LOG IN TO PEOPLESOFT AND NAVIGATE TO YOUR STUDENT CENTER AND CLICK ON ‘ENROLL’

Click the term you in which you want to enroll [2019 Med Fall Term or 2020 Med Spring Term]

Click Continue

Click Link for FCE courses

Academic Technology
Choosing the Class or Classes That You Wish to Enroll | Click **Add to Cart** When Done

1. Select Course Type (Clinical or Non-Clinical) or leave unselected to view all
2. Select Course Name or leave unselected to view all
3. Select Sessions or leave unselected to view all

Note: selecting any one course more than once does **not** increase the chances of enrollment

Note: student designed FCEs require permission to enroll

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This next window shows you what you selected

- Click the “trash barrel” next to an FCE to remove it from your shopping cart (if you change your mind)
- Click **Proceed to Step 2 of 3** if you’re satisfied with your choices

Note: if you obtained a permission number in advance, you may enter it via this window. See further instructions below.
FCE STATUS | FINISH ENROLLMENT

Note: Filled FCEs (no availability) show the status as closed. Click the Enroll tab to return to the Link for FCE Courses screen to select another FCE.

Click Finish Enrollment to View the Results of your selections.

FCE RULES THAT ARE NOT MET WILL RETURN THE APPROPRIATE ERROR MESSAGE

Note: unenrolled selections will remain in your shopping cart until you delete them.

1. Must have a minimum of 2 Clinical

2. No more than 1 duplicate FCE

3. No more than 4 FCEs across the academic year
RULES CONTINUED

4. Must enroll in at least 2 clinical departments

5. Permission is required to enroll in Student/Self-Designed FCEs
TO ENTER A PERMISSION TO ENROLL NUMBER | RECEIVED FROM THE FCE COURSE LEADERSHIP TEAM

Navigate to your shopping cart | Log in to PeopleSoft \ Self Service \ Student Center \ Enroll \ Select Term

Click on the linked FCE class number

Type in the permission number you received from the FCE Course

Click the Enroll tab to return to course list to complete registration.
DROP AN FCE

Navigate to your Class Schedule
Log in to PeopleSoft \ Self Service \ Student Center \ Enroll \ Select Term \ My Schedule

- Click the ‘Drop’ tab at the top of the screen
- Choose the FCE(s) you would like removed from your schedule
- Click Drop Selected Classes

Confirm your drop selection

- Click Finish Dropping to drop FCEs
- Click Cancel to change which FCEs should be dropped

Click My Class Schedule to “check your work”
NOTE: You may add and drop only FCE classes. You will receive an error message if you attempt to drop a non-FCE class.

GENERAL NOTES

For all FCE questions (experiences, availability, etc) | contact UMSFCEProgram@umassmed.edu
For all PSCS questions (mechanics) | contact UMWhelpdesk@umassmed.edu
For general FCE Course information | navigate to https://umassmed.edu/oume/fce

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