


ONLINE REGISTRATION

<http://www.umassmed.edu/gsbs/studentsfaculty/registration.aspx>

Add Classes

1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.
3. Click the **Enroll** link under the **Academics** heading.
4. Select a term
5. Either enter the **Class Nbr** or click on the **search** button to search for the class.
6. The correct '**Course Career**' should default, and you can click on the **search** button to find a list of all eligible classes for that career and the term chosen.
7. Click the **Select class** button to add the class
8. Click the **Next** button
9. To add additional classes, repeat steps 5 - 8
10. When finished, click the **Proceed to Step 2 of 3** button.
11. Click **Finish Enrolling**.

Swap Classes

1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.
3. Click the **other academic** dropdown to under the **Academics** heading and choose **enrollment: swap**.
4. Click the  icon
5. Select a term
6. Choose the class to be swapped under '**Swap This Class**' section
7. Choose the class you want to swap with under '**With This Class**' section
8. Click the **Enter** button
9. The class being added will be displayed. Confirm the class and click the **Next** button.
10. The Confirm your selection page will display both the class you are dropping and the class you are adding. Confirm the classes are correct and click the **Finish Swapping** button