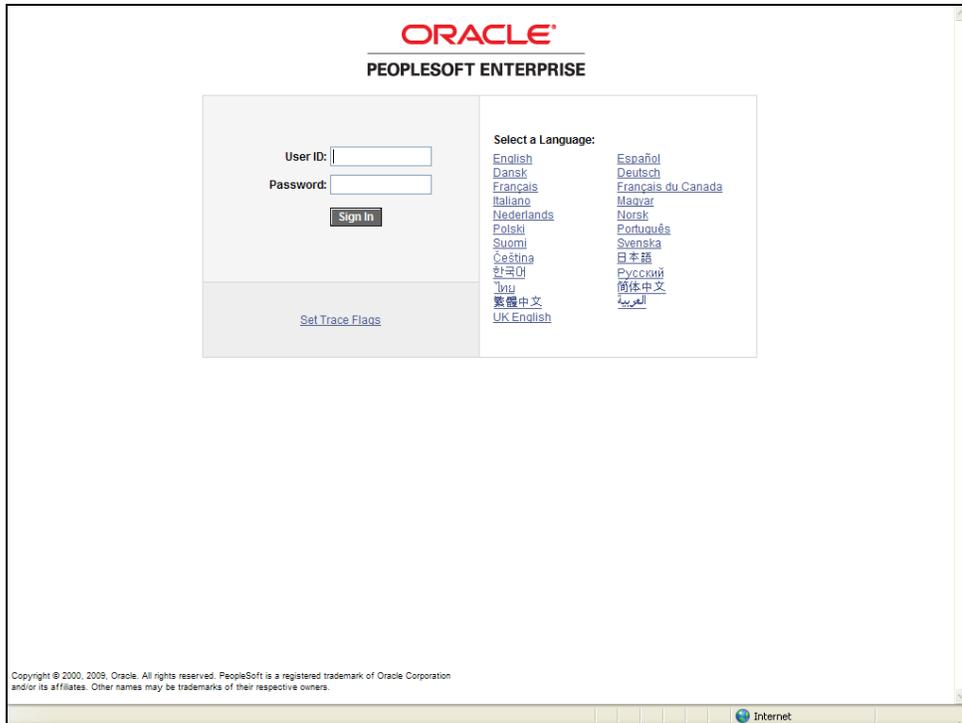


STUDENT SELF ENROLLMENT

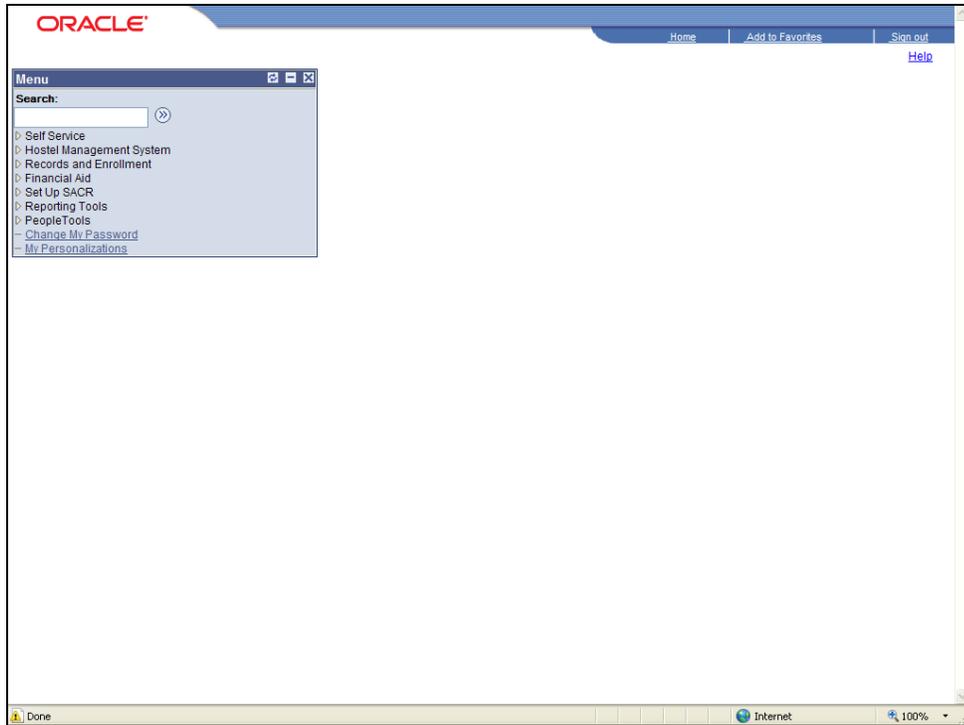
1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:



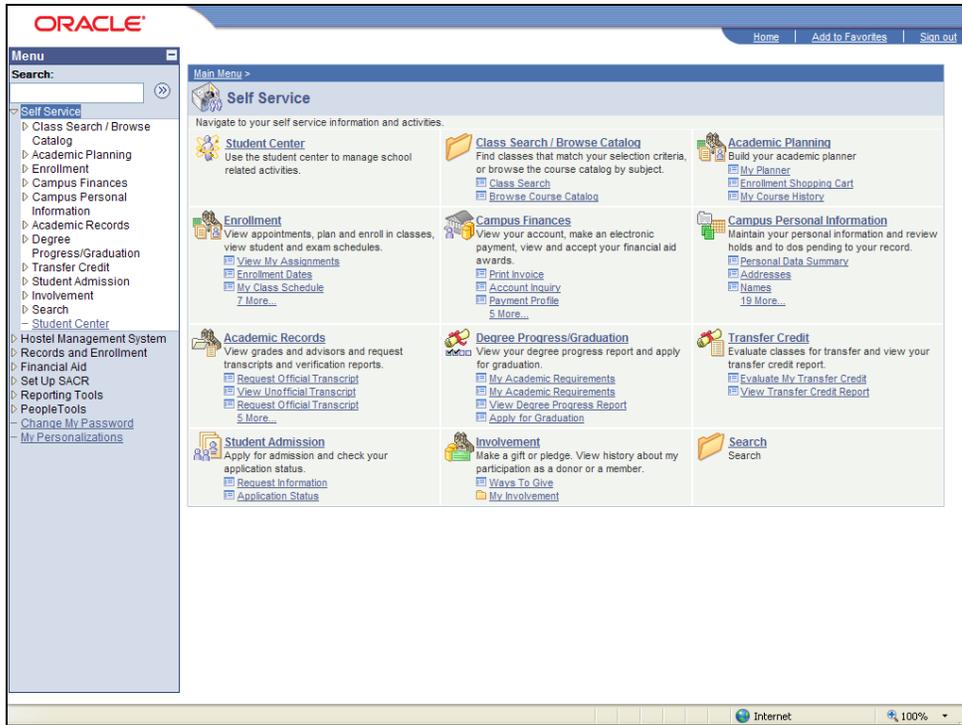
2. Login to PeopleSoft using the User Id and Password provide to you in the letter.



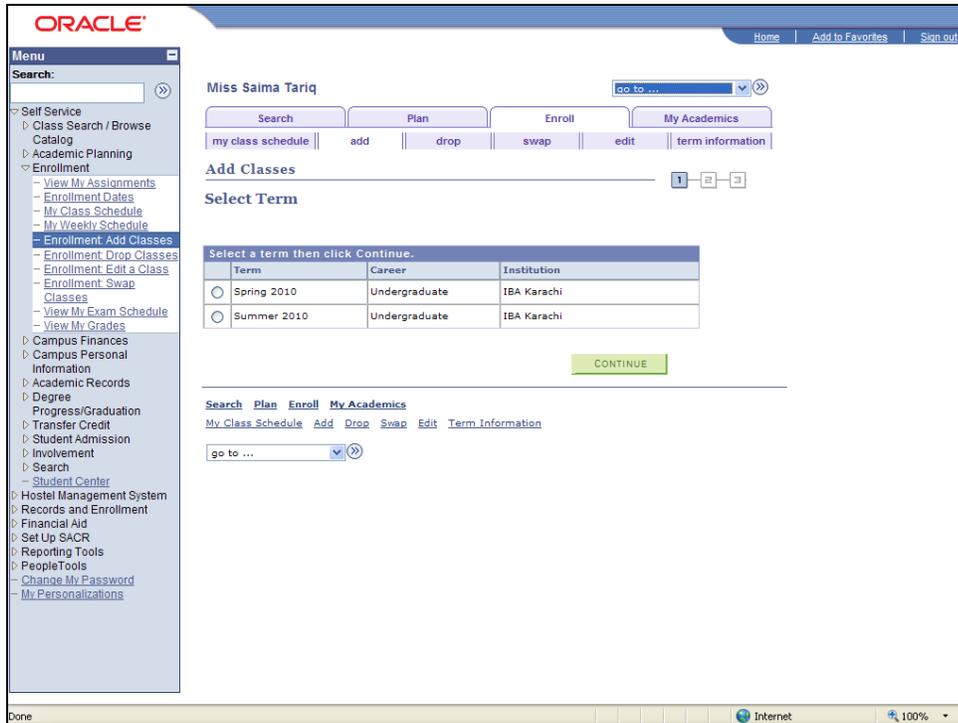
Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password field. Enter . " Model_Student "
3.	Click the Sign In button. 



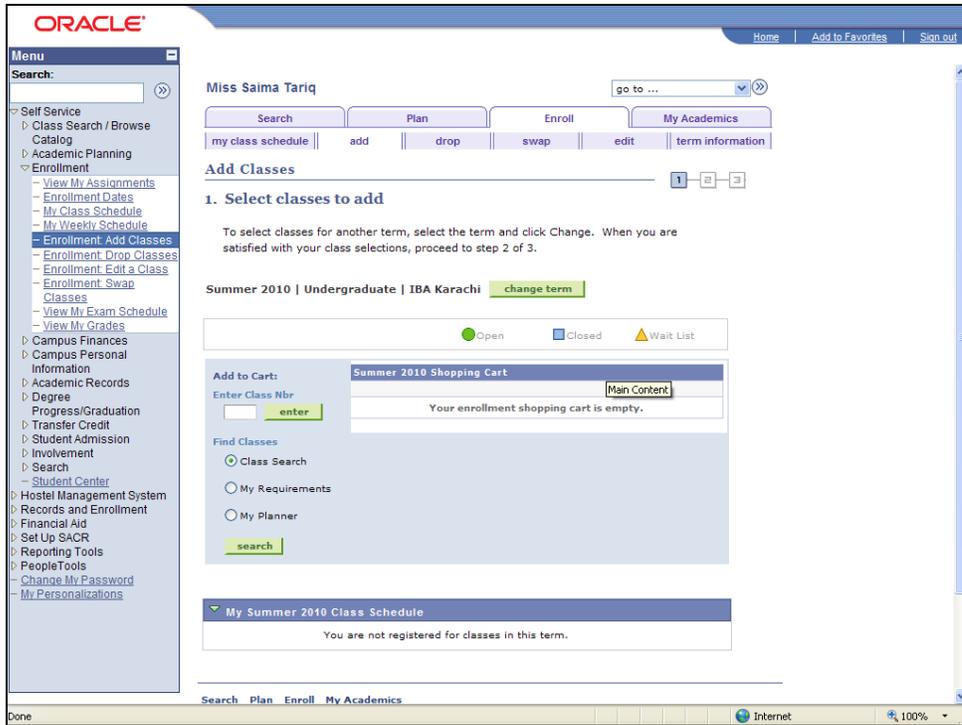
Step	Action
4.	Click the Self Service link. Self Service



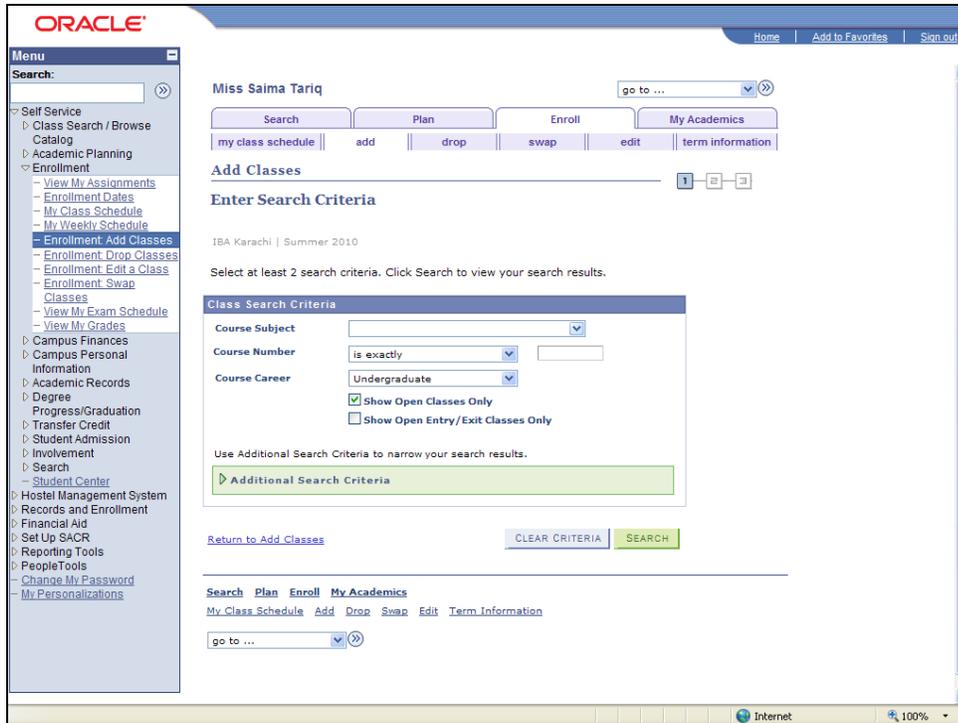
Step	Action
5.	Click the Enrollment link. Enrollment
6.	Click the Enrollment Add Classes link. Enrollment Add Classes



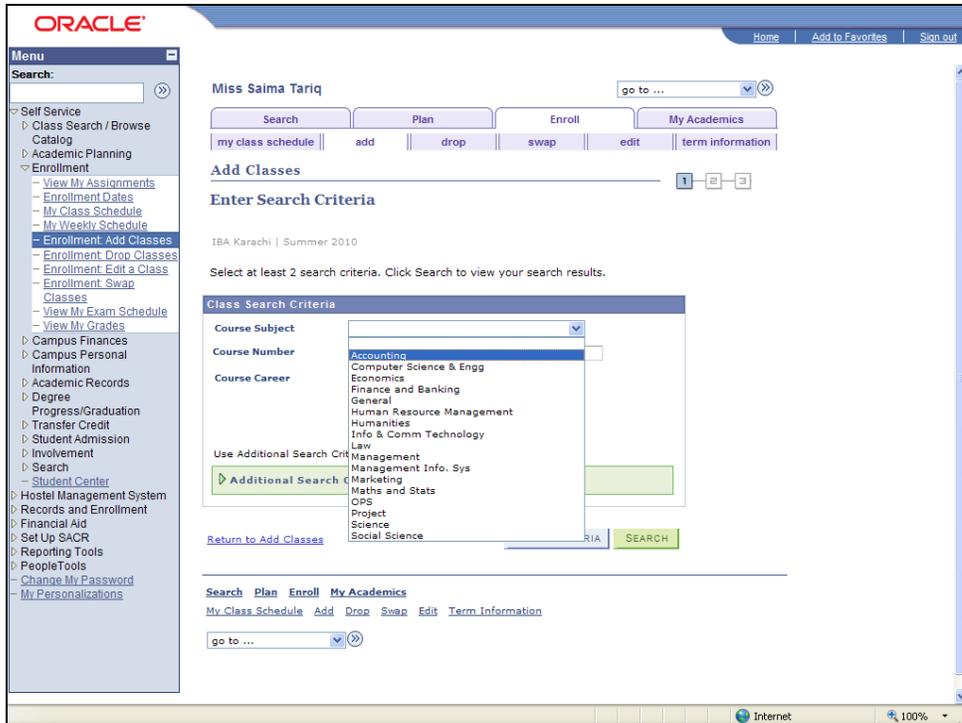
Step	Action
7.	Select the term for which you want to enroll into a course. Click the Summer 2010 option. <input type="radio"/>
8.	Click the Continue button. <input type="button" value="CONTINUE"/>



Step	Action
9.	Click the Search button. 

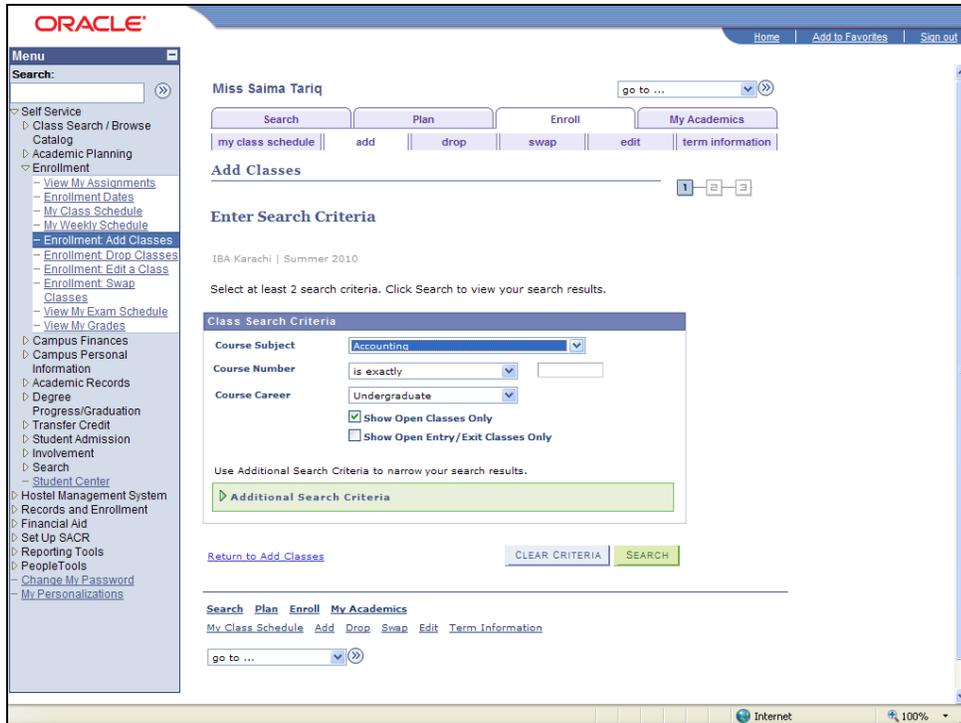


Step	Action
10.	Click the Course Subject list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px;"></div>

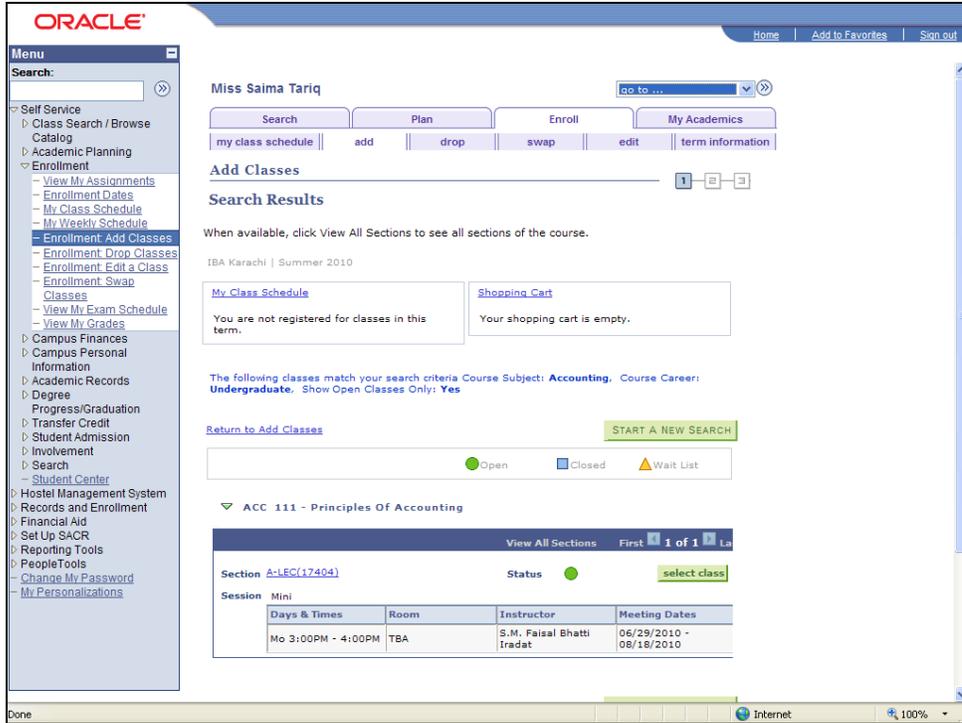


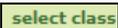
Step	Action
11.	Select the Course Subject of the class in which you want to enroll. Click an entry in the list.

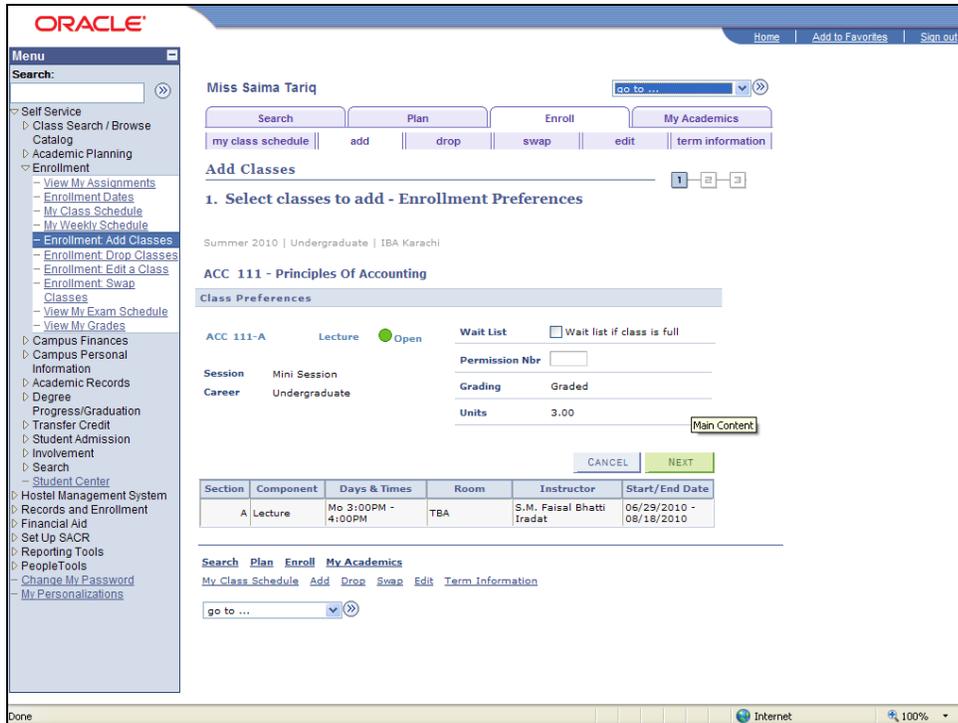
Accounting



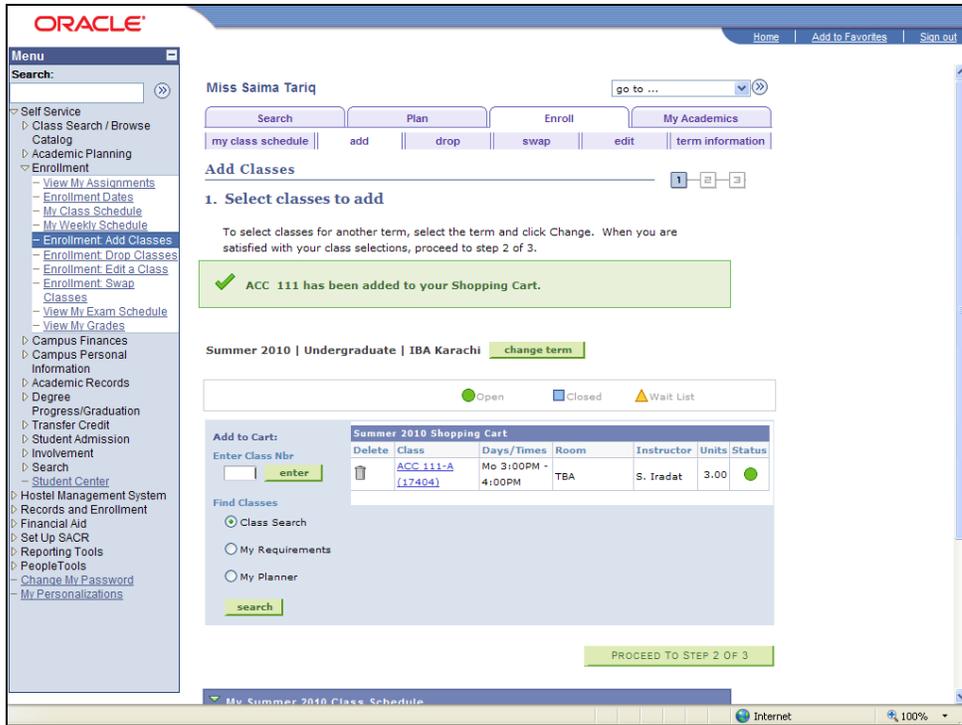
Step	Action
12.	If you know the Course Number/Catalog Number then enter it here else, click on the search button. Click in the Course Number field. <input type="text"/>
13.	Click the Search button. <input type="button" value="SEARCH"/>

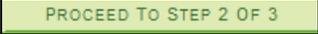


Step	Action
14.	To select a course Click the Select Class button. 



Step	Action
15.	<p>Check details of the Course that you selected and to continue Click the Next button.</p> <p style="text-align: center;"></p>



Step	Action
16.	<p>The course that you selected has been added to your cart. Click the Proceed to Step 2 of 3 button.</p> <p></p>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Miss Saima Tariq. The interface includes a menu on the left, a search bar, and a table of class details. The 'FINISH ENROLLING' button is highlighted.

Menu:

- Self Service
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes**
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree
 - Progress/Graduation
 - Transfer Credit
 - Student Admission
 - Involvement
 - Search
- Student Center
 - Hostel Management System
 - Records and Enrollment Information
 - Financial Aid
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations

Search: my class schedule | add | drop | swap | edit | term information

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2010 | Undergraduate | IBA Karachi

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-A (17404)	Principles OF Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	Open

CANCEL PREVIOUS **FINISH ENROLLING**

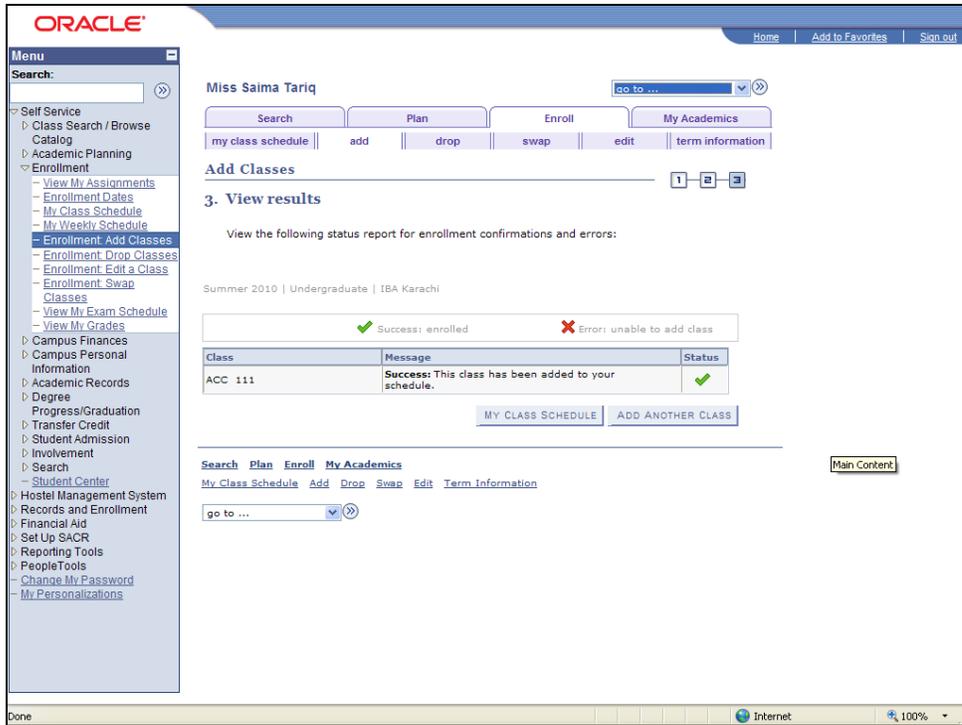
Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Main Content

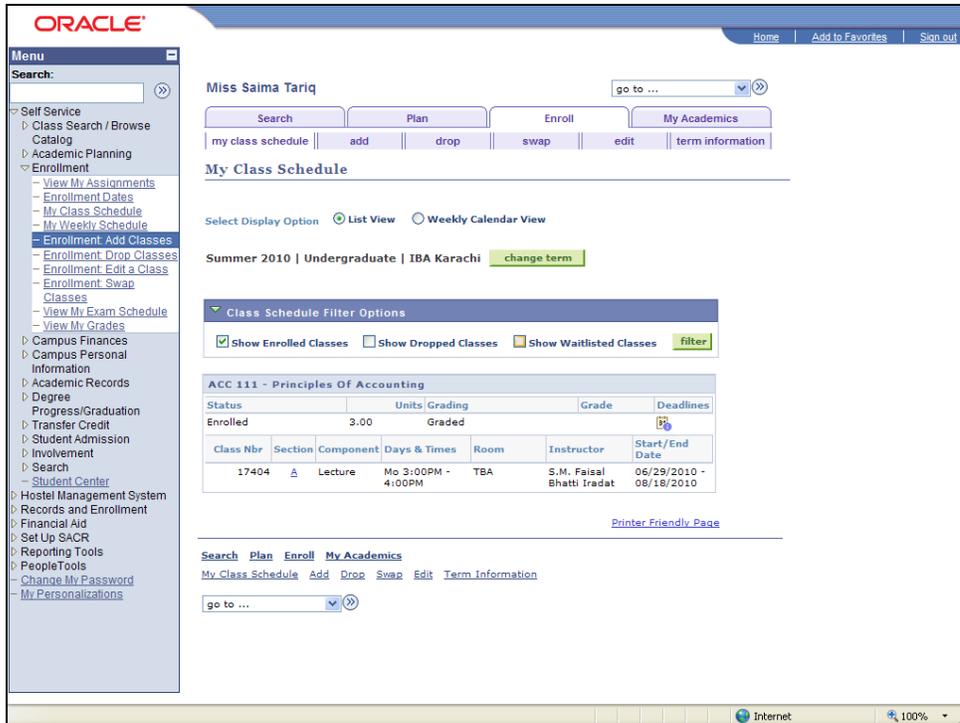
Step	Action
17.	Status of your class is shown here. Now Click the Finish Enrolling button. 



Step	Action
18.	<p>If Status of the class is Success that means you are successfully enrolled in the class.</p> <p>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.</p> <p>To enroll into another course click 'Add Another Class' button.</p> <p>To see the schedule of your classes, Click the My Class Schedule button.</p> <p>MY CLASS SCHEDULE</p>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. On the left is a navigation menu with categories like Self Service, Academic Planning, and Enrollment. The main content area is titled 'My Class Schedule' for user 'Miss Saima Tariq'. It includes a search bar, navigation tabs (Search, Plan, Enroll, My Academics), and a 'Class Schedule Filter Options' section with three checked checkboxes: 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes'. Below this is a table for 'ACC 111 - Principles Of Accounting' with columns for Status, Units/Grading, Grade, and Deadlines. The table shows one row for class 17404, section A, a lecture on Mondays from 3:00PM to 4:00PM in room TBA, taught by S.M. Faisal Bhatti Iradat, with a start date of 06/29/2010 and an end date of 08/18/2010.

Step	Action
19.	<p>Your Class Schedule is shown here. If enrollment is successful, you could see the selected course here.</p> <p>To see only the Enrolled courses uncheck Show Dropped Classes and Show Waitlisted Classes option.</p> <p>Click the Show Dropped Classes option.</p> <p><input checked="" type="checkbox"/> Show Dropped Classes</p>
20.	<p>To uncheck Show Waitlisted Classes,</p> <p>Click the Show Waitlisted Classes option.</p> <p><input checked="" type="checkbox"/> Show Waitlisted Classes</p>

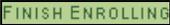


Step	Action
21.	Click the filter button. 
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. End of Procedure.

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. 
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. 
17.	End of Procedure.

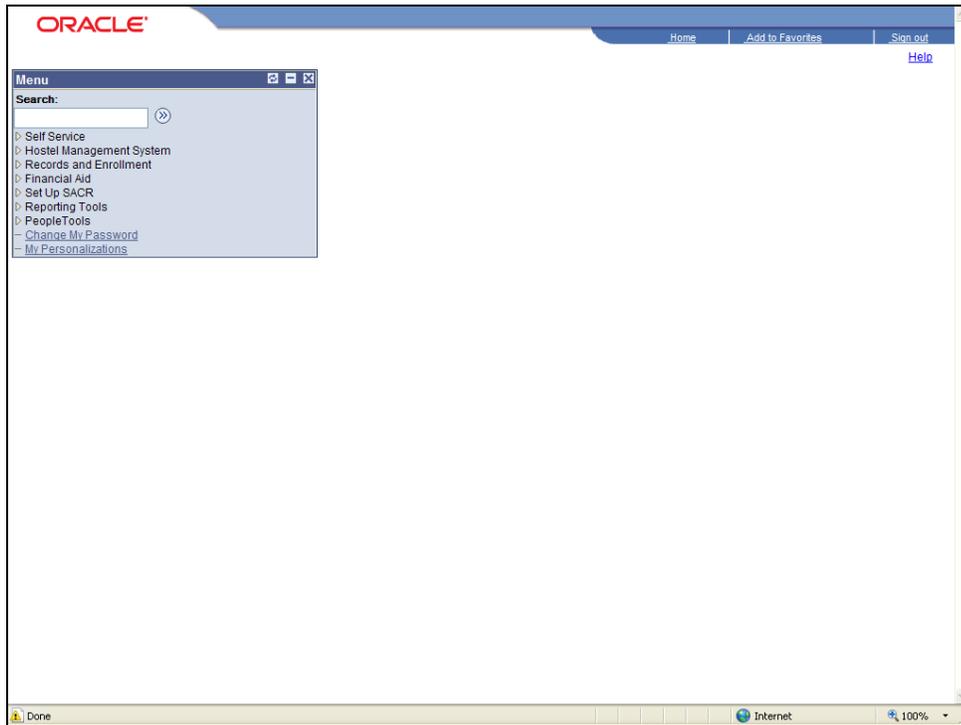
Online Enrollment - Drop Classes

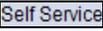
Procedure

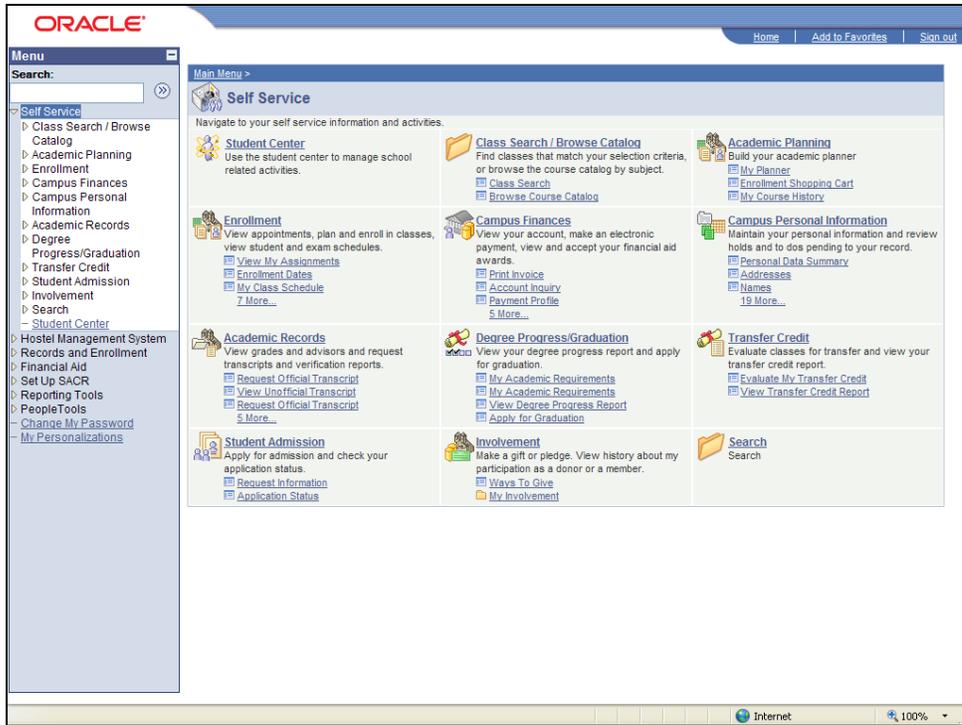
You can Drop a class only if you are already enrolled into a class.



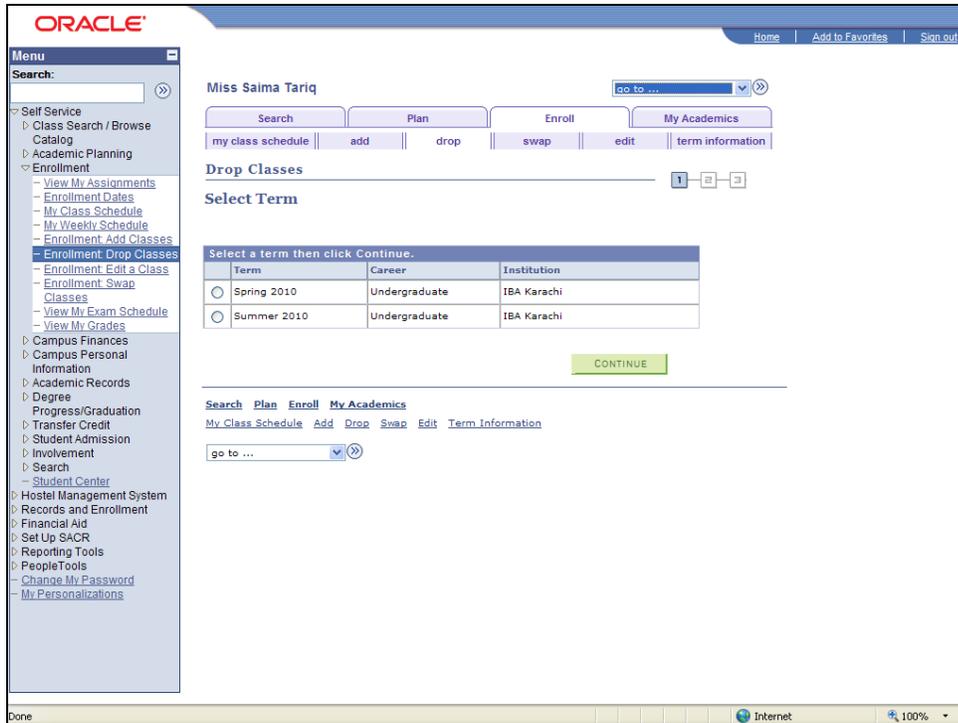
Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password: field. Enter " Model_Student ".
3.	Click the Sign In button. 



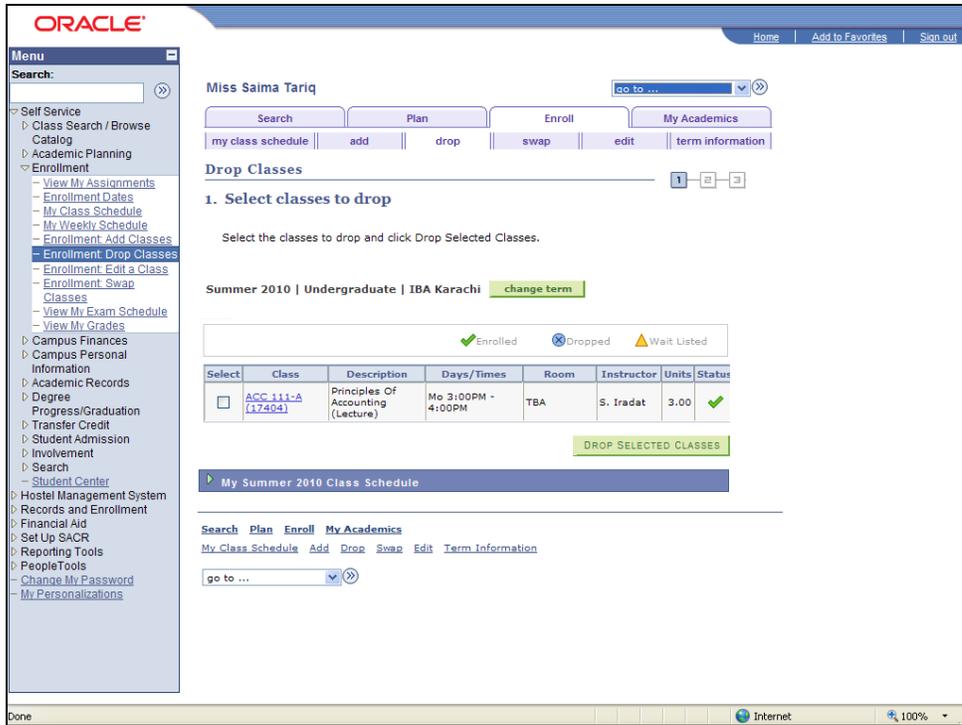
Step	Action
4.	Click the Self Service link. 



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



Step	Action
7.	Select your current term here for which you want to drop a class. Click the Summer 2010 option. <input type="radio"/>
8.	Click the Continue button. <input type="button" value="CONTINUE"/>



Step	Action
9.	Click the Select option. This will select the course to be dropped. <input type="checkbox"/>
10.	Click the Drop Selected Classes button. DROP SELECTED CLASSES

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Miss Saima Tariq. The interface includes a menu on the left, a search bar, and a table of classes. The 'Drop Classes' process is shown, with the 'FINISH DROPPING' button highlighted.

Menu

- Self Service
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes**
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Admission
 - Involvement
 - Search
 - Student Center
 - Hostel Management System
 - Records and Enrollment
 - Financial Aid
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations

Drop Classes

2. Confirm your selection

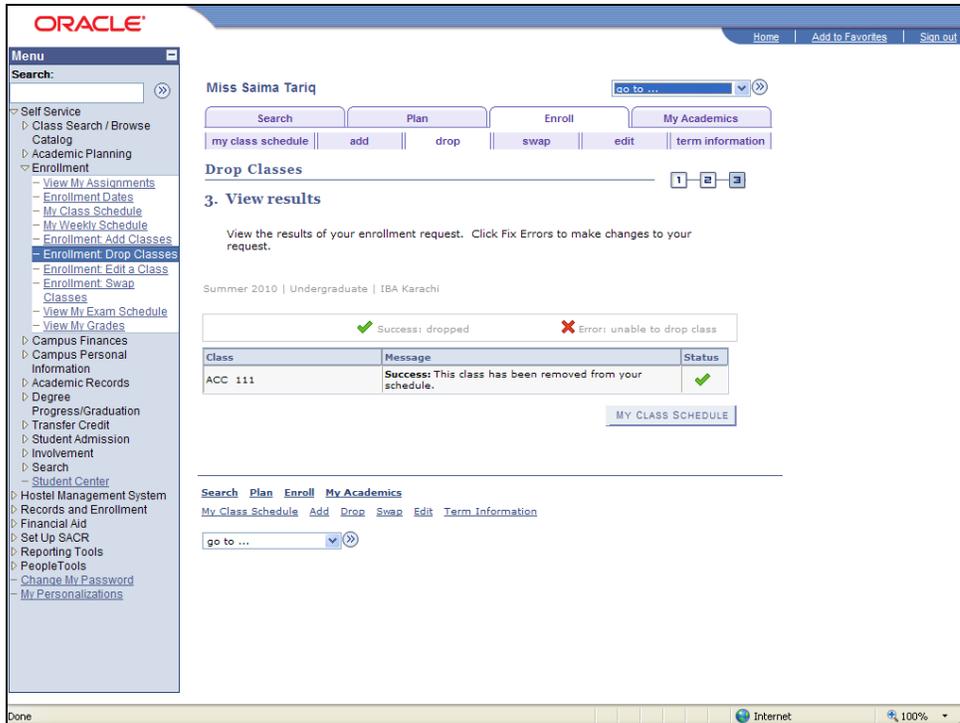
Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer 2010 | Undergraduate | IBA Karachi

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-A (17404)	Principles Of Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	✓

FINISH DROPPING

Step	Action
11.	Click the Finish Dropping button. FINISH DROPPING



Step	Action
12.	<p>If Status against the class is Success, that means you have successfully dropped the class.</p> <p>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.</p> 
13.	<p>You can also view the status of the course by clicking on 'My Class Schedule' button.</p> <p>End of Procedure.</p>

Online Enrollment - No More Capacity

Procedure

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