STUDENT SELF ENROLLMENT

1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:

Administrative Leadership and Ideas for	ation Tomorrow C-PORTAL	
Home	- Email IBA Job Portal Online Payment Cl	MS Help Desk
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2. Login to PeopleSoft using the User Id and Password provide to you in the letter.

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User ID: Password: Sign In	Select a Language English Dansk Français Italiano Nederlands Polski Suomi Čeština et-z(h	Español Deutsch Français du Canada Maovar Norsk Portugués Svenska 日本語 Dyccratió	
Set Trace Flags	<u>Ing</u> 预度中文 UK English	<u>尚体中文</u> <u>尚本史</u> 上	

Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password field. Enter . " Model_Student "
3.	Click the Sign In button.

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Step	Action
4.	Click the Self Service link.
	Self Service



Step	Action
5.	Click the Enrollment link.
	Enrollment
6.	Click the Enrollment Add Classes link.
	Enrollment: Add Classes

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	Miss Saima Tariq			go to	▼ ≫		
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- Enrollment Dates	Select Term						
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– Enrollment Add Classes							
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- Enrollment Swap	Spring 2010	Undergraduate	IBA Karachi				
Classes – View My Exam Schedule							
- View My Grades	Summer 2010	Undergraduate	IBA Karachi				
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D Academic Records D Degree							
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 <u>My Personalizations</u> 							
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Step	Action
7.	Select the term for which you want to enroll into a course. Click the Summer 2010 option.
8.	Click the Continue button.

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Step	Action
9.	Click the Search button.
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- Enrollment Edit a Class - Enrollment Swap	Select at least 2 search criteria. Click Search to view your search results.	
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Progress/Graduation ▷ Transfer Credit	Show Open Entry/Exit Classes Only	
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- Student Center	Additional Search Criteria	
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Step	Action
10.	Click the Course Subject list.

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Step	Action
11.	Select the Course Subject of the class in which you want to enroll. Click an entry in the list.

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- Enrollment Swap Classes	Select at least 2 search criteria. Click Search to view your search results.	
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Step	Action
12.	If you know the Coruse Number/Catalog Number then enter it here else, click on the search button. Click in the Course Number field.
13.	Click the Search button.

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Step	Action
14.	To select a course Click the Select Class button.
	select class

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- Enrollment Add Classes	Summer 2010 Under	graduate IBA Karao	:hi					
- Enrollment Edit a Class	ACC 111 - Principl	es Of Accounting						
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Step	Action
15.	Check details of the Course that you selected and to continue Click the Next button.

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Step	Action
16.	The course that you selected has been added to your cart. Click the Proceed to Step 2 of 3 button.
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- Enrollment Drop Classes	without adding t	hese classes, click	Cancel.								
- Enrollment Edit a Class											
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Step	Action
17.	Status of your class is shown here. Now Click the Finish Enrolling button.
	FINISH ENROLLING

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- Enrollment Edit a Class					
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- View My Exam Schedule					
- <u>View My Grades</u>		💙 Success: enrolled	🗙 Error:	unable to add class	
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Step	Action
18.	If Status of the class is Success that means you are successfully enrolled in the
	class.
	If Status of the class is Error that means you are unable to enroll in this class.
	Please see the message against the class for details.
	To enroll into another course click 'Add Another Class' button.
	To see the schedule of your classes,
	Click the My Class Schedule button.
	MY CLASS SCHEDULE

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Step	Action
19.	Your Class Schedule is shown here. If enrollment is successfull, you could see the selected course here. To see only the Enrolled courses uncheck Show Dropped Classes and Show Waitlisted Classes option. Click the Show Dropped Classes option. ✓ Show Dropped Classes
20.	To unchek Show Waitlisted Classes, Click the Show Waitlisted Classes option.

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Step	Action
21.	Click the filter button.
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. End of Procedure.

Online Enrollment - Add Classes with Labs

Procedure

Online Enrollment - Add Classes lesson shows the steps to Enroll in Classes without Labs. To enroll into classes with which labs are associated follow steps given in this lesson.

Step	Action
15.	Status of your class and Lab are shown here.
	Click the Finish Enrolling link.
	FINISH ENROLLING
16.	If status of the class is Success that means you are successfully enrolled in the
	class.
	If Status of the class is Error that means you are unable to enroll in this class.
	Please see the message against the class for details.
	To add another class click on 'Add Another Class' button and to view your class
	Schedule click on 'My Class Schedule' button.
	Click the Add Another Class button.
	ADD ANOTHER CLASS
17.	End of Procedure.

Online Enrollment - Drop Classes

Procedure

You can Drop a class only if you are already enrolled into a class.

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Copyright © 2000, 2009, Oracle. All rights reserved and/or its affiliates. Other names may be trademar	 PeopleSoft is a registered trademark of Oracle Corporation rks of their respective owners. 	n		×

Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password: field. Enter "Model_Student".
3.	Click the Sign In button.

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Step	Action
4.	Click the Self Service link.
	Self Service



Step	Action
5.	Click the Enrollment link.
	Enrollment
6.	Click the Enrollment: Drop Classes link.
	Enrollment: Drop Classes

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Step	Action
7.	Select your current term here for which you want to drop a class. Click the Summer 2010 option.
8.	Click the Continue button.

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Step	Action
9.	Click the Select option. This will select the course to be dropped.
10.	Click the Drop Selected Classes button.

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Step	Action
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Step	Action
12.	If Status against the class is Success , that means you have successfully dropped the class.
	If Status against the class is Error , that means you are unable to drop the class. Please see the message against the class for further details. Point to the object.
13.	You can also view the status of the course by clicking on 'My Class Schedule' button. End of Procedure.

Online Enrollment - No More Capacity

Procedure

Student trying to enroll in a class, which doesn't belong to their program.