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