

STUDENT GUIDE TO ONLINE CLASS REGISTRATION

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

Applications	E S
Most applications require CGU network authentication to v	iew.
Academic & Productivity Apps	Administrative Apps
Office 365 A Access the suite of Office 365 apps, including Word, PowerP Excel, and more.	PeopleSoft account information.

- 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 <u>Add</u> button to add classes.

Search Plan Enroll My Academics	
My Class Schedule Add Drop Term Information	
My Class Schedule	
Select Display Option Currie List View Currie Calendar View 2020 Fall Graduate Claremont Graduate University	
Class Schedule Filter Options	
Show Enrolled Classes	
Show Dropped Classes	
Show Waitlisted Classes	
Filter	

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

press the Enter button next to it.

Search	<u>P</u> lan	Enroll	My Academics
My Class Sch	hedule	Add	Drop Term Info
Add Classe	es		

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	2020 Fall Sho	opping Cart		
Enter Class Nbr				
Enter		Your enrollmen	it shopping cart is empt	у.
Find Classes				
Class Search				
Class Startin				
Search				

If you <u>don't know the 4-digit class number</u>, click the Search
 Search Plan Enroll My Academics
 My Class Schedule | Add | Drop | Term Information
 Add Classes

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

	Op	en Closed	<u>∧</u> Wait List
Add to Cart	2020 Fall Shopping Cart		
Enter Class Nbr	Your er	rollment shopping cart is er	npty.
Find Classes			
Class Search Search	•		

• Then <u>select the subject</u> that you are interested in, and <u>set Course Career equal to Graduate</u>. 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 Aca	idemics
My Class Schedule Add Drop	Ferm Information
Add Classes	
Enter Search Criteria	
Search for Classes	
Claremont Graduate University 20	20 Fall
Select at least 2 search criteria. Select	Search to view your search results.
Subject	st 🔍
Course Numbe	er is exactly ~
Course Caree	v V
	Show Open Classes Only
	Open Entry/Exit Classes Only
Additional Search Criteria	
Return to Add Classes	Clear Search

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

\dd	Classes					1-2-3	1	
596	arcn Kes	uits						
larer	mont Gradua	te University 2020	Fall					
ly Cl	ass Schedul	e	Show All	Shoppi	ng Cart			1
EDUIC 448 Th 5:50PM - 7:40PM				Your s	hopping cart is empty	у.		
	Or Or	line Class						-
he f Grad	ollowing clas luate, Show	sses match your sea Open Classes Only	arch criteria Cour y: No	rse Subject: Bota	ny, Course Career:			
he f Grad	ollowing clas luate, Show	sses match your se v Open Classes Only	arch criteria Cour y: No	se Subject: Bota	ny, Course Career: Open	Closed	<mark>≜</mark> Wait	t Lis
ne f Grad	ollowing clas luate, Show	sses match your sea v Open Classes Onh	arch criteria Cour y: No New	rse Subject: Bota	Open Modify Sear	Closed ch	<mark>≜</mark> Wait	t Lis
urn t	ollowing clas luate, Show o Add Class	sses match your sei v Open Classes Only es (s) found	arch criteria Cour y: No New	rse Subject: Bota	Open Modify Sear	Closed ch	▲ Wait	t Lis
urn t Cla	ollowing clas luate, Show o Add Class iss section OT 303A - A	sses match your sei v Open Classes Only es (s) found dvanced Botanica	arch criteria Cour y: No New al & Evolutionar	rse Subject: Bota Search ry Research: Int	Open Modify Sear	Closed ch C	<u>↓</u> Wait	t Lis
urn t Cla Bass	o Add Class o Add Class or Section OT 303A - A Section	ses match your set y Open Classes Only es (s) found dvanced Botanica Days & Times	arch criteria Cour y: No New al & Evolutionar	se Subject: Bota Search y Research: Int Instructor	Open Modify Sear ro to RSABG & CU Meeting Dates	Closed ch C Status	▲ Wait	t Lis
urn t Cla Bass 059	o Add Class o Add Class o S section OT 303A - A Section 1-SEM Regular	es (s) found (dvanced Botanica) Days & Times TBA	Arch criteria Cour y: No New al & Evolutionar Room No Room Needed	search y Research: Int	Open Modify Sear ro to RSABG & CU Meeting Dates 08/31/2020 - 12/19/2020	C C Status	▲ Wait	t Lis
ne f Grad urn t Cla Iass 059	o Add Classi o Add Classi o Section OT 303A - A Section 1-SEM Regular OT 303B - A	sses match your sei y Open Classes Only es (s) found dvanced Botanica Days & Times TBA dvanced Botanica	Arch criteria Cour y: No Al & Evolutionar Room No Room Needed Al & Evolutionar	search y Research: Int Instructor y Research: Sk	open Modify Sear To to RSABG & CU Meeting Dates 08/31/2020 - 12/19/2020 ills to succeed in g	Closed ch C Status graduate sc	▲ Wait Select	t Lis
urn t I cla I class 059	o Add Class o Add Class o Add Class o S section OT 303A - A Section 1-SEM Regular OT 303B - A Section	es (s) found (dvanced Botanica) TBA (dvanced Botanica) Days & Times TBA	Arch criteria Cour y: No New al & Evolutionar No Room Needed al & Evolutional Room	search y Research: Int Instructor y Research: Sk Instructor	Open Modify Sear To to RSABG & CU Meeting Dates 08/31/2020 - 12/19/2020 ills to succeed in g Meeting Dates	C C Status	▲ Wait Select	t Lis

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

<u>Search</u> My Class Sci Add Class	Plan Enroll My hedule Add Drop es	Academics		1-2-3	
1. Selec 2020 Fall Gr BOT 303A -	ct classes to ad aduate Claremont Grad Adv Bot/Evol Res: Intro	d - Enrollment F duate University RSABG	Preferences		
lass Prefe	erences				
BOT 303A-1 Ses Car	sion Regular Academ eer Graduate	Open ic Session		Wait List Wait I Permission Nbr Grading Graded Units 2.00	ist if class is full
				Cancel	Next
Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Seminar		No Room Needed		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 <u>Units</u> 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).

Perm	nission Nbr	
	Grading Satisfactory	/Unsatisfactory
	Units 0.00 V	
Click the	Next	button when you are ready to proceed.

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

f you added a class in erro	r you ca	n remove it b [.] Proceed to Step	y clicking the t 2 of 3	rash can 💼 ic	on next to th	ne class	you
want to remove. Click the				button when	done nere.		
2020 Fall Graduate Claremont (Graduate U	niversity					
			Open	Closed	🔺 Wait Li	ist	
Add to Cart	2020 Fa	all Shopping Cart					
Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status
Enter	Î	EDUC 419-W (1395)	Th 5:50PM - 7:40PM	Online Class		2.00	۲
Find Classes							
Class Search							
Search	•						

Proceed to Step 2 of 3

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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 Cente 	r							▼ Add	/Drop	Classes
				go to		~)>>>				
Search	F	Plan	Enroll		My Acad	emics]			
my class schedule	add	drop	swap	edit	term	information				
Add Classes					- 1-2	-3				
2. Confirm cl	asses									
Select Finish En without adding t 2016 Fall Graduate	rolling to process yo hese classes, select Claremont Graduate	our request for the cancel. University	classes listed. ⁻	To exit						
		Open	Close	d 🔺	/ait List					
Class	Description	Days/Times	Room	Instructor	Units Stat	us				
BOT 303A-1 (1034)	Adv Bot/Evol Res: Intro RSABG (Seminar)		No Room Needed	L. McDade	2.00					
		CANCEL	PREVIOUS	FINISH	ENROLLING	•				
							_			

7 CONGRATULATIONS, YOU'RE DONE!

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

< Student Center				▼ Add/Drop Classe
		go t	• v ®	
Search	Plan	Enroll	My Academics	
my class schedule	add drop	swap ed	t term information	
Add Classes				
View results				
	Success: enrolled	🗙 Error: unab	e to add class	
Class	Message		Status	
BOT 303A	Success: This class h	as been added to your schedul	e. 🖌	
	N	IY CLASS SCHEDULE ADD	ANOTHER CLASS	