

## Enrollment for Spring begins soon

*Sent to all undergraduate students on 11/7/11 via Campus Announcement*

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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:**

- Undergraduates -- experiment with the **Wish List** functionality in PeopleSoft (see recent email)  
[http://www.clarkson.edu/sas/ps\\_documentation/wish\\_list\\_8.9.pdf](http://www.clarkson.edu/sas/ps_documentation/wish_list_8.9.pdf)
- **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
- **Interested in a Minor?** To select a minor, you must notify the academic department offering the minor and submit the appropriate form to Student Administrative Services to be officially registered for the minor.
- **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](http://www.clarkson.edu/sas/classes_schedules/index.html) site for the complete schedule, changes and listings of Knowledge Area, communication and technology courses.
- **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](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.