

*The Wish List allows you to simulate enrolling in courses, prior to your enrollment appointment. It does not enroll you – but will provide feedback about potential errors you may encounter, including:*

- Prerequisites not met
- Instructor permission required
- Time conflict
- Course repeat messages
- Holds that will prevent enrollment

Once enrollment begins, if courses in your Wish List become full, this feedback becomes available to you. *Courses in your Wish List can be converted to an actual enrollment request when your Enrollment Appointment begins.*

### **Using the Wish List to Prepare for Enrollment**

**Appointments:** Each semester, every student is assigned a day and time they can begin to enroll in classes for the coming semester. In addition, students are assigned a day and time they can begin to utilize the Wish List to prepare for actual enrollment.

Enrollment appointments are assigned by projected class level, then randomly. Wish List appointments are similarly assigned.

**Placing classes in your Wish List neither enrolls you nor saves a place for you in the class.**

#### ***To add classes to your Wish List***

**Log in** to PeopleSoft from the Clarkson Home Page <http://www.Clarkson.edu> Current Students; then PeopleSoft; then Student Login.

Check your Wish List and Enrollment dates.

**Enrollment Dates**

**Wish List Appointment**  
 Your Wish List for the Fall 2008 Regular Academic Session is available for use beginning March 19, 2008.

**Enrollment Appointment**  
 You may begin enrolling for the Fall 2008 Regular Academic Session on April 4, 2008.

[details ▶](#)

**Select *Wish List*:**

**Academics**

**Enrollment**  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

Select the term for which you will be enrolling and hit [CONTINUE](#).

There are three search methods: Browse Catalog, Search for Classes or directly enter the 4 or 5-digit class number. Each method will lead you through a process to add classes to your Wish List.

Add a class using one of the following:

**Search for Class**      Search for Classes [v] [search](#)

**Select Class from Wish List**      Browse Catalog  
 Search for Classes [v] [select](#)

----- OR -----

**Enter Class Nbr**       [enter](#)

**Step 1 – Select Classes**

**Option 1 - Browse Catalog**

Add a class using one of the following:

**Search for Class**      Search for Classes [v] [search](#)

**Select Class from Wish List**      Browse Catalog  
 Search for Classes [v] [select](#)

----- OR -----

**Enter Class Nbr**       [enter](#)

**Browse Catalog** allows you to review all courses offered by subject, including course description, designators/attributes (eg. HUM/SOC and Knowledge Areas) and pre-requisites. From here, you can also review sections offered, and add a class to your Wish List.

A	B	C	D	E	F	G	<b>H</b>	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9																

Select show All Courses if you want to show all courses whether or not class sections are offered for the term. Select show Courses With Sections Offered to show only those courses that have class sections offered for the term.

Show  All Courses  Courses With Sections Offered

[CLOSE](#)

▼ HIST - History		
Course Number	Description	Action
210	<a href="#">Ancient History Survey</a>	<a href="#">View Class Sections</a>
221	<a href="#">America: 1877 - Present</a>	<a href="#">View Class Sections</a>
230	<a href="#">Science and Society</a>	<a href="#">View Class Sections</a>

### HIST 221 - America: 1877 - Present

Course Detail	
<b>Units</b>	3
<b>Grading Basis</b>	Graded
<b>Course Components</b>	Lecture      Required
Enrollment Information	
<b>Requirement Designation</b>	Social Science Foundation Course
<b>Course Attribute</b>	Cultures and Societies
Description	
[Formerly LC251] A social, political, cultural and economic survey of the United States from Reconstruction through the present.	

[View Class Sections](#)

The *View Class Sections* link shows information about specific class sections of this course offered in the term selected.

▼ HIST 221 - America: 1877 - Present

View All Sections				First	1-2 of 2	Last
<b>Section</b>	<a href="#">01-LEC(3088)</a>	<b>Status</b>	●	<a href="#">select class</a>		
<b>Session</b>	Regular					
Days & Times	Room	Instructor	Meeting Dates			
TuTh 8:00AM - 9:15AM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008			
<b>Section</b>	<a href="#">02-LEC(3089)</a>	<b>Status</b>	●	<a href="#">select class</a>		
<b>Session</b>	Regular					
Days & Times	Room	Instructor	Meeting Dates			
TuTh 4:00PM - 5:15PM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008			

**Select Class:** Hitting this button [select class](#) allows final review of the class and important information about the class.

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

### Wish List

### Enrollment Preferences

#### HIST 221 - America: 1877 - Present

Class Preferences	
<b>HIST 221-01</b>	Lecture ● Open
<b>Permission Nbr</b>	<input type="text"/>
<b>Grading</b>	Graded
<b>Units</b>	3.00
<b>Session</b>	Regular Academic Session
<b>Career</b>	Undergraduate
<b>Enrollment Information</b>	<ul style="list-style-type: none"> <li>• Social Science Foundation Course</li> <li>• Cultures and Societies</li> </ul>
<b>Requirement Designation</b>	Social Science Foundation Course
<input type="button" value="CANCEL"/> <input type="button" value="NEXT"/>	

Section	Component	Days & Times	Location	Instructor	Start/End Date
01	Lecture	TuTh 8:00AM - 9:15AM	TBA	Jennifer Ball	1/10/2008 - 4/25/2008

If satisfied, hit [NEXT](#) button to add the class to your Wish List. At this point, if required, change credit hours for a variable credit course.

## Wish List

Use the Wish List to temporarily save classes of interest prior to enrollment for this term. Select the check-box beside classes of concern, then click Validate to have the system check for possible conflicts prior to enrolling. THIS DOES NOT ENROLL YOU IN THESE CLASSES.



HIST 220 has been added to your Wish List.

### Option 2 - Search for Classes

An alternative to Browse Catalog is Search for Classes. This alternative makes accessible advanced search tools.


Add a class using one of the following:

Search for Class

----- OR -----

Enter Class Nbr

### Class Search Criteria

Course Subject   Mathematics 

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

#### Additional Search Criteria

Meeting Time  between  and  (example: 1:00PM)

Day of Week

Mon  Tues  Wed  Thurs  Fri  Sat

Instructor Last Name

Class Nbr  (example: 1136)

Course Title Keyword  (example: statistics)

Course Component

Session

Mode of Instruction

Campus

Location

### Option 3 - Class Number

The third method to select classes is to enter the 4 or 5-digit class number assigned each semester to specific class sections.

Add a class using one of the following:

Search for Class

----- OR -----

Enter Class Nbr

Repeat this process until you have all desired classes in your Wish List. Be sure to select the View All button to see all courses.

[View All Classes in Wish List](#) First  1-5 of 6  Last

### Step 2: Validation

You now have an opportunity to validate some or all of the class(es) selected. Use the check-box next to each course you wish to validate.

Select	Class	Class Name	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">BY 491-42 (9395)</a>	Undergraduate Thesis (Ind Study)		TBA	T. Langen	6.00	
<input checked="" type="checkbox"/>	<a href="#">HIST 220-01 (10135)</a>	America: 1776 - 1877 (Lecture)	MoWeFr 1:00PM - 1:50PM	344 Science Center	L. Lange	3.00	
<input checked="" type="checkbox"/>	<a href="#">HIST 394-01 (27081)</a>	ST:Hist Medicine in Eur & N Am (Lecture)	MoWe 1:00PM - 2:15PM	177 Bertrand H. Snell Hall	S. Casper	3.00	
<input checked="" type="checkbox"/>	<a href="#">MA 231-02 (10047)</a>	Calculus III (Lecture)	MoWeFr 8:00AM - 8:50AM	162 Science Center	Staff	3.00	
	<a href="#">MA 231-15 (8565)</a>	Calculus III (Discussion)	Th 11:00AM - 11:50AM	356 Science Center	Staff		
<input checked="" type="checkbox"/>	<a href="#">MA 383-01 (8607)</a>	Applied Statistics I (Lecture)	MoWeFr 8:00AM - 8:50AM	362 Science Center	S. Mondal	3.00	
<input checked="" type="checkbox"/>	<a href="#">PY 151-01 (8879)</a>	Introduction to Psychology (Lecture)	MoWeFr 9:00AM - 9:50AM	162 Science Center	R. Carlson	3.00	

View 5 First  1-7 of 7  Last

Then hit


### Step 3: Validation Results

Feedback here will let you know if there are any impediments to your enrollment. *Do note, however, there is no guarantee that the courses will be open when you actually enroll.* The validation here relates to requisites, time conflicts and other issues that will impede your success.

#### Wish List

View the following status report for enrollment confirmations and errors:

✔ OK to Add
 ✘ Potential Problem

If there are errors noted by the , you can take corrective action – either selecting a different course, or by getting a permission number from the instructor to enroll if you feel the problem is unfounded. Note: a paper add/drop form will be required for time conflicts. Contact SAS for more information.

## Complex Course Enrollment Actions

**Multiple-component Classes:** Many courses have more than one component, i.e. lecture, lab, discussion. In order to be fully enrolled, you must be enrolled in each required component.

Begin the search as before. These classes often have many sections, so pay attention that you see all the sections by selecting View All Sections:



Each section has a tag in the middle indicating the component the section represents:

Section [01-LEC\(2455\)](#) Lecture  
 Section [16-LAB\(2556\)](#) Lab  
 Section [37-DIS\(2569\)](#) Discussion

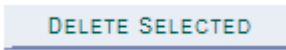
In this case you will need to enroll in one of each. You may begin with any of the three – typically the part that is most important to you. [Using this search tool, one no longer needs to identify the “enrollment” component.]

In this example, if you choose the Lab first, the next screen offers lectures and discussion that are compatible with the selected lab. Often certain sections are grouped together, so not every combination of component sections is allowed. Again, be sure to watch for

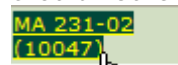


To add such a course to your Wish List, you will need to select one section of each component.

## To drop classes from your Wish List

Select the check-box next to the class our wish to remove, then hit .

**To edit classes in your Wish List, select the hyperlink that is the class in your Wish List** – use to change related component sections or to correct credit hours



If you have selected a course lecture, but want to change the discussion or lab, you can do so using edit. This will only work on the non-enrollment components. You can determine which section is the enrollment component by looking at your class schedule to see which of the components has the class hyperlink associated with it.

In this example, the lecture is enrollment component because it is the class hyperlink:

<a href="#">MA 132-01 (2479)</a>	Calculus II (Lecture)
MA 132-14 (2582)	Calculus II (Discussion)

If you wish to change the enrollment component, you will need to delete the class and add the section you prefer.

In addition, use Edit to change or correct credit hours for thesis and other variable-credit courses.

## ***Degree Progress***

You are encouraged to use the Degree Progress functionality throughout your time at Clarkson. This will help, particularly with Knowledge Area and Communication Point requirements as well as requirements within most majors. This can be accessed directly from the Wish List panel by checking the courses you wish to review, then hitting the hyperlink at the bottom of the page:

What degree requirements will the selected classes fill? [Click here to find out.](#)

You can always run a degree progress report from the first panel of the Student Services Center.

### **Academics**

#### **Enrollment**

[My Class Schedule](#)

[Wish List](#)

[Add a Class](#)

[Drop a Class](#)

#### **Academic History**

[Grades](#)

[Degree Progress](#)

## ***Permission Numbers***

The enrollment engine will not allow you to enroll in a class that is at capacity, nor will it allow you to enroll if you do not have on your Clarkson record the specific pre-requisites or co-requisites specified. If enrollment in this class is critical, you may seek permission from the instructor, or in some cases the course department, who may give you a Permission Number that will allow enrollment for one student into that particular section of the class. It can only be used once, and it will only work in that particular class section. If you drop a class for which you used a permission number, you will not be able to reuse the permission number to re-add the course.

Once enrollment begins, enter the Permission Number using Add or Swap. If you know the 4 or 5-digit class number, enter it directly by Enter Class Nbr.

*Note – a permission number will override class capacity and pre-requisites. **It will not override a time conflict.*** If you have permission of the course instructors to enroll in classes that overlap, you will need to bring an add/drop form to SAS for processing. It must be approved by your advisor and both instructors with a specific notation that they are aware of the time conflict.

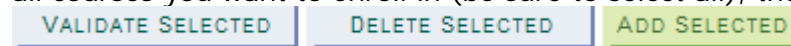
**Having classes in your Wish List is no guarantee that you will be able to successfully enroll – because you will still be subject to class limits. By the time you are eligible to enroll for the term, the selected class may be full. But this tool does allow you to experiment with course combinations.**

## ***Finalizing Enrollment***

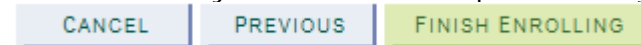
You can monitor your Wish List after enrollment begins, prior to your own enrollment appointment. If a class in your Wish List becomes full, a blue box (closed) will show up. This

will prompt you to either seek alternative sections or courses, or if the course is critical to you, you may see if the instructor will provide you with a permission number that will ultimately allow you to enroll.

When your enrollment appointment becomes active, you may go into your Wish List, check all courses you want to enroll in (be sure to select all), then hit the Add Selected button.



This will move you to the Add component and you must finish enrollment here.



See specific documentation on enrollment for more detailed explanation of the entire enrollment procedure.

### **Contact SAS**

Questions, comments and concerns can be addressed to Student Administrative Services, [sas@clarkson.edu](mailto:sas@clarkson.edu)