

NAVIGATING PAWS ADVISING/REGISTRATION FEATURES

I. PAWS HOME PAGE

The screenshot shows the PAWS Student Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Student Self Service', and 'Student Center'. Below this is the 'Jenna's Student Center' header. The main content area is divided into two primary sections: 'Academics' and 'Finances'.

Academics Section:

- Search:** Includes links for 'Plan', 'Enroll', and 'Advising Tools'. There is also a link for 'Enrollment Verification (NSC)'.
- Class Search:** A dropdown menu labeled 'other academic...' with a search button.
- This Week's Schedule:** A table with columns 'Class' and 'Schedule'.
- Buttons:** 'weekly schedule' and 'enrollment shopping cart'.

Finances Section:

- My Account:** Includes links for 'Account Inquiry', 'Refund Direct Deposit', and 'Semester Verification'.
- Financial Aid:** Includes links for 'View Financial Aid' and 'Accept/Decline Awards'.
- Other Financial:** A dropdown menu labeled 'other financial...' with a search button.

Right Sidebar:

- SEARCH FOR CLASSES:** A green button.
- Holds:** A purple box containing the text 'No Holds.'.
- To Do List:** A blue box containing the text 'No To Do's.'.
- Enrollment Dates:** A blue box containing the text 'Shopping Cart Appointment: Your Shopping Cart for the 2015 Spring Regular Academic Session session is available for use beginning October 6, 2014.'.
- Enrollment Appointment:** A green box containing the text 'You may begin enrolling for the 2015 Spring Regular Academic Session session on November 6, 2014.'.
- Advisor:** A red box containing the text 'Program Advisor: Margaret Martinetti, 609-771-2640'.

If you don't know who your advisor is, you can find his/her contact information under the "Advisor" tab. Make sure that you schedule an appointment to meet **BEFORE** your enrollment time, especially if you have an advising hold on your account. Only your faculty (academic) advisor can lift this hold; you will not be able to register for your classes until you meet with your advisor. Most advisors post advising sign-up sheets on their door/near their office, prior to each advising/registration cycle.

Before you meet with your advisor, check your account for any **HOLDS**, found under the "Holds" tab. Your academic advisor can **ONLY** lift advising holds. Any other holds on your account will have to be rectified with the appropriate offices. For example, for a health hold you would have to go to Student Health Services to solve the problem. For a financial hold, you'd have to make a trip over to Green Hall. Specific information about the holds should be provided on PAWS.



[Favorites](#) | [Main Menu](#) > [Student Self Service](#) > [Student Center](#) > [Enrollment Dates](#)

2015 Spring | Undergraduate | The College of New Jersey [change term](#)

Shopping Cart Appointments		
Session	Appointment Begins	Appointment Ends
Regular Academic Session	October 6, 2014 8:30AM	November 16, 2014 11:59PM
1st Quarter	October 6, 2014 8:30AM	November 16, 2014 11:59PM
2nd Quarter	October 6, 2014 8:30AM	November 16, 2014 11:59PM
Overseas	October 6, 2014 8:30AM	November 16, 2014 11:59PM

Enrollment Appointments					
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units
Regular Academic Session	November 6, 2014 1:50PM	January 14, 2015 1:59PM	4.50	3.00	1.00
1st Quarter	November 6, 2014 1:50PM	January 14, 2015 1:59PM	4.50	3.00	1.00
2nd Quarter	November 6, 2014 1:50PM	January 14, 2015 1:59PM	4.50	3.00	1.00
Overseas	November 6, 2014 1:50PM	January 14, 2015 1:59PM	4.50	3.00	1.00

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Session	January 15, 2015	
1st Quarter	January 15, 2015	
2nd Quarter	January 15, 2015	
Overseas	January 15, 2015	

You can find out your enrollment date and time under the “Enrollment Dates” tab. You can see from the PAWS home screen the date when you are able to begin enrolling. **HOWEVER, YOU NEED TO ACTUALLY CLICK ON THIS TAB TO SEE THE TIME AT WHICH YOU ARE ABLE TO ENROLL.** Click on “details”. The time at which you register for your courses will be listed under “Appointment Begins”. **BE READY TO ENROLL AT THIS TIME, SO THAT YOU MAXIMIZE YOUR CHANCES OF GETTING A SEAT IN THE CLASSES YOU WANT/NEED.**

Note: If you do not register for classes before the registration window ends, you will be charged with a late registration fee. (Typically, the late registration fee is issued at midnight on the last registration date. For example, for Spring 2015, undergraduate students must register before 11:59PM on November 16, 2014 to avoid the late registration fee of \$150).

II. ACADEMIC REQUIREMENTS

The screenshot displays the PAWS Student Center interface. At the top, the PAWS logo is on the left, and a navigation bar contains links for Favorites, Main Menu, Student Self Service, and Student Center. Below this, the Academics section is highlighted. On the left, a search bar is present with links for Plan, Enroll, and Advising Tools. A dropdown menu is open, showing 'Academic Requirements' as the selected option. The main area features a 'This Week's Schedule' table with columns for Class and Schedule. To the right, there are sections for Holds, To Do List, and Enrollment Dates. The Enrollment Dates section includes a 'Shopping Cart Appointment' and an 'Enrollment Appointment'.

PAWS

Favorites | Main Menu > Student Self Service > Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Advising Tools](#)

[Enrollment Verification \(NSC\)](#)

other academic... >>>

Academic Requirements

- Class Schedule
- Course History
- Course Planner
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

This Week's Schedule

Class	Schedule
-------	----------

[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the 2015 Spring Regular Academic Session session is available for use beginning October 6, 2014.

Enrollment Appointment
You may begin enrolling for the 2015 Spring Regular Academic

To see the requirements for Liberal Learning and your current major, second major and/or minor, that you have already fulfilled/still need to complete, you can go to the Academic Requirements page. This page lists all of the requirements you must meet for graduation, with the courses you have taken/are currently enrolled in.



▼ CIVIC RESPONSIBILITIES AND PROFICIENCIES (2012) (RG-0011)

Not Satisfied: Student must successfully complete seven courses.

PROFICIENCIES (R-0002)

Satisfied: Student must successfully complete IDS 102, WRI 102, and a First Seminar (FSP).

- ▶ IDS 102 - Information Literacy Proficiency (online tutorial)
- ▶ SAT WRI 102
- ▶ First Seminar (FSP)

CIVIC RESPONSIBILITIES (R-0029)

Not Satisfied: Student must successfully complete four courses. These may be taken to meet requirements in a major, a second major, a minor, in Liberal Learning, or as electives.

- ▶ Community Engaged Learning
- ▶ Gender

▼ Global Perspectives

Not Satisfied: Complete one course.

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status
View Course List	Global Perspectives		
View All First 1 of 1 Last			

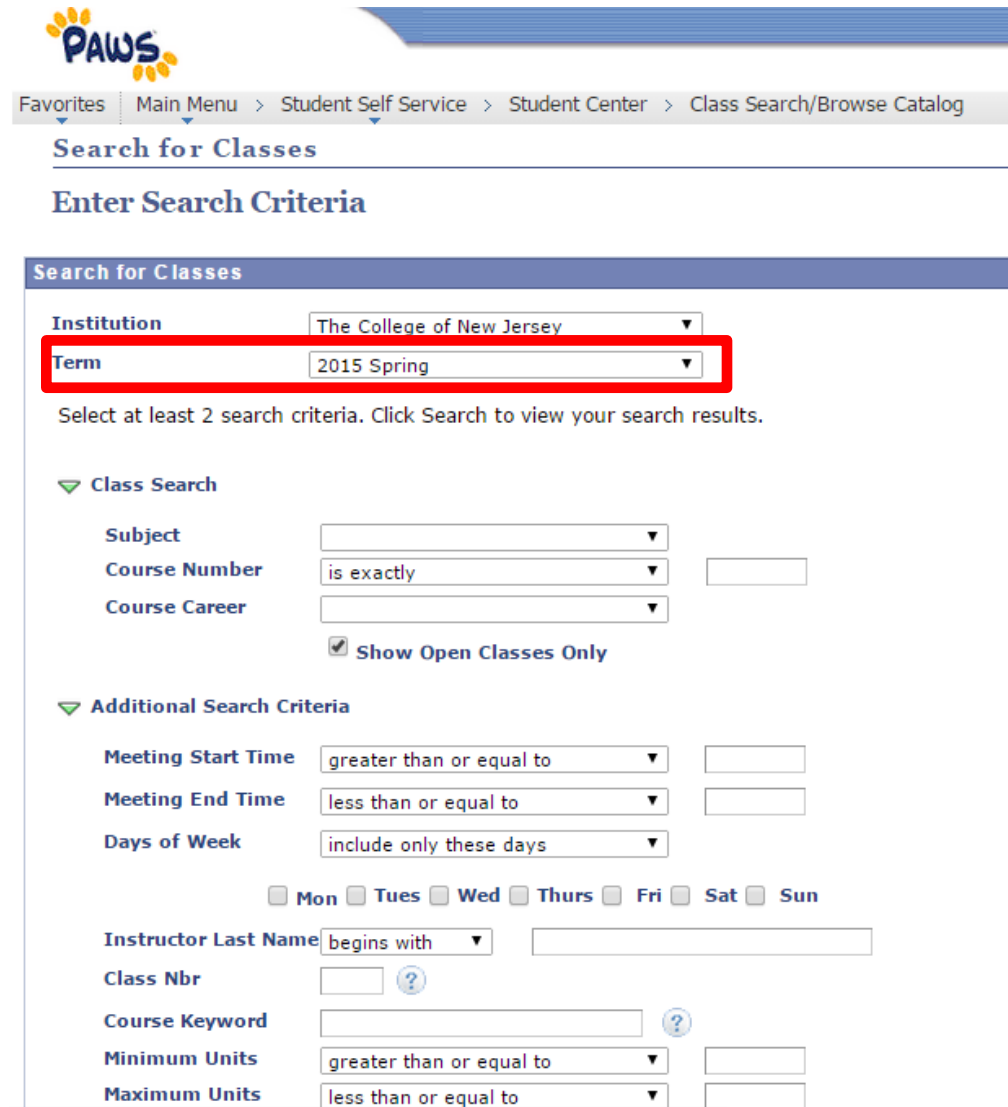
- ▶ Race & Ethnicity

Collapsed tabs indicate that a requirement has already been fulfilled and you therefore aren't required to take another course in that category to graduate.

Open tabs indicate that you have one or more requirements to fill in that section. Don't forget about these when you're going to register for your courses. You do have the duration of your time at TCNJ to complete everything, but try not to leave everything until the last minute.

Under each tab, you're able to search for courses that meet a given requirement. These courses aren't necessarily offered every semester, so you need to check their availability. This gives you a starting place to find courses that you may be interested in taking that will fulfill some requirements.

III. SEARCHING FOR CLASSES



PAWS

Navigation: Favorites | Main Menu > Student Self Service > Student Center > Class Search/Browse Catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution The College of New Jersey ▼

Term 2015 Spring ▼

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject ▼

Course Number is exactly ▼

Course Career ▼

☒ Show Open Classes Only

Additional Search Criteria

Meeting Start Time greater than or equal to ▼

Meeting End Time less than or equal to ▼

Days of Week include only these days ▼

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name begins with ▼

Class Nbr ?

Course Keyword ?

Minimum Units greater than or equal to ▼

Maximum Units less than or equal to ▼

MAKE SURE YOU ARE LOOKING AT COURSES FOR THE RIGHT SEMESTER!!!

Input course information, as necessary. Be aware that you can adjust the search results, based on course number (either exact or within a range), meeting time, etc.

I would recommend NOT using the class meeting time to refine your search. Try to be open-minded about when you have classes. Sometimes, the “best” courses – whether they’re ones that you’re really interested in or need – are offered at times that may not be ideal and that you would have otherwise screened out. It’s better to get a broad sense of what is available for the semester, and then narrow down your options from there.

If there is a field that you are particularly interested in (ex. Psychology or Sociology), you can also plug in the subject, WITHOUT any identifying course information. If there aren’t more than a certain number of courses offered for that semester, ALL of the courses offered will appear.



▼ PSY 121 - METHODS AND TOOLS OF PSYCHOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
40673	01-LWD 1-REG ACAD	MoTh 8:00AM - 9:20AM	Social Sciences Building 103	Jessica Barnack- Tavlaris	01/26/2015 - 05/08/2015	PRE PSY 101			select
40674	02-LWD 1-REG ACAD	MoTh 9:30AM - 10:50AM	Social Sciences Building 103	Jessica Barnack- Tavlaris	01/26/2015 - 05/08/2015	PRE PSY 101			select
40675	03-LWD 1-REG ACAD	MoTh 12:30PM - 1:50PM	Social Sciences Building 130	He Chung	01/26/2015 - 05/08/2015	PRE PSY 101			select
40676	04-LWD 1-REG ACAD	MoTh 2:00PM - 3:20PM	Social Sciences Building 130	He Chung	01/26/2015 - 05/08/2015	PRE PSY 101			select
40677	05-LWD 1-REG ACAD	TuFr 2:00PM - 3:20PM	Social Sciences Building 103	Shaun Wiley	01/26/2015 - 05/08/2015	PRE PSY 101			select
40720	06-LWD 1-REG ACAD	Mo 5:30PM - 8:20PM	Social Sciences Building 130	Melissa Greiner	01/26/2015 - 05/08/2015	PRE PSY 101			select
40724	07-LWD 1-REG ACAD	Th 5:30PM - 8:20PM	Social Sciences Building 009	Heather Corcoran	01/26/2015 - 05/08/2015	PRE PSY 101			select

▶ PSY 203 - DESIGN AND STATISTICAL ANALYSIS

▼ PSY 212 - BIOPSYCHOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
javascript:submitAction_win0(document.win0,'SSR_CLSRSLT_WRK_GROUPBOX2\$5');					01/26/2015 -	PRE PSY 101	0		select

When you are searching for courses, be aware of any prerequisites that they may have. Sometimes, a course you really want to take will have one or more courses as prerequisites. **LOOK INTO THESE COURSES.** Don't be blindsided if you have to take any additional courses to take the prerequisites. This may require a bit of planning ahead.

If you select a particular course section (NOT "select") you are able to see all of the details about the course (i.e. course description, enrollment information, etc.)



[Favorites](#) | [Main Menu](#) > [Student Self Service](#) > [Student Center](#) > [Class Search/Browse Catalog](#)

PSY 212 - 01 BIOPSYCHOLOGY

The College of New Jersey | 2015 Spring | LDI with Writing or Design

Class Details

Status	● Open	Career	Undergraduate
Class Number	40678	Dates	1/26/2015 - 5/8/2015
Session	Regular Academic Session	Grading	Graded
Units	1 units	Location	Hillwood Lakes
Instruction Mode	In Person	Campus	Main Campus
Class Components	LDI with Writing or Design Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuFr 2:00PM - 3:20PM	Social Sciences Building 128	Paul Levnes	01/26/2015 - 05/08/2015

Enrollment Information

Enrollment Requirements	PSY 101 is a prerequisite or permission of instructor. [RQ614]
Class Attributes	Behavioral, Social or Cultural Perspectives

Class Availability

Class Capacity	25	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	25		

Description

Psychology Foundation Course. Explores biological influences on human behavior. Topics include sensation, sleep, hunger, sexual behaviors, memory, attention, movement, fear, stress, aggression, depression, obsessive-compulsive disorder, and schizophrenia. Students learn how neurotransmitters and hormones influence behavior, and how these effects are modified by drugs.

Textbook/Other Materials

Textbooks to be determined

CLASS DETAILS: This section gives you a bit of an idea of what to expect from the course, in terms of its structure (class components). I find this most helpful in planning out **WRITING INTENSIVE** courses.

MEETING INFORMATION: This section lists the details about where and when the class meets, and who the professor is. Bear in mind any scheduling conflicts you may have (write them out!). The “meeting dates” section lists the start and end dates of the semester. Check again that you’re looking at the right semester.

ENROLLMENT INFORMATION: Information about enrollment requirements – what criteria must you meet to be eligible to enroll in the course? Class attributes – what academic requirements does a course fill for graduation? **KEEP TRACK OF THESE!**

CLASS AVAILABILITY: This information is also visible from your shopping cart. Be conscientious about this. Make sure you’re tracking how many seats are left in the class during the enrollment period so that you aren’t blindsided on your enrollment date if classes have filled.

COURSE DESCRIPTION: Are you actually interested in taking this course?

IV. SHOPPING CART

The screenshot displays the PAWS (Penn State Access Web System) interface. On the left, the 'Academics' section is expanded, showing links for Search, Plan, Enroll, Advising Tools, and Enrollment Verification (NSC). A search bar labeled 'other academic...' is visible. In the center, the 'This Week's Schedule' section is shown, which is currently empty. Below this, a link for 'enrollment shopping cart' is highlighted with a black box. On the right, the 'Search for Classes' section is active, showing search results for 'Psychology (PSY)'. A 'Shopping Cart' link is highlighted with a black box, and a 'show all' button is also visible. Below the search results, a table lists class sections, with the first row highlighted.

PAWS

Favorites | Main Menu > Student Self Service > Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Advising Tools](#)
[Enrollment Verification \(NSC\)](#)

other academic... >>

This Week's Schedule

Class	Schedule
-------	----------

[enrollment shopping cart](#) >

PAWS

Favorites | Main Menu > Student Self Service > Student Center > Class Search/Browse Catalog

Jenna Krizan go to ... >>

[Search](#) [Plan](#) [Enroll](#) [Advising Tools](#)

search for classes browse course catalog

Search for Classes

Search Results

The College of New Jersey | 2015 Spring

[My Class Schedule](#) [Shopping Cart](#) [show all](#)

You are not registered for classes in this term.

CHE 332 Mo 2:00PM - 4:50PM
Science Complex C314

The following classes match your search criteria Course Subject: **Psychology (PSY)**, Show Open Classes Only: **Yes**

☒ Open ☐ Closed

96 class section(s) found

PSY 96 - ORIENTATION TO PSYCHOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements
40713	01-LDI 1ST Q	We 9:00AM - 9:50AM	Social Sciences Building 128	Staff	01/26/2015 - 03/13/2015	RES CLASS MAJ: Fr Psv Majors

Access your Shopping Cart either from the PAWS Home Screen or while you're searching for classes



Favorites | Main Menu > Student Self Service > Student Center > Class Search/Browse Catalog > Enrollment Shopping Cart

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

2015 Spring | Undergraduate | The College of New Jersey [change term](#)

☒ Open ☐ Closed

Add to Cart:
Enter Class Nbr

Find Classes
☒ Class Search
☐ My Requirements
☐ My Planner

2015 Spring Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Available Seats	Status
<input type="checkbox"/>	CHE 332-A01 (41676)	Mo 2:00PM - 4:50PM	Science Complex C314	L. Bradley	1.00	24	
	CHE 332-A (41669)	MoTh 11:00AM - 12:20PM	Science Complex C121	L. Bradley		48	
<input checked="" type="checkbox"/>	CHE 332-A02 (42074)	Th 2:00PM - 4:50PM	Science Complex C314	L. Bradley	1.00	24	
	CHE 332-A (41669)	MoTh 11:00AM - 12:20PM	Science Complex C121	L. Bradley		48	
<input checked="" type="checkbox"/>	PSY 390-11 (40765)	Fr 4:00PM - 5:00PM	Social Sciences Building 131	P. Leynes	1.00	6	
<input checked="" type="checkbox"/>	STA 306-01 (42378)	MoWe 6:00PM - 7:20PM	Science Complex P221	D. Holmes	1.00	20	

for selected:

Populate your shopping cart with various courses/sections you are considering taking next semester. There is no limit on how many courses you can put in your shopping cart – it is just a useful tool for you to keep all of your relevant information in one place and to help you build your schedule.

Make several tentative schedules. You never know which courses will/won't be filled by the time you are registering. It's better to put the extra thought in early so that you are prepared, than to have to make a rushed decision during your timeslot.

VALIDATE YOUR SHOPPING CART. Select courses that make up a tentative schedule and click the "Validate" button. This will verify that you are eligible to enroll in the courses you are hoping to take.



Favorites | Main Menu > Student Self Service > Student Center > Class Search/Browse Catalog > Enrollment Sho

Jenna Krizan

go to ...

Search

Plan

Enroll

Advising Tools

my planner

shopping cart

course history

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

OK to Add			Potential Problem		
Description	Message	Status	Description	Message	Status
PSY 390	This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.	✗			
CHE 332	Enrollment Requisites are met.	✓			
STA 306	Enrollment Requisites are met.	✓			

SHOPPING CART

The **red X** indicates that there is a potential barrier to you enrolling in a particular course. If there is a prerequisite that you haven't met/accounted for, this will be indicated by validating your shopping cart. You may have to reevaluate some of your course selections, so that you will be able to take the course you want, during another semester.

For courses where you need instructor consent to enroll in the class, you will need to have a conversation about taking the course with the professor who will be teaching the section. They will give you more information about how to actually enroll/be enrolled in the course.

The **green check mark** indicates that you have met the requirements to take the course. You *should* be able to register come your enrollment time. However, there could potentially be some difficulties enrolling, particularly if the course is outside of your major. Make sure that you do your research beforehand (read the department's registration newsletter) to see that you are actually eligible to take the course.

Sometimes there are glitches in the system and you're not immediately able to enroll in courses you should be able to get into. In this situation, department secretaries or program assistants are excellent resources. They may be able to tell you why you weren't able to register or (IF YOU SHOULD BE ABLE TO GET INTO AN OPEN COURSE) they may be able to register you for the course. If they're not able to help you personally, they can always direct you to the appropriate resources.

V. WHAT IF REPORT

The screenshot displays the PAWS Student Center interface for Jenna. At the top, the PAWS logo is visible, followed by a navigation bar with links: Favorites, Main Menu, Student Self Service, and Student Center. Below this, the page is titled 'Jenna's Student Center'. The main content area is divided into several sections. On the left, under the 'Academics' header, there is a sidebar with links: Search, Plan, Enroll, Advising Tools, and Enrollment Verification (NSC). Below these links is a dropdown menu with the text 'other academic...' and a right-pointing arrow. The dropdown menu is open, showing a list of options: Academic Requirements, Class Schedule, Course History, Course Planner, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, Exam Schedule, Grades, Transcript: Request Official, Transcript: View Unofficial, and 'What-if Report', which is highlighted with a black border. To the right of the sidebar is a section titled 'This Week's Schedule' with a table header showing 'Class' and 'Schedule'. Below the table are two links: 'weekly schedule' and 'enrollment shopping cart'. On the far right, there is a 'SEARCH FOR CLASSES' button. Below this are three sections: 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Dates'. The 'Enrollment Dates' section contains two sub-sections: 'Shopping Cart Appointment' (Your Shopping Cart for the 2015 Spring Regular Academic Session session is available for use beginning October 6, 2014.) and 'Enrollment Appointment' (You may begin enrolling for the 2015 Spring Regular Academic Session session on November 6, 2014.).

You can access the form to create a “What-If Report” from the PAWS Home Screen.

The What If Report is similar to your Academic Requirements page; HOWEVER, you are able to input hypothetical scenarios to view the requirements you would need to fill under different conditions.



[Favorites](#) | [Main Menu](#) > [Student Self Service](#) > [Student Center](#)

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Please select only one program when using the "What If" report. Please select the program associated with your primary major. To choose additional majors please select those with a prefix of "Second Major".

Academic Program	Area of Study	Specialization
Humanities & Social Sciences ▼	Major - Psychology ▼	Biopsychology
Humanities & Social Sciences	Minor - Chemistry ▼	n/a
Humanities & Social Sciences	Course - Honors Program ▼	n/a

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[browse course catalog](#)

What-If Course List							View All		First	1-4 of 4	Last
Course	Description	Units	Course Topic	*Term	Grade	Delet					
PSY 390	COLLABORATIVE RESEARCH	1.00	RES'H CRS: ERP LAB ▼	2015 Spring ▼							
BIO 231	GENETICS	1.00		2015 Spring ▼							
CHE 332	ORGANIC CHEMISTRY II	1.00		2015 Spring ▼							
STA 306	APPLIED MULTIVARIATE ANALYSIS	1.00		2015 Spring ▼							

For ACADEMIC PROGRAMS, you are able to input as many as 3 programs of study (none of which actually have to be declared). See what the requirements would be if you changed your major, or if you decided to take on a second major or pick up a minor (or two). Check out specializations within majors. Add on a hypothetical concentration to see how your liberal learning requirements would be covered. If you're in the Honors Program, add on that course to see how you will/have incorporate(d) the honors requirements into your schedule.

Check out the What-If Course List. Put in hypothetical courses (for instance, the ones that you have populated in your shopping cart, as tentative schedules). This can help you to map out which courses are filling which requirements and can help keep track of which requirements you will have filled.



[Favorites](#) | [Main Menu](#) > [Student Self Service](#) > [Student Center](#)

CHEMISTRY MINOR (RG-0096)

Not Satisfied: Student must successfully complete five courses.

- Courses: 5 required, 3 taken, 2 needed

CHEMISTRY REQUIRED (R-0035)

Not Satisfied: Student must successfully complete five courses.

- Courses: 5 required, 3 taken, 2 needed

CHE 202

CHE 300-400 Level (except CHE 316, 317, 318, 393, 399, or 490).

Not Satisfied: Complete four courses.

- Courses: 4 required, 2 taken, 2 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CHE 331	ORGANIC CHEMISTRY I	1.00	2014 Fall		◆
CHE 332	ORGANIC CHEMISTRY II ()	1.00	2015 Spring		?
View Course List	CHE 300-400 LVL				

View All | First 1-3 of 3 Last

CHEMISTRY MINOR VERIFICATION (R-0579)

Satisfied: Verification of the minor GPA and residency.

Chemistry Minor GPA

Chemistry Minor Residency

Read and use your What If Report the same way that you would read your Academic Requirements page! Be creative!

VI. ENROLLING IN COURSES



Favorites | Main Menu > Student Self Service > Student Center > Class Search/Browse Catalog > Enrollment Shopping Cart

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

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☒ Open ☐ Closed

Add to Cart:
Enter Class Nbr

[enter](#)

Find Classes
☒ Class Search
☐ My Requirements
☐ My Planner
[search](#)

Select	Class	Days/Times	Room	Instructor	Units	Available Seats	Status
<input type="checkbox"/>	CHE 332-A01 41676	Mo 2:00PM - 4:50PM	Science Complex C314	L. Bradley	1.00	24	<input checked="" type="radio"/>
<input type="checkbox"/>	CHE 332-A 41669	MoTh 11:00AM - 12:20PM	Science Complex C121	L. Bradley		48	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	CHE 332-A02 42074	Th 2:00PM - 4:50PM	Science Complex C314	L. Bradley	1.00	24	<input checked="" type="radio"/>
<input type="checkbox"/>	CHE 332-A 41669	MoTh 11:00AM - 12:20PM	Science Complex C121	L. Bradley		48	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	PSY 390-11 40765	Fr 4:00PM - 5:00PM	Social Sciences Building 131	P. Leynes	1.00	6	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	STA 306-01 42378	MoWe 6:00PM - 7:20PM	Science Complex P221	D. Holmes	1.00	20	<input checked="" type="radio"/>

for selected: [delete](#) [validate](#) [enroll](#)

ON YOUR ENROLLMENT DATE:

Validate your ideal schedule, just to be sure that you have no conflicts

AT YOUR ENROLLMENT TIME:

Select the courses you want in your schedule and click the ENROLL button.

A separate page should come up. **YOU MUST CONFIRM YOUR SELECTIONS IN ORDER TO OFFICIALLY ENROLL IN YOUR COURSES.** Make sure that you click “finish enrolling” to receive confirmation that you have been enrolled in your courses.

It is possible that classes you want to take will fill before you have a chance to enroll in your courses. If this is the case, make the best of it. Make sure that you have alternate schedules in mind before enrolling.

Keep in mind that once you enroll in your courses, you are still able to SWAP them and make schedule changes, even after the registration cycle ends. Keep an eye on the PAWS class search. A seat in a class that you really wanted to take may just open up!