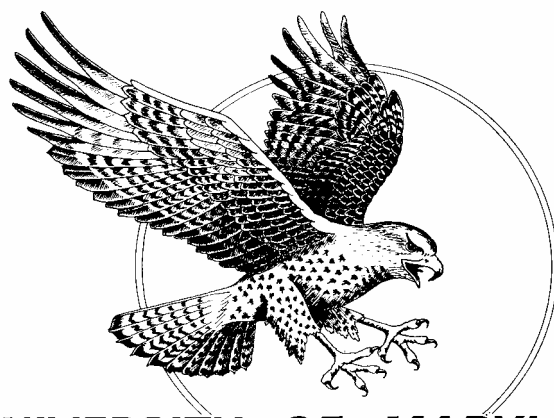


**CLASS ENROLLMENT
WITH
PEOPLESOF**



***UNIVERSITY OF MARYLAND
EASTERN SHORE***

STUDENT GUIDE

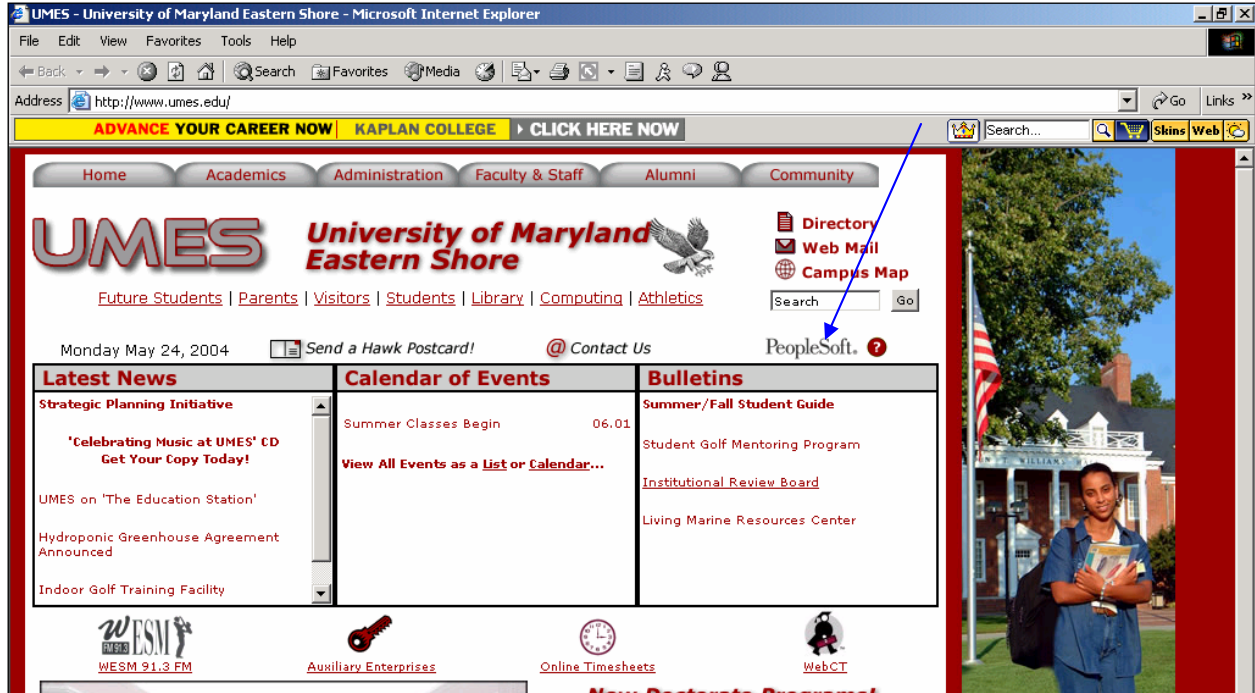
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***PEOPLESOFT HELP DESK
(410) 651-8488 or EXTENSION 8488***

TO GET STARTED:

- Go to the UMES website (www.umes.edu) and Click on PeopleSoft

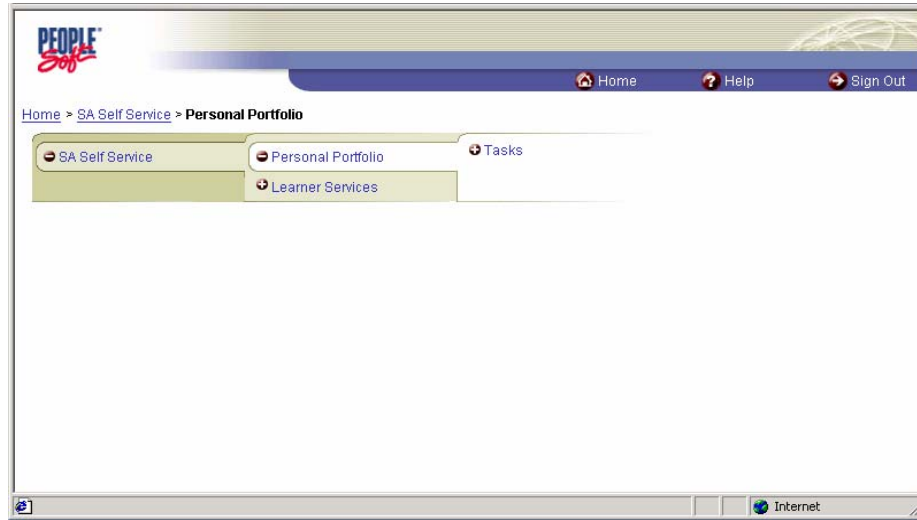


- Log into the PeopleSoft system using the same User ID and Password currently used to access the UMES network. (Network ID's may be obtained online at www.umes.edu/NewAccount)

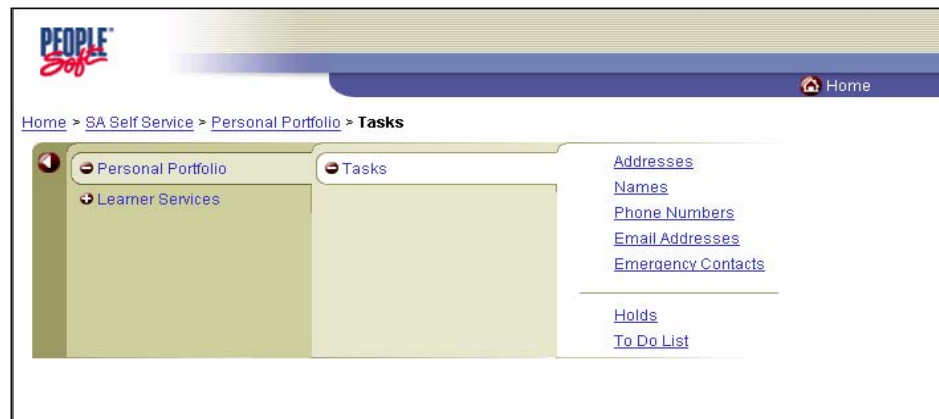


NAVIGATION:

SA SELF SERVICES ➔ PERSONAL PORTFOLIO ➔ TASKS



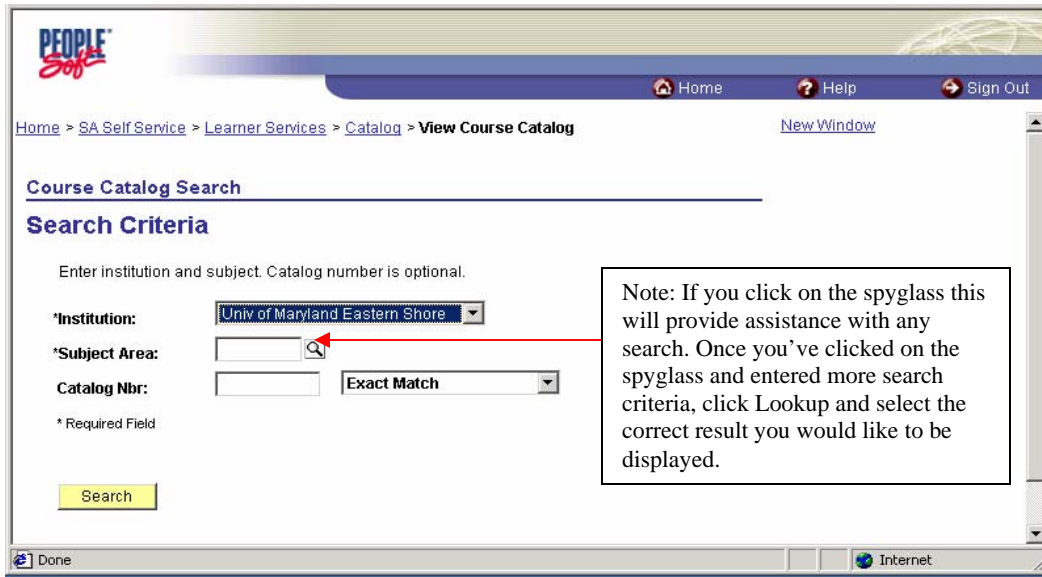
**CLICK ON THE LINK FOR THE INFORMATION YOU WISH TO VIEW
ADDRESSES, NAMES, PHONE NUMBERS, E-MAIL ADDRESSES,
EMERGENCY CONTACTS, HOLDS OR TO DO LIST**



***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:

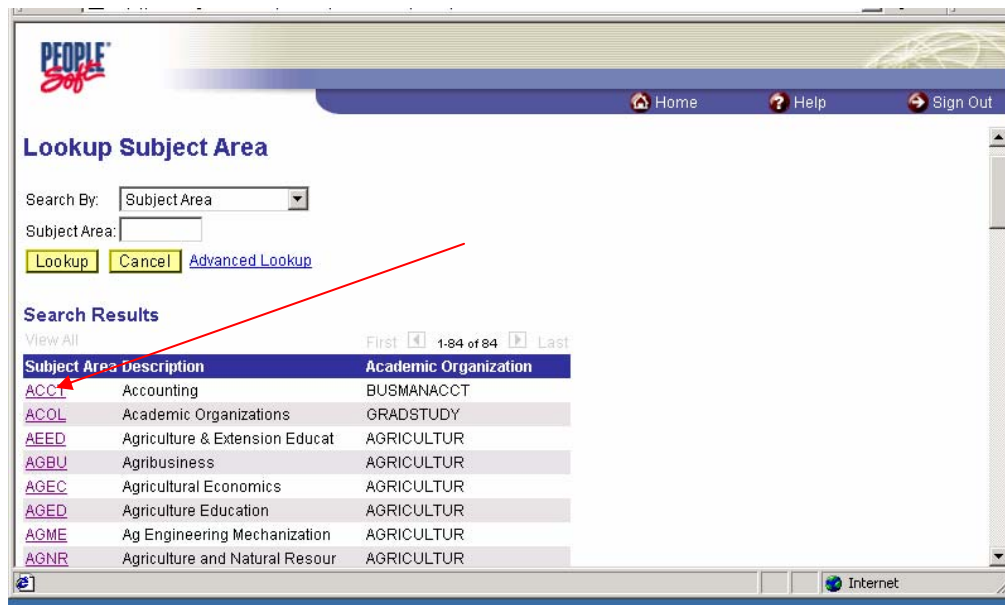
SA SELF SERVICE → LEARNER SERVICES → CATALOG → VIEW COURSE CATALOG



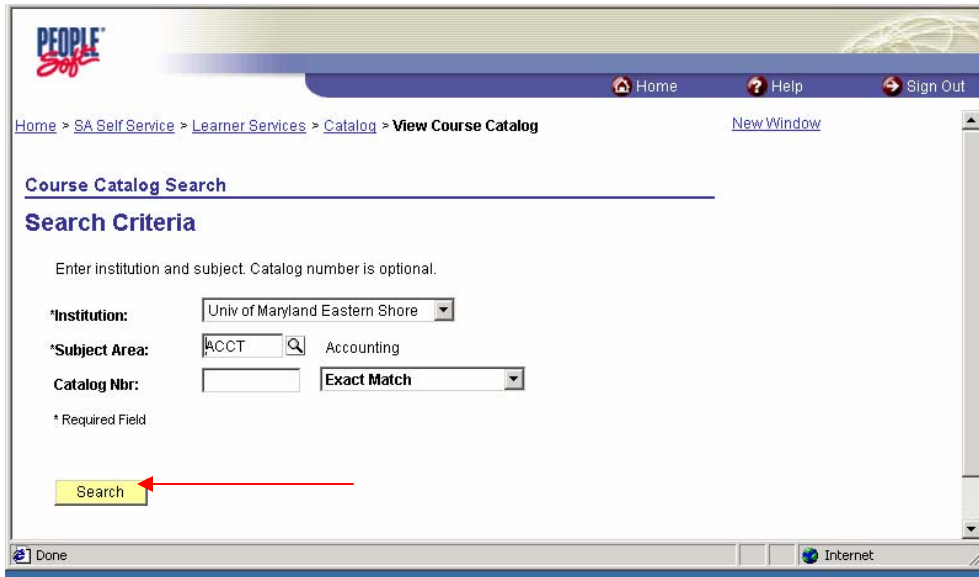
TYPE IN THE SUBJECT (Subjects are always 4 letter abbreviations)

OR

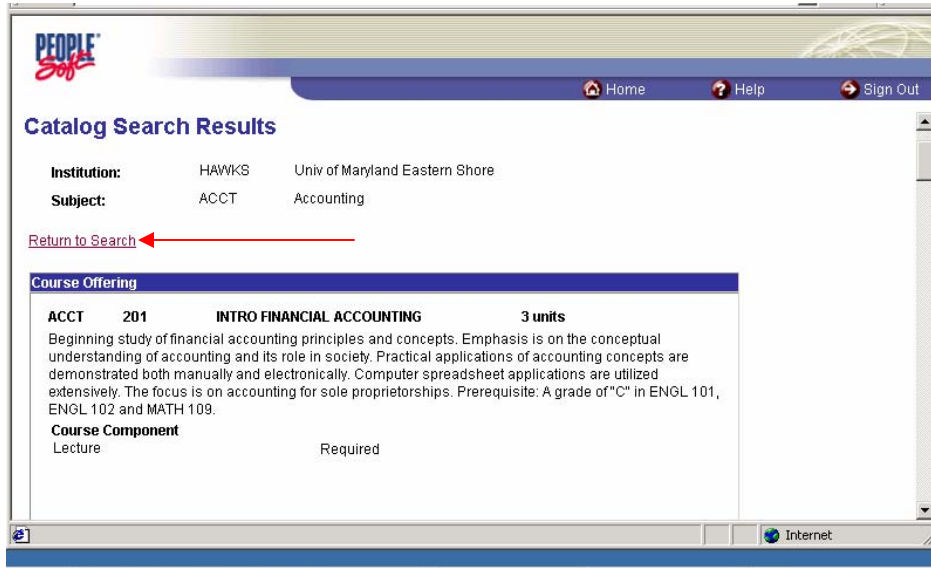
CLICK ON THE SPYGLASS TO SELECT A SUBJECT AREA. CLICK ON THE LOOKUP BUTTON TO VIEW A FULL LIST OF COURSES. TO SELECT A SUBJECT CLICK ON THE SUBJECT ABBREVIATION.



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

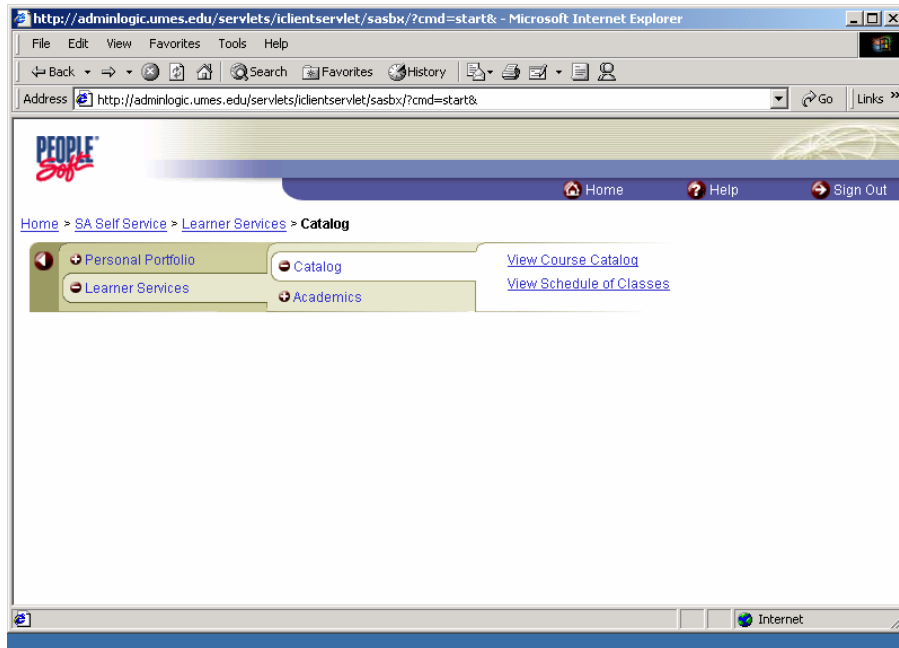


CLICK ON “RETURN TO SEARCH” TO VIEW ANOTHER SUBJECT AREA

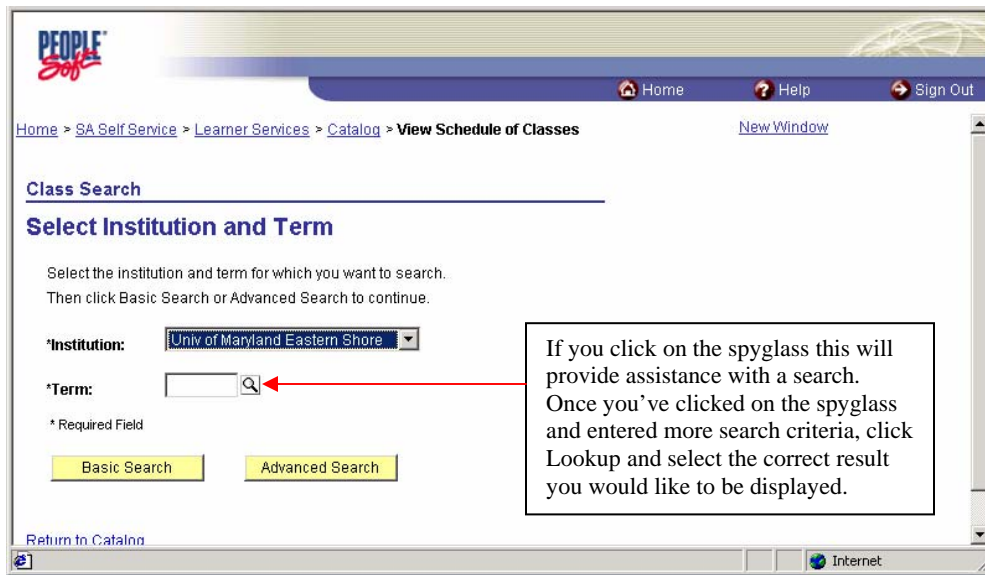


NAVIGATION:

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**

PEOPLE Soft

Home Help Sign Out

Class Search

Select Institution and Term

Select the institution and term for which you want to search. Then click Basic Search or Advanced Search to continue.

*Institution: Univ of Maryland Eastern Shore

*Term: 2038 Fall 2003

* Required Field

Basic Search Advanced Search

[Return to Catalog](#)

Done Internet

**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)

PEOPLE Soft

Home

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Catalog](#) > [View Schedule of Classes](#)

Class Search

Basic Class Search

Institution: HAWKS Univ of Maryland Eastern Shore

Term: 2041 Spring 2004

Select at least 2 criteria below then click Search to see the results.

Subject: [] []

Catalog Number: [] Exact Match

Open Classes Only

Open Entry/Exit Classes Only

Description: []

Course Component: []

Course Career: []

Session: []

Campus: []

Location: []

Search Advanced Search [Return to Select Institution and Term](#)

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

Class Search Results

Academic Institution: HAWKS Univ of Maryland Eastern Shore ☆ indicates an enrollment section.
 Term: 2038 Fall 2003

[Basic Search](#) [Advanced Search](#) [Return to Select Institution and Term](#)

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 1573	AGBU	300	0101	INTERNSHIP I	3	LEC	Open	6	0
Session: Regular Time: TBA Room: TBA Dates: 02/09/2003 - 18/12/2003 Instructor: Acquah, Emmanuel T.									
☆ 1575	AGBU	300	0201	INTERNSHIP I	3	LEC	Open	5	0
Session: Regular									

**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*

Class Sections

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 1840	MUSI	100	0101	RUDIMENTS OF MUSIC	3	LEC	Open	25	0
Session: Regular Time: 12:00PM 12:50PM MWF Room: PAC 1114 Dates: 09/02/2003 - 12/18/2003 Instructor: Staff									

Class Type: Enrollment Section **Class Status:** Active
Auto Enroll Section 1: **Auto Enroll Section 2:**
Mode of Instruction: **Wait List Capacity:** 0
Enrollment Capacity: 25 **Min Enrollment Req:** 7

Class Associations

Associated Class: 1 **Grading Basis:** Graded **Course Count:** 1.00
Requirement Designation: Arts & Humanities

Class Components

Lecture	Required
---------	----------

NAVIGATION:

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

SELECT A TERM

Term	Academic Career	Institution
Fall 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 3 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 2 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 1 2004	Undergraduate	Univ of Maryland Eastern Shore
Spring 2004	Undergraduate	Univ of Maryland Eastern Shore
Fall 2003	Undergraduate	Univ of Maryland Eastern Shore

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)

Enrollment Appointment View Details **Fall 2004**

Undergraduate Univ of Maryland Eastern Shore

Session: 1 Regular Academic Session **Appointment Nbr:** 0002

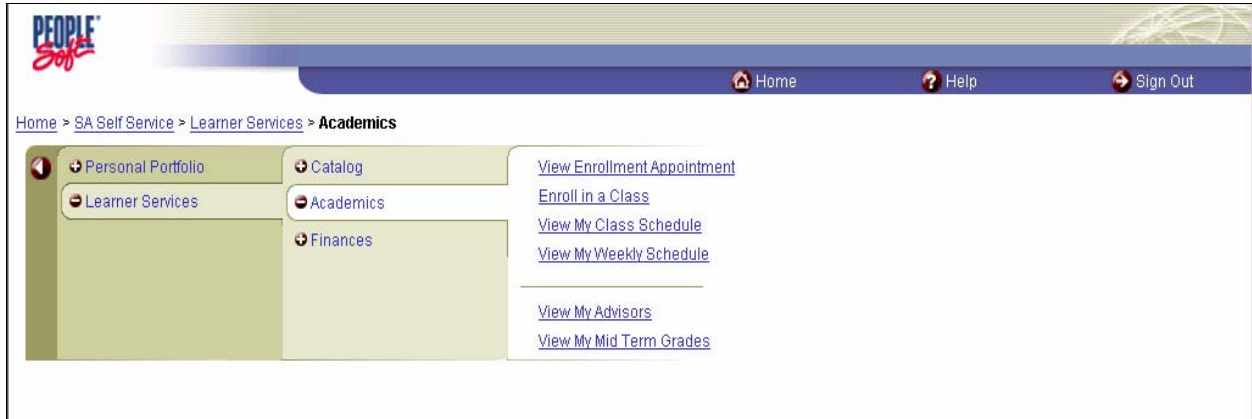
Start Date/Time: 03/30/2004 - 8:00AM **End Date/Time:** 04/09/2004 - 11:59PM

Units Limits	For the Term	For this Session	For this Appointment
Maximum	18.00	18.00	18.00
No GPA Units	18.00	18.00	6.00
Audit Units	6.00	6.00	6.00
Waitlist Units	8.00	8.00	0.00

[Select a Different Term](#) [Return to Academics](#)

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.

PEOPLE Soft

Home Help

Select Enrollment Term

You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
Fall 2003	Undergraduate	Univ of Maryland Eastern Shore
Spring 2003	Undergraduate	Univ of Maryland Eastern Shore
Winter 2003	Undergraduate	Univ of Maryland Eastern Shore
Fall 2002	Undergraduate	Univ of Maryland Eastern Shore
Summer 1 2002	Undergraduate	Univ of Maryland Eastern Shore
Spring 2002	Undergraduate	Univ of Maryland Eastern Shore
Winter 2002	Undergraduate	Univ of Maryland Eastern Shore
Fall 2001	Undergraduate	Univ of Maryland Eastern Shore
Spring 2001	Undergraduate	Univ of Maryland Eastern Shore

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.

PEOPLE Soft

Home Help Sign Out

Add Classes

Fall 2003

Undergraduate Univ of Maryland Eastern Shore

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

After you have selected all the classes you want to add, click the SUBMIT button.

Verify your add was successful by checking the Add Status column.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text"/>			0.00		Pending

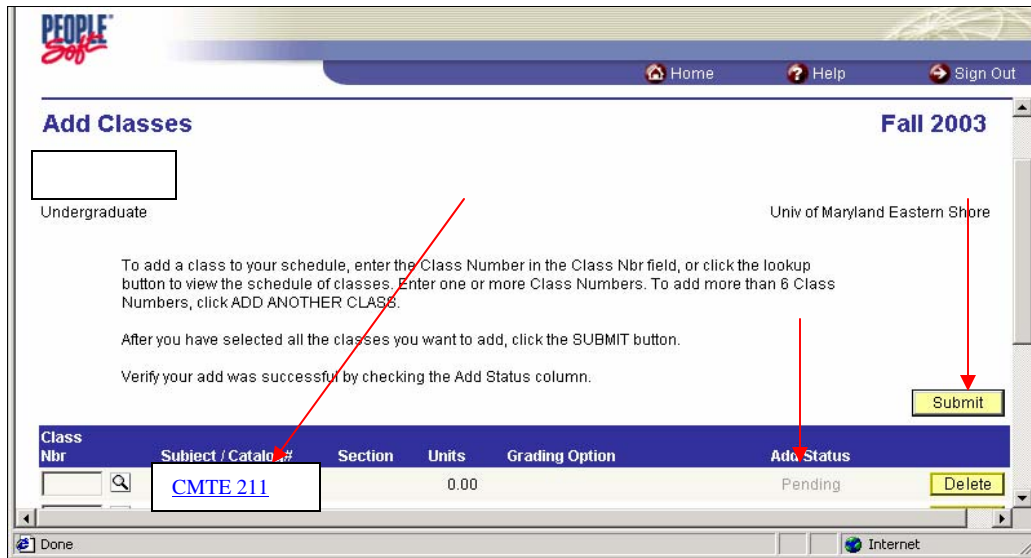
Submit Delete

Done Internet

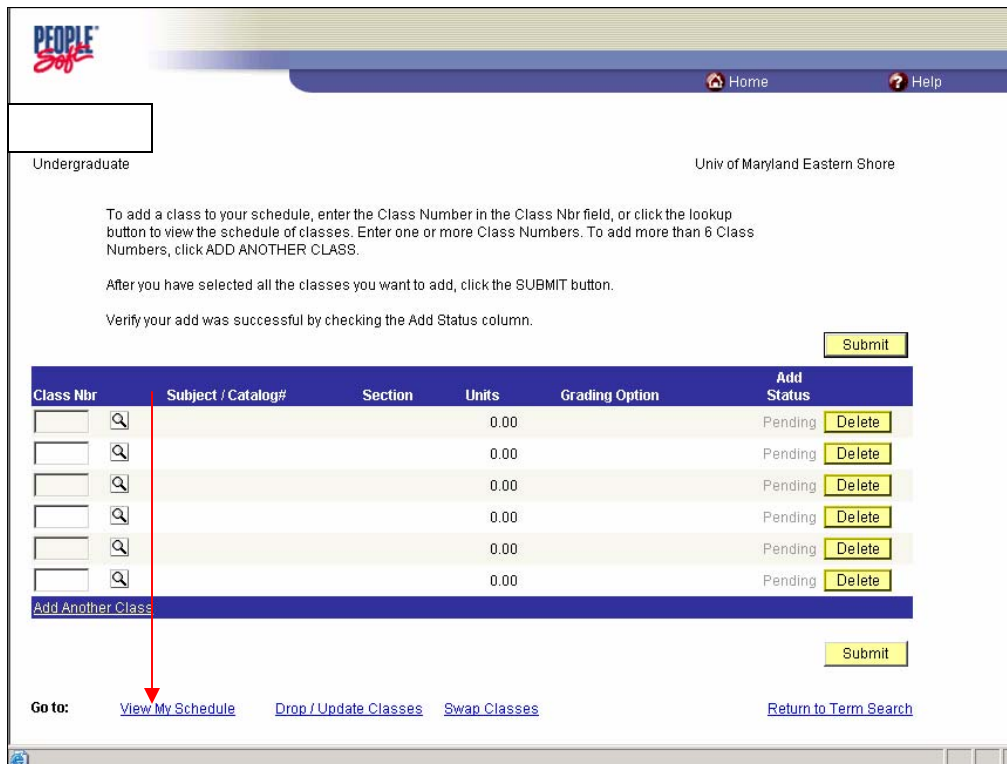
***Notes: If your add status message says SUCCESS, you are enrolled in the class. If you have a message that states ERROR, you must Click on the word ERROR/MESSAGE to view the message.**

■ 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**

PEOPLE Soft Home Help

Schedule: TBA Location: TBA 01/26/2004 - 05/18/2004
Instructor: TBA

Section	Component	Description	Grading Option	Grade	Units	Status
0101	Lecture	CONSTRUCTION ESTIMATING I	Graded	C	3.00	Enrolled

Schedule: TBA Location: TBA 01/26/2004 - 05/18/2004
Instructor: Salgado, Carlos A

2:00PM 3:50PM Tues,Thurs Arts & Technology Center 0034 01/26/2004 - 05/18/2004
Instructor: Salgado, Carlos A

FINA 340 Section Component Description Grading Option Grade Units Status
Cls#: 2010 0101 Lecture FINANCIAL MANAGEMENT Graded A 3.00 Enrolled

10:00AM 10:50AM Mon,Wed,Fri Kiah Hall 1125 01/26/2004 - 05/18/2004
Instructor: Stockus, Anthony J.

MATH 112 Section Component Description Grading Option Grade Units Status
Cls#: 2100 0301 Lecture CALCULUS I Graded 4.00 Dropped

Requirement Designation: Area IV Mathematics Attempt RD? Yes

Schedule: TBA Location: TBA 01/26/2004 - 05/18/2004
Instructor: TBA

Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[Return to Academics](#)

TO DROP A CLASS FROM YOUR SCHEDULE:

1. CLICK ON “DROP/UPDATE CLASSES” 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

Schedule: TBA Location: TBA 01/26/2004 - 05/18/2004
Instructor: Salgado, Carlos A

2:00PM 3:50PM Tues,Thurs Arts & Technology Center 0034 01/26/2004 - 05/18/2004
Instructor: Salgado, Carlos A

FINA 340 Section Component Description Grading Option Grade Units Status
Cls#: 2010 0101 Lecture FINANCIAL MANAGEMENT Graded A 3.00 Enrolled

10:00AM 10:50AM Mon,Wed,Fri Kiah Hall 1125 01/26/2004 - 05/18/2004
Instructor: Stockus, Anthony J.

MATH 112 Section Component Description Grading Option Grade Units Status
Cls#: 2100 0301 Lecture CALCULUS I Graded 4.00 Dropped

Requirement Designation: Area IV Mathematics Attempt RD? Yes

Schedule: TBA Location: TBA 01/26/2004 - 05/18/2004
Instructor: TBA

Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[Return to Academics](#)

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 lose the seat in the class you originally enrolled into**

The screenshot displays a web interface for managing a student's schedule. It shows details for two classes: FINA 340 and MATH 112. Below the class details is a navigation bar with several links: 'Add Classes', 'Drop / Update Classes', 'Swap Classes', 'Printer Friendly Page', 'Select a Different Term', and 'Return to Academics'. A red arrow points to the 'Swap Classes' link.

Section	Component	Description	Grading Option	Grade	Units	Status
0101	Lecture	FINANCIAL MANAGEMENT	Graded	A	3.00	Enrolled
0301	Lecture	CALCULUS I	Graded		4.00	Dropped

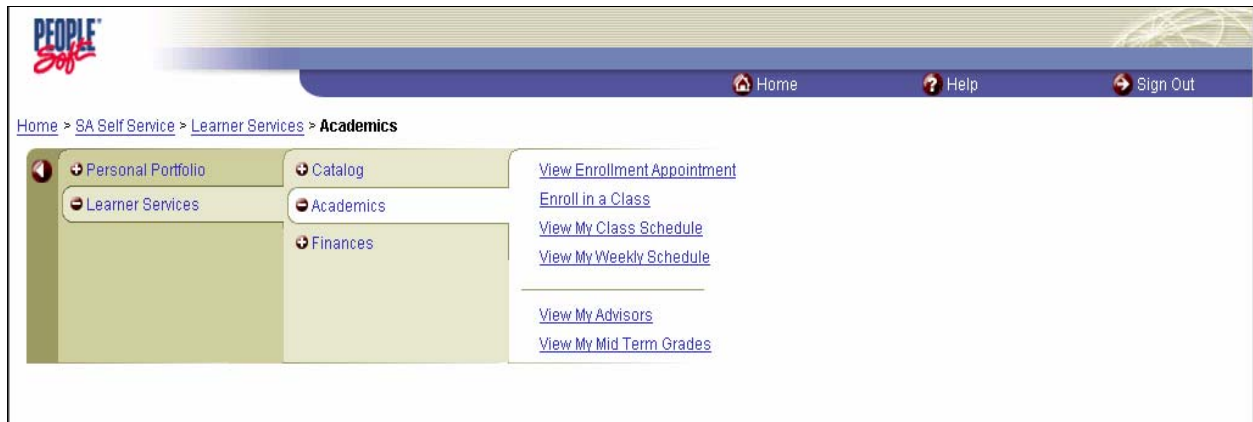
FINA 340
Cls#: 2010
Schedule: TBA
Instructor: Salgado, Carlos A
2:00PM 3:50PM Tues,Thurs
Arts & Technology Center 0034 01/26/2004 - 05/18/2004

MATH 112
Cls#: 2100
Section: 0301
Component: Lecture
Description: CALCULUS I
Grading Option: Graded
Grade: A
Units: 4.00
Status: Dropped
Requirement Designation: Area IV Mathematics
Attempt RD?: Yes
Schedule: TBA
Instructor: TBA
Location: TBA
01/26/2004 - 05/18/2004

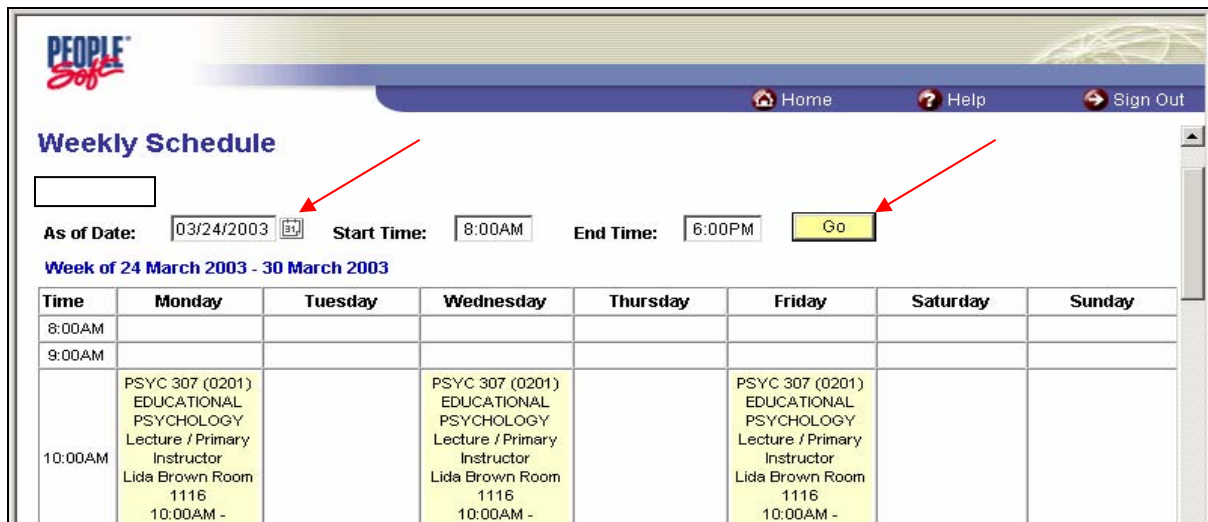
Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Printer Friendly Page](#) [Select a Different Term](#) [Return to Academics](#)

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

Home > SA Self Service > Learner Services > Academics > View My Advisors [New Window](#)

My Advisors

Univ of Maryland Eastern Shore

Advisor	Career	Program	Email Address
Arumala, Joseph O	Undergraduate	Business and Technology	loarimala@email.umes.edu

[Return to Academics](#)

***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

Home > SA Self Service > Learner Services > Academics > View My Mid Term Grades

View My Mid Term Grades

Search Results

View All First 1-13 of 13 Last

Term	Academic Career	Institution
Fall 2004	2049 Undergraduate	Univ of Maryland Eastern Shore
Summer 3 2004	2047 Undergraduate	Univ of Maryland Eastern Shore
Summer 2 2004	2046 Undergraduate	Univ of Maryland Eastern Shore
Summer 1 2004	2045 Undergraduate	Univ of Maryland Eastern Shore
Spring 2004	2041 Undergraduate	Univ of Maryland Eastern Shore
Fall 2003	2038 Undergraduate	Univ of Maryland Eastern Shore
Spring 2003	2031 Undergraduate	Univ of Maryland Eastern Shore
Fall 2002	2028 Undergraduate	Univ of Maryland Eastern Shore
Spring 2002	2021 Undergraduate	Univ of Maryland Eastern Shore
Fall 2001	2018 Undergraduate	Univ of Maryland Eastern Shore
Spring 2001	2011 Undergraduate	Univ of Maryland Eastern Shore
Fall 2000	2008 Undergraduate	Univ of Maryland Eastern Shore
Summer 3 2000	2007 Undergraduate	Univ of Maryland Eastern Shore

Home > SA Self Service > Learner Services > Academics > View My Mid Term Grades

Midterm Grade Report **Spring 2004**

Note: Only courses with posted grades will be displayed.

Undergraduate Univ of Maryland Eastern Shore

Class Nbr	Subject Area	Catalog Nbr	Sect	Description	Component	Grade Input
1837	ACCT	201	0201	INTRO FINANCIAL ACCOUNTING	Lecture	B
1936	CMTE	312	0101	CONSTRUCTION METHODS II	Lecture	B
1939	CMTE	342	0101	CONSTRUCTION ESTIMATING I	Lecture	D
2010	FINA	340	0101	FINANCIAL MANAGEMENT	Lecture	C

■ HOW TO VIEW FINAL GRADES ■

NAVIGATION:

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

SELECT A TERM

Home > SA Self Service > Learner Services > Academics > Enroll in a Class

Enrollment

Select Enrollment Term

You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
Fall 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 3 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 2 2004	Undergraduate	Univ of Maryland Eastern Shore
Summer 1 2004	Undergraduate	Univ of Maryland Eastern Shore
Spring 2004	Undergraduate	Univ of Maryland Eastern Shore
Fall 2003	Undergraduate	Univ of Maryland Eastern Shore
Spring 2003	Undergraduate	Univ of Maryland Eastern Shore
Fall 2002	Undergraduate	Univ of Maryland Eastern Shore
Spring 2002	Undergraduate	Univ of Maryland Eastern Shore
Fall 2001	Undergraduate	Univ of Maryland Eastern Shore
Spring 2001	Undergraduate	Univ of Maryland Eastern Shore
Fall 2000	Undergraduate	Univ of Maryland Eastern Shore
Summer 3 2000	Undergraduate	Univ of Maryland Eastern Shore

[Return to Academics](#)

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

Home > SA Self Service > Learner Services > Academics > Enroll in a Class

Enrollment

View My Schedule

Undergraduate

Univ of Maryland Eastern Shore

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

ACCT 201	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1837	0201	Lecture	INTRO FINANCIAL ACCOUNTING	Graded	C	3.00	Enrolled
	8:00AM	9:15AM	Tues,Thurs	Trigg Hall 0114		01/26/2004 - 05/18/2004	
	Instructor:		Hummer,William R.				

FINANCES AND FINANCIAL AID

NAVIGATION:

SA SELF SERVICE → LEARNER SERVICES → FINANCES → ACCOUNT SUMMARY

The screenshot shows the PEOPLE Soft website interface. At the top left is the PEOPLE Soft logo. A navigation bar contains links for Home, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > SA Self Service > Learner Services > Finances. A sidebar menu on the left includes Personal Portfolio, Learner Services, Catalog, Academics, and Finances. The main content area displays three links: Account Summary, Total Due Charges, and View My Financial Aid.

SELECT A TERM

The screenshot shows the Account Summary page. The breadcrumb trail is: Home > SA Self Service > Learner Services > Finances > Account Summary. The page title is Account Summary, followed by Summary for all Terms. There is a dropdown menu for selecting a term. Below the dropdown is a warning: The Account information may not be accurate because Tuition and Fees need to be calculated. A table shows the balance for all accounts, with a red arrow pointing to the Spring 2004 term.

Term	Institution	Balance
Spring 2004	Univ of Maryland Eastern Shore	0.00 USD
Fall 2003	Univ of Maryland Eastern Shore	0.00

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

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](#)

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/Svstem	1,200.00

Done

NAVIGATION:

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

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/FEEES 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](#)

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
2003-04 Financial Aid Year	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

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 ELSE'S 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

