

## Enrolling into FCE courses

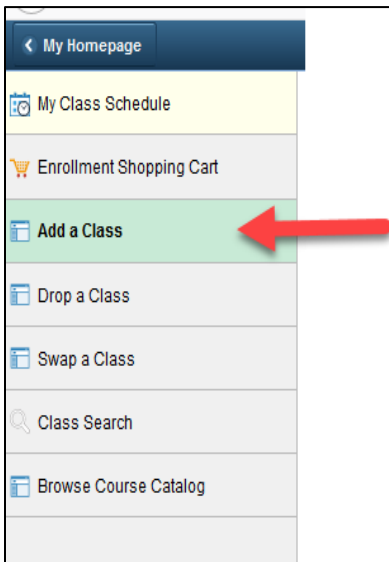
Log in to PeopleSoft from the below link:

URL: [https://sm-prd.wsa.umasscs.net/psp/wsaprd92/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://sm-prd.wsa.umasscs.net/psp/wsaprd92/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

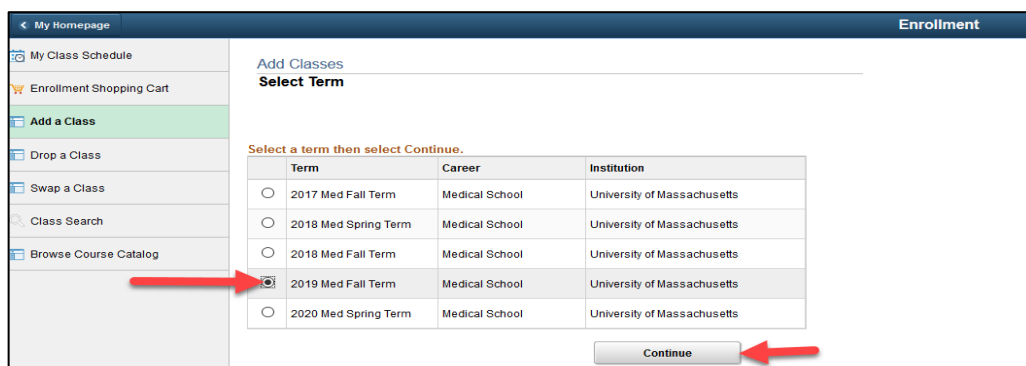
After you land on the below homepage, click on 'Enrollment' tile.



On the left of your screen, click on 'Add a Class'



Chooses the term you wish to enroll and click on 'Continue'



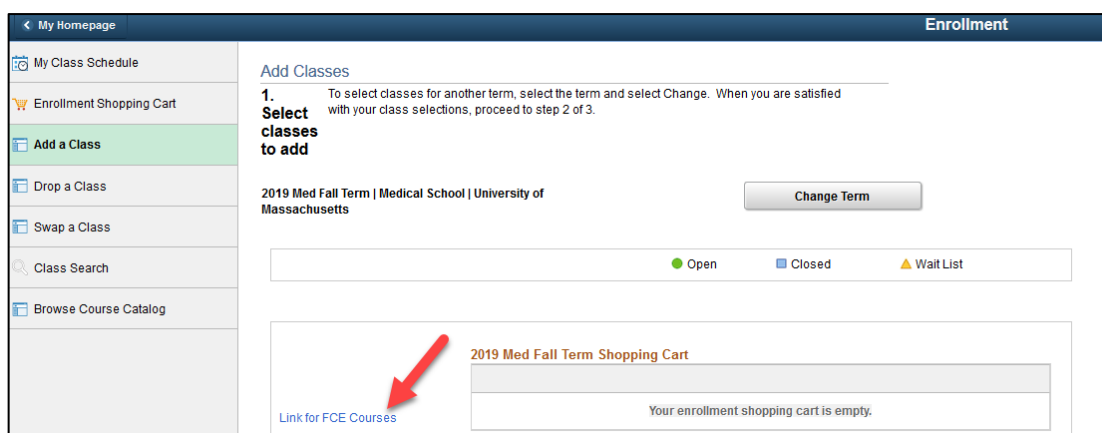
**Add Classes**  
**Select Term**

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2017 Med Fall Term	Medical School	University of Massachusetts
<input type="radio"/> 2018 Med Spring Term	Medical School	University of Massachusetts
<input type="radio"/> 2018 Med Fall Term	Medical School	University of Massachusetts
<input checked="" type="radio"/> 2019 Med Fall Term	Medical School	University of Massachusetts
<input type="radio"/> 2020 Med Spring Term	Medical School	University of Massachusetts

**Continue**

On the next screen, click the 'Link for FCE courses'



**Add Classes**

1. **Select classes to add** To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Med Fall Term | Medical School | University of Massachusetts **Change Term**

Open Closed Wait List

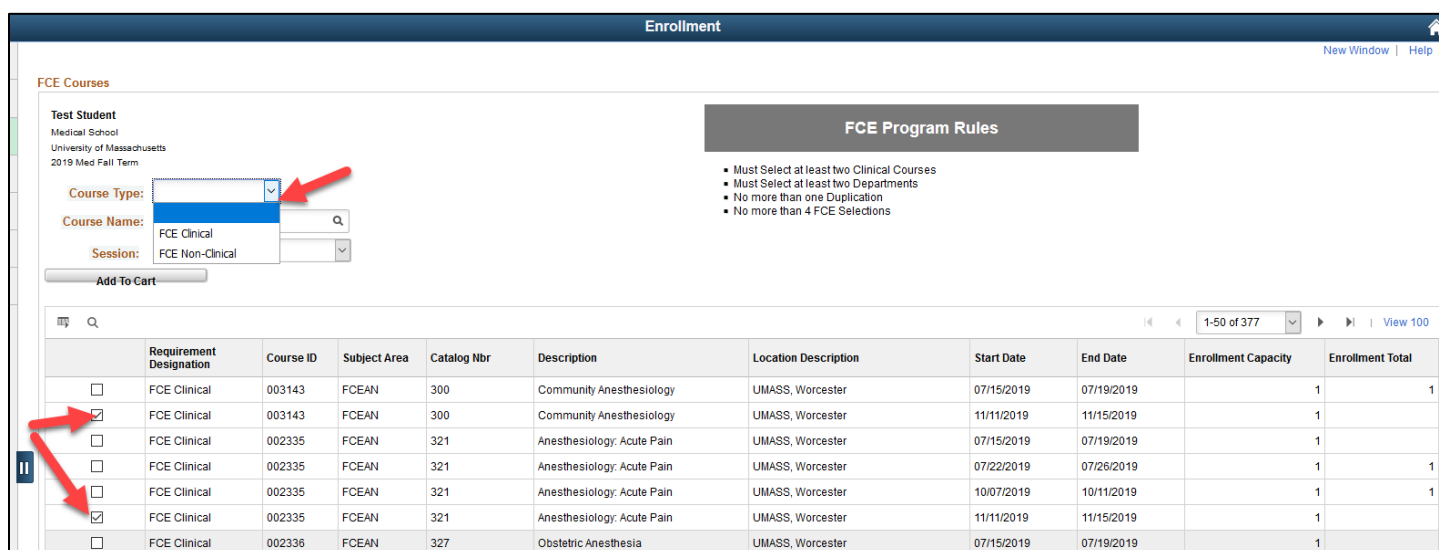
**2019 Med Fall Term Shopping Cart**

Your enrollment shopping cart is empty.

[Link for FCE Courses](#)  
Find Electives:

Choose the class or classes that you wish to enroll and click on 'Add to Cart'

NOTE: Classes can be filtered for clinical and non-clinical, course name and/or session offered.



**Enrollment**

New Window | Help

**FCE Courses**

Test Student  
Medical School  
University of Massachusetts  
2019 Med Fall Term

Course Type:

Course Name:

Session:

**Add To Cart**

**FCE Program Rules**

- Must Select at least two Clinical Courses
- Must Select at least two Departments
- No more than one Duplication
- No more than 4 FCE Selections

	Requirement Designation	Course ID	Subject Area	Catalog Nbr	Description	Location Description	Start Date	End Date	Enrollment Capacity	Enrollment Total
<input type="checkbox"/>	FCE Clinical	003143	FCEAN	300	Community Anesthesiology	UMASS, Worcester	07/15/2019	07/19/2019	1	1
<input checked="" type="checkbox"/>	FCE Clinical	003143	FCEAN	300	Community Anesthesiology	UMASS, Worcester	11/11/2019	11/15/2019	1	
<input type="checkbox"/>	FCE Clinical	002335	FCEAN	321	Anesthesiology: Acute Pain	UMASS, Worcester	07/15/2019	07/19/2019	1	
<input type="checkbox"/>	FCE Clinical	002335	FCEAN	321	Anesthesiology: Acute Pain	UMASS, Worcester	07/22/2019	07/26/2019	1	1
<input type="checkbox"/>	FCE Clinical	002335	FCEAN	321	Anesthesiology: Acute Pain	UMASS, Worcester	10/07/2019	10/11/2019	1	1
<input checked="" type="checkbox"/>	FCE Clinical	002335	FCEAN	321	Anesthesiology: Acute Pain	UMASS, Worcester	11/11/2019	11/15/2019	1	
<input type="checkbox"/>	FCE Clinical	002336	FCEAN	327	Obstetric Anesthesia	UMASS, Worcester	07/15/2019	07/19/2019	1	

The classes will be added to your Shopping Cart. Click 'Proceed to Step 2 of 3' for next steps to complete enrollment

### Add Classes

1. To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Select classes to add**

2019 Med Fall Term | Medical School | University of Massachusetts

Change Term

Open Closed Wait List

#### 2019 Med Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FCEAN 300-1 CLN (7359)		TBA		1.00	●
	FCEAN 321-1 CLN (7022)		TBA		1.00	●

Link for FCE Courses

Find Electives:

Link for Fourth Year Electives

Proceed to Step 2 of 3

Note: If a permission number is required to enroll in any class (primarily the FCEXX 3005, FCEXX 3006, FCEXX 3008, FCE% 3007 and FCEXX 3009), you can enter it here.

Click on the class link as shown below.

My Homepage

My Class Schedule

Enrollment Shopping Cart

Add a Class

Drop a Class

Swap a Class

Class Search

Browse Course Catalog

### Add Classes

1. To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Select classes to add**

2019 Med Fall Term | Medical School | University of Massachusetts

Change Term

Open Closed Wait List

#### 2019 Med Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">FCEAN 300-1 (7359)</a>		TBA	L. Duset	1.00	●
	<a href="#">FCEAN (7022)</a>		TBA	G. Angaramo	1.00	●

Link for FCE Courses

Find Electives:

Link for Fourth Year Electives

Enter Permission Nbr as shown in below and click on 'Next' to go back to your shopping cart.

**Add Classes**

**1. Select classes to add - Enrollment Preferences**

2019 Med Fall Term | Medical School | University of Massachusetts  
FCEAN 300 - Community Anesthesiology

**Class Preferences**

FCEAN 300-1      Clinical      ● Open

Session      Flexible Clinical Experience 6

Career      Medical School

**Enrollment Information**

- Flexible Clinical Experiences Clinical
- Required Third Year Course

Grading      Clinical Science Grades

Units      1.00

Requirement Designation      Flexible Clinical Experiences Clinical

Permission Nbr

Cancel      Previous      **Next**

Click 'Proceed to Step 2 of 3' for next steps to complete enrollment

**Add Classes**

**1. Select classes to add**

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Med Fall Term | Medical School | University of Massachusetts

Change Term

● Open      ■ Closed      ▲ Wait List

**2019 Med Fall Term Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	FCEAN 300-1 (7359)		TBA	L. Duseff	1.00	<span style="color: green;">●</span>
<input type="checkbox"/>	FCEAN 321-1 (7022)		TBA	G. Angaramo	1.00	<span style="color: green;">●</span>

Link for FCE Courses  
Find Electives:  
Link for Fourth Year Electives

Proceed to Step 2 of 3

If any of the rules are not met, an error message will be displayed:

Must have a minimum of 2 Clinical FCE Courses.

### 3. View results

View the following status report for enrollment confirmations and errors:

2019 Med Fall Term | Medical School | University of Massachusetts

<span style="color: green;">✓</span> Success: enrolled <span style="color: red;">✗</span> Error: unable to add class		
Class	Message	Status
FCEFC 3025	Message: Success - This class has been added to your schedule.	<span style="color: green;">✓</span>
FCEOB 345	Message: Success - This class has been added to your schedule.	<span style="color: green;">✓</span>
FCEOB 348	Error: Please select at least 2 Clinical FCE Courses	<span style="color: red;">✗</span>

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

## No more than 1 duplicate course

## 3. View results



View the following status report for enrollment confirmations and errors:

2019 Med Fall Term | Medical School | University of Massachusetts

<span>✓ Success: enrolled</span> <span>✗ Error: unable to add class</span>		
Class	Message	Status
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEFC 300	Error: Only one Duplication is allowed	✗
<a>MAKE A PAYMENT</a> <a>MY CLASS SCHEDULE</a> <a>ADD ANOTHER CLASS</a>		

## Trying to enroll in more than 4 courses

## 3. View results



View the following status report for enrollment confirmations and errors:

2019 Med Fall Term | Medical School | University of Massachusetts

<span>✓ Success: enrolled</span> <span>✗ Error: unable to add class</span>		
Class	Message	Status
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEOR 314	Message: Success - This class has been added to your schedule.	✓
FCEPE 316	Message: Success - This class has been added to your schedule.	✓
FCEME 322	Message: Success - This class has been added to your schedule.	✓
FCEOB 348	Error: Only 4 FCE selections are allowed	✗
<a>MAKE A PAYMENT</a> <a>MY CLASS SCHEDULE</a> <a>ADD ANOTHER CLASS</a>		

## All 4 from the same department

## 3. View results




View the following status report for enrollment confirmations and errors:

2019 Med Fall Term | Medical School | University of Massachusetts

<span>✓ Success: enrolled</span> <span>✗ Error: unable to add class</span>		
Class	Message	Status
FCEME 303	Message: Success - This class has been added to your schedule.	✓
FCEME 304	Message: Success - This class has been added to your schedule.	✓
FCEME 307	Message: Success - This class has been added to your schedule.	✓
FCEME 309	Error: Please select at least 2 departments	✗
<a>MAKE A PAYMENT</a> <a>MY CLASS SCHEDULE</a> <a>ADD ANOTHER CLASS</a>		

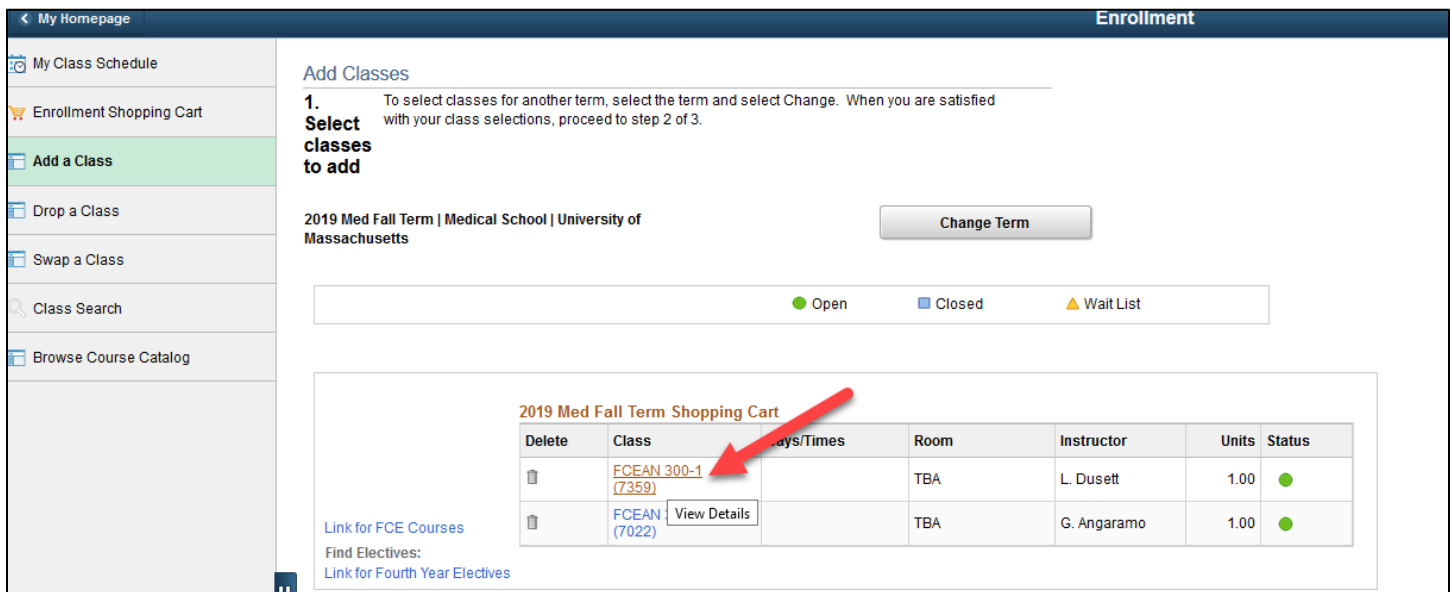
## Permission is required to enroll (FCEXX classes)

FCEXX 3005	<b>Error:</b> You must submit a proposal to obtain permission to enroll in this class <a href="#">Submit Proposal</a>	
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NOTE: If you obtain a permission number, you can navigate back to 'add another class' – the class will remain in your shopping cart

Click on the class link and enter the permission number

Click on the class link



**Add Classes**



1. To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Select classes to add**

2019 Med Fall Term | Medical School | University of Massachusetts Change Term

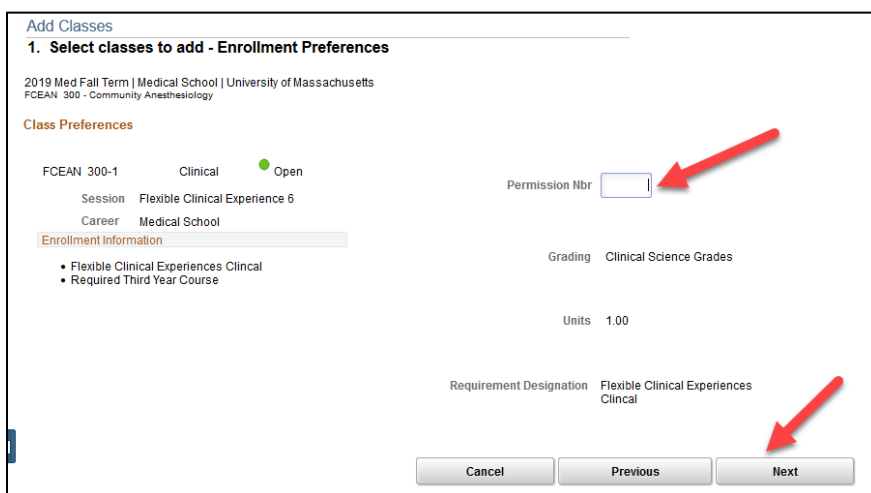
Open Closed Wait List

**2019 Med Fall Term Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">FCEAN 300-1 (7359)</a>		TBA	L. Duset	1.00	●
	<a href="#">FCEAN (7022)</a> <span>View Details</span>		TBA	G. Angaramo	1.00	●

[Link for FCE Courses](#)  
[Find Electives:](#)  
[Link for Fourth Year Electives](#)

Enter Permission Nbr as shown in below and click on 'Next' to go back to your shopping cart



**Add Classes**

1. Select classes to add - Enrollment Preferences

2019 Med Fall Term | Medical School | University of Massachusetts  
FCEAN 300 - Community Anesthesiology

**Class Preferences**

FCEAN 300-1 Clinical ● Open  
Session Flexible Clinical Experience 6  
Career Medical School

**Enrollment Information**

- Flexible Clinical Experiences Clinical
- Required Third Year Course

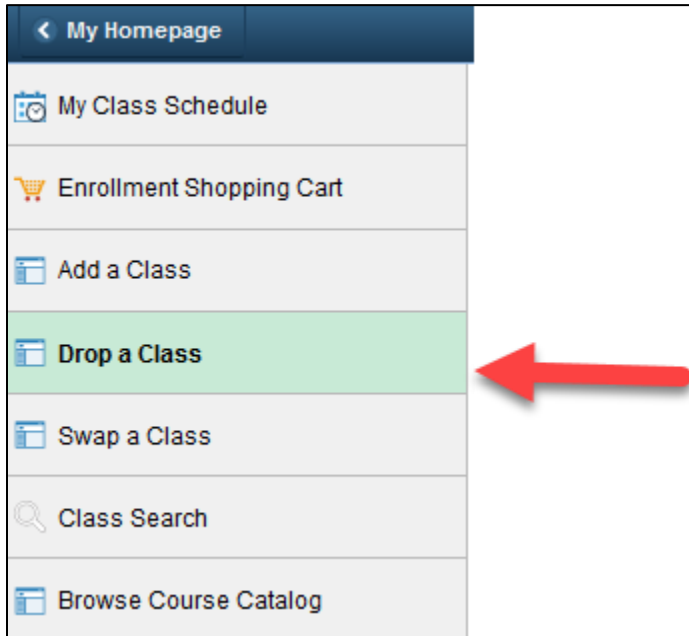
Grading Clinical Science Grades  
Units 1.00  
Requirement Designation Flexible Clinical Experiences Clinical

Permission Nbr

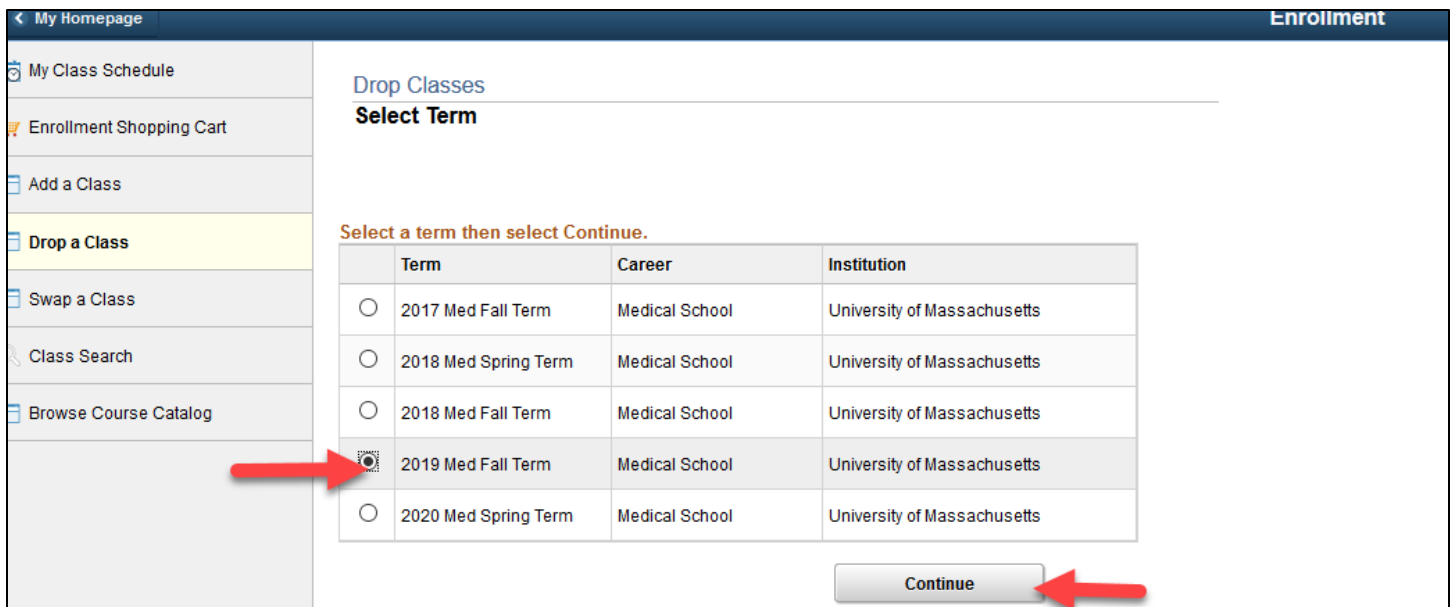
Cancel Previous Next

## Dropping FCE courses

Select the 'Drop a Class' from the left of your screen, after you have clicked on the 'Enrollment' tile on your homepage.



Select a Term where you want to drop a class from and click on 'Continue'



**Drop Classes**

**Select Term**

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2017 Med Fall Term	Medical School	University of Massachusetts
<input type="radio"/>	2018 Med Spring Term	Medical School	University of Massachusetts
<input type="radio"/>	2018 Med Fall Term	Medical School	University of Massachusetts
<input checked="" type="radio"/>	2019 Med Fall Term	Medical School	University of Massachusetts
<input type="radio"/>	2020 Med Spring Term	Medical School	University of Massachusetts

**Continue**

Choose the course(s) you would like removed from your schedule. Click 'Drop Selected Classes'

**Drop Classes**

Select the classes to drop and select Drop Selected Classes.

2019 Med Fall Term | Medical School | University of Massachusetts

Change Term

Enrolled Dropped Wait Listed

**2019 Med Fall Term Enrollment Request**

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	FCEME 339-1 (7140)	Cardiology (Clinical)		TBA	N. Botkin	1.00	✓
<input checked="" type="checkbox"/>	FCERA 358-1 (7318)	Pediatric Radiology (Clinical)		TBA	E. Wallace	1.00	✓
<input type="checkbox"/>	ME 300-UMM (1050)	Clerkship in Medicine (Lecture)		TBA	N. Shehan	4.00	✓
<input type="checkbox"/>	ME 300A-1 (6701)	Clerkship in Med Amb/Outpatient (Clinical)		TBA	Staff	2.00	✓
<input type="checkbox"/>	ME 300B-MIL (6005)	Clerkship in Med Comm Hospital (Clinical)		TBA	K. Peterson	4.00	✓
<input type="checkbox"/>	NU 302-BRK (1110)	Clerkship in Neurology (Clinical)		TBA	L. Qin	3.00	✓
<input type="checkbox"/>	OB 300-MEM (1312)	Clerkship in Ob/Gyn (Lecture)		TBA	A. Garrison, H. Wiczak	5.00	✓
<input type="checkbox"/>	SU 300-CR (1260)	Clerkship in Surgery (Lecture)		TBA	M. Cahan, J. Carroll	4.00	✓
<input type="checkbox"/>	SU 300A-124 (6517)	Clerkship in Surgery - Sub 1 (Clinical)		TBA	M. Cahan	2.00	✓
<input type="checkbox"/>	SU 300B-112 (6568)	Clerkship in Surgery - Sub 2 (Clinical)		TBA	M. Cahan	2.00	✓
<input type="checkbox"/>	XX 300S-1 (4205)	Annual Regulatory Training (Tutorial)		TBA	J. Cameron, S. Chimenti		✓
<input type="checkbox"/>	XX 3030-1 (4330)	Student Support Year 3 (Lecture)		TBA	S. Wellman, C. Woolf		✓

Drop Selected Classes

On the next screen, click on 'Finish Dropping'

**Drop Classes**

Select **2. Confirm your selection**

Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2019 Med Fall Term | Medical School | University of Massachusetts

Enrolled Dropped Wait Listed

**2019 Med Fall Term Enrollment Shopping Cart**

Class	Description	Days/Times	Room	Instructor	Units	Status
FCEME 339-1 (7140)	Cardiology (Clinical)		TBA	N. Botkin	1.00	✓
FCERA 358-1 (7318)	Pediatric Radiology (Clinical)		TBA	E. Wallace	1.00	✓

Cancel Previous Finish Dropping

Messages similar to below confirm the dropping of the classes from your schedule for the term.



## Drop Classes

1 2 3

### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Med Fall Term | Medical School | University of Massachusetts

✓ Success: dropped
✗ Error: unable to drop class

Class	Message	Status
FCEAN 321	Success: This class has been removed from your schedule.	✓
FCEAN 327	Success: This class has been removed from your schedule.	✓

MAKE A PAYMENT
MY CLASS SCHEDULE

NOTE: You are only able to add and drop FCE classes, if you try to drop another class on your schedule, you will receive an error message:

## Drop Classes

1 2 3

### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Med Fall Term | Medical School | University of Massachusetts

✓ Success: dropped
✗ Error: unable to drop class

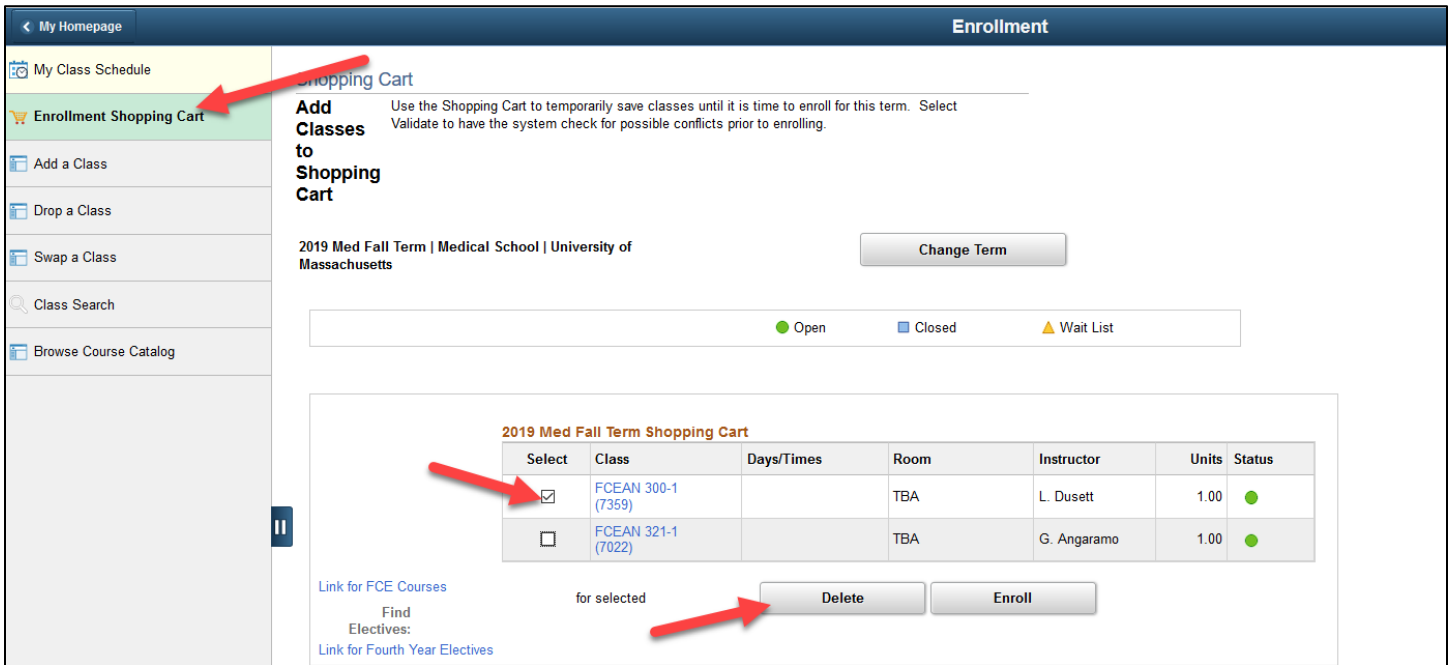
Class	Message	Status
FCEAN 321	Success: This class has been removed from your schedule.	✓
ME 300	Error: Unable to complete your request. You do not have access to perform this transaction at this time	✗

MAKE A PAYMENT
MY CLASS SCHEDULE

DROP SELECTED CLASSES

## Removing classes from your 'Shopping Cart'

If you need to remove classes from your shopping click on 'Enrollment Shopping Cart' on the left of your screen. You will see below screen. Select the Class and click on 'Delete'.



**Enrollment Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2019 Med Fall Term | Medical School | University of Massachusetts [Change Term](#)

● Open    ■ Closed    ▲ Wait List

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	FCEAN 300-1 (7359)		TBA	L. Duset	1.00	●
<input type="checkbox"/>	FCEAN 321-1 (7022)		TBA	G. Angaramo	1.00	●

[Link for FCE Courses](#)  
Find Electives:  
[Link for Fourth Year Electives](#)

for selected [Delete](#) [Enroll](#)

By clicking on 'Change Term' button, you can view the Shopping Cart for other term and perform a Delete.