CLASS ENROLLMENT
WITH
PEOPLESOFT
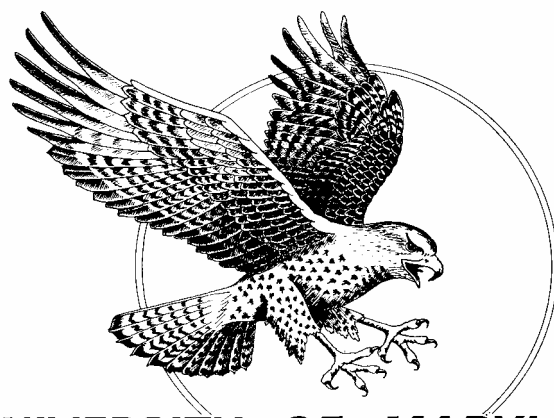
UNIVERSITY OF MARYLAND
EASTERN SHORE

STUDENT GUIDE
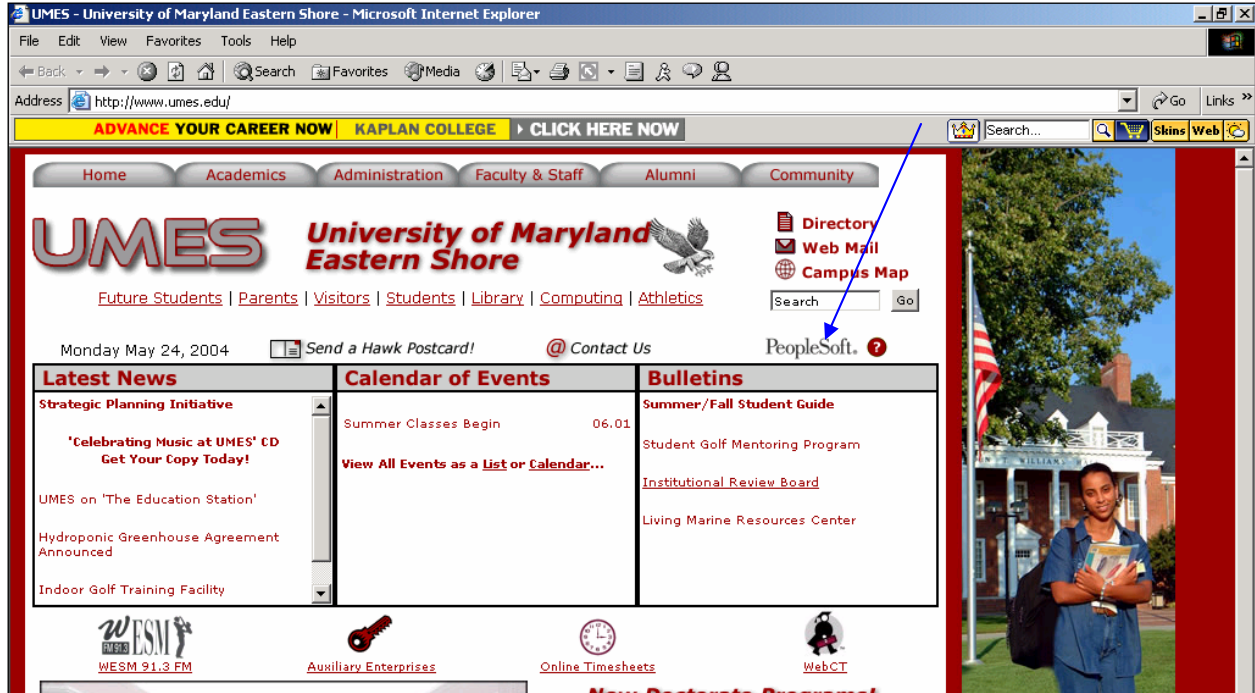
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PEOPLESOFT HELP DESK
(410) 651-8488 or EXTENSION 8488

TO GET STARTED:

> ➢ **Go to the UMES website (www.umes.edu) and Click on PeopleSoft**
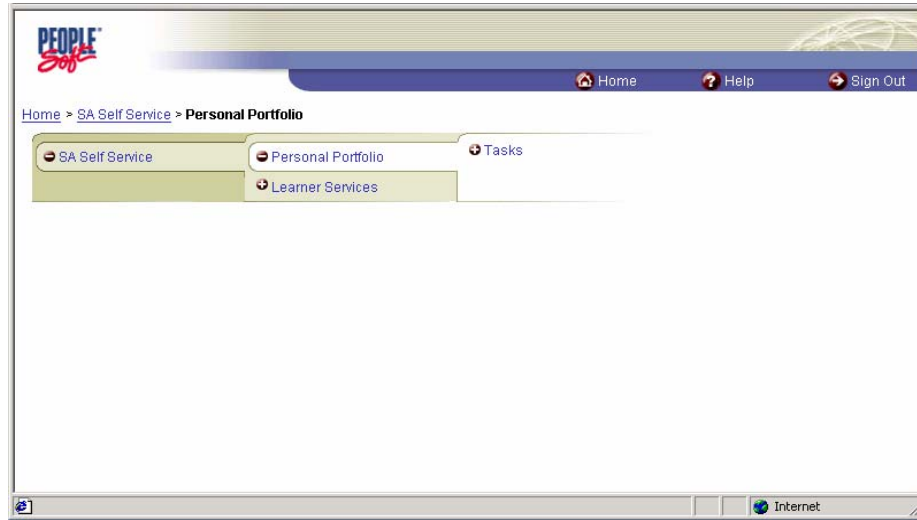

> ➢ **Log into the PeopleSoft system using the same User ID and Password currently used to access the UMES network.** *(Network ID's may be obtained online at www.umes.edu/NewAccount)*
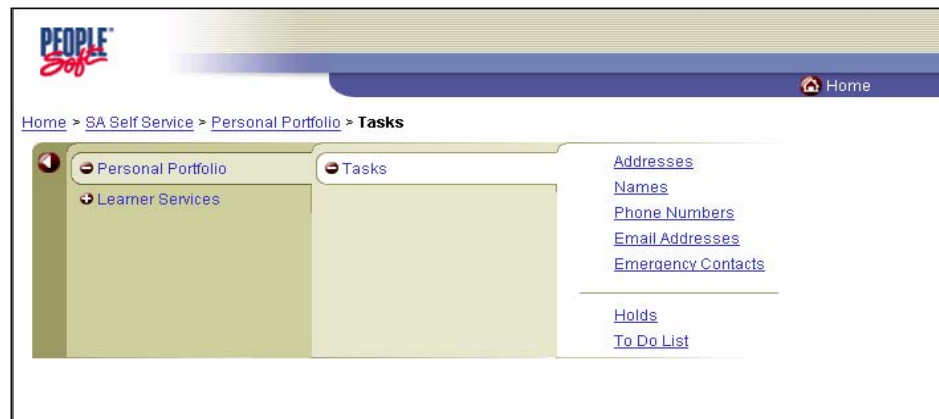
NAVIGATION:

SA SELF SERVICES➡ PERSONAL PORTFOLIO➡ TASKS

CLICK ON THE LINK FOR THE INFORMAITON YOU WISH TO VIEW ADDRESSES, NAMES, PHONE NUMBERS, E-MAIL ADDRESSES, EMERGENCY CONTACTS, HOLDS OR TO DO LIST

*Note: You have VIEW-ONLY access to all panels except E-MAIL ADDRESSES and EMERGENCY CONTACTS; you may add to your list of e-mails and emergency contacts.
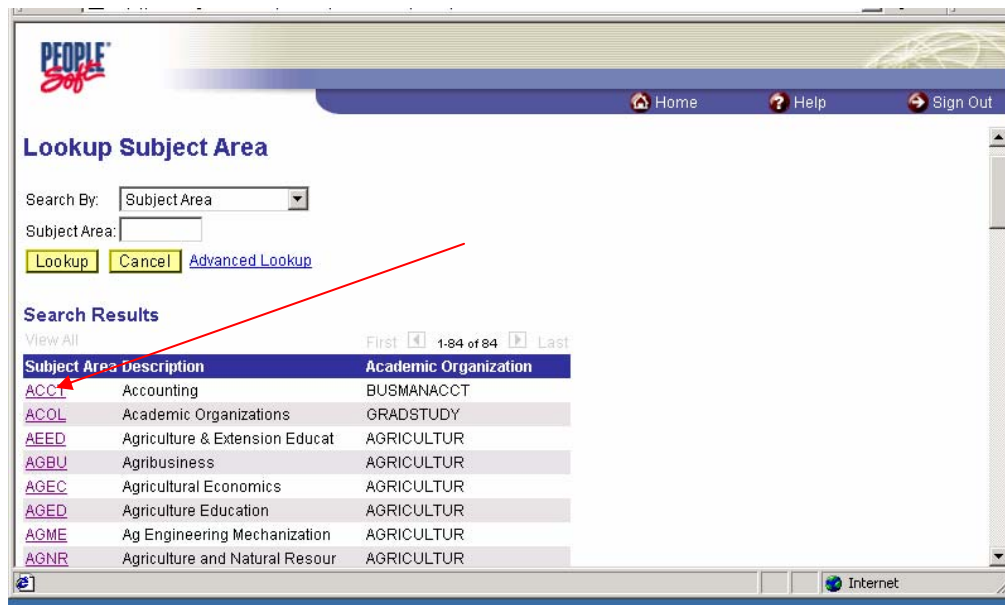
NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ CATALOG➡ VIEW COURSE CATALOG
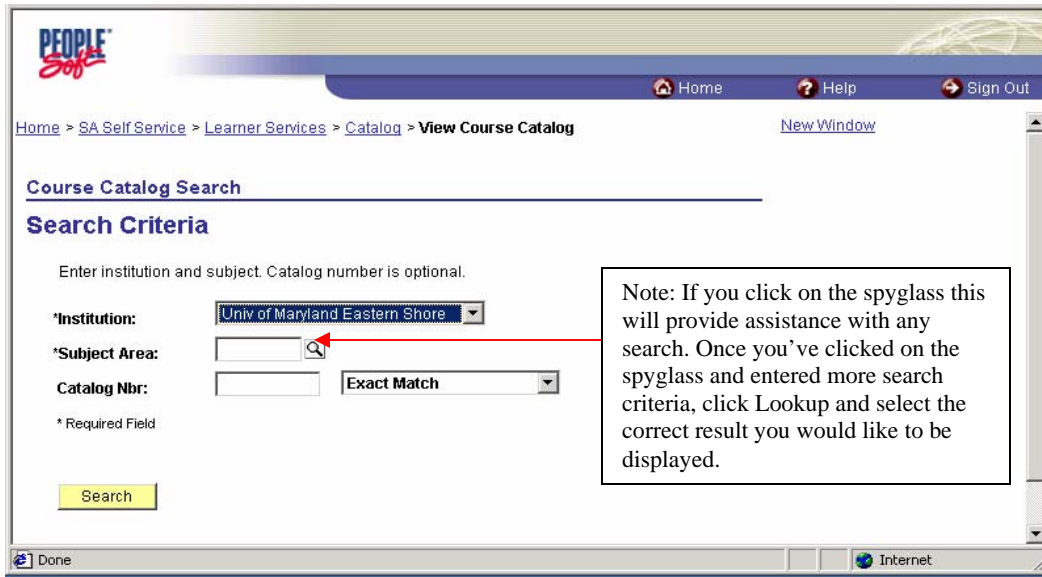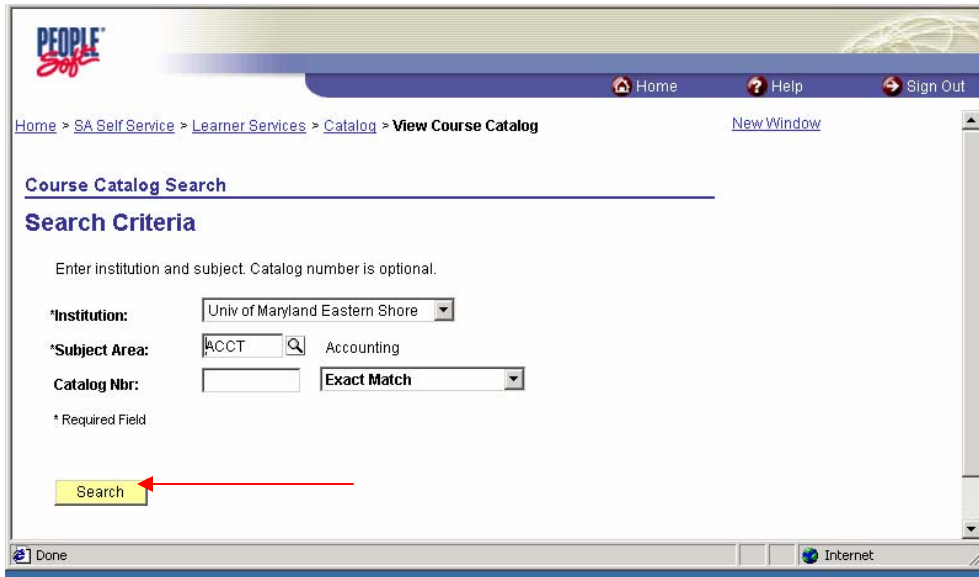

*TYPE IN THE SUBJECT (Subjects are always 4 letter abbreviations)*
OR
CLICK ON THE SPYGLASS TO SELECT A SUBJECT AREA. CLICK ON THE
LOOKUP **BUTTON TO VIEW A FULL LIST OF COURSES. TO SELECT A SUBJECT CLICK ON THE SUBJECT ABBREVIATION.**

***Note*: CATALOG NUMBER IS NOT REQUIRED TO PROCEED. CLICK THE *SEARCH*
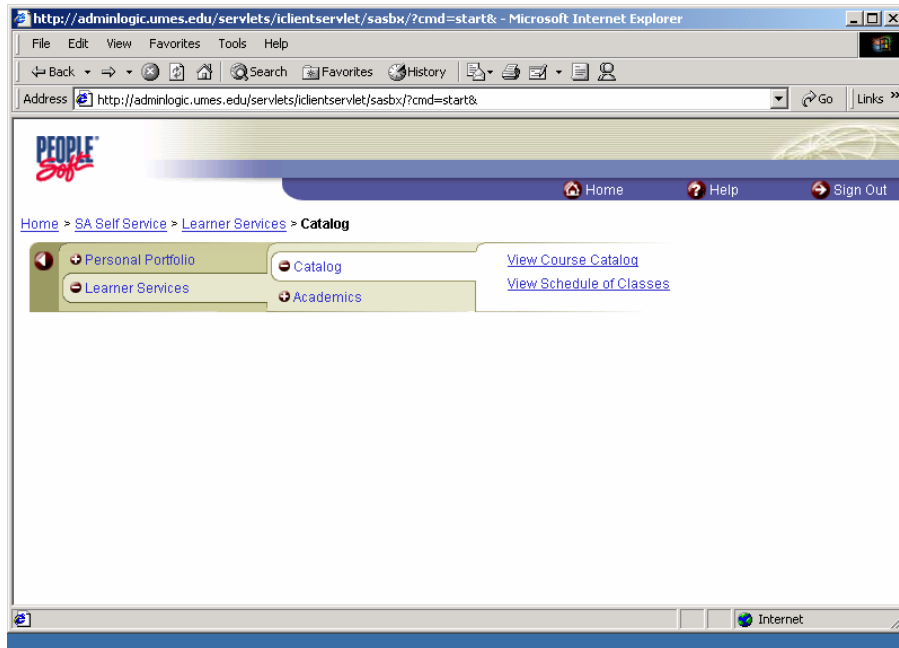BUTTON TO VIEW A LIST OF COURSES FOR THE CHOSEN SUBJECT**

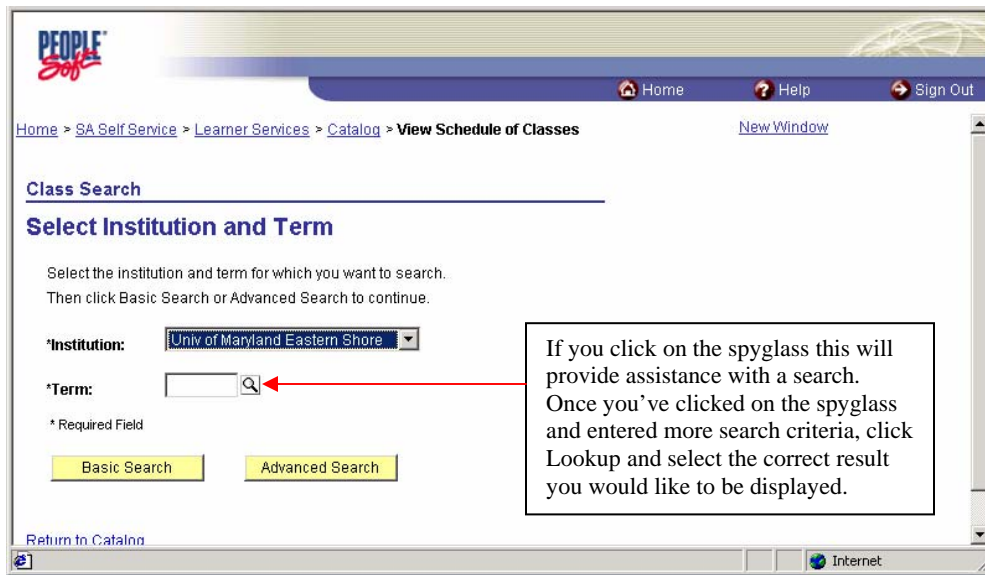**CLICK ON "<u>RETURN TO SEARCH</u>" TO VIEW ANOTHER SUBJECT AREA**
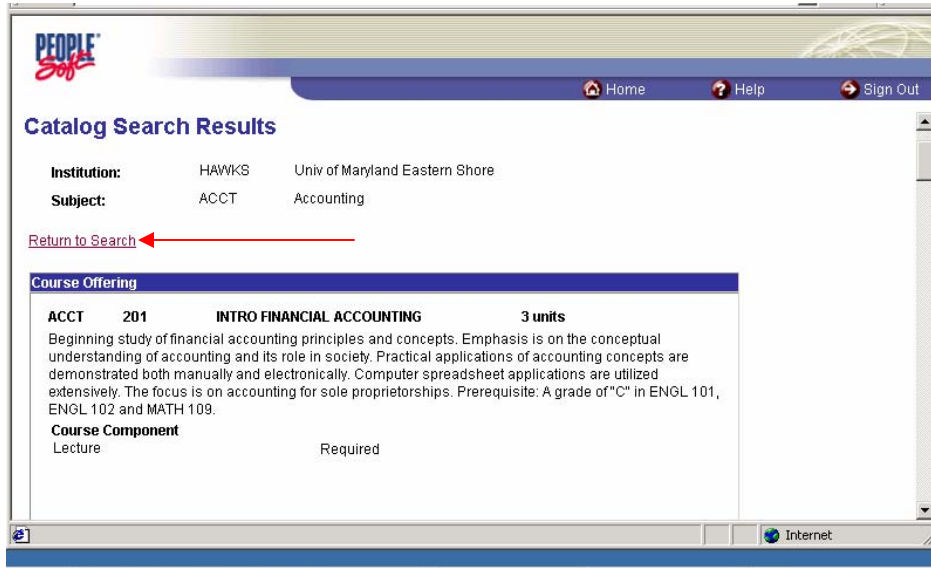
NAVIGATION:

SA SELF SERVICE ⇒ LEARNER SERVICES ⇒ CATALOG ⇒ VIEW SCHEDULE OF CLASSES

TYPE IN THE TERM
OR
CLICK ON THE SPYGLASS TO LOOK UP THE TERM YOU WANT TO SELECT

Note: Term numbers
Example: 2048= Fall 2004
1st number = Millennium
2nd and 3rd numbers=Year
4th number=Semester   (0-Winter, 1-Spring, 8-Fall, 5-Summer I, 6-Summer II, 7-SummerIII)

CLICK ON BASIC SEARCH TO LOOK FOR A SPECIFIC CLASS.
***Note: Select Institution by clicking on the drop down arrow and selecting UMES**

TYPE IN THE SUBJECT and CATALOG NUMBER
OR
CLICK ON THE SPYGLASS TO SELECT A SPECIFIC SUBJECT AREA; CLICK SEARCH

***Notes: Catalog number is not required to conduct a search**
The other search components allow you to refine your search (Ex: Course Component= Lecture, Discussion, Lab, etc., Course Career=Undergraduate or Graduate)

CLASS SEARCH PROVIDES YOU WITH SPECIFICS SUCH AS:

- **CLASS NUMBER**
- **CATALOG NUMBER**
- **DESCRIPTION**

- **NUMBER OF SEATS AVAILABLE**

- **INSTRUCTOR**

- **SUBJECT**
- **SECTION NUMBER**
- **NUMBER OF CREDITS**

- **INSTRUCTOR**

- **TIME AND LOCATION OF CLASS**

Note: The CLASS NUMBER should be noted, it's used to enter classes. Click on the class detail icon on the far right side of the page. This will give you additional class information

NAVIGATION:

SA SELF SERVICE ➡ LEARNER SERVICES ➡ ACADEMICS ➡ VIEW ENROLLMENT APPOINTMENT

SELECT A TERM

**THIS WILL DISPLAY THE START DATE AND TIME AND END DATE AND TIME
THAT YOU ARE ELIGIBLE TO ENROLL AS WELL AS THE MAXIMUN CREDITS (UNITS)**

NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ ACADEMICS➡ ENROLL IN A CLASS

IMPORTANT NOTE !!!!

Before you can enroll in a class, you must have a UMES Network account.

(Network ID's may be obtained online at www.umes.edu/NewAccount
Your PeopleSoft UserID and Password will be created once you have a network account)

And
You MUST see your Advisor!

SELECT AN ENROLLMENT TERM.

TO ADD A CLASS TO YOUR SCHEDULE:

1. **CLICK ON ADD CLASSES TOWARDS THE BOTTOM LEFT OF THE SCREEN**
2. **TYPE IN THE _CLASS NUMBER_ IN THE CLASS NUMBER FIELD OR CLICK ON THE SPYGLASS TO SEARCH FOR A CLASS.**
3. **IN ORDER TO ADD MORE THAN 6 CLASS NUMBERS, CLICK ADD ANOTHER CLASS.**
4. **CLICK THE SUBMIT BUTTON ONCE YOU HAVE ADDED YOUR CLASSES.**
5. **VERIFY YOUR SUCCESS BY CHECKING THE ADD STATUS COLUMN.**

*Notes: If your add status message says SUCCESS, you are enrolled in the class. If you have a message that states ERROR, you must Click on the word ERROR/MESSAGE to view the message.

■ IF YOU NEED TO ENTER A PERMISSION NUMBER ■

**CLICK ON THE ACTUAL SUBJECT/CATALOG # LINK
A DISPLAY BOX WILL APPEAR ENTER YOUR PERMISSION NUMBER;
CLICK OK; CLICK THE SUBMIT BUTTON AGAIN; CHECK YOUR ADD STATUS**
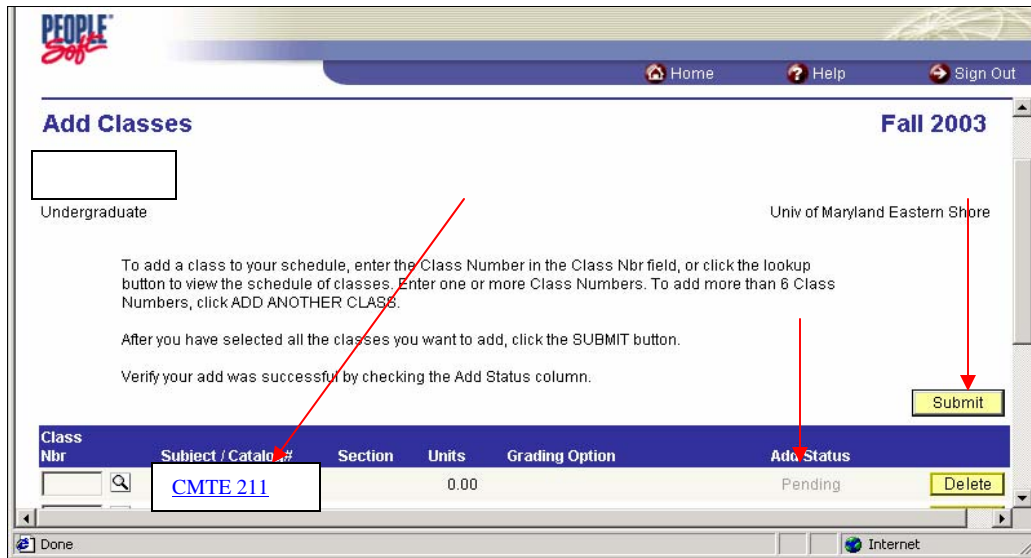
CLICK ON "VIEW MY CLASS SCHEDULE" TO SEE YOUR COMPLETED SCHEDULE.
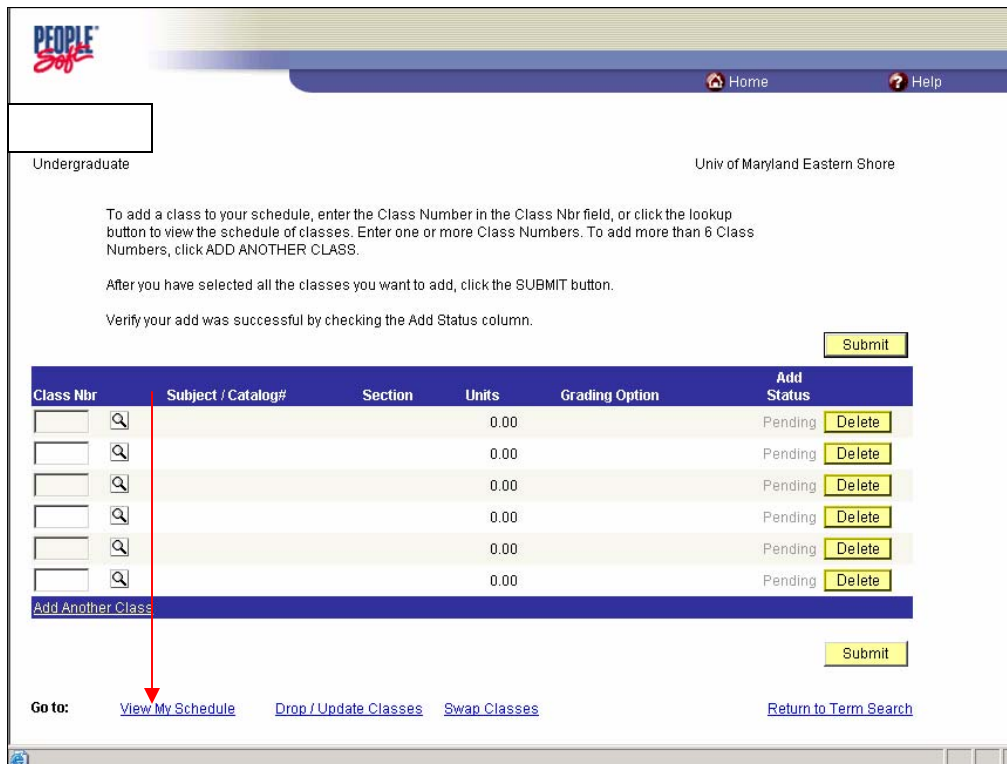
THE SCHEDULE INCLUDES ALL CLASSES THAT HAVE BEEN ADDED TO OR DROPPED FROM YOUR SCHEDULE

TO DROP A CLASS FROM YOUR SCHEDULE:

1. CLICK ON "<u>DROP/UPDATE CLASSES</u>" AT THE BOTTOM OF THE SCREEN
2. SELECT WHICH COURSES TO DROP
3. CLICK THE "SUBMIT" BUTTON WHEN YOU ARE FINISHED
4. VERIFY YOUR SUCCESS IN THE STATUS COLUMN

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TO SWAP CLASSES ON YOUR SCHEDULE:

1. **CLICK ON SWAP CLASSES**
2. **TYPE IN THE CLASS NUMBER IN THE BOX BESIDE THE CLASS YOU WANT TO SWAP IT FOR**
3. **CLICK THE SUBMIT BUTTON**

*Note: Swapping classes allows you to keep the current class on your schedule without dropping it, in the event that the class you are swapping is not available you don't loose the seat in the class you originally enrolled into

NAVIGATION:

SA SELF SERVICE ➡ LEARNER SERVICES ➡ ACADEMICS ➡ VIEW MY WEEKLY SCHEDULE
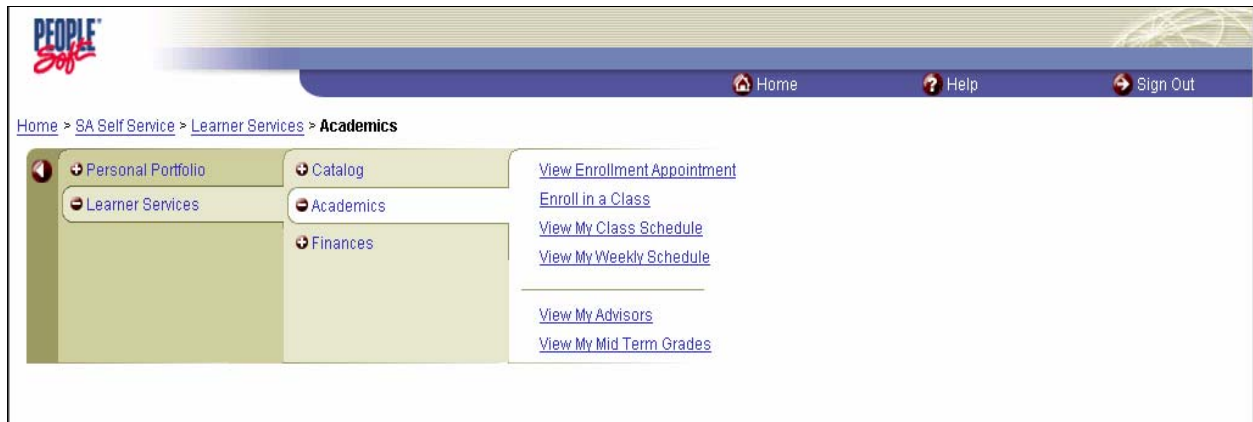
*Note: This will give you a printable calendar view of your class schedule.   You must change the As of Date to reflect the current semester and then Click GO. You may type over the date or use the calendar icon.
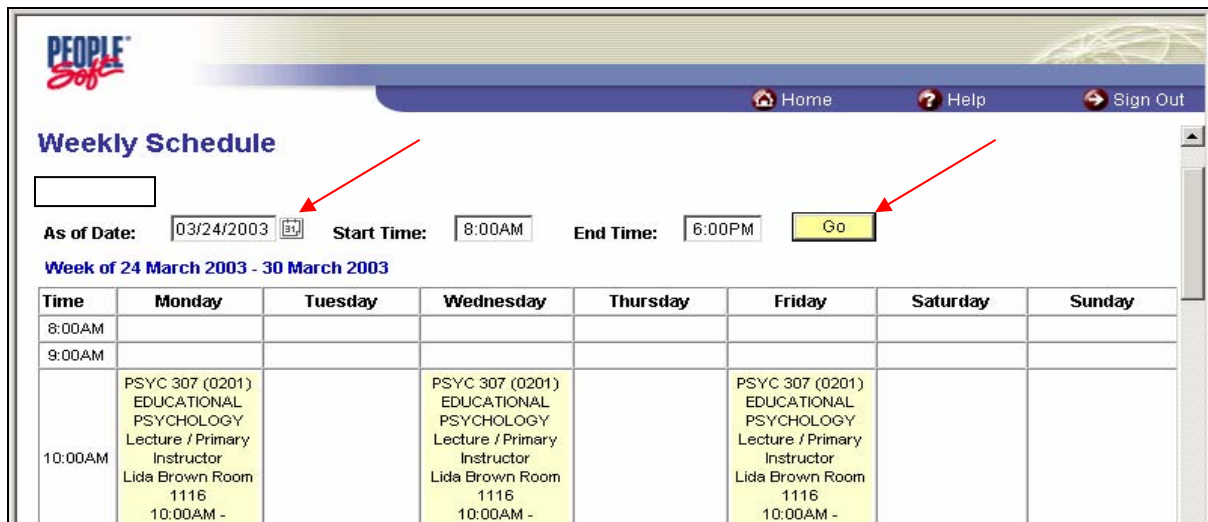
NAVIGATION:

SA SELF SERVICE → LEARNER SERVICES → ACADEMICS → VIEW MY ADVISORS

*Note: To send your Advisor an email you may click on the highlighted email address

■ HOW TO VIEW MID TERM GRADES ■

NAVIGATION:

SA SELF SERVICE → LEARNER SERVICES → ACADEMICS → VIEW MY MID TERM GRADES

SELECT A TERM AND MID TERM GRADES WILL AUTOMATICALLY BE DISPLAYED

▪ HOW TO VIEW FINAL GRADES ▪

NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ ACADEMICS➡ ENROLL IN A CLASS

SELECT A TERM

FINAL GRADES ARE DISPLAYED IN THE GRADE COLUMN ON YOUR CLASS SCHEDULE

■ FINANCES AND FINANCIAL AID ■

NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ FINANCES➡ACCOUNT SUMMARY

SELECT A TERM

CLICK ON VIEW ACCOUNT DETAIL. THIS IS YOUR BILL. PRINT THIS PAGE.

PEOPLE Soft

Home > SA Self Service > Learner Services > Finances > **Account Summary**

Account Summary

Summary for Term

Spring 2004

Univ of Maryland Eastern Shore

Charge Activity:	4,767.50 USD	
Payment Activity:	-4,767.50	View Financial Aid
Anticipated Aid Activity:	0.00	
Admissions Deposit Activity:	0.00	
Term Balance:	**0.00 USD**	View Account Detail

Return to Account Summary

PEOPLE Soft

Home > SA Self Service > Learner Services > Finances > **Account Summary**

Account Summary

Account Detail for Term

Spring 2004   **As of Date**   05/25/2004

Credit card payments must be made in person or by telephone.

We accept VISA, Mastercard, and Discover only.

Univ of Maryland Eastern Shore   [Make Payment]   Send Payment To

Charges

Date Posted	Item Description	Amount
12/10/2003	Housing	1,715.00 USD
01/31/2004	SOAR TO HAWK TRANSFER	500.00
04/16/2004	Athletic fee	175.00
04/16/2004	FT Student Union Fee	200.00
04/16/2004	FT Technology Fee	60.00
04/16/2004	Recreational fee	300.00
04/16/2004	Student Activity Fee	36.00
04/16/2004	UGrad Tuition FT In State	1,781.50
Total Charges:		**4,767.50 USD**

Payments Received

Date Posted	Item Description	Amount
02/09/2004	Refund/System	1,044.50 USD
04/21/2004	Refund/System	1,200.00

Done

NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ FINANCES➡TOTAL DUE CHARGES

PEOPLE Soft

🏠 Home   ❓ Help   ➡ Sign Out

Home > SA Self Service > Learner Services > Finances > **Total Due Charges**   New Window

Total Due Charges

Charges by Due Date

Total Due Charges may not reflect recent changes to your tuition and fees for term Fall 2002.

WARNING: PAYMENT FOR REGISTRATION AND TUITION/FEES MUST BE RECEIVED BY 9/3/03 OR YOUR CLASS SCHEDULE WILL BE CANCELLED. Any past due balances will result in University services being withheld. You should review your "To Do List" to ensure that you are paid/registered. Follow Home>SA Self Service>Personal Portfolio>Tasks>To Do List. If the To Do Item "Fall 2003 Bill Paid Worksheet" appears, YOU ARE NOT OFFICIALLY REGISTERED.

As of Date: 05/25/2004   [Make Payment]

Due Date	Due Amount	Running Total

Send Payment to:

[Make Payment]

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NAVIGATION:

SA SELF SERVICE➡ LEARNER SERVICES➡ FINANCES➡VIEW MY FINANCIAL AID

SELECT AID YEAR

Home > SA Self Service > Learner Services > Finances > **View My Financial Aid**   New Window

Financial Aid

Select Aid Year to View

The following represents all aid years for which you have an active financial aid file (500).

Aid Year	Institution	Aid Year Description
2005	Univ of Maryland Eastern Shore	Aid year data not available.
2004	Univ of Maryland Eastern Shore	2003-04 Financial Aid Year
2003	Univ of Maryland Eastern Shore	Aid year data not available.

Select an aid year to view your specific financial aid details for that aid year (537).

THIS WILL DISPLAY AWARD TYPES, AMOUNTS AND TOTALS

Home > SA Self Service > Learner Services > Finances > **View My Financial Aid**   New Window

Financial Aid

Award Summary

2003-04 Financial Aid Year

Below is displayed award types, amounts, and totals for the above aid year (511).

Aid Year

Award	Offered	Accepted	
Federal PELL Grant	4,050.00	4,050.00 USD	
Md Educational Asst Grant	2,400.00	2,400.00	
Federal Direct Sub Loan #1	5,500.00	5,500.00	Loan Application Information
Federal Direct Unsub Loan #1	2,189.00	2,189.00	Loan Application Information
Aid Year Totals	**14,139.00**	**14,139.00** USD	

Terms

View Spring 2004

Award	Offered	Accepted
Federal PELL Grant	2,025.00	2,025.00 USD
Md Educational Asst Grant	1,200.00	1,200.00
Federal Direct Sub Loan #1	2,750.00	2,750.00
Federal Direct Unsub Loan #1	1,094.00	1,094.00
Term Totals	**7,069.00**	**7,069.00** USD

View Fall 2003

FREQUENTLY ASKED PEOPLESOFT ENROLLMENT QUESTIONS

➢ **HOW DO I ACCESS THE SYSTEM?**
    Go to the UMES web page at www.umes.edu and click on PEOPLESOFT.

➢ **WHAT IF I FORGOT OR DO NOT HAVE A USER ID OR PASSWORD?**
    Go to www.umes.edu/NewAccount

➢ **HOW DO I GET PERMISSION TO ENROLL IN CLASSES?**
    Select the classes you want to take and see your advisor to get written permission.

➢ **HOW DO I GET HELP IN NAVIGATING THROUGH PEOPLESOFT?**
    On the UMES web page under PEOPLESOFT click on the help icon ❓ This contains step by step documents or Call the
    PEOPLESOFT HELPDESK at (410) 651-8488 or EXTENSION 8488

➢ **HOW DO I ENTER A PERMISSION NUMBER?**
    Click on the actual subject (ex: Math101) the permission number screen will automatically appear; click OK once the number
    has been entered, then click Submit

➢ **HOW DO I VIEW MY GRADES?**
    Mid Term Grades Navigational Path: SA SELF SERVICE> LEARNER SERVICES> ACADEMICS> VIEW MY MIDTERM
    GRADES

    Final Grades Navigational Path: SA SELF SERVICE> LEARNER SERVICES> ACADEMICS> ENROLL IN CLASS> Select
    a Term, Final grades are displayed in the Grade column of your class schedule

Error Message Definitions/ Problems

➢ **ERROR/MESSAGE ON ENROLLMENT STATUS AFTER CLICKING THE SUBMIT BUTTON**
    You must click on the word *Error/Message* to view what the message it contains

➢ **NO VALID ENROLLMENT APPOINTMENT**
    Verify that the student's status (Senior enrollment starting first day and Undergrads second day)
    Verify that the student has seen their advisor who has activated registration
    If the following criteria has been completed then
    Have your advisor to contact the Registrar's Office for an enrollment appointment

➢ **CONFLICT ERROR**
    There is a schedule conflict. The system will not allow you to enroll in classes that may overlap
     in start or end times.

➢ **MAXIMUM UNITS EXCEEDED**
    There is a conflict with the maximum number of credits (units) allowed and the number of credits you are attempting to enroll
    into. Please contact the Registrar's Office. In some cases written permission is needed before an override can take place.

➢ **CAN LOGON BUT SEE SOMEONE ELSES NAME AND INFORMATION**
    Please contact the PeopleSoft Help Desk; be prepared to give the students Name with Middle Initial, UMES Email (ex:
    JLDOE@umes.edu or JLDOE1@umes.edu) and Birth Date

➢ **CAN LOGON BUT SAYS NO MATCHING VALUES IN THE ENROLLMENT SCREEN**
    Please contact the PeopleSoft Help Desk; be prepared to give the students Name with Middle Initial, UMES Email (ex:
    JLDOE@umes.edu or JLDOE1@umes.edu) and Birth Date

➢ **NO CURRENT TERM LISTED**
    Verify that the student has seen their advisor who has activated registration
    If the following criteria has been completed
    Have your advisor to call the Registrar's Office to be Term Activated (An active career must be entered into the system
    (matriculation) by the Admissions Office before Term Activation can take place

➢ **HAVEN'T MET THE REQUIREMENTS OR PRE-REQUISITES**
    Verify that the requirements, pre-requisites or co-requisites have been met
    If the criteria has been met
    Request a permission number from the department that the class belongs to
    The Departments obtain the numbers from Registrar's Office

➢ **ATTEMPTED RD? YES**
    This is not an error. This means General Ed class