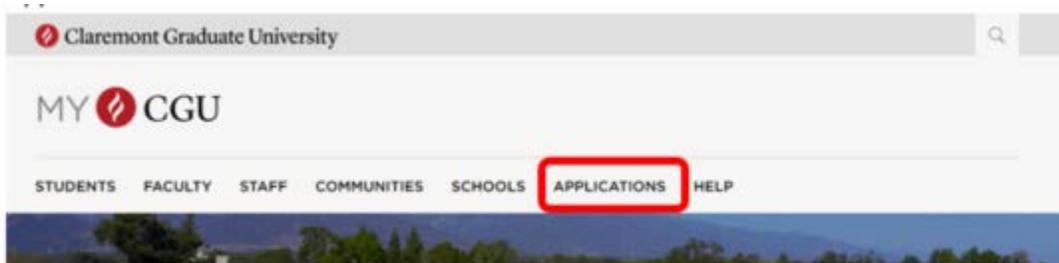


1 LOG ON TO THE CGU PEOPLESOFT PORTAL (MY.CGU.EDU).

- Navigate to my.cgu.edu and click on the Applications menu.



- Click the PeopleSoft link



Most applications require CGU network authentication to view.

Academic & Productivity Apps

Office 365

Access the suite of Office 365 apps, including Word, PowerPoint, Excel, and more.

Administrative Apps

PeopleSoft

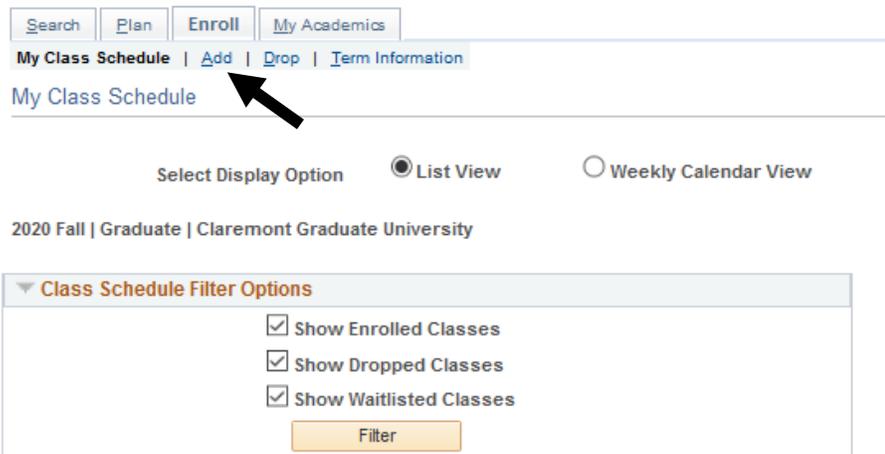
- If you know your login information, enter it in the appropriate fields
- If you have difficulty with this, contact helpdesk@cgu.edu or call (909) 621-8174 (x18174 from on-campus).
- A new tab will open with the Student Information System (PeopleSoft) Student Center tile

2 IN THE STUDENT CENTER, LOCATE AND CLICK THE “ADD/DROP CLASSES” TILE



3 YOU ARE NOW READY TO BEGIN THE REGISTRATION PROCESS.

- Any classes you are already registered for will be listed on this screen. Click the Add button to add classes.



- Clicking Add will bring you to the following page. Enter the **4-digit Class#** listed on the CGU Schedule of Classes webpage (www.cgu.edu/schedule) for the course you wish to take, and press the button next to it.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2020 Fall | Graduate | Claremont Graduate University

Open
 Closed
 Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

2020 Fall Shopping Cart

Your enrollment shopping cart is empty.

- If you don't know the 4-digit class number, click the button next to Class Search

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2020 Fall | Graduate | Claremont Graduate University

Open
 Closed
 Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

2020 Fall Shopping Cart

Your enrollment shopping cart is empty.

- Then select the subject that you are interested in, and set Course Career equal to Graduate. This will provide you with the list of open classes in your subject. You can unclick the "Show Open

Classes Only" box to see all classes, even ones that are closed because they are full.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Term Information](#)

Add Classes 1 2 3

Enter Search Criteria

Search for Classes

Claremont Graduate University | 2020 Fall

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Add Classes](#)

4 THIS PAGE WILL INDICATE THAT THE CLASS IS OPEN TO NEW ENROLLMENTS.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Term Information](#)

Add Classes 1 2 3

Search Results

Claremont Graduate University | 2020 Fall

My Class Schedule Show All

EDUC 448 Th 5:50PM - 7:40PM
Online Class

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Botany**, Course Career: **Graduate**, Show Open Classes Only: **No**

Open
 Closed
 Wait List

[Return to Add Classes](#)
 New Search
 Modify Search

11 class section(s) found

BOT 303A - Advanced Botanical & Evolutionary Research: Intro to RSABG & CUC

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1059	1-SEM Regular	TBA	No Room Needed	[Redacted]	08/31/2020 - 12/19/2020	<input checked="" type="radio"/>	Select

BOT 303B - Advanced Botanical & Evolutionary Research: Skills to succeed in graduate school

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1060	1-SEM Regular	TBA	No Room Needed	[Redacted]	08/31/2020 - 12/19/2020	<input checked="" type="radio"/>	Select

If this course requires a permission number you may enter it now in the **Permission Nbr** field. You can also use this area to indicate that you wish to be placed on the **Wait list** by clicking on the “Wait list if class is full” option.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Term Information](#)

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2020 Fall | Graduate | Claremont Graduate University
 BOT 303A - Adv Bot/Evol Res: Intro RSABG

Class Preferences

BOT 303A-1 Seminar Open

Session Regular Academic Session

Career Graduate

Wait List Wait list if class is full
 Permission Nbr
 Grading Graded
 Units 2.00

Cancel Next

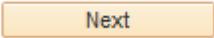
Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Seminar		No Room Needed	[Redacted]	08/31/2020 - 12/19/2020

Please note that if the class can be taken for variable units (for example, for 0-4 units) you will see a drop down option to select the **Units** on the section below. It will always default to the lowest unit option available, so remember to select the units you wish to take (if you make a mistake on this you can always contact the Registrar's Office who can assist you with correcting it).

Permission Nbr

Grading Satisfactory/Unsatisfactory

Units 0.00

Click the  button when you are ready to proceed.

5 CONTINUE BY ADDING ANOTHER COURSE TO YOUR SHOPPING CART OR GO ON TO THE NEXT STEP.

If you added a class in error you can remove it by clicking the trash can  icon next to the class you want to remove. Click the  button when done here.

2020 Fall | Graduate | Claremont Graduate University

Open Closed Wait List

2020 Fall Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	EDUC 419-W (1395)	Th 5:50PM - 7:40PM	Online Class		2.00	

Add to Cart
Enter Class Nbr 
Find Classes
 Class Search 



6 CONFIRM YOUR COURSES.

This screen will show all courses currently in your shopping cart. Just like when shopping online, you are not finished until you “checkout.” For online registration you do this by clicking the

FINISH ENROLLING

button.

NOTE: You are not registered until you click the Finish Enrolling button!

Student Center Add/Drop Classes

go to ...

Search Plan Enroll My Academics

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

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2016 Fall | Graduate | Claremont Graduate University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BOT 303A-1 (1034)	Adv Bot/Evol Res: Intro RSABG (Seminar)		No Room Needed	L. McDade	2.00	Open

CANCEL PREVIOUS **FINISH ENROLLING**

7 CONGRATULATIONS, YOU'RE DONE!

You can add another class or view your schedule from this page.

go to ...

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2016 Fall | Graduate | Claremont Graduate University

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
BOT 303A	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information