Students Class Enrollment Steps for PeopleSoft CMS

1. Click on login link and provide your credentials (Username and Password) for accessing PeopleSoft CMS



2. For enrollment in particular class use the below navigation: Main Menu> Self Service>Enrollment>Enrollment: Add Classes

1885		Home Sign
Favorites Main Menu		
Search Menu:		
Menu		
Search: Self Service		
Campus Community	🔁 Class Search / Browse Catalog 🔸	
Self Servi Compuse Control Records and Enrollment	nt 🦳 Academic Planning	
▷ Records a Change My Password	Ca Enrollment	
- Change N.	💳 🦕 Campus Personal Informat 📋 View My Assignments	
	🗀 Academic Records 📄 My Class Schedule	
	Search	
	Student Center	
	📄 View My Exam Schedule	
	View My Grades	

3. Click on search button to search your classes

			_
1885 SMIMAN UNIVERSITY		Home	1
Favorites Main Menu > Se	elf Service > Enrollment > Enrollment: Add Classes		
Add Classes			
1. Select classes to	add	3	
To select classes for a satisfied with your clas	nother term, select the term and click Change. When you are ss selections, proceed to step 2 of 3.		
Fall 2016 Undergradua	ate Sindh Madressatul Islam Uni change term		
	Open 🔲 Closed		
Add to Cart:	Fall 2016 Shopping Cart		
Enter Class Nbr	Your enrollment shopping cart is empty.		
• Class Search			
search	Click on search button		

4. Select course subject from dropdown list , Enter Catalog number then Click on search button



5. To Select your Class Click on Select Class button

885				
INIVERSITY	Sindh Madressatul Islam Uni Fall 2016		Î	Home Sign ou
Aug Classes	My Class Schedule	Shopping Cart		
1. Select classes to add	You are not registered for classes in this term.	Your shopping cart is empty.		
To select classes for another term, select the term satisfied with your class selections, proceed to step	The following classes match your search criteria Co contains '104', Course Career: Undergraduate,	urse Subject: Computer Science , Course Number Show Open Classes Only: Yes		
Fall 2016 Undergraduate Sindh Madressatul Isl	Return to Add Classes	New Search Modify Searc	н	
		Open Closed		
Add to Cart: Fall 2016 Shopping Cart	CSC 104 - Object Oriented Progr	amming	Click on Select	
enter		View All Sections 🛛 First 🎑 1 of 1 🔯 1	ast Class Button	
Find Classes Your enrollm	Section CS2A-LEC(1029)	Status elect class	\triangleleft	
Class Search	Session Regular			
	Days & Times Room	Instructor Meeting Dates		
search	Mo 9:00AM - 12:00PM TalpurHouse G	ird Fl Abdul Khan 12/29/2016		
✓ My Fall 2016 Class Schedule	Return to Add Classes	New Search Modify Searc	н	
You are not registered for classes				
	Search Plan Enroll My Academics			
	My Class Schedule Add Term Information			
Search Plan Enroll My Academics			·	
My Class Schedule Add Term Information			.::	
go to 🔻 🛞				

Note: Students are requested to please select your own class section.

6. After Selecting class you will get below screen

1885 SMIMAN UNIVERSITY					Home Sign ou
Favorites Main Menu > Self Service > Enro	llment > Enrollment: Add Class	es			
my class schedule	add	term information	[
Add Classes		12-3			
1. Select classes to add - Enrolli	nent Preferences				
Fall 2016 Undergraduate Sindh Madressatul Isla	um Uni				
CSC 104 - Object Oriented Programmi	ng				
Class Preferences					
CSC 104-CS2A Lecture Open	Grading SMIU Grading	Scheme			
Session Regular Academic Session	Units 3.00				
Career Undergraduate	Program Bachelor of Bu	s Administration			
Enrollment Information • This course is only for following program(s): 1) BS Computer Science with CSC103			n Next button for ation		
	CANCE	LNEXT			
Section Component Days & Times	Room Instructor	Start/End Date			
CS2A Lecture Mo 9:00AM - Talp 12:00PM Fl	m CR-001 urHouse Grd Abdul Khan	09/06/2016 - 12/29/2016			
Search Plan Enroll My Academics My Class Schedule Add Term Information					
go to 🔻 🔊					

7. After next button your shopping cart screen will appear Click on Proceed to step 2 of 3 button if you want to enroll yourself/herself in particular class

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Favorites Main Menu > Se	elf Servio	e > Enrollm	ient > Enrolln	nent: Add Class	es							riom		ngn s
Add Classes		•					_							
1. Select classes to	add				<u>U</u>									
To select classes for a satisfied with your clas	nother t ss select	erm, select the	e term and click to step 2 of 3.	Change. Whe	en you are		_							
CSC 104 has been	ı added	l to your Sho	pping Cart.											
Fall 2016 Undergradua	nte Sir	ndh Madressa	ıtul Islam Uni	change ter	m									
				Open	Closed									
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Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status		Infolled classes Lis	st				
Find Classes () Class Search	Î	<u>CSC 104-</u> <u>CS2A</u> (1029)	Mo 9:00AM - 12:00PM	Room CR-001 TalpurHouse Grd Fl	A. Khan	3.00	•							
search														
				Pr	ROCEED TO S	tep 2 O	F 3		Click on Proceed T button	o Step 2 of 3				

8. Click on Finish Enrolling to Register/Enroll yourself in course

1885 SMI															Home	Sign out
Favorites Main Menu	> Self Service	> Enrollment >	Enrollment: Ad	d Classes												
				go to .		• >>>>										
Search	P	Plan	Enroll		My Academic	s										
my class se	chedule	add	1	ter	rm information		Î									
Add Classes 2. Confirm cl Click Finish Enr exit without add Fall 2016 Undergrad	asses olling to process yo ding these classes, uate Sindh Madress	our request for the click Cancel. satul Islam Uni	classes listed	below. To	- 1-2-(7										
			Ope	n 🔲	Closed											
Class	Description	Days/Times	Room	Instructor	Units Status											
CSC 104-CS2A (1029)	Object Oriented Programming (Lecture)	Mo 9:00AM - 12:00PM	Room CR-001 TalpurHouse Grd Fl	A. Khan	3.00											
		CANCEL	PREVIOUS	FINIS	H ENROLLING	<		Click	on Finsh	Enrollina	Button					

9. Successful Screen

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		9	o to 🔹 🛞		
Search	Plan	Enroll	My Academics		
my class schedule	add		term information		
dd Classes					
View results					
View the following status	report for enrollment confi	rmations and errors:		This shows you are successfully	
· · · · · · · · · · · · · · · · · · ·				enrolled in a class	
pring 2016 Undergraduate	Sindh Medressetul Islam (Jni		7	
	Surran appled	X From un	unbia tea add class		
lass	Message	COULT TO	Status		
CC 101	Success: This class has	been added to your s	ichedule. 🖋		
	MY C	LASS SCHEDULE	DD ANOTHER CLASS		
	-			If you want to add another class clicks on	"ADD
earch Plan Enroll My Aca	ademics			ANOTHER CLASS" button and follow the	same
Class Schedule Add Tem	m Information			procedure	June
o to 🔹 🛞				procedure	