PeopleSoft

Enrolling into FCE courses
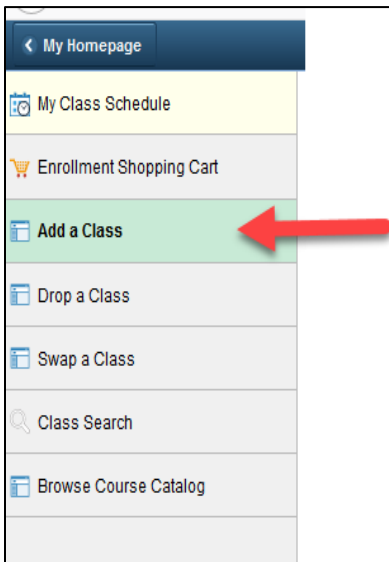
Log in to PeopleSoft from the below link:

URL: https://sm-prd.wsa.umasscs.net/psp/wsaprd92/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
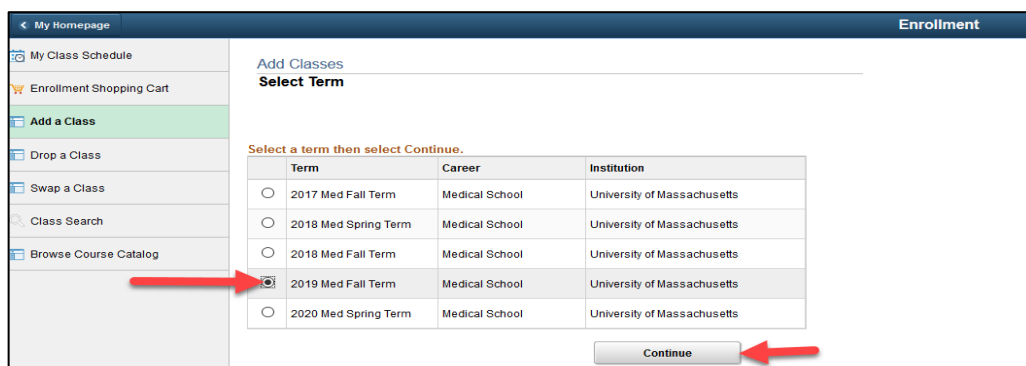
After you land on the below homepage, click on 'Enrollment' tile.

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

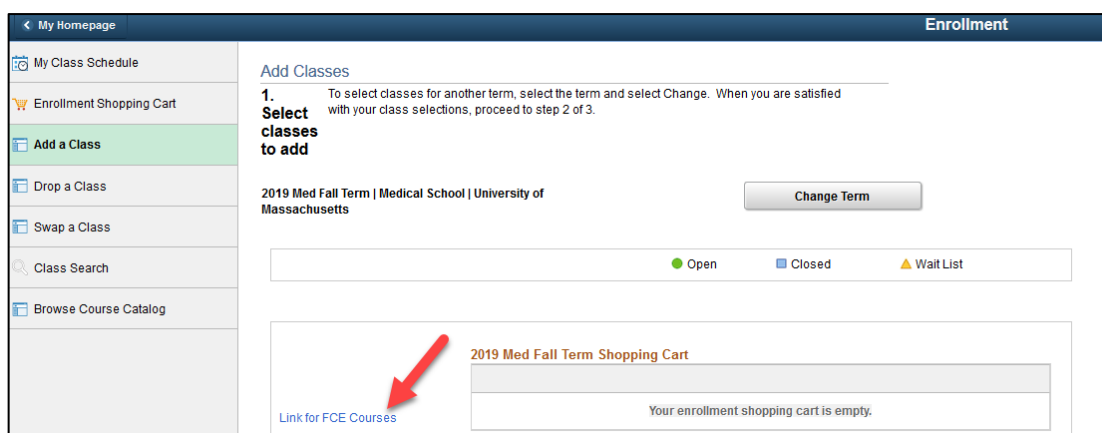Chooses the term you wish to enroll and click on 'Continue'

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

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.

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

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.

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

Permission Nbr [ ]

Grading   Clinical Science Grades

Units   1.00

Requirement Designation   Flexible Clinical Experiences Clinical

[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
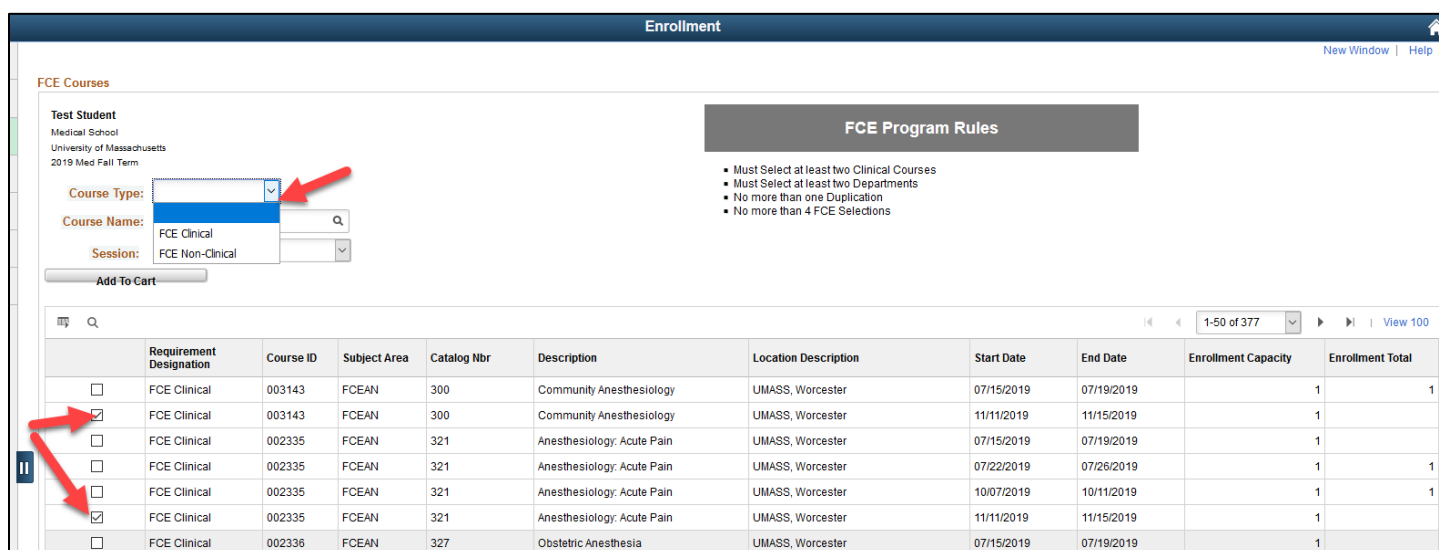
2019 Med Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	FCEAN 300-1 (7359)		TBA	L. Dusett	1.00	●
🗑	FCEAN 321-1 (7022)		TBA	G. Angaramo	1.00	●

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

✔ Success: enrolled	✖ Error: unable to add class

Class	Message	Status
FCEFC 3025	**Message:** Success - This class has been added to your schedule.	✔
FCEOB 345	**Message:** Success - This class has been added to your schedule.	✔
FCEOB 348	**Error:** Please select at least 2 Clinical FCE Courses	✖

[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

	Success: enrolled	Error: unable to add class

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	✖

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS

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

	Success: enrolled	Error: unable to add class

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	✖

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS

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

	Success: enrolled	Error: unable to add class

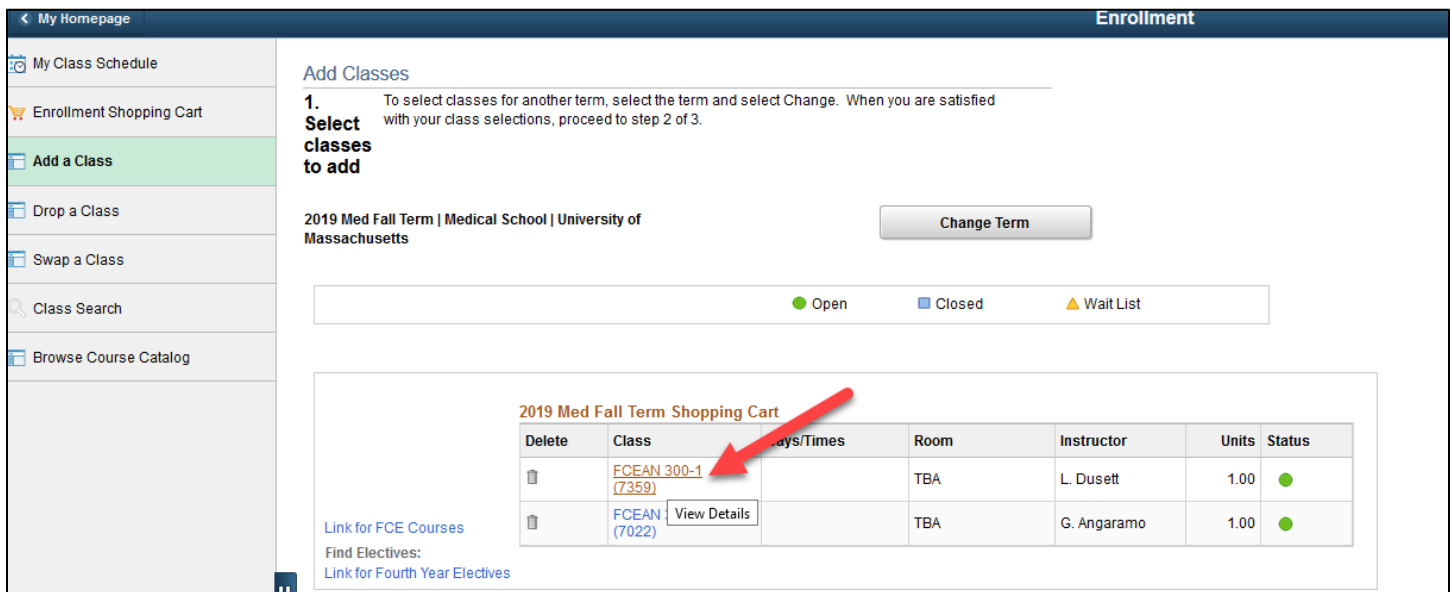| Class	Message	Status
FCEME 303	**Message:** Success - This class has been added to your schedule.	✔
FCEME 304	**Message:** Success - This class has been added to your schedule.	✔
FCEME 307	**Message:** Success - This class has been added to your schedule.	✔
FCEME 309	**Error:** Please select at least 2 departments	✖

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS

Permission is required to enroll (FCEXX classes)

FCEXX 3005	**Error:** You must submit a proposal to obtain permission to enroll in this class Submit Proposal	✖

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

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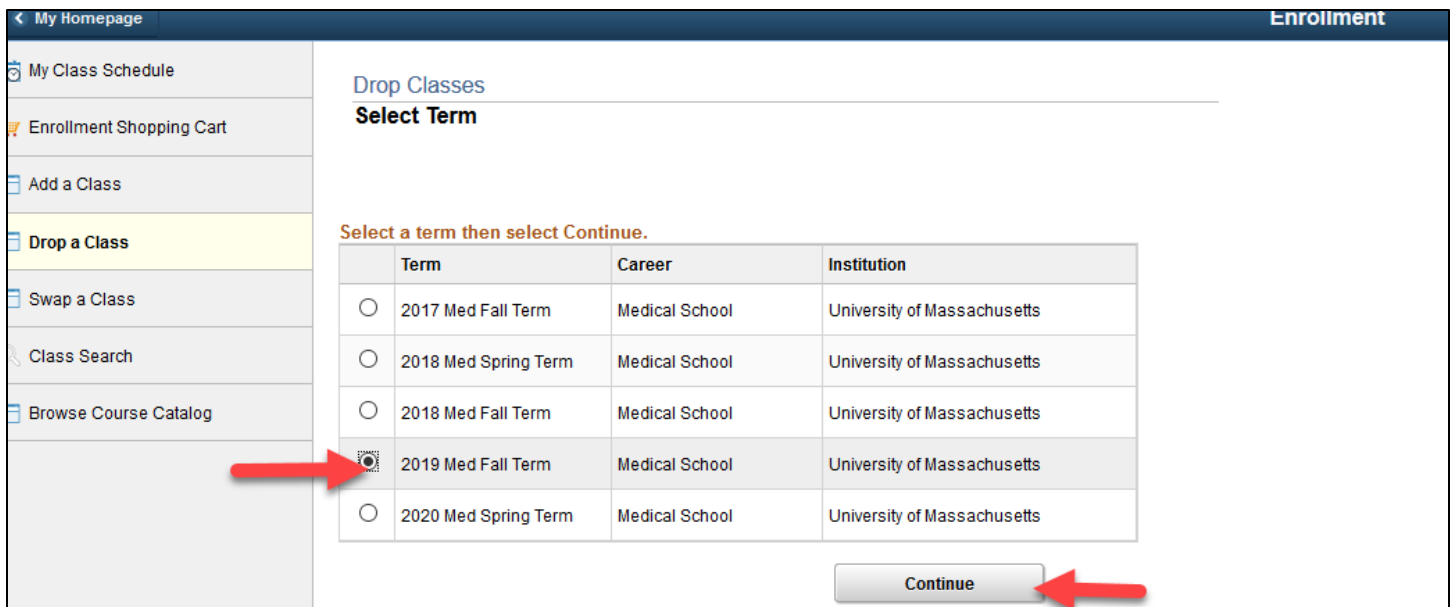
Dropping FCE courses

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'

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

On the next screen, click on '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

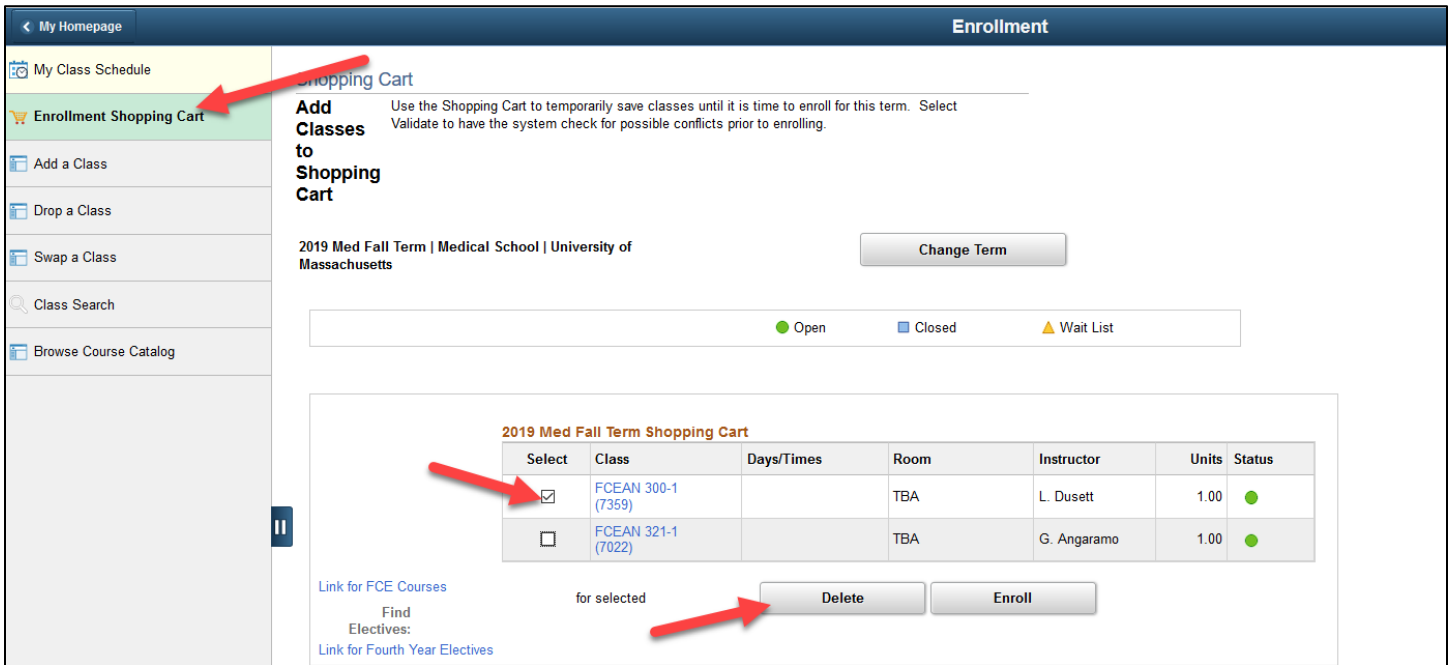| ✔ Success: dropped | ✖ Error: unable to drop class |

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'.

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