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/PEOPLESOFT icon.
1. Once you’ve clicked the “Manage Classes” tile, you can click on “Class Search and Enroll”.

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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.
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.

5a. **Review Class Selection**
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.”

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).

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