# *Using PeopleSoft*

Sign up for classes:

- From the PeopleSoft homepage, select the 'Manage Classes' tile, then 'Class Search & Enroll'
- Select your desired term using the drop-down menu
- Select the subject box and insert the class subject (ex.ENGL)
- In the box below, input the course number
- Click 'Search'
- Upon finding your desired class, click 'Select'
- Click next, the class is now in your shopping cart
  - Alternatively: if you know the 4-digit class number, click enroll and enter the number there
- Ready to Enroll? Click on 'Shopping Cart', select the term, choose the classes you wish to enroll in, and click enroll
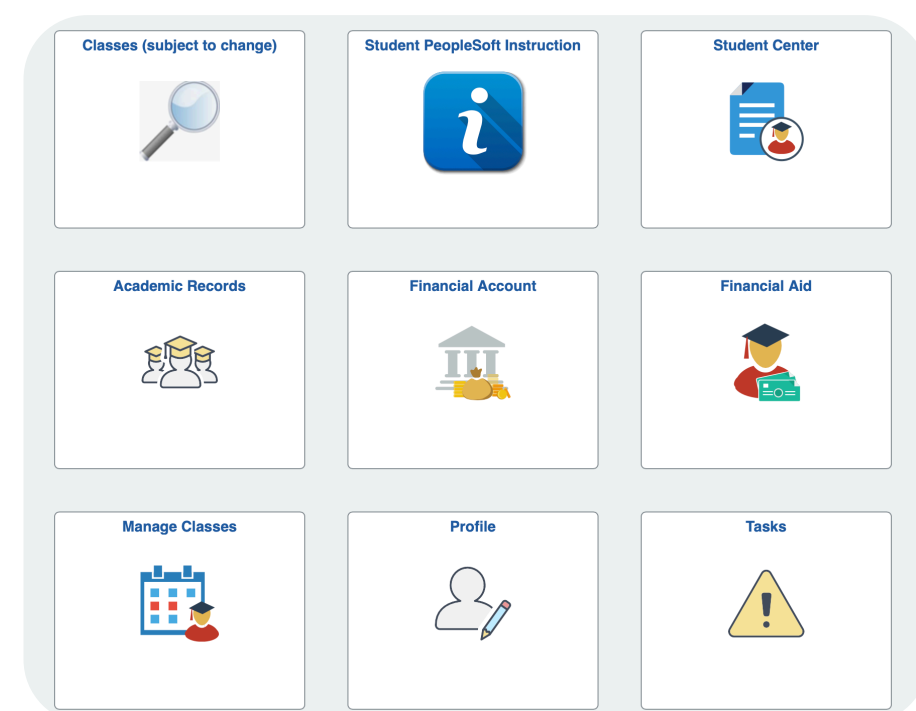
Drop a class:

- Select the 'Manage Classes' tile
- Click on 'Drop Classes'
- Select the classes you wish to drop
- click on 'Drop' in the upper right-hand corner of the screen
- Confirm your decision to drop the class
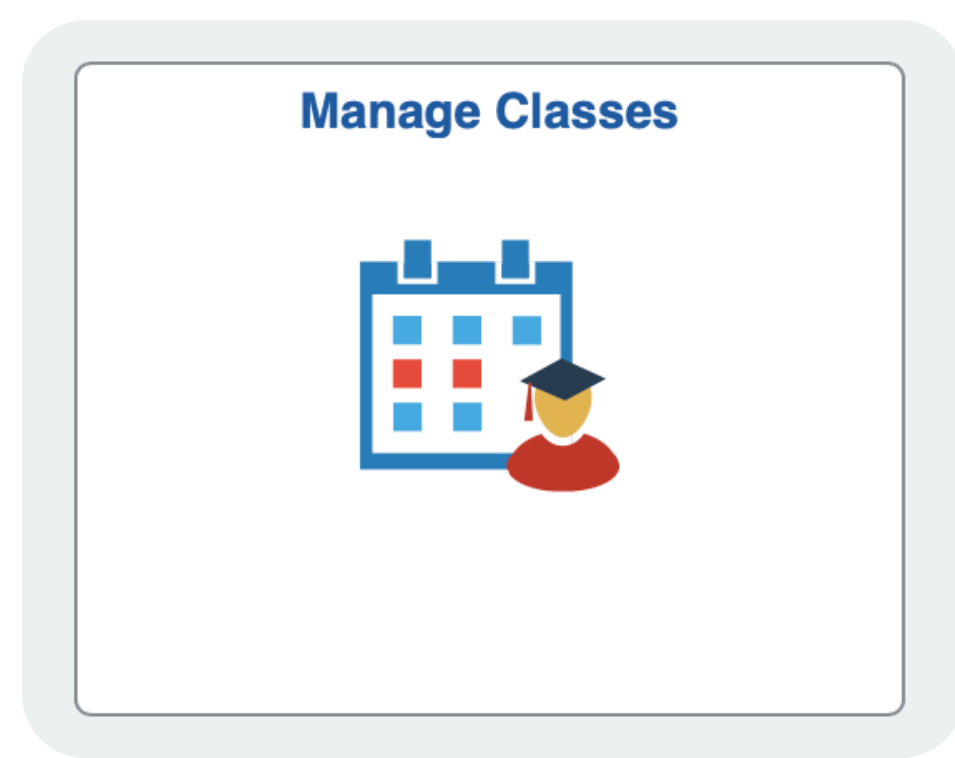
View class schedule:

- Select the 'Manage Classes' tile
- Select either 'View My Classes/Schedule' or 'My Weekly Schedule'

View your transcript:

- Select the 'Academic Records' tile
- Select 'View Unofficial Transcript'
- Click submit and a new window will open with your transcript
  - It is recommended to review your transcript(s) every semester to confirm final grades

Get your grades:

- Under academics, click on 'Other Academic Information' drop-down menu
- Select 'Grades', click 〉〉
- Current term grades display or click the 'Change Term' button for a different term's grades

Find out the courses you need using your degree plan:

- Click the 'Student Center' tile
- Click 'My Academics'
- Click View My Degree Plan
- Click Expand All
- Review courses taken and courses needed to satisfy requirements
- Click on the course name for the description and prerequisite info
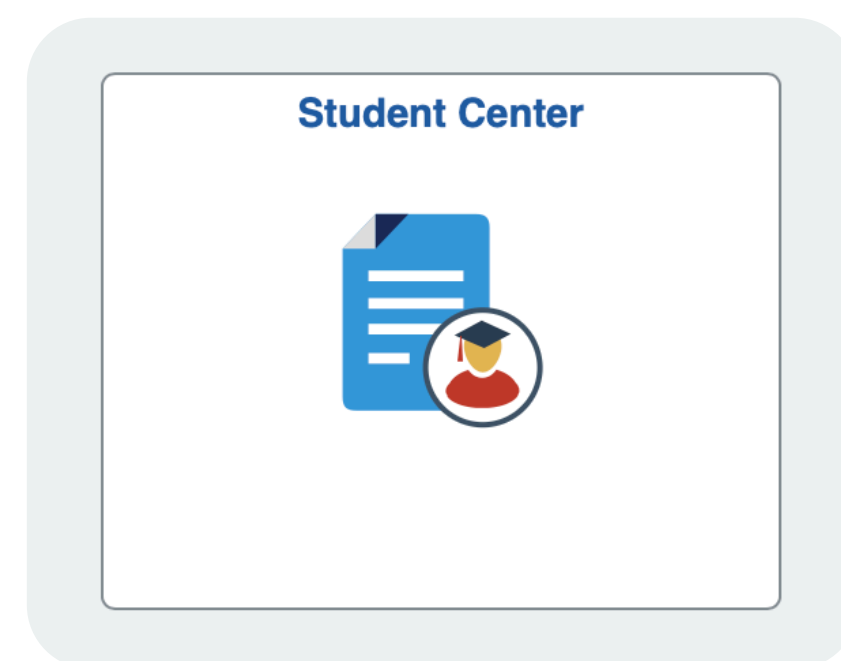
Student Center

See courses needed if you change majors:

- Select the 'Student Center' tile
- Click 'My Academics'
- Click 'Create a what-if scenario'
- Click the 'Create New Report' button
- Use the drop-down menus to select your desired major
- Click 'Submit Request'

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Academic Requirements	View My Degree Plan
What-If Report	Create a what-if scenario
Advisors	View my advisors

NOTE: Creating a what-if report <u>does not</u> change your major: Students are required to meet with the assigned advisor for their intended major to discuss their academic, career, and transfer goals and the new degree requirements. At that meeting, the advisor can assist you in completing the change of major form.

Apply for graduation:

- Under academics, click on 'Other Academic Information' drop-down menu
- Select 'Apply for Graduation', click ⏵⏵
- Click Academic Program
- Follow on-screen directions to complete the application

Pay your bill :

- Click the 'Financial Account' tile to view your bill
- From there, you have the option to make a payment plan and/or pay your bill

Financial Account
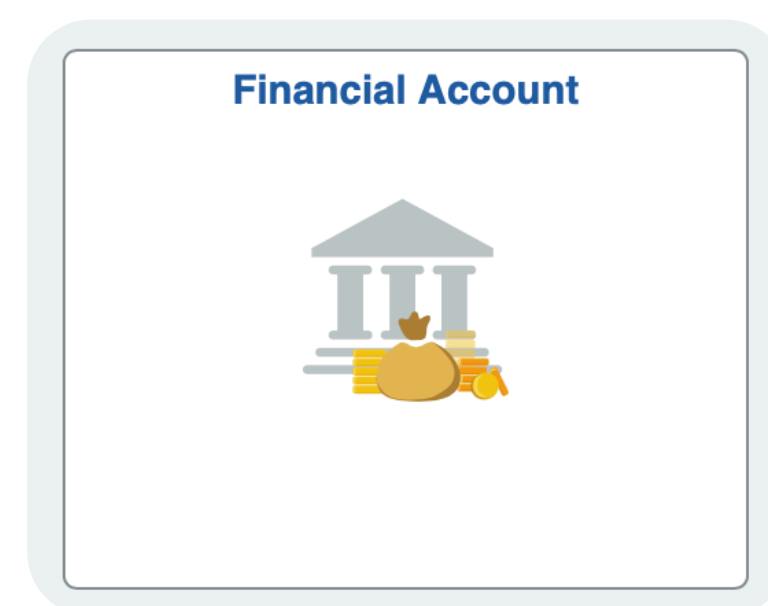
Need more help? Here's who to contact:
Welcome Desk: Jefferson Hall (1st Floor); <u>301.624.2710</u>
Career & Academic Planning: Jefferson Hall (2nd Floor); <u>301.846.2471</u>
Student Finance: Jefferson Hall (3rd Floor); <u>301.846.2456</u>
IT Help Desk: Gambrill Hall; <u>301.846.2509</u>

Frederick Community College