When you log into PeopleSoft, go to your student center to be able to enroll in the class.

1) Click on Self Service.

2) Click on Student Center.

3) Click on Enroll/Drop
4) Select the term you wish to enroll for, in this example, Fall 2014. After selecting the term, click Continue.

5) Search for the class to enroll in, if the class number is not known. To do so, click on Class Search under Find Classes and click Search.

6) Enter the course, in this example, ELED 468.
7) After entering the Course Subject and Course Number, scroll to the bottom of the page and click Search.

8) The Search Results are presented. (Days, Room, and Meeting Dates all say TBA because this course is in a test database.)
9) Click on the Select Class link for the correct class section.

<table>
<thead>
<tr>
<th>Section</th>
<th>ELED 468-001 (1943)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
<td>TBA</td>
</tr>
</tbody>
</table>

The following screen will appear:

**Shopping Cart**

1. Select classes to add - Enrollment Preferences

**ELED 468 - PDS SCHOOL INTERNSHIP II**

- **Class Preferences**
  - ELED 468-001  Internship  Open
  - Session: Regular Academic Session
  - Career: Undergraduate

- **Enrollment Information**
  - Department Consent Required to enroll in this class

- **Wait List**
  - Wait list if class is full

- **Grading**
  - Satisfactory/Unsatisfactory

- **Units**
  - 6.00

**Section** | **Component** | **Days & Times** | **Room** | **Instructor** | **Start/End Date**
---|---|---|---|---|---
001 | Internship | TBA | TBA | Staff | 

10) On the right-hand side of the screen are the following options: Wait List and Units. Click on the down arrow next to Units and you can change the number of units for this section.
11) After selecting the correct amount of units, click on Next.
The class has been added to your shopping cart and you can clearly see that the class is for 12 units.

12) Click on the check box for the course to enroll in then click Enroll.

13) Make sure the correct class is showing, then click on Finish Enrolling.
14) You are now enrolled in ELED 468.

If you need to change the number of units the class is worth after you enroll, you can make changes through the Drop/Add (Change of Schedule) period.

Follow the below instructions on how to change the number of units after you have successfully enrolled.

1) Click on Enroll/Drop.

2) Click on the Edit tab.

3) Click on the term you wish to edit a course in, and then click Continue.
4) Select the class to edit and click on Proceed to Step 2 of 3.

5) Where the screen states Units, select the correct amount of units the class should be.

In this case, we’ll change it to 8 units.
6) Click on Next

ELED 468 - PDS SCHOOL INTERNSHIP II

Class Preferences

ELED 468-001  Internship  Closed

Session  Regular Academic Session
Career  Undergraduate

Enrollment Information
- Department Consent Required to enroll in this class

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<tr>
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<td></td>
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</tbody>
</table>

7) Click Finish Editing.

If the edit was accepted, the below screen will appear.