

Enrollment for Spring begins soon

Sent to all graduate students on 11/7/11 via Campus Announcement

Enrollment begins soon, and it will be your responsibility to enroll in classes for Spring 2012 using PeopleSoft Self-Service. Therefore, it is critical that you know your PeopleSoft login name and password and that you are comfortable navigating within the system. The Service Center, Graham Hall, can assist you with login name and password reset. **If you delay in taking care of this, you may be closed out of classes that you want/need to take!**

This is what you should be doing now:

- **Check your enrollment appointment in PeopleSoft** (start date for your access to PeopleSoft enrollment; late fees apply if you are not enrolled by November 21)
- **Meet with your academic advisor** prior to your PeopleSoft enrollment appointment
- **Check and resolve any Holds** you may have in PeopleSoft
- **Review the Class Schedule** and become familiar with the class search tools in PeopleSoft. Also see the http://www.clarkson.edu/sas/classes_schedules/index.html site for the complete schedule and changes.
- **Review the Enrollment documentation.** Start at <http://www.clarkson.edu>; then select the Current Students button; then PeopleSoft and 8.9 Documentation.
http://www.clarkson.edu/sas/ps_documentation/enrolling_in_classes_8.9.pdf
- **Monitor your Clarkson email.** Important notifications will be sent to you only by email.

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