecture)	Th 12:00PM - 1:50PM	Science Building 142		3.00	✓
BIOL 21-24 (20319)	Human Biology (Laboratory)	TBA	Duncan Hall 448	Staff		✓

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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Success: dropped Error: unable to drop class

Class	Message	Status
BIOL 21	Success: This class has been removed from your schedule.	✓

Page Description:

Use this page to drop or update classes with a status of enrolled.

Field Description:

Action: Select the enrollment action that you would like the system to perform.

Subject/Catalog #: Displays the class subject and the corresponding catalog number.

Section: Displays the class section number.

Enrollment Status: Displays the Enrollment status of the class.

Units: Displays the number of units assigned to the class.

Grading Option: Displays the grading basis for the class.

Instructor Choice: Displays the instructor assigned to the course.

Update Status: Displays the status of the update/drop request.

Submit: Click the Submit button to process changes made to the enrollment.

To view a class schedule navigate to the View My Class Schedule page.

1. Main Menu
2. Self Service
3. Student Center
4. My Class Schedule.

The My Class Schedule page displays.

Click on the Display Option and Term you want to view.



my class schedule | wish list | class search | add | drop | edit

My Class Schedule


Select Display Option List View Weekly Calendar View

Select Term Spring 2006

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

BIOL 21 - Human Biology

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Normal Grade Rules		GE Core Area B2B3: Life Science & Lab (Taken)		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
20304	01	Lecture	Th 12:00PM - 1:50PM	Science Building 142		1/25/2006 - 5/16/2006
20306	11	Laboratory	TBA	Duncan Hall 448	Staff	1/25/2006 - 5/16/2006

Page Description:

Use this page to view a class schedule for a specific term.

Field Description:

Subject/Catalog Number: Displays the class subject and the corresponding catalog number.

Cls #: Displays the five digit enrollment class number.

Class Section: Displays the class section number.

Component Type: Displays the type of course offering e.g. lecture, lab, and seminar.

Description: Displays the Title of the course.

Grading Options: Displays the Grading Basis assigned to the course.

Grade: Displays the grade received for the course once grades have been recorded.

Units: Displays the total number of units assigned to the class.

Status: Displays the enrollment status of the course.

Academic Calendar button: Displays academic deadlines for dropping and adding classes.

Class Start/End Time: Displays the start and end time of the class. The system also displays the days of the week the class is offered.

Location: Displays the building and room number of the class.

Class Begin/End Dates: Displays the start and end date of the class.

Instructor: Displays the name of the instructor assigned to teach the class.