PeopleSoft Student Tutorial

1 - Start from your Student Center:

You should be on your Student Center page when you first log in – if not, click on **Self-Service** (on the left-hand blue menu), then click on **Student Center**

2 - Enroll into courses from your shopping cart:

- From **Student Center**, under **Academics**, click on **Enroll**
- Select semester (term) if option appears; click **Continue**
- Use one of the Options below to register for classes

Option 1: Enroll using **Class Search** when you need to look up courses:

a. Under Find Classes, **Class Search** is the default option - click **Search** button
b. Enter **Course Subject** and **Course Number**, and click **Search**
c. Review all classes available (you may need to click "**view all sections**")
d. Click **Select Class** for the section you want
e. Review course info, and if correct, click **Next** to continue
f. Repeat steps above to add additional courses; Click **Proceed to Step 2 of 3**
g. Read payment information; click **OK** to continue
h. Confirm classes; click **Finish Enrolling** to complete registration process
i. Click on **My Class Schedule** to verify schedule

Option 2: Enroll using **Enter Class Number** when you have info from Credit Schedule:

a. **Enter Class Nbr** in box (4-digit Fall/Spring; 3-digit Summer/J-Term); click **Enter**
b. Review course info, and if correct, click **Next** to continue
c. Repeat steps above to add additional courses; Click **Proceed to Step 2 of 3**
d. Read payment information; click **OK** to continue
e. Confirm classes; click **Finish Enrolling** to complete registration process
f. Click on **My Class Schedule** to verify schedule

3- Locate and follow your Degree Plan:

a. From **Student Center**, under **Academics**, click on **My Academics**
b. Click on **View My Degree Plan** link
c. Read pop-up message; click on **"OK"** to confirm you've read it
d. Click on **expand all** (blue button) to open all sections
e. Read information sections at the top of your Degree Plan
f. Scroll down to find courses needed in your Major listed in separate sections (English, Math, Social & Behavioral Sciences, Arts, Humanities, Communications, etc.)
g. Click on course name for description of course and prerequisite info

To enroll into courses from your Degree Plan:

h. Click **view class sections** and scroll down to see available class times (you may need to click "**view all**" to see all the sections you can choose from)
i. Find the section you want; click **Select** to choose it
j. Review class information for day/time/location
k. Click **next** to add class to your shopping cart
l. A green box appears at the top of the page confirming the class was added to cart
m. Click the link **Return to My Academic Requirements** to go back to your Degree Plan to look up next course and repeat steps (f.) thru (l.)
n. When all courses are in shopping cart, scroll to top of page, click blue **Enroll** tab
o. Review shopping cart for accuracy; click **Proceed to Step 2 of 3**
p. Read payment info, then click **OK** to continue
q. Click **Finish Enrolling**
r. Click **my class schedule** to verify schedule

4 – Drop a course/adjust your schedule:

a. From **Student Center**, under **Academics**, click on **Enroll**, OR use blue **Enroll** tab if it appears on top of page
b. Click **drop** from the menu under the Enroll tab
c. Select semester (term) if option appears; click **Continue**
d. Click the box in front of the class you wish to drop
e. Click **drop selected classes**
f. Confirm course to be dropped is correct
g. Click **Finish Dropping**
h. Click on **My Class Schedule** (top of page) to verify schedule changes
i. Add a class if needed, using directions in #2 or #3 on front of card

5– View or print your schedule:

a. From **Student Center**, under **Academics**, click on **other academics** drop down menu
b. Select **class schedule** and click round **>> Go** button
c. Select semester (term) if option appears; click **Continue**
d. Scroll down to bottom of schedule; click **Printer Friendly Page**

6 – Find grades and other academic information:

Under **Academics**, click on **other academics** drop down menu and click the round **>> GO** button to do any of the following:

- Get your **grades -** FCC does not mail your grade report!
- View **Unofficial Transcript**
- Request **Official Transcript**
- **View transfer credit report**
- **Apply for Graduation**

7 – See courses needed if you would change majors:

a. Under **Academics**, click on **other academics** drop-down menu
b. Select **What if Report**; click the round **>> GO** button
c. Click on **Create New Report**
d. Read What-If Scenario screen for directions
e. Select Academic Program (Assoc degree or Cert) under Program Scenario
f. Select Area of Study (major) you want under Program Scenario
g. Scroll down; click **Submit Request**

***Note**: A "Change of Major" form submitted to the Welcome Center in J-101 is required to officially change your major. The form can be printed from the Advising links on the right side of your Student Center. Students should talk with an advisor before changing majors.*

8 – Contact Email Advisor for more info or help:

Using the *myFCC* email link from Student Center, send an advising question to emailadvising@frederick.edu. Be sure to provide your name and Student ID #, and be specific about the advising information you need.

9 – View tuition and make a payment:

From **Student Center**, under **Finances** heading, click **make a payment or set up a payment plan** link. For payment plan questions, contact the Cashier's office.