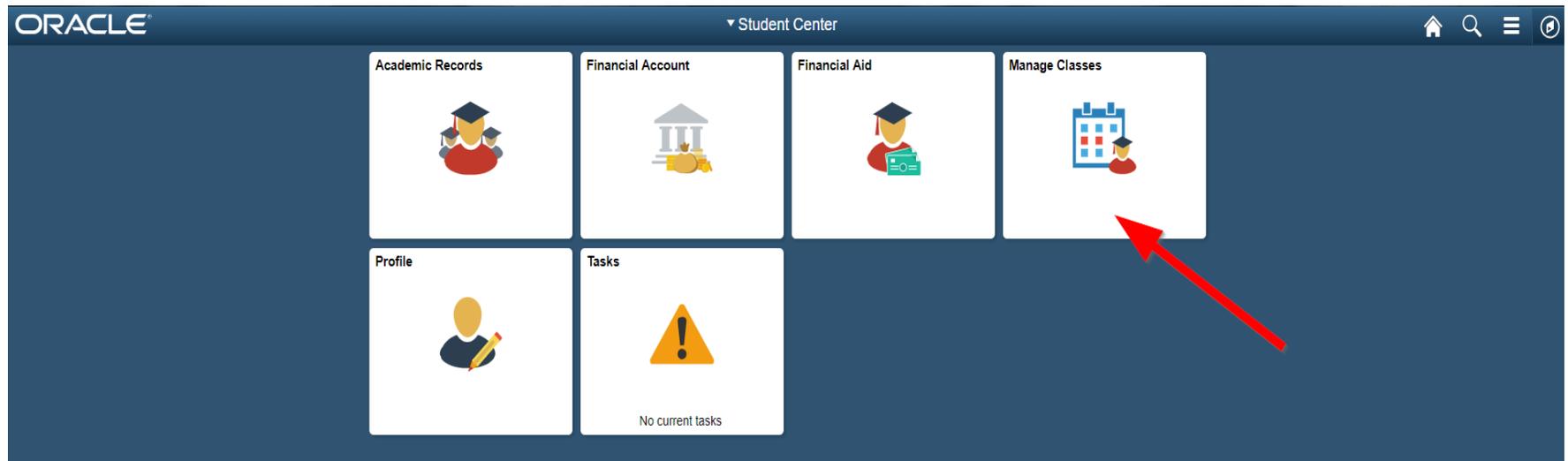


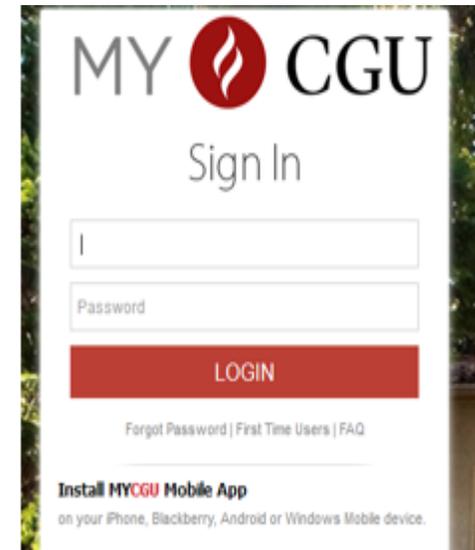
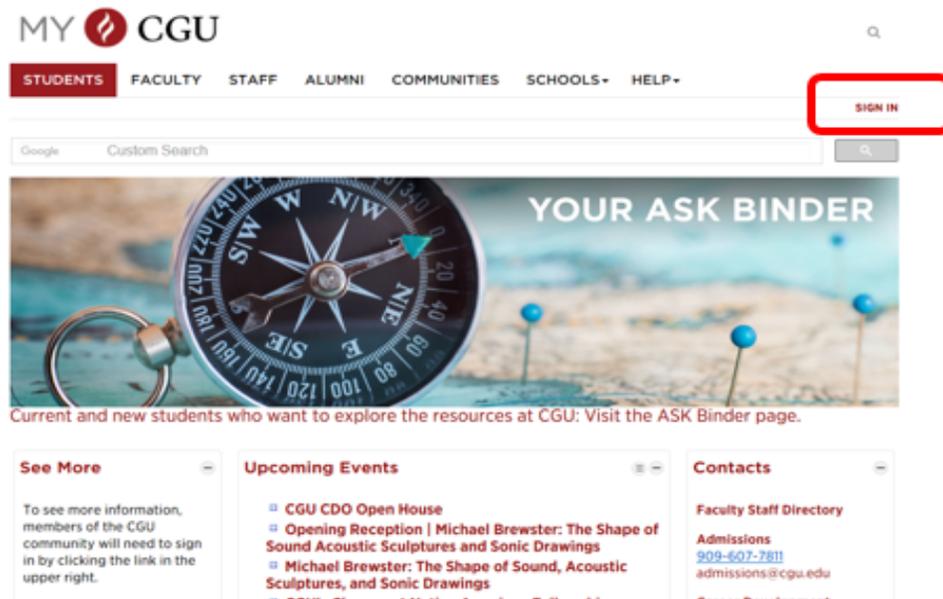
PeopleSoft New Enrollment Interface Documentation



The **new way** to manage your class enrollment is now available on PeopleSoft via the “Manage Classes” tile. With this tile, you can view your current classes, search classes and enroll, drop classes, and browse the course catalog.

Navigation to Tile:

- Go to mycampus.cgu.edu and click the SIGN IN button



If you know your login information, enter it in the appropriate fields
If you don't know your login information, contact helpdesk@cgu.edu or call (909) 621-8174 (on campus dial x18174).

- To access the Manage Classes Tile in the portal, click on the ORACLE/PEOPLESFT icon.

MY  CGU

STUDENTS FACULTY STAFF ALUMNI COMMUNITIES SCHOOLS▼ HELP▼

Web Content Display - Look and Feel - Configuration

Google Custom Search

YOUR ASK BINDER

Current and new students who want to explore the resources at CGU: Visit the ASK Binder page.

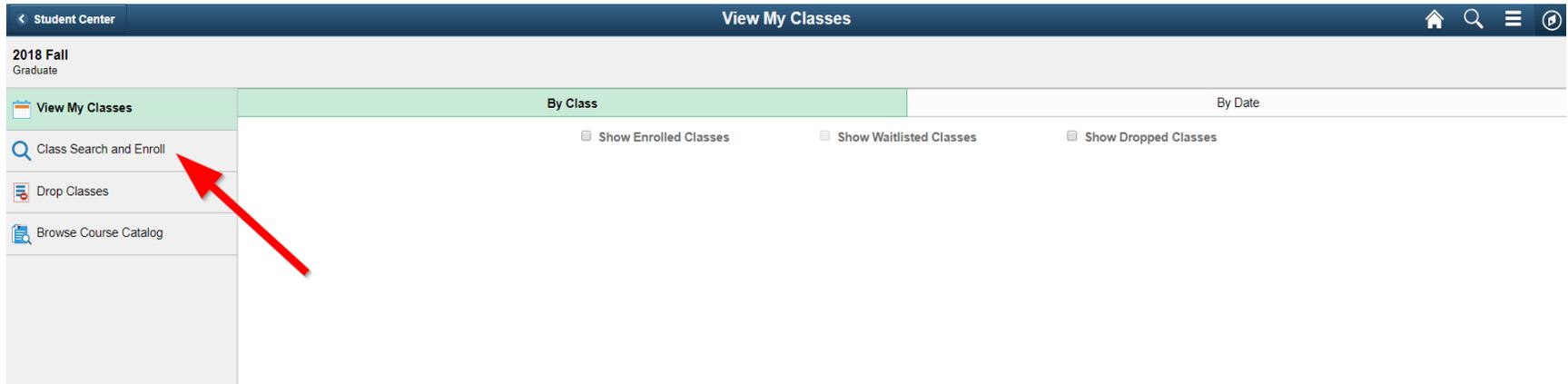
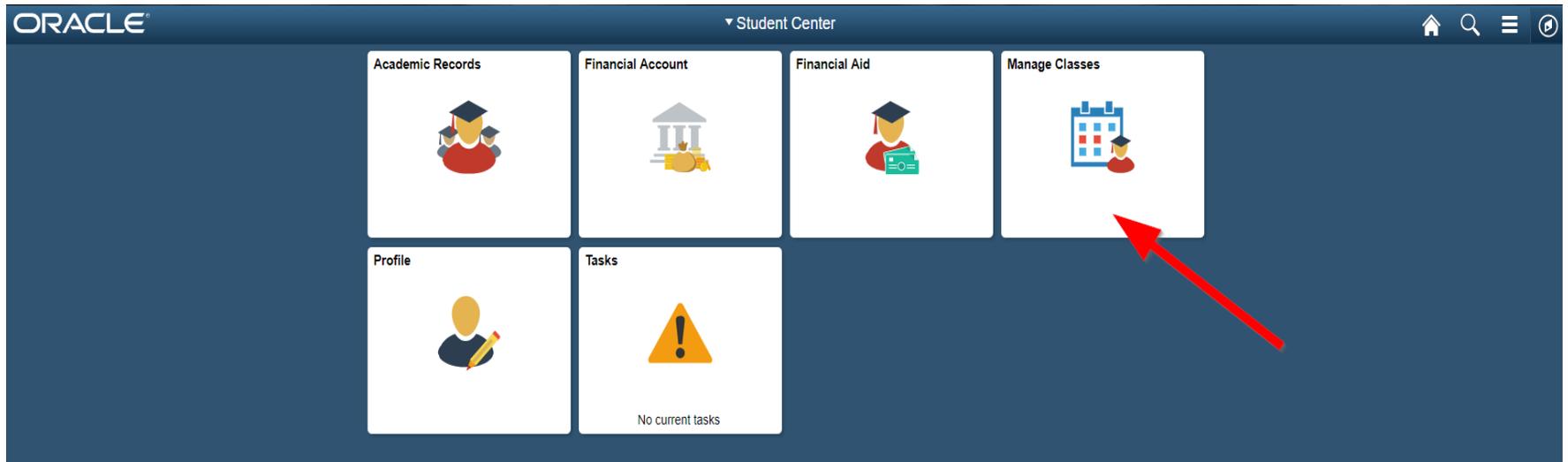
Information To Know

Key Dates

Contacts

Faculty Staff Directory

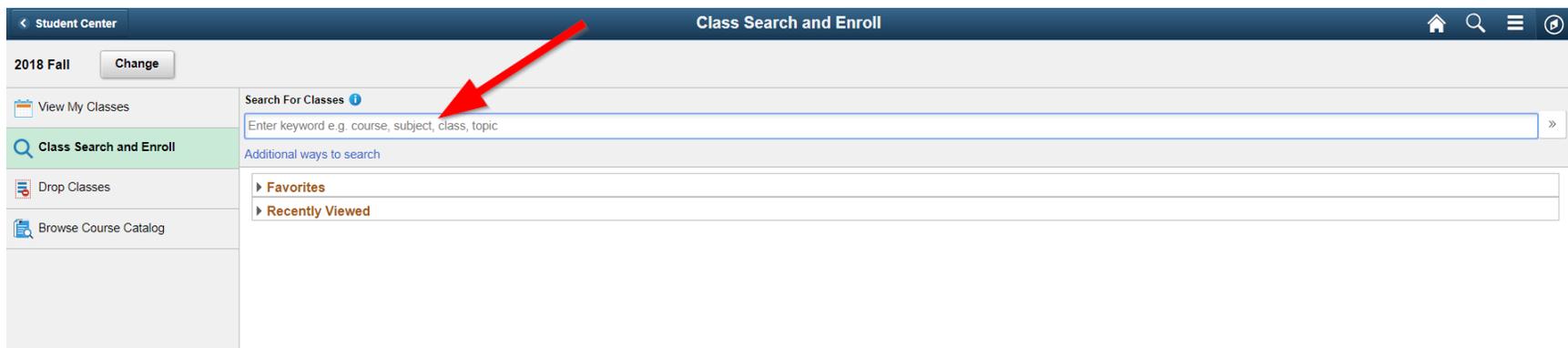
Admissions
000-607-7811



1. Once you've clicked the "Manage Classes" tile, you can click on "Class Search and Enroll".



2. Select the enrollment term you need to enroll into. If the registration period has already opened and you do not see the term you want, contact your department.



2. Enter keyword in the "Search for Classes" field.

2018 Fall

View My Classes

Class Search and Enroll

Drop Classes

Browse Course Catalog

MGT 512
Corporate Finance
★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	1104	09/04/2018 - 12/22/2018	Wednesday 7:00PM to 9:50PM	Burkle 26	Jay Prag	Open Seats 9 of 20

3. Click on the course you'd like to add to your schedule. Once you've clicked on the course, you'll be led through the final action steps of the enrollment process.

× Exit Class Search and Enroll **Next >**

2018 Fall
Graduate
Claremont Graduate University

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection
You have selected
MGT 512 Corporate Finance
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
1104	Regular Academic Session	09/04/2018 - 12/22/2018	Wednesday 7:00PM to 9:50PM	Open Seats 9 of 20



5a. Review Class Selection

2018 Fall
Graduate
Claremont Graduate University

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Review and Submit Not Started

Step 2 of 3: Review Class Preferences

MGT 512 Corporate Finance
1104 - Open

Add to waitlist if class is full? No

Permission Number

Accept

5b. **Review Class Preferences**- You can add yourself to the wait list if the class is full or you can use a permission code for the course on this page. Otherwise, you can proceed to the next step by clicking “Accept.”

2018 Fall
Graduate
Claremont Graduate University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to enroll in

MGT 512 Corporate Finance
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
1104	Regular Academic Session	09/04/2018 - 12/22/2018	Wednesday 7:00PM to 9:50PM	Open Seats 9 of 20

Class Preferences

Add to waitlist if class is full? No

Submit

5c. **Review and Submit** your course enrollment.

NOTE: You are not registered until you click the “Submit” button!

The “Drop Classes” link will take you through a similar process.

Questions? If you have any questions, contact your department or the Registrar’s Office at student.records@cgu.edu or (909) 621-8285 (x18285).