

ONLINE REGISTRATION

https://sm-prd.wsa.umasscs.net/psp/wsaprd92/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

Add Classes

1. Log in to PeopleSoft with your UMMS credentials.
2. Click on the **'Enrollment'** tile on your homepage.
3. Click the **'Add a Class'** link on the left hand navigation
4. Select a term
5. Either enter the **Class Nbr** or click on the **search** button to search for the class.
6. Select the correct **'Course Career'**, and 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**.

Drop Classes

1. Log in to PeopleSoft with your UMMS credentials.
2. Click on the **'Enrollment'** tile on your homepage.
3. Click the **'Drop a Class'** link on the left hand navigation
4. Select a term you want to drop a class from.
5. You will see a list of all classes you are enrolled into for the term
6. Select the flag(s) against the class(es) you want to drop and click on **'Drop Selected Classes'**
7. The Confirm your selection page will display the class(es) you are dropping. Confirm the classes are correct and click the **'Finish Dropping'** button