

How to enroll/drop from 4th year elective after it is approved on PEP

This document will walk you through the steps to enroll and drop from your 4th year electives.

Enrolling in an Elective:

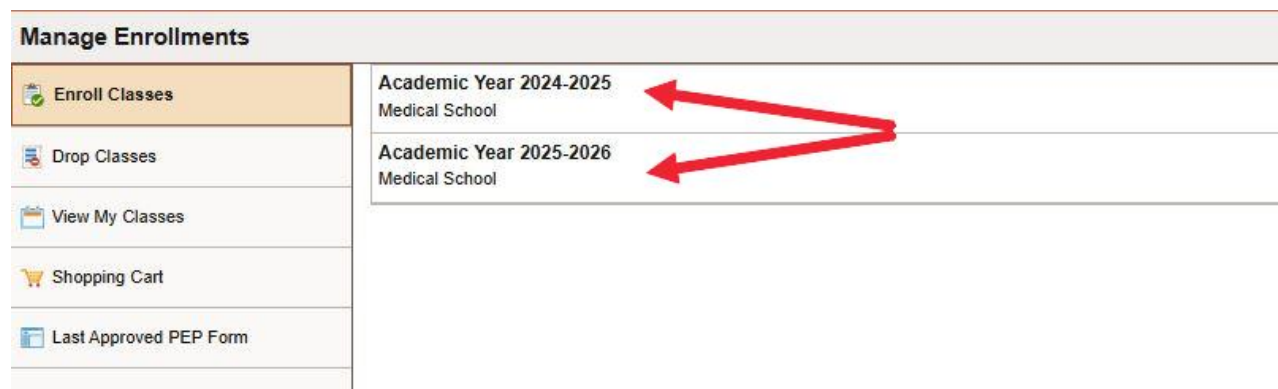
Please note that an approved PEP form is a pre-requisite before you proceed with enrolling into the classes, as shown in this document.

Step 1: Go to [studentlife](#) and choose Oracle PeopleSoft under Quick Links to login to PeopleSoft Student System.

Step 2: After you land on the below homepage, click on 'SOM Enrollment' tile.



Step 3: On the left of your screen, click on 'Enroll Classes', click on the academic year for which you want to enroll for a class.



Step 4: You will get to the page below which lists down all the available months/locations for the courses from your approved PEP Form.

Enroll Classes Next

Academic Year 2025-2026
Medical School

Select Classes to Enroll
 Visited

Shopping Cart/Review Selected Classes
 Not Started

Select Classes to Enroll

Elective Type:

Course Name:

Location:

Session:

Class Enrolled Class Full Not on your PEP 1471

Select	Course	Elective Type	Location	Session Code	Start Date	End Date	Open Seats	Permission Nbr Required?
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 1	04/21/2025	05/16/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 2	05/19/2025	06/13/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 3	06/16/2025	07/11/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 4	07/14/2025	08/08/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 6	09/22/2025	10/17/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 7	10/20/2025	11/14/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 8	11/17/2025	12/12/2025	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 10	02/09/2026	03/06/2026	1 of 1	No
<input type="checkbox"/>	AN 401 Pain Management	Clinical Elective	UMMHC-Memorial Campus	Med_School Month 11	04/06/2026	05/01/2026	1 of 1	No
<input type="checkbox"/>	DE 411 Clinical Dermatology	Clinical Elective	Lahey Hospital/Medical Ctr	Med_School Month 1	04/21/2025	05/16/2025	1 of 1	No
<input type="checkbox"/>	DE 411 Clinical Dermatology	Clinical Elective	UMMHC-Hahnemann Campus	Med_School Month 1	04/21/2025	05/16/2025	2 of 2	Yes
<input type="checkbox"/>	DE 411 Clinical Dermatology	Clinical Elective	UMMHC-Hahnemann Campus	Med_School Month 2	05/19/2025	06/13/2025	2 of 2	Yes

You can see the available classes, classes that are at capacity/full, classes that you are already enrolled in, and classes 'Not on your PEP'. **Note:** If a class has a 'Permission Number required' as Yes, you will need to obtain a permission number from the elective coordinator and use it on the next screen.

To enroll in classes that are 'Not on your PEP', you will need to have your PEP form re-submitted and approved by your advisor with these classes added.

Step 5: Select the class(es) you would like to enroll in, that has availability, and click next, it will take you to the below screen.

Enroll Classes Previous

Academic Year 2025-2026
Medical School

Select Classes to Enroll
 Complete

Shopping Cart/Review Selected Classes
 Visited

Instructions:

- From this page you can enroll in the listed classes or delete them from the shopping cart. For either action, ensure the checkbox next to the class is checked/selected and then click the Enroll or Delete button.
- At the top of list of classes is a legend of the statuses the listed classes are in.
- If the class requires a permission number to enroll, put that number in the available field before using the Enroll button.
- Classes will remain in this shopping cart until enrollment is complete or it is deleted from this page.

Open
 Closed
 Permission Nbr Required

Your Shopping Cart

Select	Status	Course	Location	Start/End Dates	Session	Units	Permission Nbr
<input checked="" type="checkbox"/>	●	AN 401 Pain Management	UMMHC-Memorial Campus	04/21/2025 - 05/16/2025	Med_School Month 1	4.00	
<input checked="" type="checkbox"/>	◆	DE 411 Clinical Dermatology	UMMHC-Hahnemann Campus	04/21/2025 - 05/16/2025	Med_School Month 1	4.00	<input type="text" value="129874"/>
<input checked="" type="checkbox"/>	◆	FC 413 Sports Medicine/Family Medicin	UMMHC-Hahnemann Campus	10/20/2025 - 11/14/2025	Med_School Month 7	4.00	<input type="text"/>
<input checked="" type="checkbox"/>	●	XX 4201 Inter B - Health System Scienc	UMMHC-University Campus	09/08/2025 - 09/12/2025	Interession B1	1.00	

Enroll **Delete**

If class requires Permission number, you will need to take a permission number from the faculty.

Step 6: click 'Enroll', Once the enrollment is successful, you will see a message as below:

This class will now show as part of the Class Schedule, which can be viewed by clicking the ‘View My Classes’ and select the year that you want to see the class details.

Manage Enrollments

Enroll Classes	Academic Year 2024-2025 Medical School
Drop Classes	Academic Year 2025-2026 Medical School
View My Classes	
Shopping Cart	
Last Approved PEP Form	

Dropping an Elective:

Step 1: Login to PeopleSoft Student [here](#)

Step 2: Click on ‘SOM Enrollment’ tile and click on Drop Classes.


Manage Enrollments

Enroll Classes	Academic Year 2024-2025 Medical School
Drop Classes	Academic Year 2025-2026 Medical School
View My Classes	
Shopping Cart	
Last Approved PEP Form	

Step 3: Click on the year and select the class which you want to drop and click Next.

Drop Classes

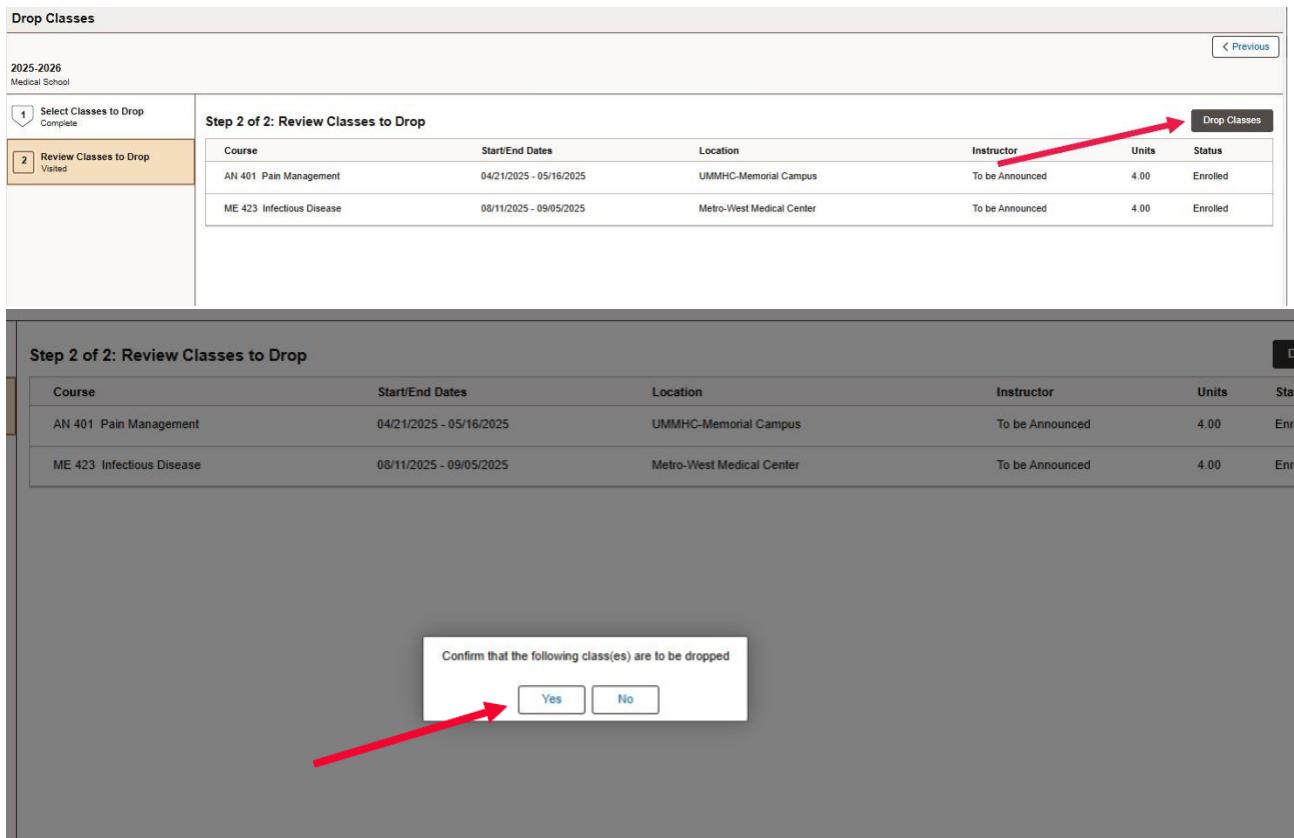
2025-2026
Medical School



1 Select Classes to Drop Complete	Step 1 of 2: Select Classes to Drop					
2 Review Classes to Drop Not Started	<input checked="" type="checkbox"/>	AN 401 Pain Management	04/21/2025 - 05/16/2025	UMMHC-Memorial Campus	To be Announced	4.00 Enrolled
	<input checked="" type="checkbox"/>	ME 423 Infectious Disease	08/11/2025 - 09/05/2025	Metro-West Medical Center	To be Announced	4.00 Enrolled
	<input type="checkbox"/>	ME 4102 Palliative Care	01/05/2026 - 01/30/2026	University/Memorial Campuses	To be Announced	4.00 Enrolled
	<input type="checkbox"/>	XX 4201 Inter B - Health System Scienc	09/08/2025 - 09/12/2025	UMMHC-University Campus	To be Announced	1.00 Enrolled

Note: If you get a message 'Department Consent Required to Drop from class, you'll need to contact Office of Student Affairs, they will generate a permission to drop and then you can proceed with same step to drop.

Step 4: Click on drop classes then confirm the course drop on the pop-up window to complete the drop.



The screenshot displays the 'Drop Classes' interface. At the top, it shows '2025-2026 Medical School' and a 'Previous' button. Below this, there are two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Visited'. A 'Drop Classes' button is visible in the top right corner. The main area contains a table with the following data:

Course	Start/End Dates	Location	Instructor	Units	Status
AN 401 Pain Management	04/21/2025 - 05/16/2025	UMMHC-Memorial Campus	To be Announced	4.00	Enrolled
ME 423 Infectious Disease	08/11/2025 - 09/05/2025	Metro-West Medical Center	To be Announced	4.00	Enrolled

Below the table, a confirmation dialog box is shown with the text 'Confirm that the following class(es) are to be dropped' and two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.