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.
- 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 Enter 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

Add to Cart
Enter Class Nbr

Find Classes
Class Search
Search

Open
Closed
Wait List

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.

- 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

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Classes Only” box to see all classes, even ones that are closed because they are full.
4  **This page will indicate that the class is open to new enrollments.**

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.
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).

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.
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!**

7 CONGRATULATIONS, YOU’RE DONE!

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 303A</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

MY CLASS SCHEDULE  ADD ANOTHER CLASS