This presentation covers:
• Logging into Student Admin System
• Adding, dropping & swapping classes
• Multiple component classes (lecture, lab, discussion)
• Permission numbers
• Tips & tricks

The PeopleSoft Student Administration System, oftentimes referred to as ‘StudentAdmin’ is our student system for Admissions, Registrar, Advisement, Bursar, Financial Aid and more. This presentation focuses on the student enrollment or registration function.
To access Student Admin, go to the website students.uconn.edu, and under the Student Tools section, click the Student Admin link.
On the left-side click the **NetID login button**.
The **NetID Single Sign-On** page displays. Type in your **NetID** (3 initials and 5 numbers, e.g., abc12345) and your **NetID password**.

If you do not know your NetID or your password, click the **Need Help?** link.
From the Main Menu or home page, click Main Menu, Self-Service and then Student Center.
Always check the right-side of your Student Center to review:

- **Holds & Indicators** to determine if you have any enrollment holds or bars that could prevent you from registering.

- **Enrollment Dates** (we refer to it as your “Pick Time”) to view the specific dates and times that you are eligible to register for classes.

- Click the details link to view a different semester, depending on the time of the year.
Under the Academics section, click the Dynamic Class Search link. Dynamic Class Search is a very useful and quick tool to search for and view class info and availability at your campus, plus real-time enrollment totals, all on one page.

Tip! it is recommended you view Dynamic Class Search before your enrollment appointment or pick time.
This Fall 2014 search was for Chemistry 1127Q at the Storrs campus. You are able to quickly view:

- The **Class Nbr** for the specific class section you want
- Enrollment **capacity** and **totals**
- If seats are **reserved** (like for History majors only)
- **Instructor** name
- **Class days** and **times**

You can change the search criteria on the fly and just click the **Search** button again, and include also searches for honors and online classes too.

*Tip!* Jot down the **Class Nbr** for the classes you wish to register for.
Now it’s time to enroll. From your **Student Center**, under the **Academics** header, click the **Enroll** link.
Select the term/semester you are registering for and then click the Continue button.
This page displays: **Add Classes to Shopping Cart.**

If you **know the Class Nbr**, type it in the blank box under **Enter Class Nbr** and then click the **enter** button.

If you **do not know** the **Class Nbr**, then click the **search** button.
After clicking the **Search** button, this example is a class search for **CHEM 1127Q** – General Chemistry, a common requirement. CHEM 1127Q has **multiple required components**, that is, a **Lecture**, a **Lab** and a **Discussion**.

- Click the **Course Subject** drop-down menu. Scroll down and then click **CHEM – Chemistry**.

- Enter the **Course Number 1127Q**.

- Select **your Campus** from the Campus drop-down field.

- Click the **Search** button to view the open sections of CHEM 1127Q at your campus.

**Tip!** The checkbox is always defaulted to **Show Open Classes Only**. But, if you want
to see all the class sections being offered this semester and see if a section is closed, deselect that checkbox.
**Important!** To view all the *sections* of a class, click the *View All* link, or in this example, the *View 100* (of 166) link within the *top blue bar*.

**Tip!** Click the *blue Section link (001L-LAB)* highlighted in *orange* to examine the *class details* (pictured on next slide).
Class Details include:

- Required Class Components (lecture, lab, discussion)
- Enrollment Requirements (ex: prerequisites)
- Class Availability
- Class Notes
- Exam info
- Description and Special Fees
- If a Permission Number is required

A Permission number is needed if you do not meet the requisites, if the class if full, if there is a time conflict with another class, or if the instructor requires it.

Once you have determined which class section works for you, click the SELECT CLASS button.
Once you select the **Lab** or the **Discussion** section, the system **automatically** brings in the other components **tied** to it (in this example, the Lecture and Discussion, once the Lab is selected).

**Note:** If you choose the Lecture, then the Lab and Discussion sections will display for you to select from.

Click the **Next** button to continue.
For some classes, like this example of **MATH 1131Q**, after you select your discussion or lab section, you are **required** to select an **Administrative section** or **Exam time** before you can continue.

Make a selection, and then click the **NEXT** button.
If a **Permission Number** is required to enroll in this class, enter it in the space provided. Email or call the **instructor** or the **department** to request a Permission Number.

If the class if already full and you wish to be added to a **Wait List**, select that checkbox.

Click the **Next** button to continue.
Important! CHEM 1127Q has been added to your Shopping Cart; however you are NOT ENROLLED in the class yet.

Select the class checkbox and then click the enroll button to continue.

Tip! It is recommended that you enroll in one class at a time, as students may be registering all over campus.
Click the **FINISH ENROLLING** button to process your request.
A green checkmark confirms you have successfully enrolled into the class. Remember, you are not registered in the class until you see the green checkmark in the Status column.

From here, you can click the **ADD ANOTHER CLASS** button to register for more classes.
If a **RED X** displays in the Status column, you have **not** successfully registered for this class. **Read the message carefully** to determine why.

**Reasons** include:

1. There is a **hold** on your record (advising or financial)
2. The class is **full**
3. There is **time conflict** (classes overlap)
4. You do not meet the **requisites**
5. A **permission number** is required
6. Seats are being **reserved** for certain populations
After you click the **MY CLASS SCHEDULE** button, your schedule displays in a **list** format. Select the checkboxes to filter the list by Enrolled, Dropped and/or Waitlisted classes.

A much more useful schedule view is the **grid** format. Select **Weekly Calendar View** to see that format.
At the top of the calendar, select a **date and time range** to view your calendar for a particular week and then click the **refresh calendar** button.

If you have evening classes, extend the evening time to a later hour in order to view them.
At the bottom of the calendar, any world wide web classes or those without a meeting time are displayed.

Under the **Display Options** section, select the checkboxes to show **Class Title**, **Instructor Name**, days of the week and AM/PM. Then click the **refresh calendar** button.
If you want to **change your schedule**, you can either **drop** or **swap** classes.

**Tip!** Do not drop a class before you are sure you can add another one. The swap function works great for this.

First, click the **swap** page tab, **select the semester**, and then from the **Select from your schedule** drop-down field, select the class you wish to **swap out**.

Next, either **Search for Class** or **Enter Class Nbr** and **click the enter button** of the class you want to swap in to your schedule.
Click the **Next** button.
Confirm your swap selection and then click the **FINISH SWAPPING** button.
Ensure you view a green checkmark for a successful swap.
Select the drop page tab and then select the checkbox next to the class(es) you wish to drop. Finally click the DROP SELECTED CLASSES button.

*Tip!* Do not drop a class before you are sure you can add another one.
Confirm the class you wish to drop and then click the **FINISH DROPPING** button.
Always check for **Success** indicated by a green checkmark in the **Status** column.
To see detailed help documents on all the Student Admin functions, click the Student Help link in the upper right part of the page.
Here is a screen shot of the student help page for Student Admin. Click any link to view the help documents.
Here’s who can help you if you have questions.

Since advisors and instructors are sometimes difficult to reach by phone during the summer months, the best form of contact is to email them.

The Registrar’s Office is helpful with questions about how to use the Student Admin system.

HuskyTech and the Help Center can help you with your NetID and account/login information.

Plus there are dozens of help documents on the student help page: http://www.peoplesofthelp.uconn.edu/