

UW-Platteville Registration Guide



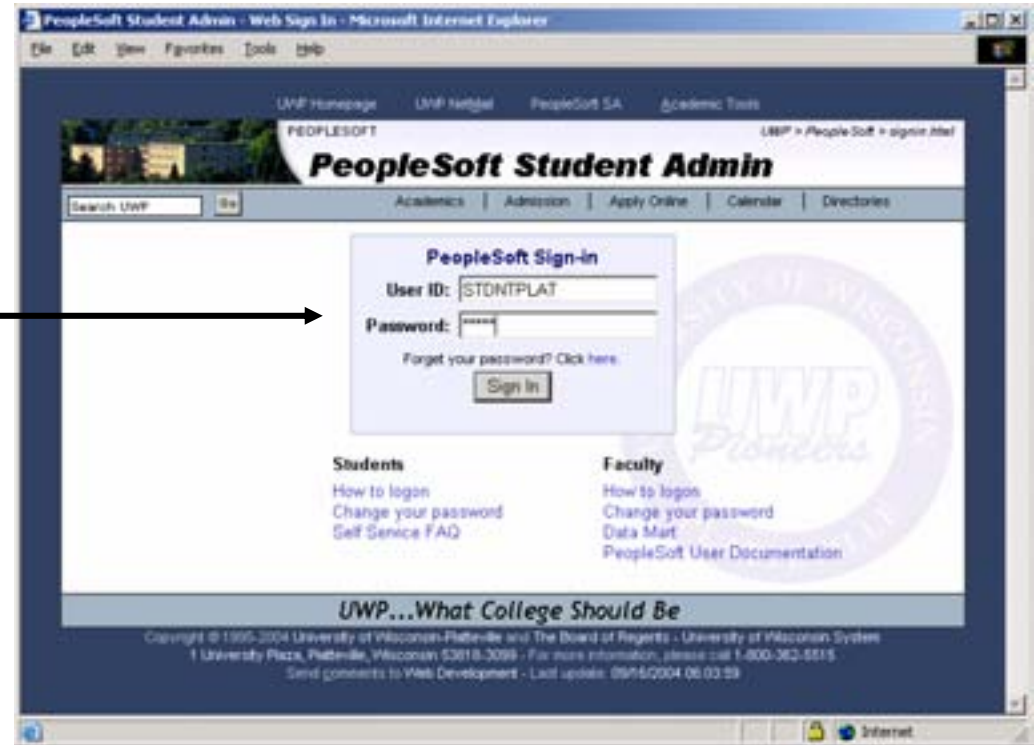
Registration in courses at UWP will be completed via the PeopleSoft Student Administration system. This is a web-based tool, thus scheduling classes can be done at any computer with Internet access.

From the UWP homepage, click on the "Academic Tools" Link.

Select PeopleSoft SA Site



Enter your UWP username and password



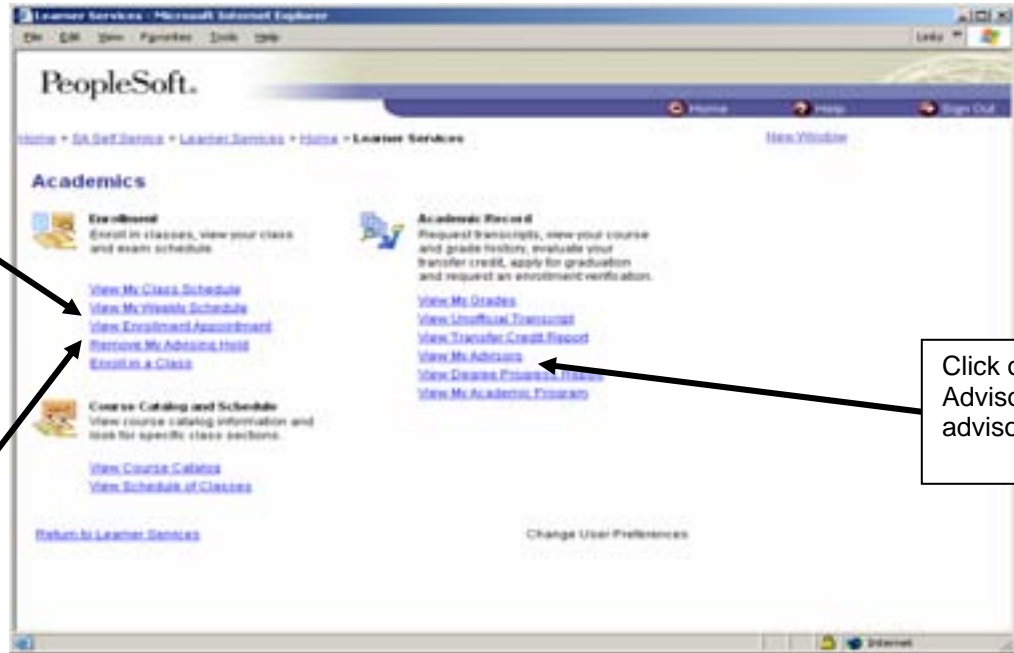
Click on "Academics"



Click on "View Enrollment Appointment" to see when you will be allowed to register.

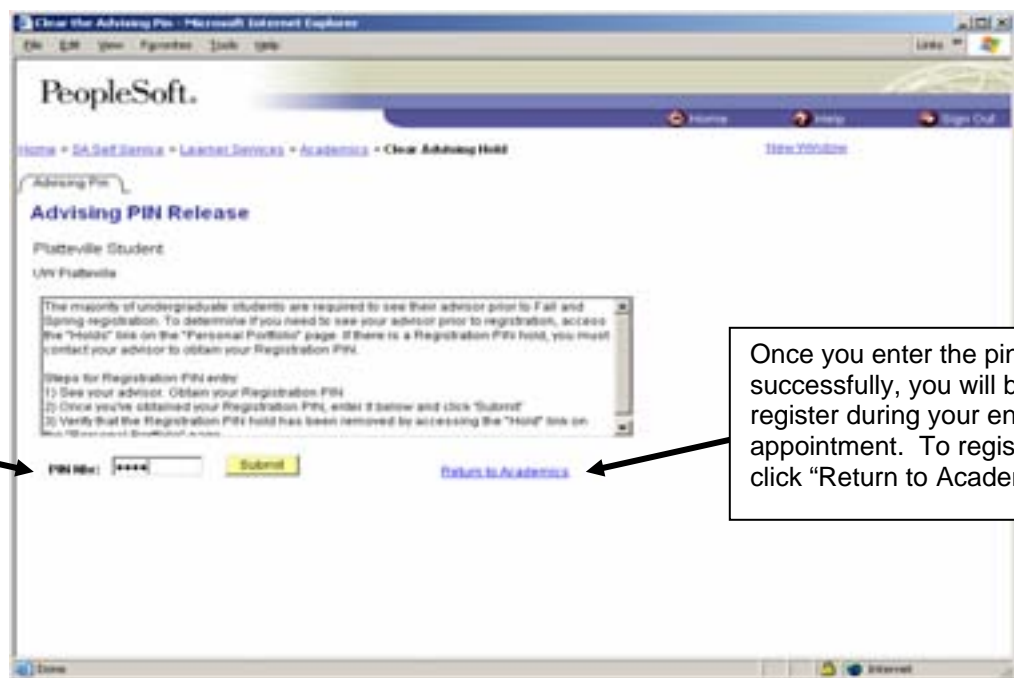
Once you have been advised, your advisor will give you a 4-digit pin number. Before you will be allowed to register, you will go to "Remove My Advising Hold."

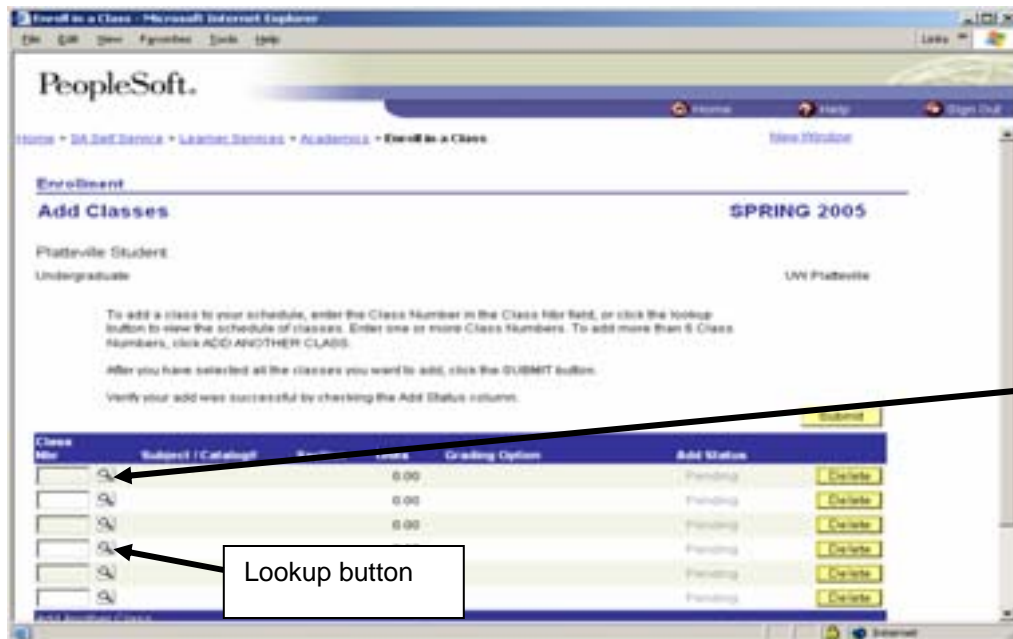
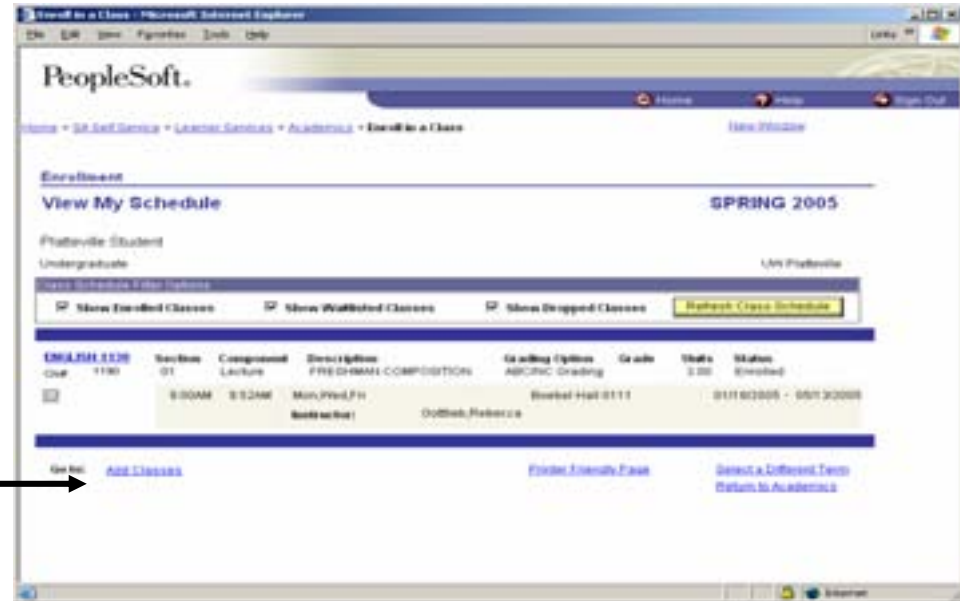
Click on "View My Advisor" to see who your advisor is.



Enter the 4-digit pin number given to you from your advisor and click on "Submit."

Once you enter the pin number successfully, you will be allowed to register during your enrollment appointment. To register for classes, click "Return to Academics."



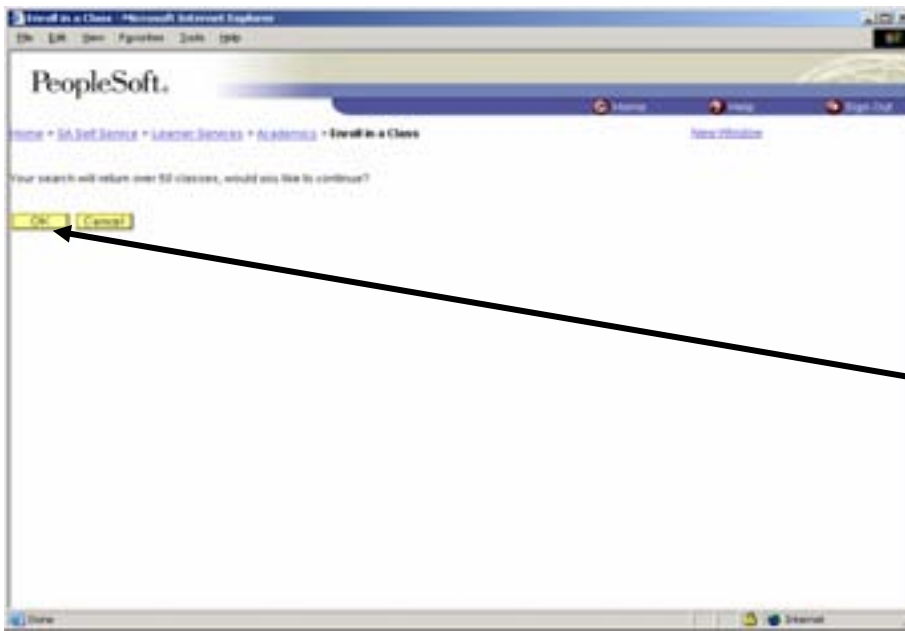
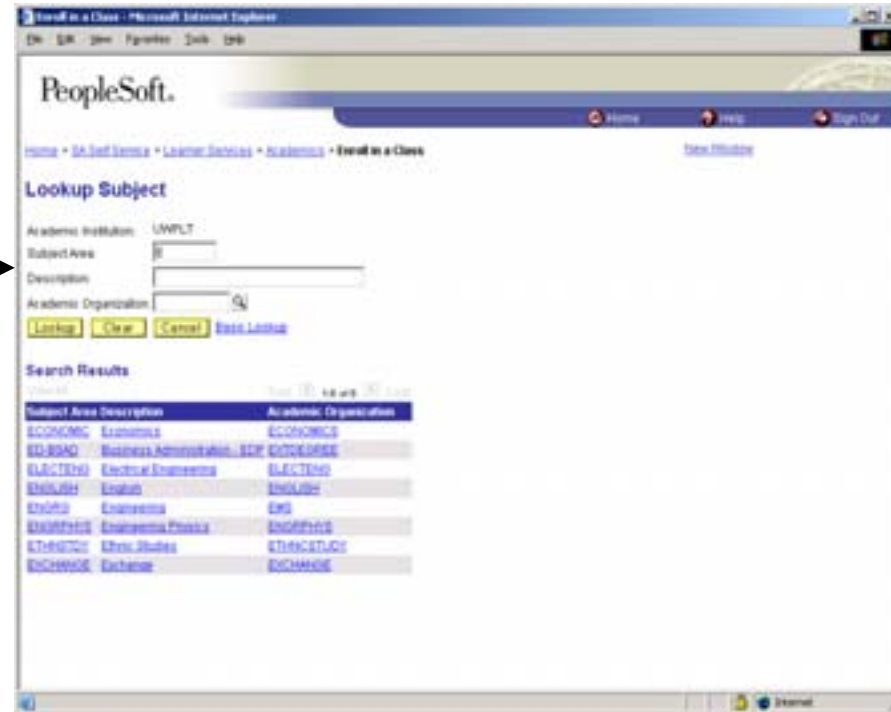


After clicking the Lookup button, the Basic Search feature will open.

To process a simple search, type in the subject of the course that you would want to add. If you are not sure of the abbreviation for the subject area, enter the 1st letter of the subject area. Click the Lookup button to view a list of subjects with that letter.

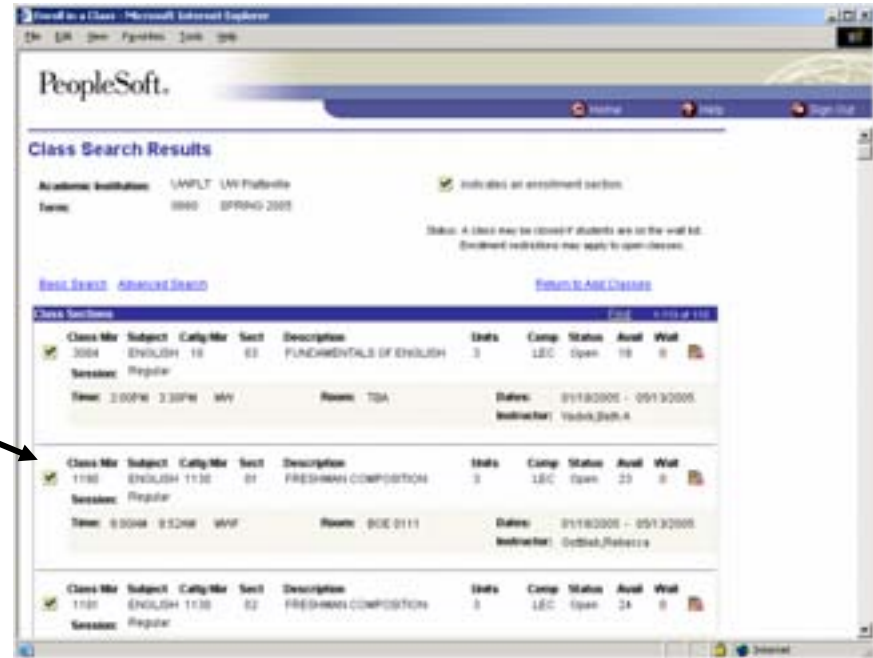
Click the subject area of choice. Once you are back to the Basic Search, you may enter the catalog number and click "Search."

If you do not know the catalog number, leave it blank and select undergraduate or graduate for the Course Career. Click "Search" to bring up a list of possible courses.



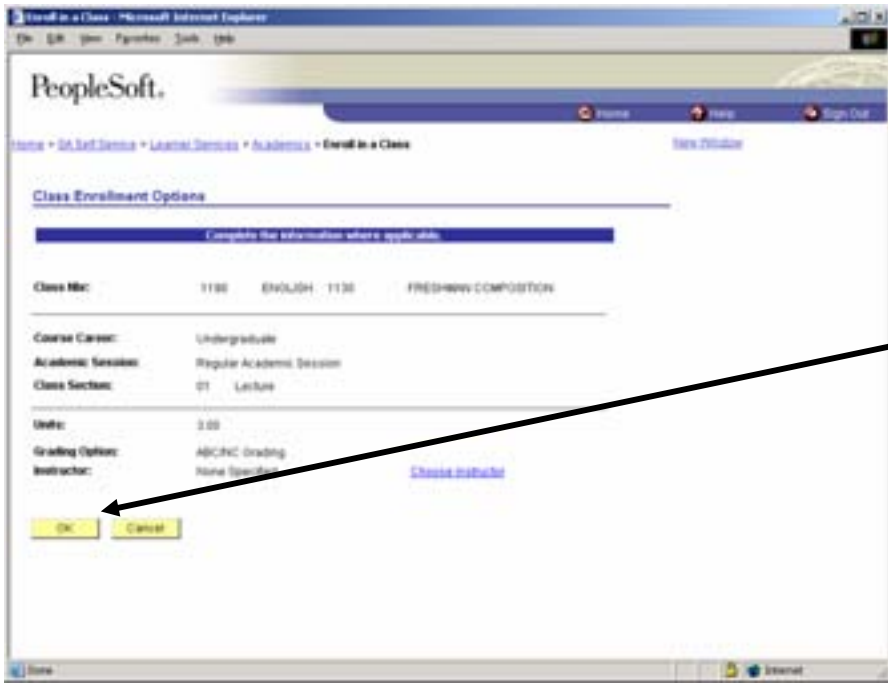
Note: A message may appear indicating that your search will return a rather large number of options (e.g. more than 50 classes!). You may disregard the message by clicking "OK" or return to the Basic Search function by clicking "Cancel."

Scroll through the displayed list to locate the desired course. Select the class you want by clicking on the "Checkmark" icon located on the left side of the page.



The screenshot shows the 'Class Search Results' page in PeopleSoft. At the top, it displays 'Academic Institution: UNPLT - UN Portland' and 'Term: 0000 - SPRING 2005'. Below this is a table of 'Class Sections'. Each row includes a 'Class Mbr' with a checkmark icon, 'Subject', 'Class Mbr', 'Sect', 'Description', 'Units', 'Camp', 'Status', 'Avail', and 'Wait'. The first three rows are for ENGLISH courses: 3004 (Fundamentals of English), 1100 (Freshman Composition), and 1101 (Freshman Composition). Each row also shows 'Times', 'Room', 'Dates', and 'Instructor'.

Carefully look over the course to ensure that this is the course you would like to enroll in. Click "OK."

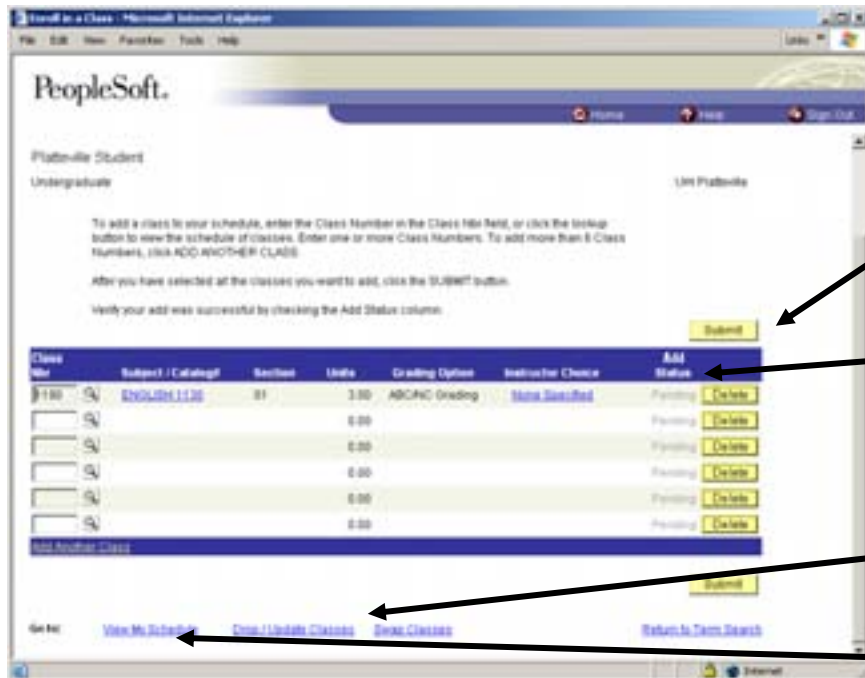
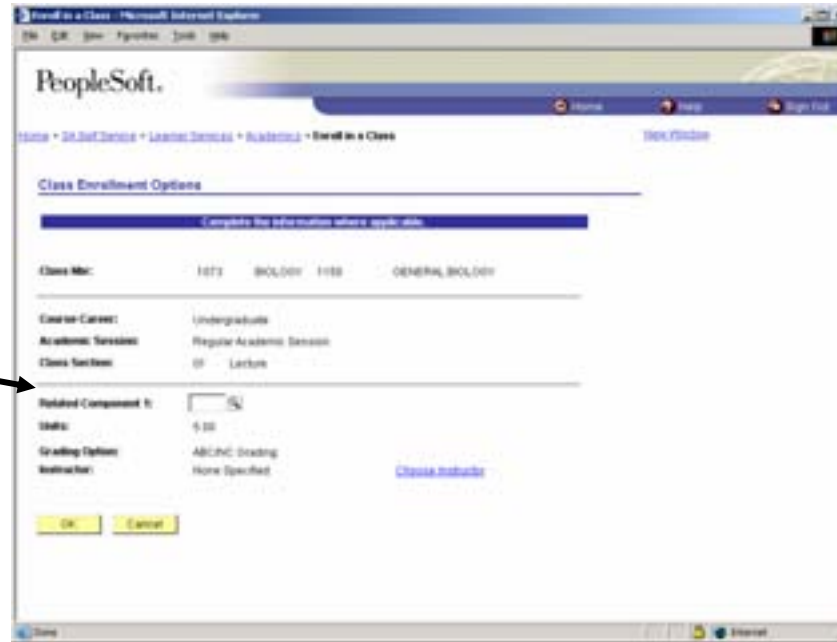


The screenshot shows the 'Class Enrollment Options' dialog box. It contains the following information:

- Class Mbr:** 1100 ENGLISH 1130 FRESHMAN COMPOSITION
- Course Career:** Undergraduate
- Academic Session:** Regular Academic Session
- Class Section:** 01 Lecture
- Units:** 3.00
- Grading Option:** ABC/NC Grading
- Instructor:** None Specified [Choose Instructor](#)

At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

If there is a lab or discussion for the class, you will enter it on this panel. Click the Lookup button by the "Related Component 1" box. The choices that you may select from will appear. Once you click "OK" on this panel the class number will appear in the "Class Nbr" window. The course title will appear on the line as well.



Click "Submit" to add the course (or click "Delete" if you do not wish to add the class to your schedule). It is suggested that you add only one or two classes at a time to simplify the enrollment process and to maximize response time.

If the class was successfully added to your schedule "Success" will appear under the "Add/Status" column. If "Errors found" appears, click on this message to see why you weren't enrolled in the class. To continue adding classes, click "Add Another Class." Follow through the process until your schedule is complete. Once you've submitted your classes and you would like to drop a class, scroll down on this panel and click "Drop/Update Classes."

Once you've completed your registration, click "View My Schedule."

Make sure your class schedule is correct. You may print from this panel, by selecting file, print.

PeopleSoft.

Home Help Sign Out

Home > 24.247.Services > Learning Services > Academics > Enroll in a Class [New Window](#)

Enrollment

View My Schedule SPRING 2005

Plattsville Student
Undergraduate UW Plattsville

Class Schedule Filter Options

Show Enrolled Classes Show Withdrawn Classes Show Dropped Classes

ENROLLMENT	Section	Component	Description	Grading Option	Grade	Units	Status
ENR	1130	01	Lecture	FRESHMAN COMPOSITION	ABCRNC Grading	3.00	Enrolled
		8:00AM - 8:33AM	Mu, MEd, Fd				
			Instructor: Gifford, Rebecca				

Go to: [Add Classes](#) [Enter Funds Paid](#) [Select a Different Term Return to Academics](#)

PeopleSoft.

Home Help Sign Out

Home > 24.247.Services > Learning Services > Home > Learning Services [New Window](#)

Academics

Enrollment
Enroll in classes, view your class and learn schedule.

- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [View Enrollment Requirements](#)
- [Review My Admissions History](#)
- [Enroll in a Class](#)

Academic Record
Request transcripts, view your course and grade history, indicate your transfer credit, apply for graduation and request an enrollment verification.

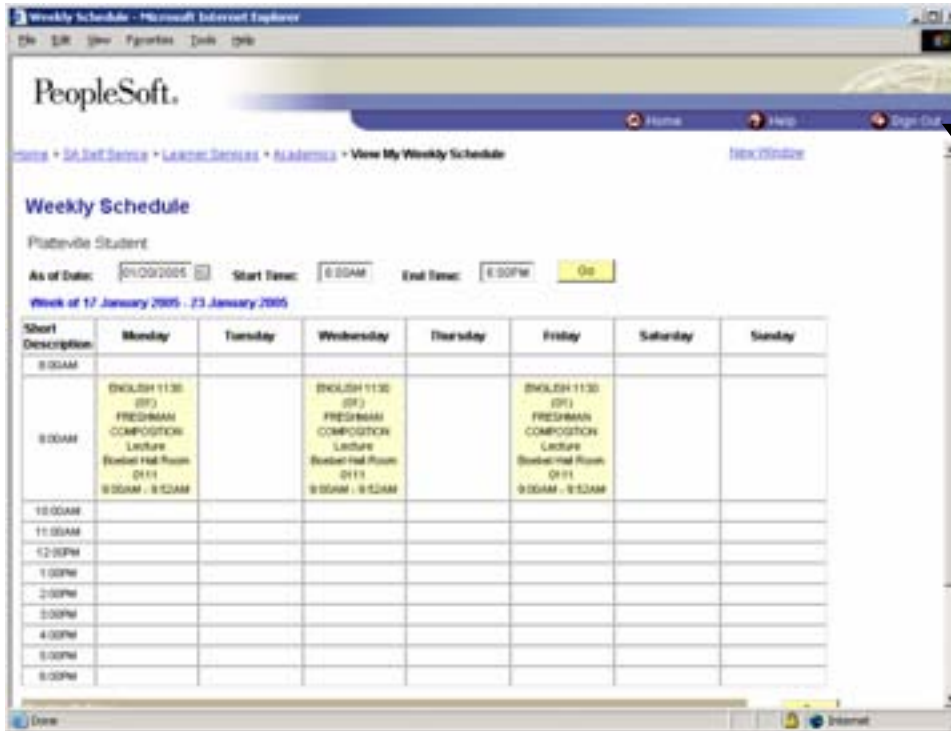
- [View Official Transcript](#)
- [View Transfer Credit Request](#)
- [View My Admissions](#)
- [View Degree Progress Report](#)
- [View My Academic Progress](#)

Course Catalog and Schedule
View course catalog information and look for specific class sections.

- [View Course Catalog](#)
- [View Schedule of Classes](#)

[Return to Learning Services](#) [Change User Preferences](#)

You may also "Return to Academics" and select "View My Weekly Schedule" to print your schedule in grid format.



When you are done using the system, be sure to click "Sign Out." Failure to do so may allow others to access your personal information.

Other tips and hints regarding the PeopleSoft System:

- Academics section
 - View your grades (they are no longer mailed)
 - Unofficial Transcripts
 - Degree Progress Report
 - Transfer Credit Report
 - View Course Catalog
 - View Schedule of Classes
- Personal Portfolio section
 - Verify your address and phone number
 - View "holds" on your account.
- Finances section
 - View your financial aid
 - View account information
- Click on the Self Service FAQ link from the Academic Tools page for more information.