

## HOW TO REGISTER ON-LINE THROUGH PEOPLESOFT: [www.iona.edu/peoplesoft](http://www.iona.edu/peoplesoft)

Please note: All undergraduate students must meet with their advisor before registering on-line. After the advisement session, the advisor will remove the advisement hold enabling you to register on-line. Graduate students do not have an advisement requirement and may register by following the instructions below:

### Log on to the PeopleSoft System:

Know your PeopleSoft ID and password. If you need assistance logging into PeopleSoft, please contact the Help Desk at (914) 633-2635. Click on the following to access your main student center page:

**SELF SERVICE > STUDENT CENTER (Located on the top left corner of page)**

### View Your Enrollment Appointment:

The enrollment start date is the EARLIEST date and time that you can register. Click on each of the following:

**SELF SERVICE > STUDENT CENTER > ENROLLMENT DATES > DETAILS (Located on middle right side of page)**

- Select the term you want to register for, and then click the CHANGE button in order to view your appointment start/end dates and times.

### Check for Holds:

Students must have all HOLDS removed from their account. Holds are placed on students' records to indicate that they need to take specific action (turn in a health form, see your advisor, pay an outstanding balance, etc.) before they are allowed to enroll in classes. Click on each of the following:

**SELF SERVICE > STUDENT CENTER > HOLDS > DETAILS (Located on top right side of page)**

- If you have a Hold on your account, click on the Hold Item. Your Holds detail will let you know why you have a hold and will give you information about who to contact and what you need to do to remove it. Once it is removed, you will be eligible to enroll if you have an Enrollment Appointment.

### Enrollment:

To add, drop, swap, or view your schedule of classes, use the menu item "Enroll". Click on the following:

**SELF SERVICE > STUDENT CENTER > ENROLL (Located on top left side of main page under Academics)**

- Select the term you need to register for, and then click the CONTINUE button to view your class schedule.

### Adding Classes:

Click on the Add tab at the top of the page.

- Step 1: Click the SEARCH button to search for available classes.

## Add Classes



### 1. Select classes to add

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

Spring 2009 | Undergraduate | Iona College [change term](#)

Open  Closed

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**Add to Cart:**

Enter Class Nbr  
 [enter](#)

**Find Classes**

Class Search  
 My Requirements

[search](#)

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**Spring 2009 Shopping Cart**

Your enrollment shopping cart is empty.

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**My Spring 2009 Class Schedule**

You are not registered for classes in this term.

Enter the Course Subject and Number, and the Course Career if necessary. Then click SEARCH.

## Add Classes



### Enter Search Criteria

Iona College | Spring 2009

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

**Course Subject** Mathematics

**Course Number** is exactly 134

**Course Career** Undergraduate

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Review the days and times for each class section. Then click SELECT CLASS for the section you want.

#### ▼ MTH 134 - Brief Calculus

View All Sections First 1 of 3 Last

<b>Section</b> <a href="#">A-LEC(1002)</a>	<b>Status</b> ●	<a href="#">select class</a>		
<b>Session</b> Semester				
Days & Times	Room	Instructor	Meeting Dates	
MoWeTh 11:00AM - 11:52AM	TBA	James Carpenter	01/20/2009 - 05/15/2009	
<b>Section</b> <a href="#">B-LEC(1004)</a>			<b>Status</b> ●	<a href="#">select class</a>
<b>Session</b> Semester				
Days & Times	Room	Instructor	Meeting Dates	
Mo 6:30AM - 9:30AM	TBA	Kathleen Hannaway	01/20/2009 - 05/15/2009	

Review class information, then click NEXT. Repeat Step 1 for each class you want to enroll in.

## Add Classes



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

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#### MTH 134 - Brief Calculus

**Class Preferences**

MTH 134-A    Lecture    ● Open    Permission Nbr

Grading    ABC/NC Grading

Session    Semester

Career    Undergraduate    Units    3.00

CANCEL    **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	MoWeTh 11:00AM - 11:52AM	TBA	James Carpenter	01/20/2009 - 05/15/2009

After you have added all the classes you want to your enrollment shopping cart, click PROCEED TO STEP 2 OF 3. **\*\*Important\*\* You are not enrolled until you complete Steps 1, 2, and 3.**

## Add Classes



### 1. Select classes to add

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

✔ MTH 134 has been added to your Shopping Cart.

Spring 2009 | Undergraduate | Iona College    **change term**

● Open    ■ Closed

**Add to Cart:**

Enter Class Nbr  **enter**

**Find Classes**

Class Search

My Requirements

**search**

Spring 2009 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">MTH 134-A (1002)</a>	MoWeTh 11:00AM - 11:52AM	TBA	J. Carpenter	3.00	<span style="color: green;">●</span>

**PROCEED TO STEP 2 OF 3**

- Step 2: Confirm that these are your requested classes, and click FINISH ENROLLING.

## Add Classes



### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
MTH 134-A (1002)	Brief Calculus (Lecture)	MoWeTh 11:00AM - 11:52AM	TBA	J. Carpenter	3.00	<span style="color: green;">●</span>



- Step 3: Review the results page to verify your classes were added successfully.

## Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
MTH 135	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✓</span>



***Possible error responses may include:***

1. Enrollment hold – You have a hold on your account; See “Check for Holds” on page 1
2. Prerequisites not met – You have not taken the required pre-requisite course.
3. Scheduling conflict – You have scheduled more than one course at the same time.
4. Closed course – Course is closed; Select another course.
5. Permission required – See Department for permission; Must add in-person at the Registrar’s Office.
6. Course previously taken and may be subject to institutional repeat policy – When graded, this course may be subject to the Iona’s Repeat Rules. It should be verified that this course would apply toward your course of study.

**Dropping Classes:**

Click on the Drop tab at the top of the page.

- Step 1: Select the class(es) you want to drop and then click DROP SELECTED CLASSES.
- Step 2: Confirm your selection and then click FINISH DROPPING.
- Step 3: Review the results page to verify your classes were dropped successfully.

**Swapping Classes:**

Click on the Swap tab at the top of the page.

- Step 1: Select the class you want to swap from your schedule and search for the replacement class.
- Step 2: Confirm your selection and then click FINISH SWAPPING.
- Step 3: Review the results page to verify your classes were swapped successfully.

**View Class Schedule:**

Click on the My Class Schedule tab at the top of the page.

- Verify that you are enrolled in the appropriate classes by reviewing your class schedule.

If you need assistance with enrollment, contact the Registrar’s Office at (914) 633-2508.