

Sent to all First Year Engineering, E&M, Biology, Chemistry and BioMolecular Science Students
October 31, 2011

You will be receiving emails and memos about enrollment for Spring 2012. Most students must enroll themselves in all their classes through PeopleSoft Self-Service.

We have found that first year students in Biology, Chemistry and BioMolecular Science, have an especially difficult time with enrollment because of competition for seats in CM104/106 and other multiple-section courses. Therefore, for this semester only, we are pre-enrolling you in the technical classes you would typically need to take. You should be able to see this schedule in PeopleSoft now.

NOTE your schedule is NOT complete. Although you have a schedule, you must still enroll in an elective.

So what do you do now? Below are some typically asked questions. Please look them over to see what you need to do next.

I have a class schedule, do I need to do anything else?

Although you have a schedule; it is not complete. **You must still enroll** in an elective - typically a humanities/social science course that will fulfill a Knowledge Area (KA) requirement.

- You must still meet with your advisor or attend a department advising session to discuss with him/her your options for the additional class to be added. Your advisor will remove your advising hold once this consultation has taken place; you won't be able to add/drop until this hold is removed.

How do I know what KA I need?

Your best resource to determine what your graduation requirements are is your academic advisor as certain KA's may be covered by required major courses. Your academic departmental secretary is also very valuable in assisting with graduation requirements.

- If you entered with any advanced placement or transfer credit, you should run a Degree Progress report in PeopleSoft to see if any knowledge area requirements have already been met and take this with you to meet your advisor.
- When meeting with your academic advisor, ask which KA designators you need to take. You want to have a variety of courses to choose from when trying to figure out which course to take.

Where can I find courses that will fulfill the KA requirements?

A listing of the Knowledge Area, Communication & Technology courses being offered during the fall semester is available on the SAS website:

http://www.clarkson.edu/sas/classes_schedules/index.html

When can I add the KA course?

You will have access to enrollment in PeopleSoft once your enrollment appointment time and day are reached. You can also use the Wish List to see what classes might work - however, be aware that the Wish List cannot anticipate whether seats will be available once your enrollment appointment begins and does not hold a seat for you in the class. You can see when your PeopleSoft enrollment time begins by checking PeopleSoft.

What is SAS101 on my schedule?

This is a placeholder class letting you know you need to enroll in another class still; probably a KA course. Meet with your academic advisor to figure out what this course is.

How do I remove the SAS101 course?

When enrolling in a KA course you will need to **SWAP** the SAS 101 placeholder class for the class of your choice that fits the schedule you have been given. If your advisor tells you that you do not need to take an additional course, you can simply drop the SAS101 course.

I don't like my schedule, can I change it?

While you do have the ability to modify your schedule online, we caution you to be careful when doing so. If you accidentally drop a class that you need, you are not guaranteed to be able to get back into it. You should discuss all potential schedule changes with your academic advisor.

Who is my advisor?

This is listed in PeopleSoft in the Student Service Center on the right hand side under Advisor.

What if I drop a course that is a prerequisite for a course I need next semester or I change my major?

Should you drop any classes this semester, or change majors between now and the end of the semester, discuss this with your academic advisor to find out if your schedule needs to be changed. You want to be sure your schedule is changed appropriately prior to the start of the spring semester.

Who do I see if I am having trouble swapping out of SAS101 and adding my elective course?

Once you have met with your advisor and you know what your options are for fulfilling this elective course, you can come to SAS, Graham Hall, for assistance. Remember there is PeopleSoft documentation you can refer to when trying to add/drop courses. Links to this documentation can be found on the "Connect to PeopleSoft" page.

We strongly recommend that you leave your existing schedule alone. Because of the complexity of the schedule, trying to change even one class section may result in losing a seat already assigned.