Using Student Center in PeopleSoft

Click on the Student Center Tile

Find out the courses you need using your Degree Plan:

a. Under **Academics**, click **My Academics**
b. Click **View My Degree Plan**
c. Click **Expand All** button to open all sections
d. Read Graduation Requirements at the top of your Degree Plan
e. Scroll down to review courses required in your major, listed by section (English, Math, Social & Behavioral Sciences, Arts, Humanities, Communications, etc.)
f. Review **courses taken** and **courses needed** to satisfy each requirement
g. Click on course names for course descriptions and prerequisite info
h. **Meet with your advisor to select courses** based on career and transfer goals

Sign up for classes using your shopping cart:

• Under **Academics**, click **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** for the section you want
e. Review course info, and if correct, click **Next** to continue
f. Repeat steps above to add courses; then, 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 **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 courses; then, 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 **My Class Schedule** to verify schedule

Drop a class from your schedule:

a. Under **Academics**, click on **Enroll**
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 **My Class Schedule** to verify schedule changes

View or print your class schedule:

a. Under **Academics**, click on **other academic...** 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**

Get your grades:

a. Under **Academics**, click on **other academic...** drop-down menu
b. Select **Grades**
c. Current term grades display; or click **Change Term** for a different term's grades

Apply for graduation:

a. Under **Academics**, click on **other academic...** drop-down menu
b. Select **Apply for Graduation**
c. Click **Academic Program**
d. Follow on-screen directions to complete application

Find transcripts and transfer information:

a. Under **Academics**, click **My Academics**
b. Click on the following links for:
   • **Transfer Credit Report**
   • **Transcript: View Unofficial**
   • **Request Official Transcript**

See courses needed if you change majors

a. Under **Academics**, click on **other academic...** 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 <u>required to officially change your major</u>. The form can be printed from the Advising links on the right side of your Student Center. **Students are <u>required to meet with an advisor</u> and get their signature <u>before</u> submitting the Change of Major form.**

View tuition and make a payment:

a. Under **Finances**, click **Account Inquiry**
b. View Account Summary
c. Click on **Make a Payment** or **Set up a Payment Plan**

Need more help? Here's who to contact:

Welcome Center in J-101 or at 301.846.2431 for questions related to adding or dropping classes, transcripts, transfer credit, grades, and graduation.

Cashier's Office in J-112 or at 301.846.2658 for questions regarding payment.

Information Technology Services for Students in G-122 or 301.846.2509 or https://www.frederick.edu/student-resources/it-services.aspx