

Midterm Grades, Final Exams & Enrollment for Fall

Sent to all undergraduate students on 3/9/12 via Campus Announcement

In the next few weeks, you have much to do to assure success this semester and prepare for enrollment for next semester.

Mid-term Grades – accessible after noon, on Monday, March 12: You can see your midterms by logging into PeopleSoft Student Service Center and select the Grades link on the left. Take the time to see the feedback provided by your faculty and be sure to discuss any problems with that faculty member and/or your advisor when you meet in the next couple weeks.

The **Final Exam Schedule** is available and you can see your personal exam schedule in PeopleSoft:

Student Service Center

Click on arrow in box “other academic...”

Exam Schedule

Click on the “>>” GO

Select Spring 2012 - Continue

If you cannot see this and are using Internet Explorer, try a different browser.

Final Examination week begins April 30. The Spring 2012 Final Exam Schedule is also available on the web. You can locate the schedule by going to SAS's homepage at: <http://www.clarkson.edu/sas> then click on Master Schedule; then click on Spring; click on Final Exam Schedule. Any changes to the exam schedule will be posted there as well as in PeopleSoft.

All students should examine the schedule carefully. As stated in Clarkson's Regulations 2011 – 2012, III-H Final Examinations #4, no student may be required to take more than three final examinations in one day, or more than four in two consecutive days. Students with exam conflicts, or who have more exams in a period than allowed by the regulations, must make their own arrangements with the instructors involved.

Wish List beginning Wednesday, March 21: Undergraduates will be able to use the Wish List to plan for Fall enrollment. View your Wish List appointment to see what day and time you can use all the Wish List functionality, including Validation which will let you know of any errors you can anticipate encountering when actual enrollment begins. (Prior to your appointment time, you can add classes to the Wish List, but you cannot validate them.)

Enrollment for fall begins on Wednesday, April 4: Each student is assigned an enrollment appointment – a time and date that enrollment will be accessible to you. It will be your responsibility to enroll in classes for Fall 2012 using PeopleSoft Self-Service. Check PeopleSoft to see when you can access enrollment.

This is what you should be doing now to prepare:

- *Log into PeopleSoft* so you know there are no problems
- *Meet with your advisor* during your department's advisement period, typically week of 3/26/12
- Check your PeopleSoft *Wish List appointment* and your PeopleSoft *Enrollment appointment* (when the system will allow access -- this is not the same as appointment with your academic advisor!)
- Check and resolve any *Holds* (Student Service Center, right column)
- *Review the Class Schedule* and become familiar with the class search tools in PeopleSoft
- *Review the Enrollment documentation* -- this will be a significant help to you
http://www.clarkson.edu/sas/ps_documentation/wish_list_8.9.pdf
http://www.clarkson.edu/sas/ps_documentation/enrolling_in_classes_8.9.pdf
- Monitor your *Clarkson email*