

## STUDENT SELF ENROLLMENT

1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:



2. Login to PeopleSoft using the User Id and Password provide to you in the letter.

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## Student

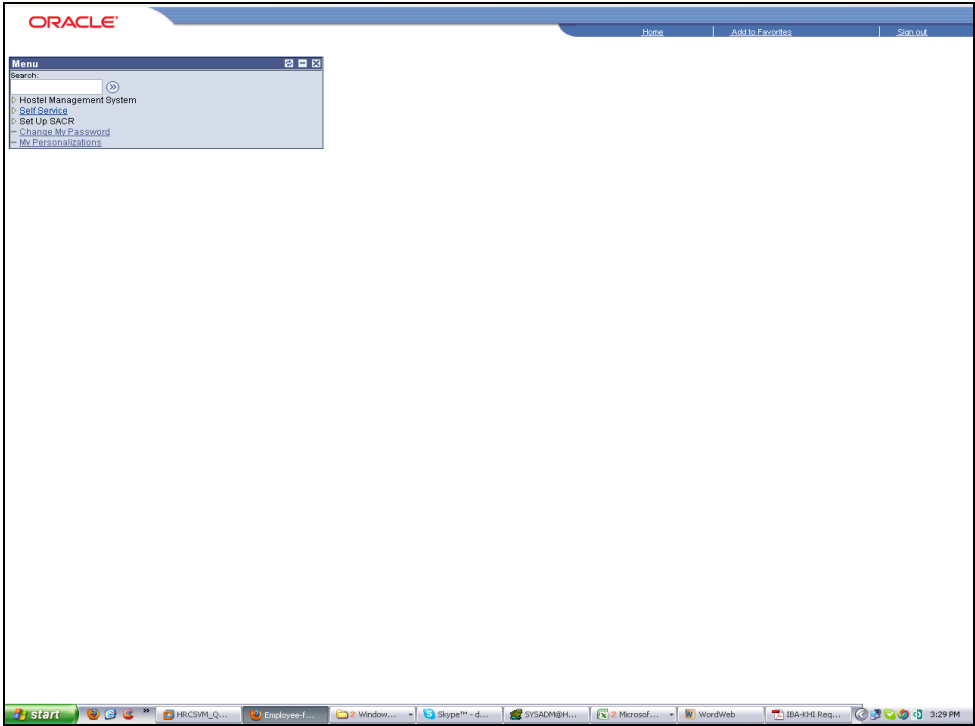
### Student Center

### Procedure

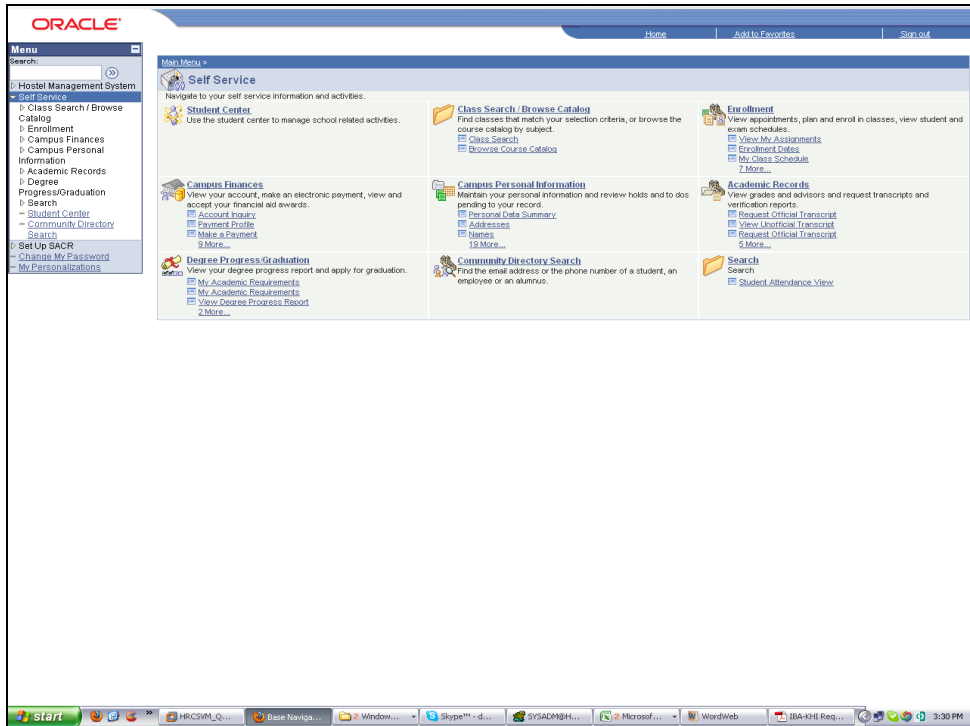
PeopleSoft Student Center feature provides students flexibility to view his academic information on one page. This feature also provides students access to various links to view/edit their academic information, etc.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>



Step	Action
3.	Click the <b>Student Center</b> link. <a href="#">Student Center</a>




Step	Action
4.	Point to the <b>Academic Information</b> object. <b>Academics</b>
5.	Point to the <b>Student's Finances Information</b> object. <b>Finances</b>
6.	Point to the <b>Student Biographic and Demographic Information</b> object. <b>Personal Information</b>
7.	Point to the <b>Search for Classes</b> object. <b>SEARCH FOR CLASSES</b>
8.	Point to the <b>Student's Advisor</b> object. <b>Advisor</b>
9.	Point to the <b>Links to External Web Pages</b> object.
10.	<b>End of Procedure.</b>

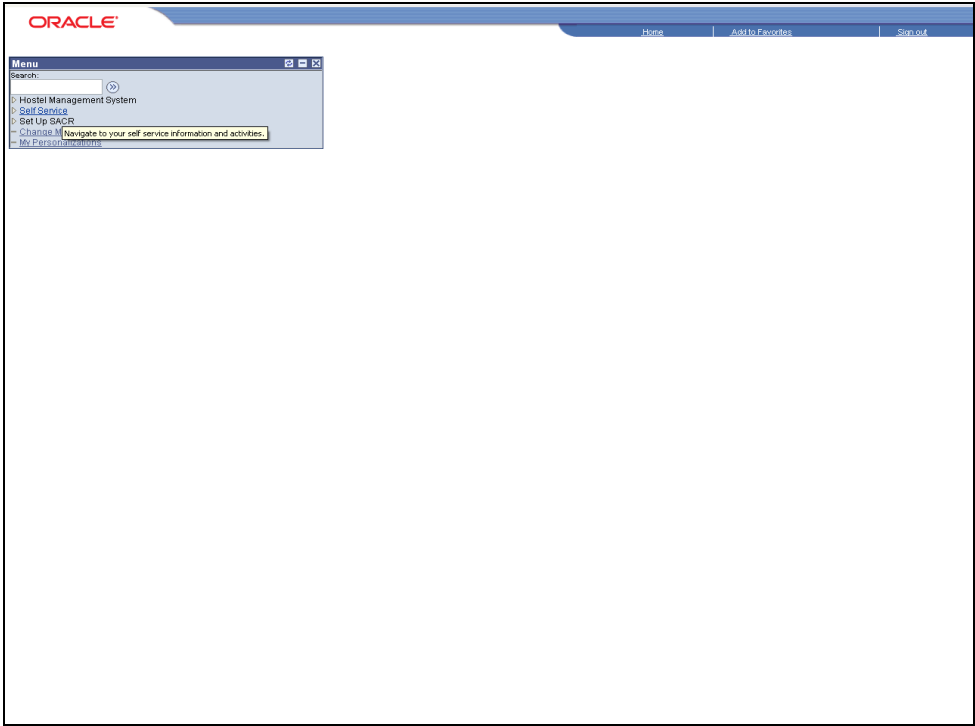
## Student - Biographic & Demographic Info

### Procedure

Using Personal Campus Information, student can view/edit their biographic, and demohraphic data.

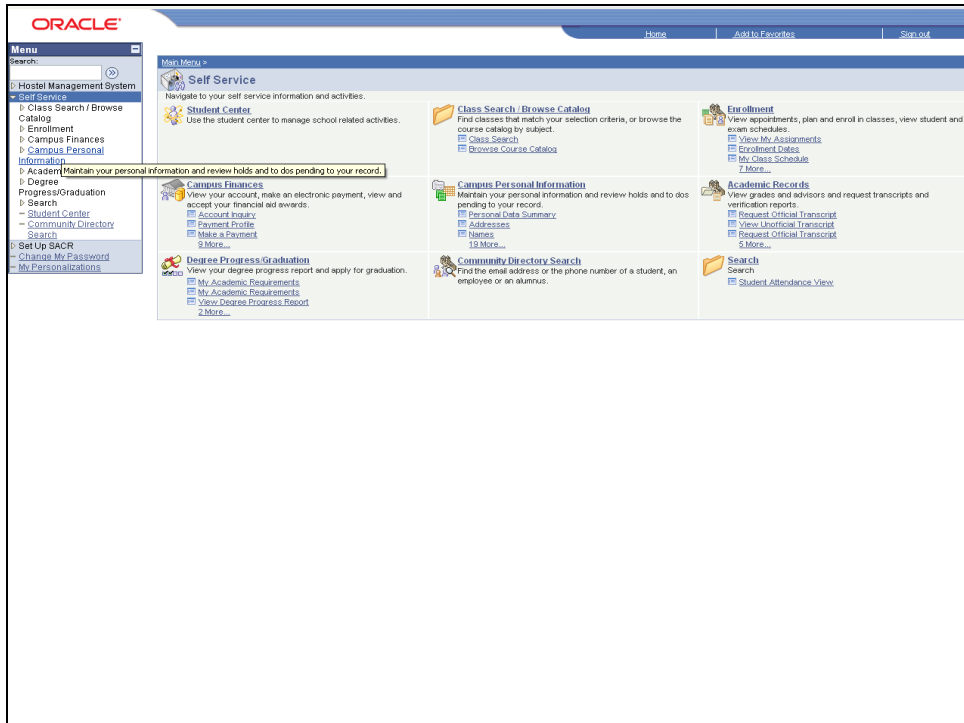


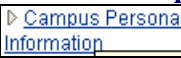

Step	Action
1.	Click the <b>Sign In</b> button. 

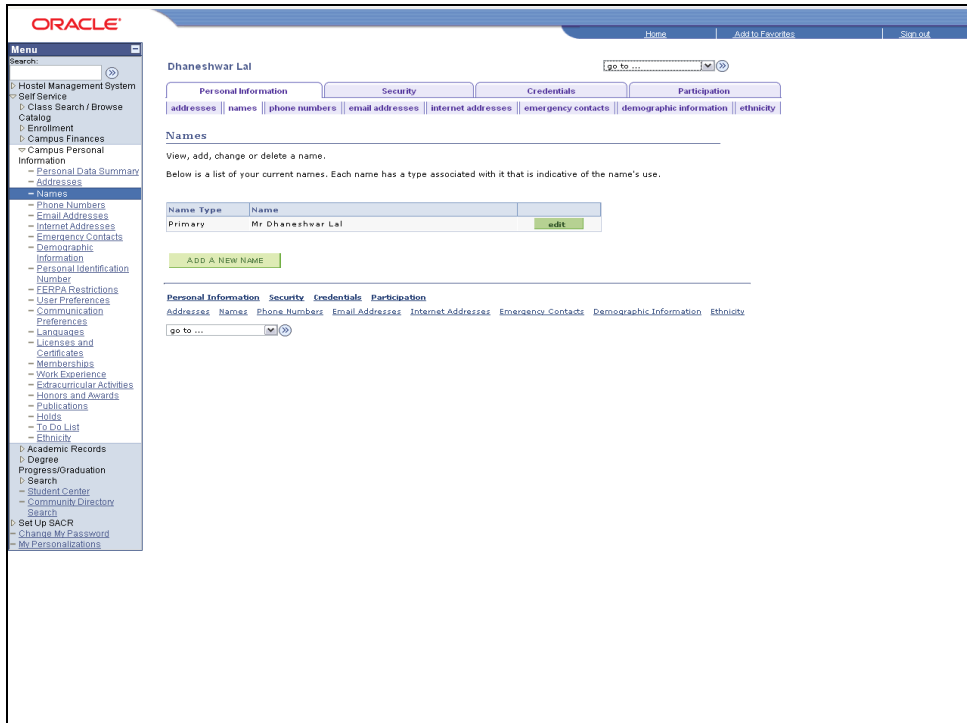







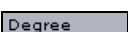




Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>









Step	Action
3.	Click the <b>Campus Personal Information</b> link. 
4.	Click the <b>Names</b> link. 



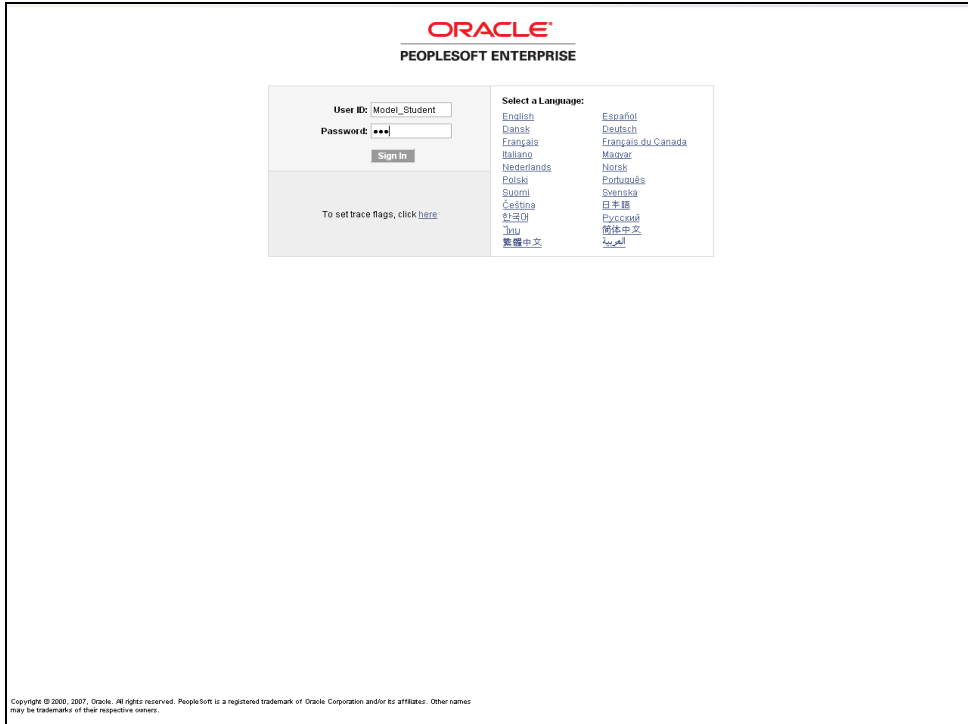
Step	Action
5.	Click the <b>Modify this Name</b> button. 
6.	Click the <b>Save</b> button. 
7.	Click the <b>OK</b> link. 
8.	Click the <b>Add a New Name</b> button. 
9.	Click the <b>Name Type:</b> list. 
10.	Click the <b>Degree</b> list. 
11.	Click the <b>Mr</b> list. 
12.	Click the <b>Save</b> link. 
13.	Click the <b>OK</b> link. 
14.	Click the <b>phone numbers</b> link. 


Step	Action
15.	Enter the desired information into the field. Enter " <b>92033467414253</b> ".
16.	Click the <b>Save</b> link. 
17.	Click the <b>OK</b> link. 
18.	Point to the <b>Personal Information</b> object. <b>Under Personal Information Tab, Student can view/edit their's email address, internet addresses, etc.</b>
19.	Click the <b>Credentials</b> link. 
20.	Point to the <b>Credentials</b> object. <b>Under Credentials Tab, student can view/edit their licenses, certificates, etc.</b>
21.	Click the <b>Participation</b> link. 
22.	Point to the <b>Participation</b> object. <b>Under Participation Tab, student can view/edit their publication, extracurricular activities, etc.</b>
23.	<b>End of Procedure.</b>

## Student - My Weekly Schedule

### Procedure

Student can view weekly schedule of their classes.



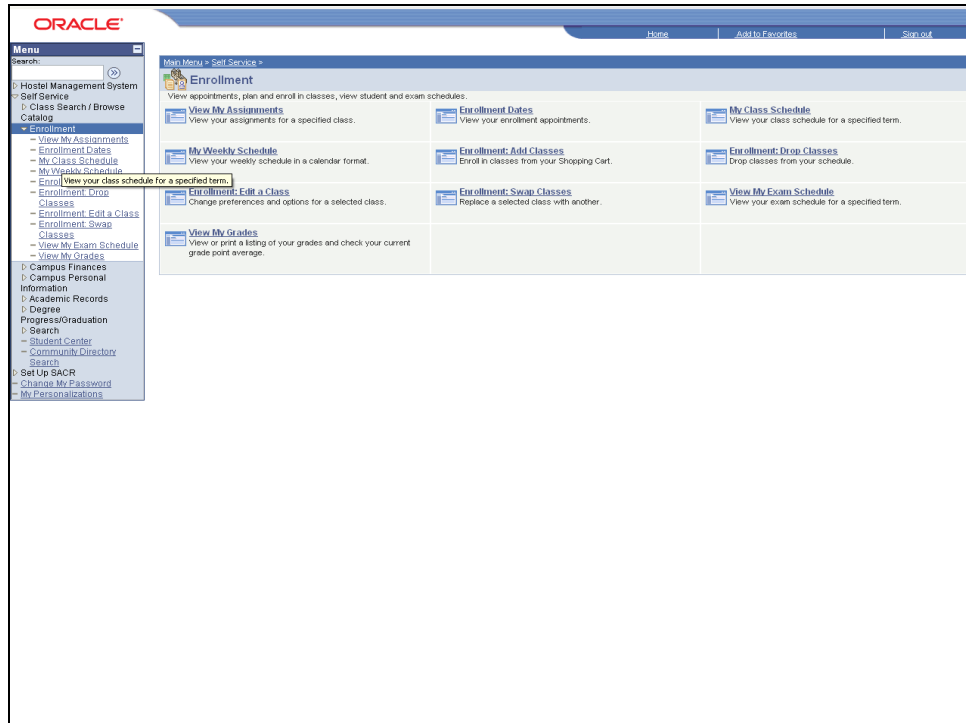
Step	Action
1.	Click the <b>Sign In</b> button. 



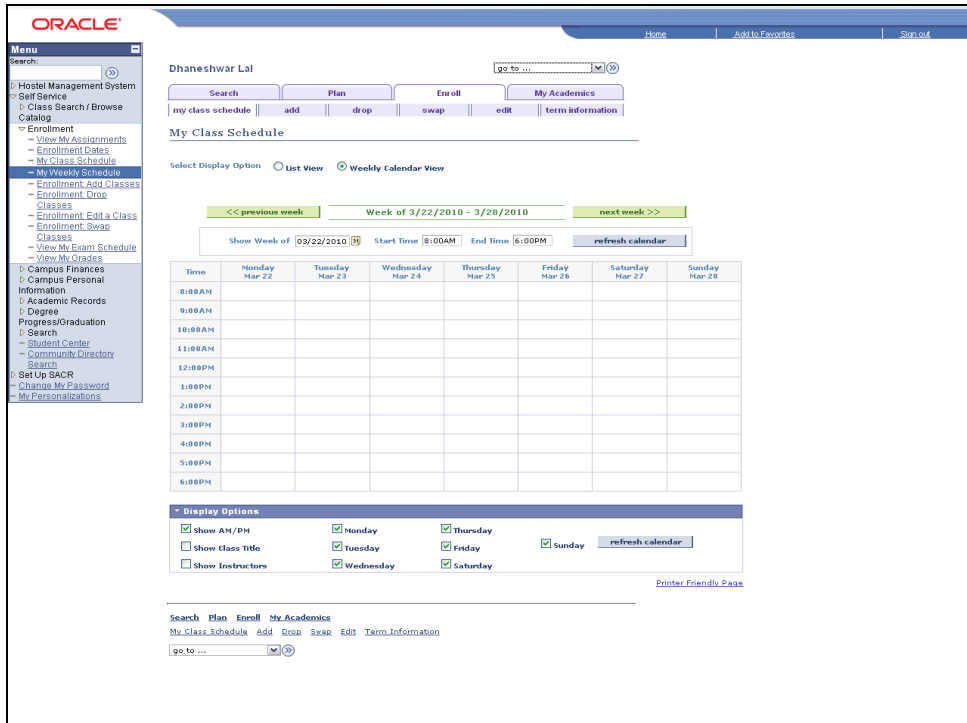
Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>








Step	Action
3.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>



Step	Action
4.	Click the <b>My Weekly Schedule</b> link. <a href="#">My Weekly Schedule</a>



Step	Action
5.	Point to the <b>My Class Schedule</b> object. 
6.	Enter the desired information into the <b>Show Week of</b> field. Enter " <b>08/01/2008</b> ".
7.	Click the <b>refresh calendar</b> link. 
8.	Click the <b>Show Instructors</b> option. <input type="checkbox"/>
9.	Click the <b>refresh calendar</b> link. 
10.	Click the <b>Show Class Title</b> option. <input type="checkbox"/>
11.	Click the <b>refresh calendar</b> link. 
12.	Enter the desired information into the <b>End Time</b> field. Enter " <b>12:00PM</b> ".
13.	Click the <b>refresh calendar</b> link. 
14.	<b>End of Procedure.</b>




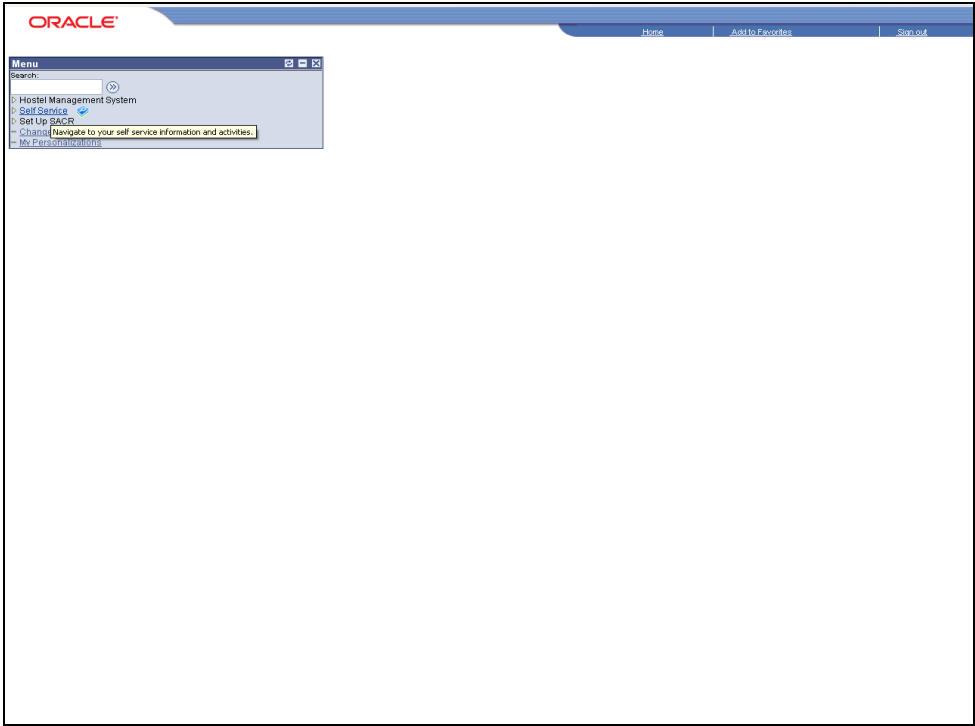
## View My Assignments

### Procedure

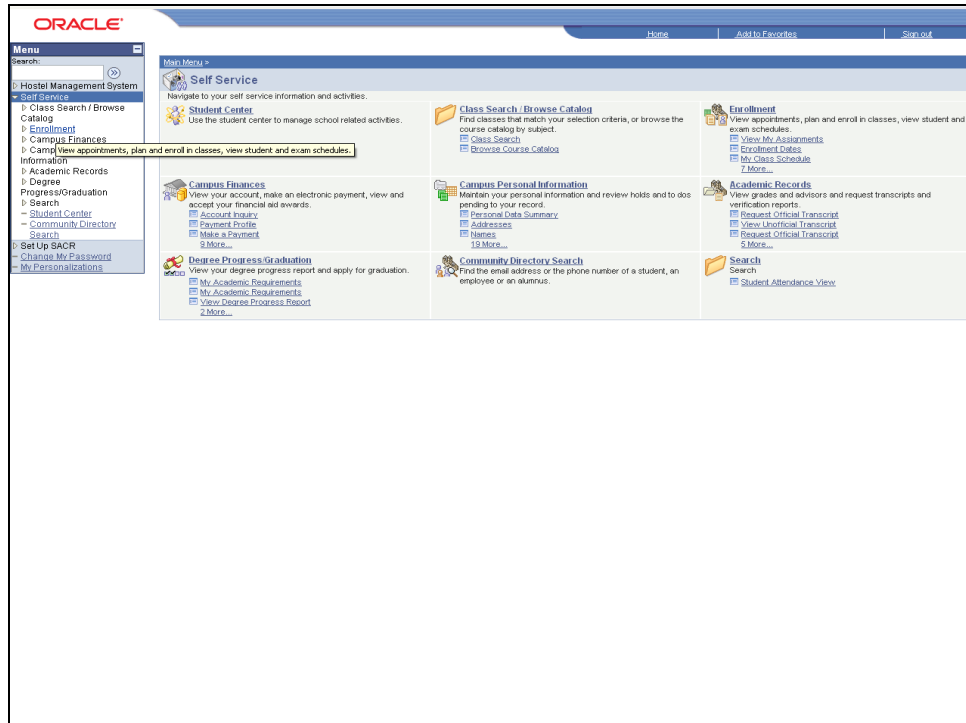
Student can view assignments, marks and equivalent grade for a class of current term.



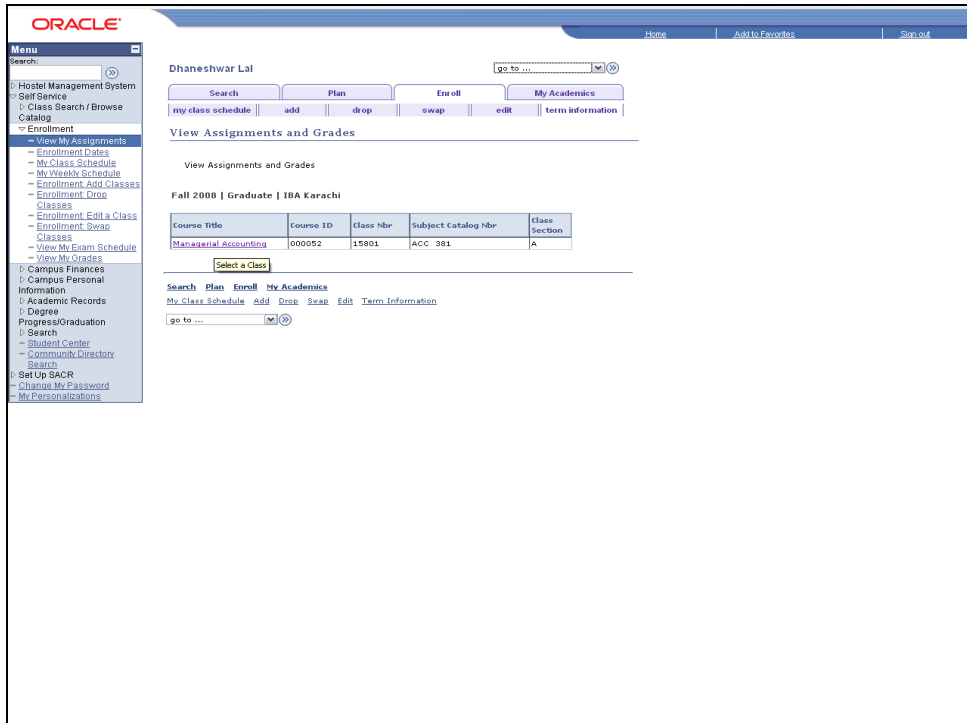
Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>



Step	Action
3.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>
4.	Click the <b>View My Assignments</b> link. <a href="#">View My Assignments</a>

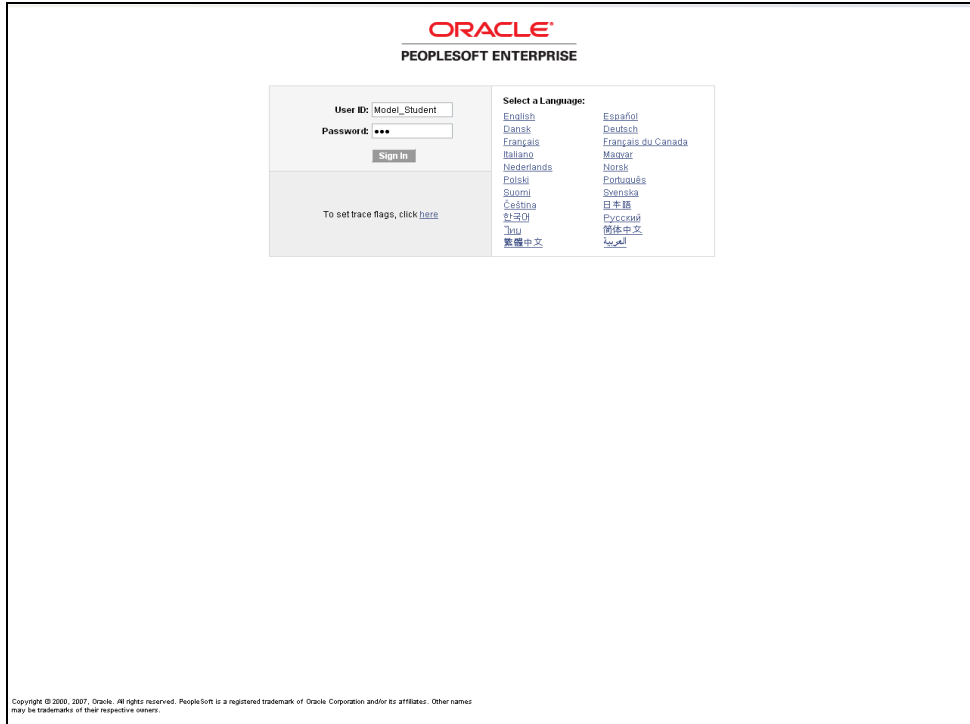




Step	Action
5.	Click the <b>Managerial Accounting</b> link. 
6.	Point to the <b>Expand Assignment Categories section</b> object. 
7.	Click the <b>Expand Grade Scale section</b> graphic. 
8.	Press the left mouse button and drag the mouse to the desired location.
9.	Click the <b>Expand Instructor Comments section</b> graphic. 
10.	Press the left mouse button and drag the mouse to the desired location.
11.	Press the left mouse button and drag the mouse to the desired location.
12.	<b>End of Procedure.</b>

## View My Grades

### Procedure

Student can view grades of courses of current term.



Step	Action
1.	Click the <b>Sign In</b> button. 
2.	Click the <b>Self Service</b> link. 



Step	Action
3.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>
4.	Click the <b>View My Grades</b> link. <a href="#">View My Grades</a>

**View My Grades**

Fall 2008 | IBA Karachi

Class Grades - Fall 2008

Class	Description	Units	Grading	Grade	Grade Points
ACC 38A	Managerial Accounting	3.00	Graded	B	9.000
ACC 501	Financial Accounting	3.00	Graded	A	12.000
ACC 502	Advanced Managerial Accounting	3.00	Graded	C+	6.990

Term Statistics - Fall 2008

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	9,000	9,000
Passed	9,000	9,000
Units Not for GPA:		
Taken		
Passed		
GPA Calculation		
Total Grade Points	27.990	27.990
/ Units Taken Toward GPA	9,000	9,000
= GPA	3.110	3.110


Step	Action
5.	Point to the <b>Fall 2008 Stats</b> object. <b>Fall 2008   IBA Karachi</b>
6.	<b>End of Procedure.</b>

## My Course History

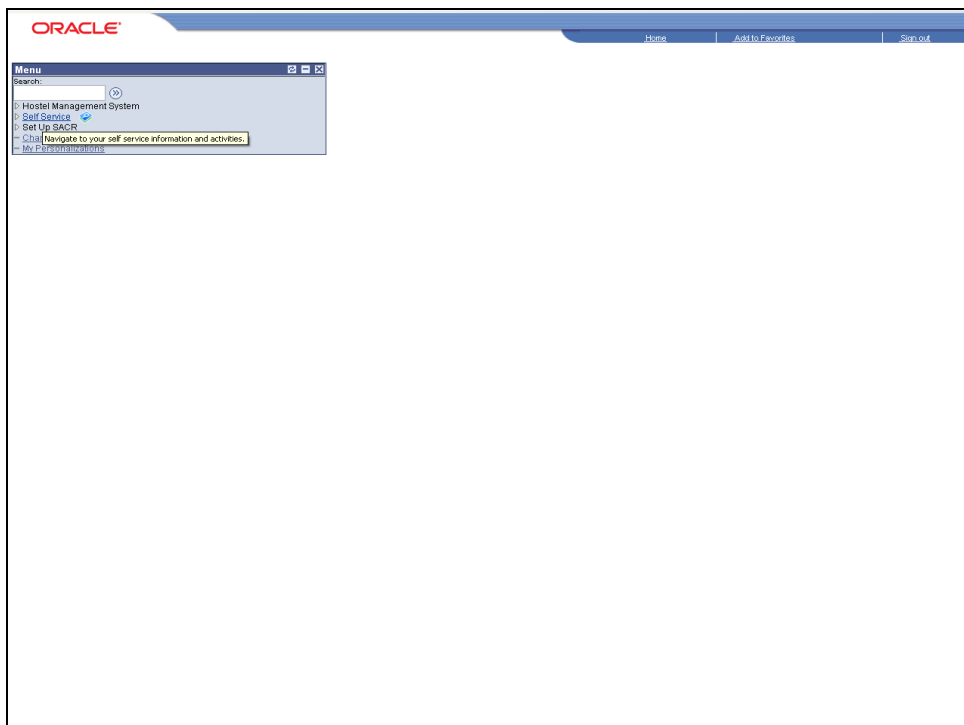
### Procedure

Student can view history of their attempted courses.



Step	Action
1.	Click the <b>Sign In</b> button. 





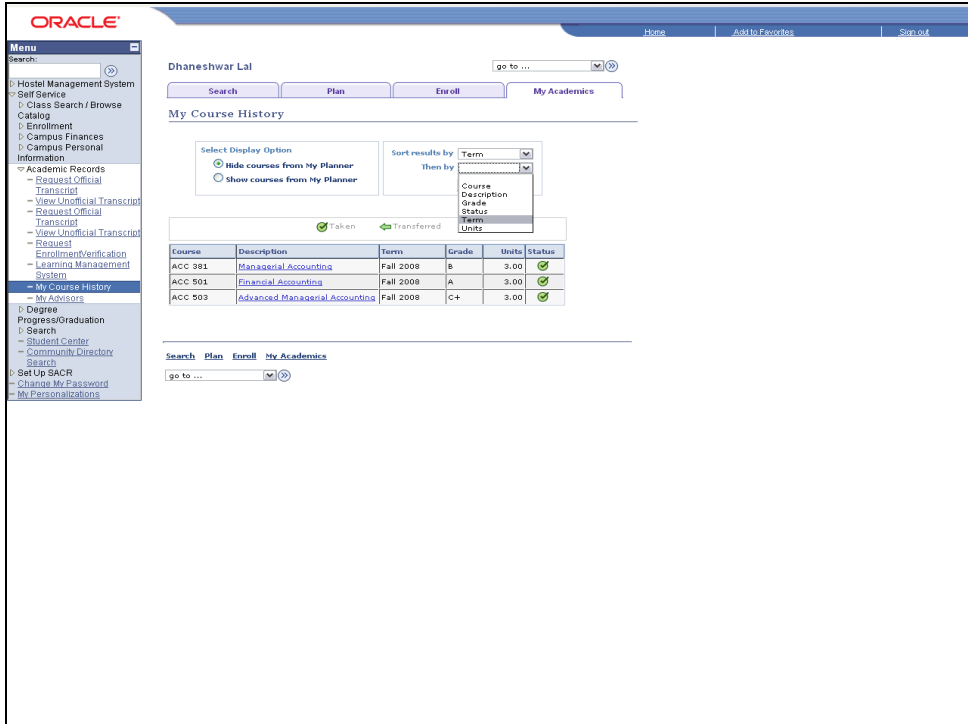
Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>



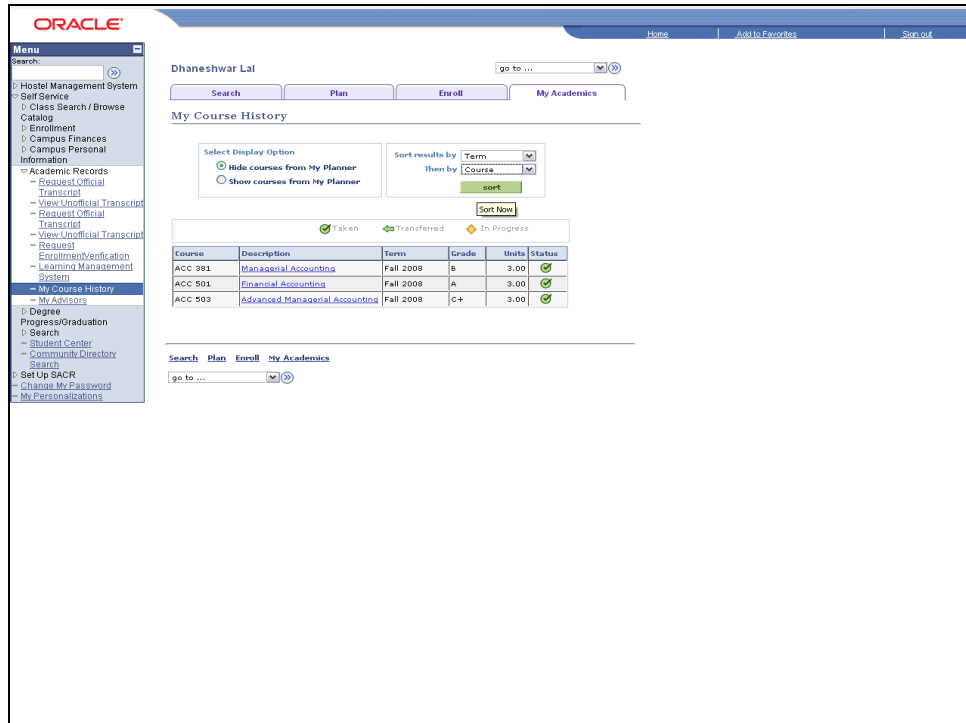
Step	Action
3.	Click the <b>Academic Records</b> link. <a href="#">Academic Records</a>
4.	Click the <b>My Course History</b> link. <a href="#">My Course History</a>



Step	Action
5.	Click the <b>Sort results by</b> list. <input type="text" value="Sort results by"/>
6.	Click the <b>Term</b> list. <input type="text" value="Term"/>



Step	Action
7.	Click the <b>Course</b> list. <input type="text" value="Course"/>

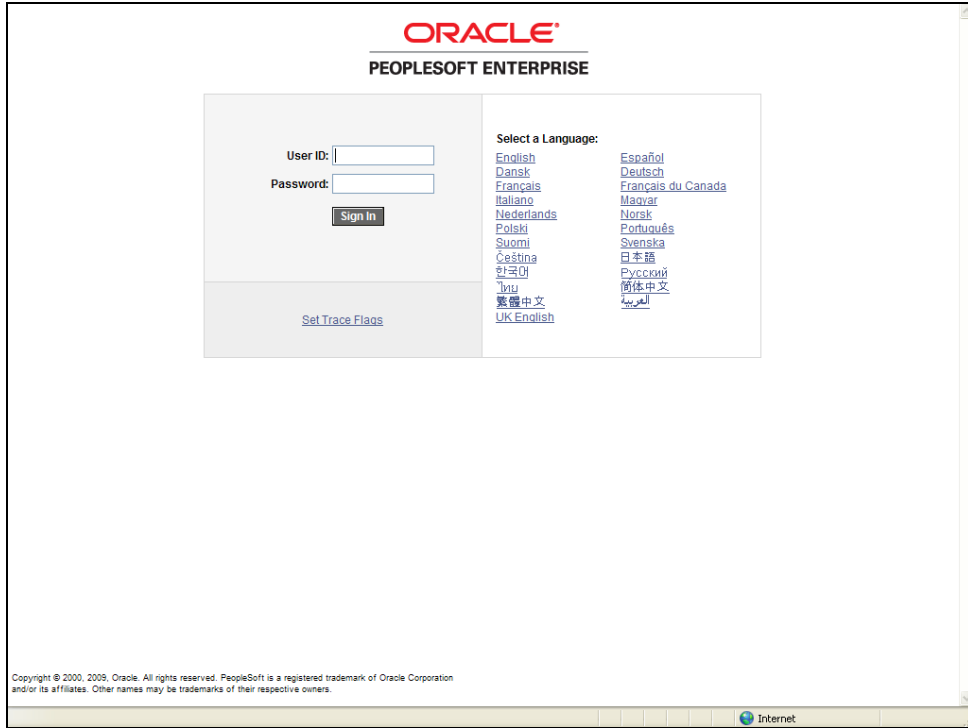



Step	Action
8.	Click the <b>sort</b> link. 
9.	Point to the <b>Course Status</b> object. 
10.	<b>End of Procedure.</b>

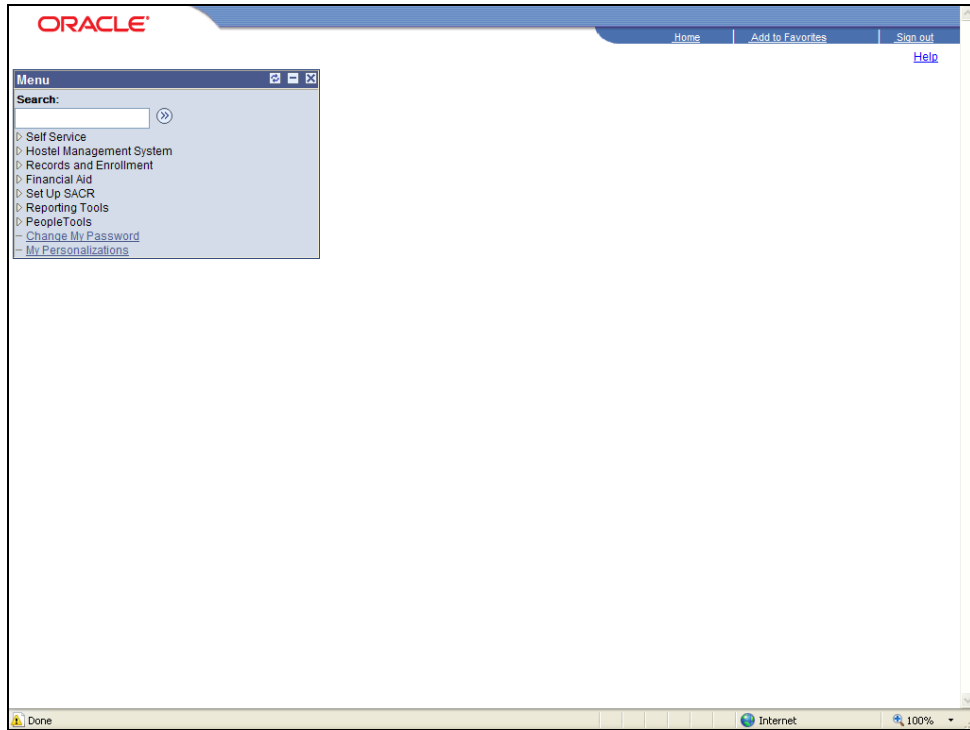
## Online Enrollment - Add Classes

### Procedure

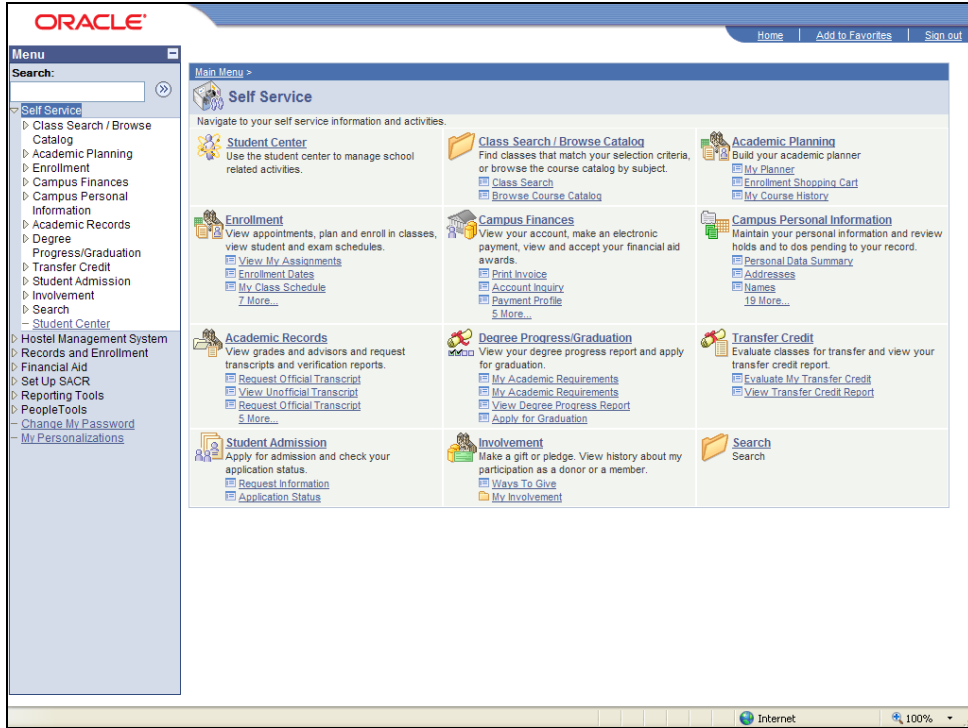
To Enroll into a class without lab follow the steps given in this lesson.



Step	Action
1.	Please enter the <b>User ID</b> and <b>Password</b> provided to you in your letters instead of "Model_Student". Enter the desired information into the <b>User ID:</b> field. Enter " <b>Model_Student</b> ".
2.	Enter the desired information into the <b>Password</b> field. Enter . " <b>Model_Student</b> "
3.	Click the <b>Sign In</b> button. 

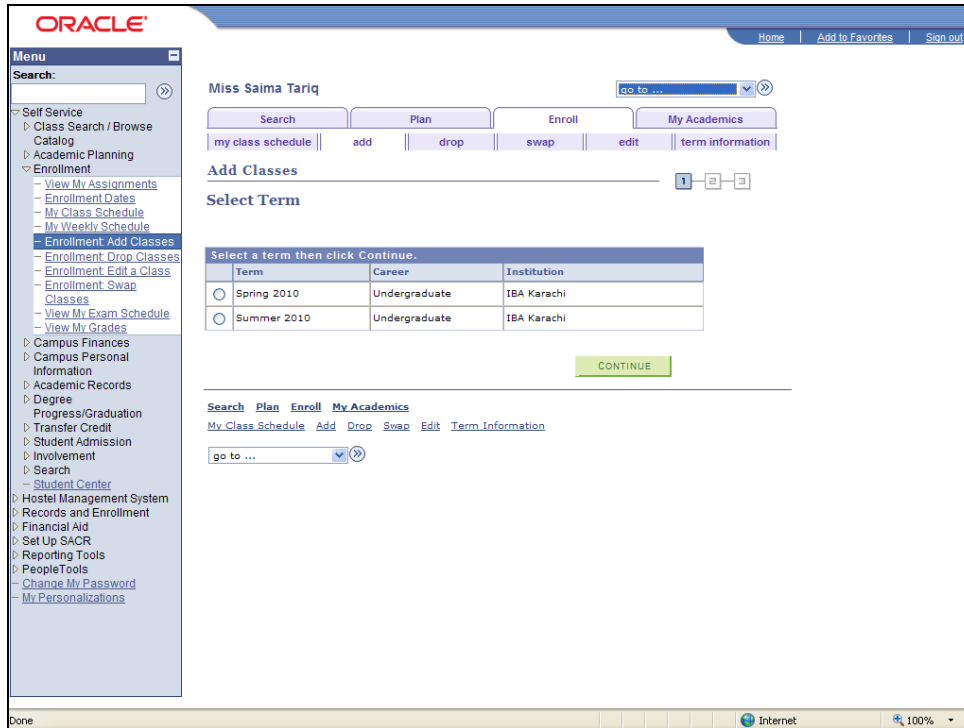


Step	Action
4.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>

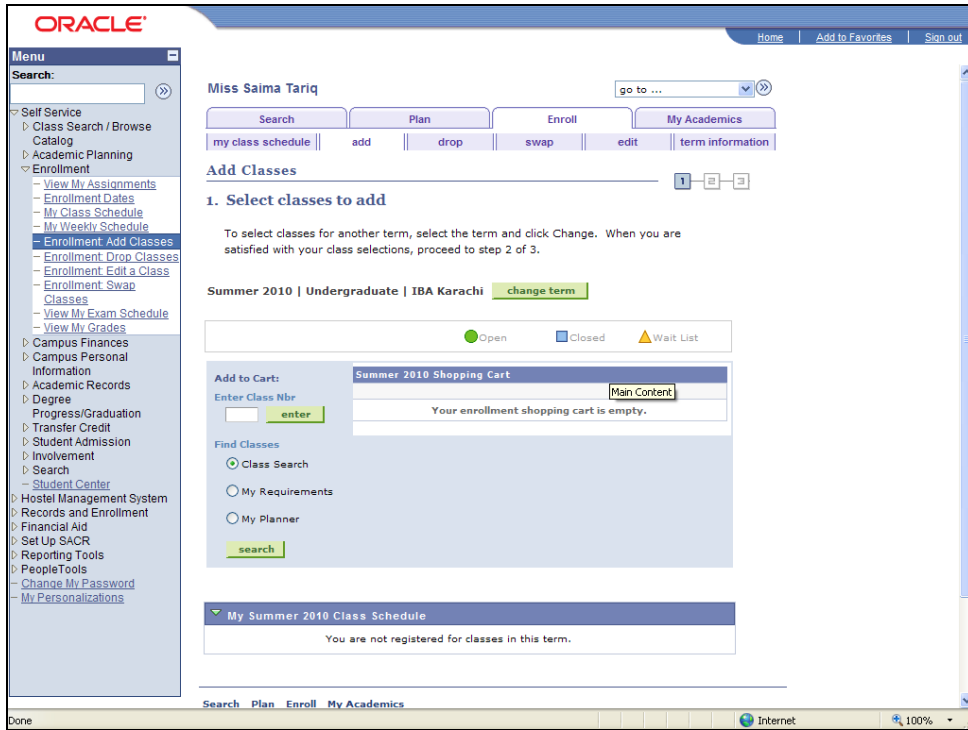



Step	Action
5.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>
6.	Click the <b>Enrollment Add Classes</b> link. <a href="#">Enrollment Add Classes</a>

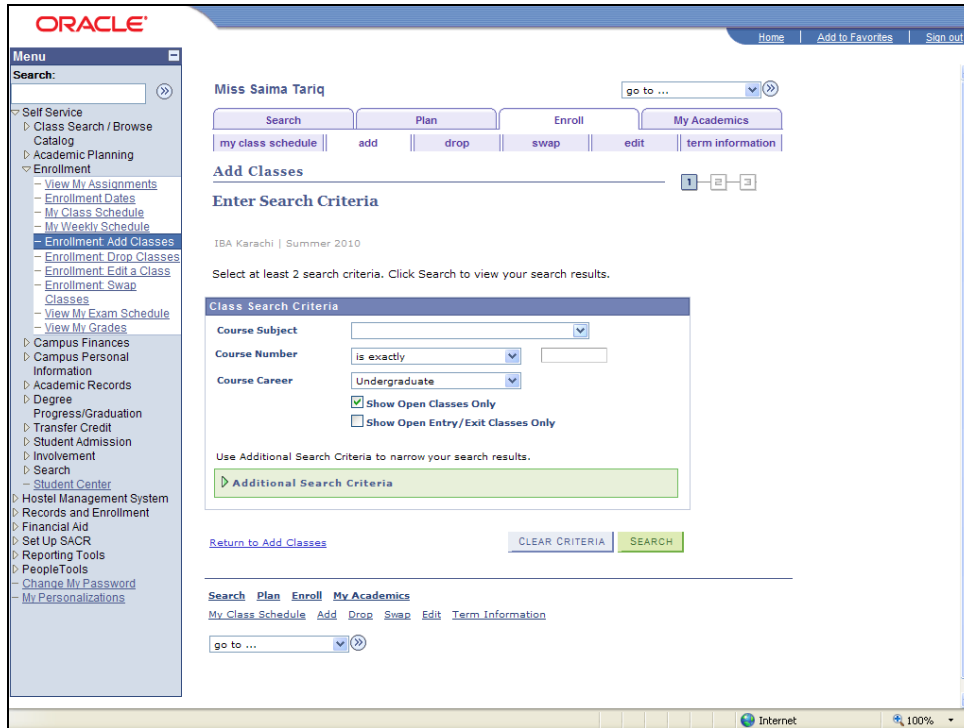




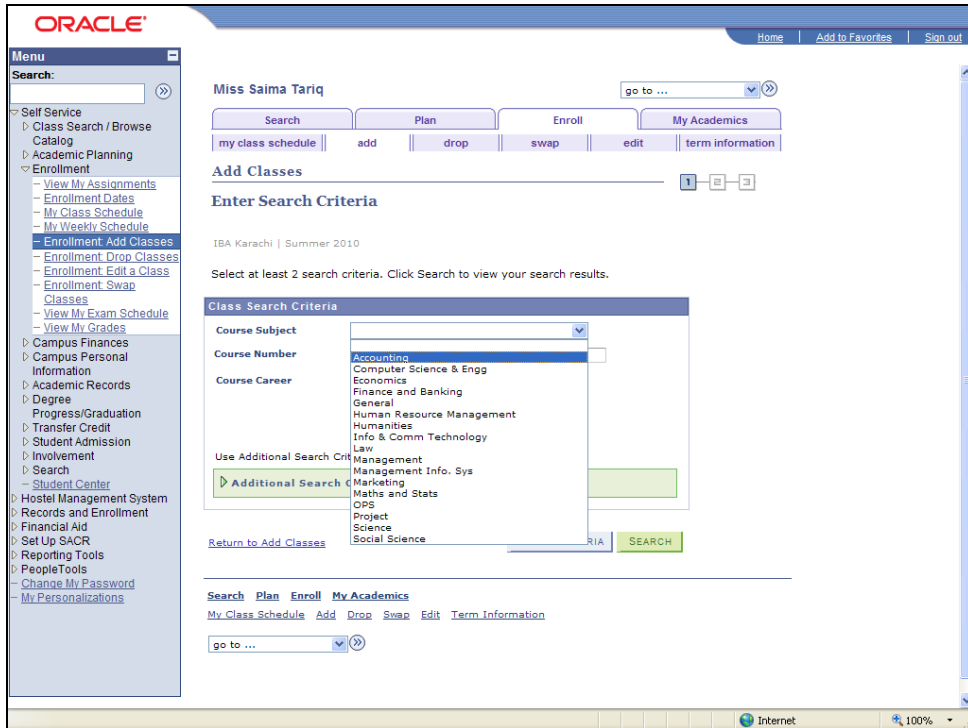
Step	Action
7.	Select the term for which you want to enroll into a course. Click the <b>Summer 2010</b> option. <input type="radio"/>
8.	Click the <b>Continue</b> button. <input type="button" value="CONTINUE"/>



Step	Action
9.	Click the <b>Search</b> button. 

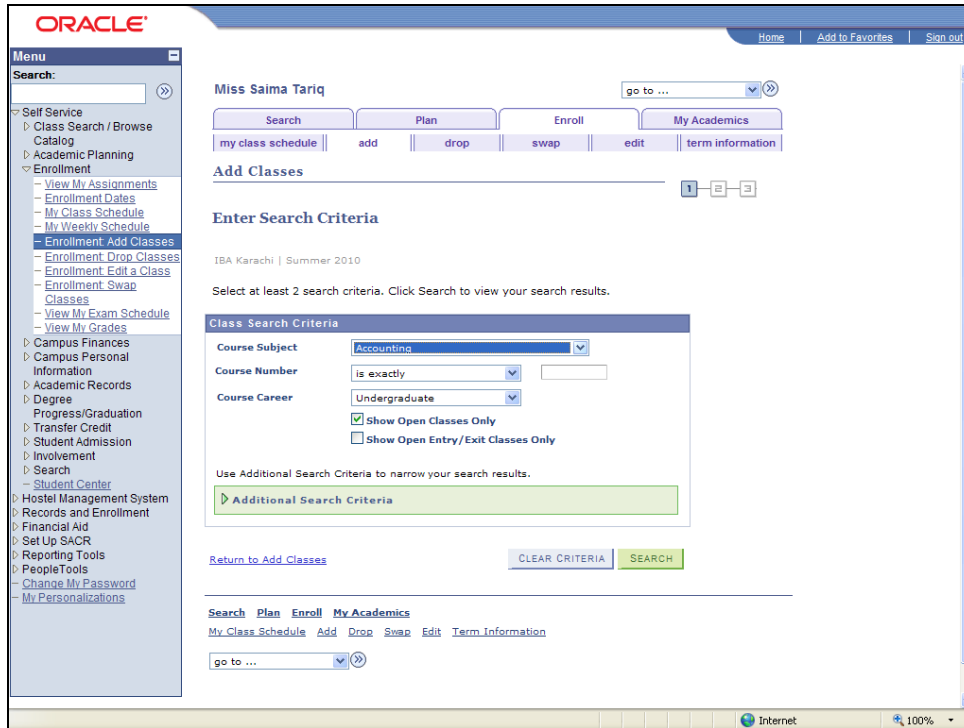


Step	Action
10.	Click the <b>Course Subject</b> list. <div data-bbox="464 1094 867 1129" style="border: 1px solid black; padding: 2px;"> <input type="text" value=""/> </div>

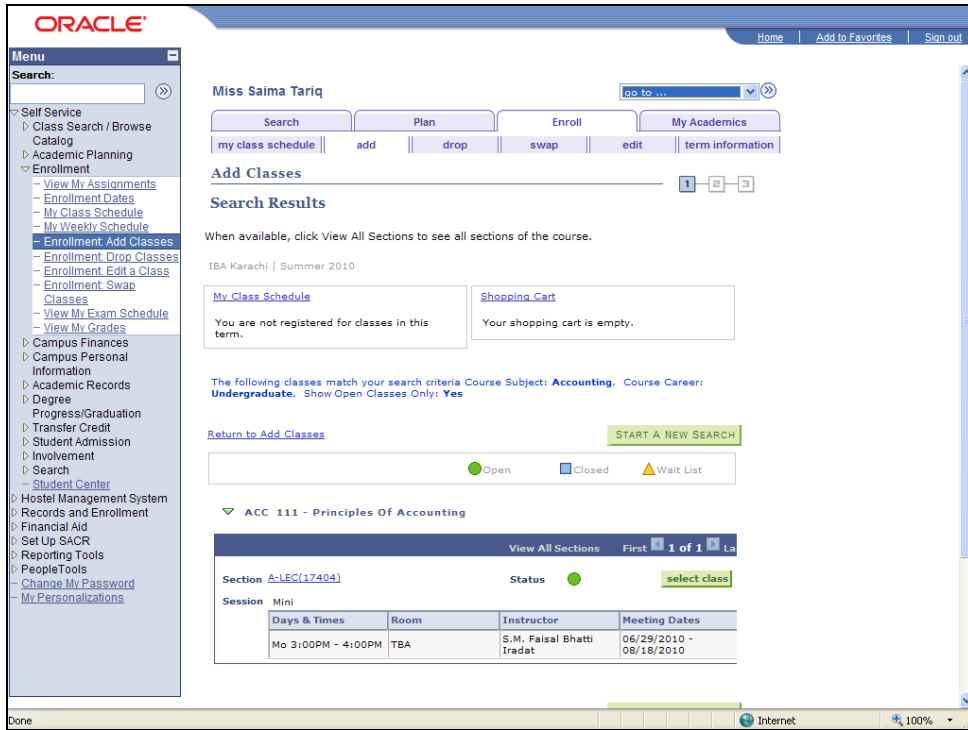


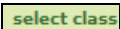
Step	Action
11.	Select the <b>Course Subject</b> of the class in which you want to enroll. Click an entry in the list.

Accounting



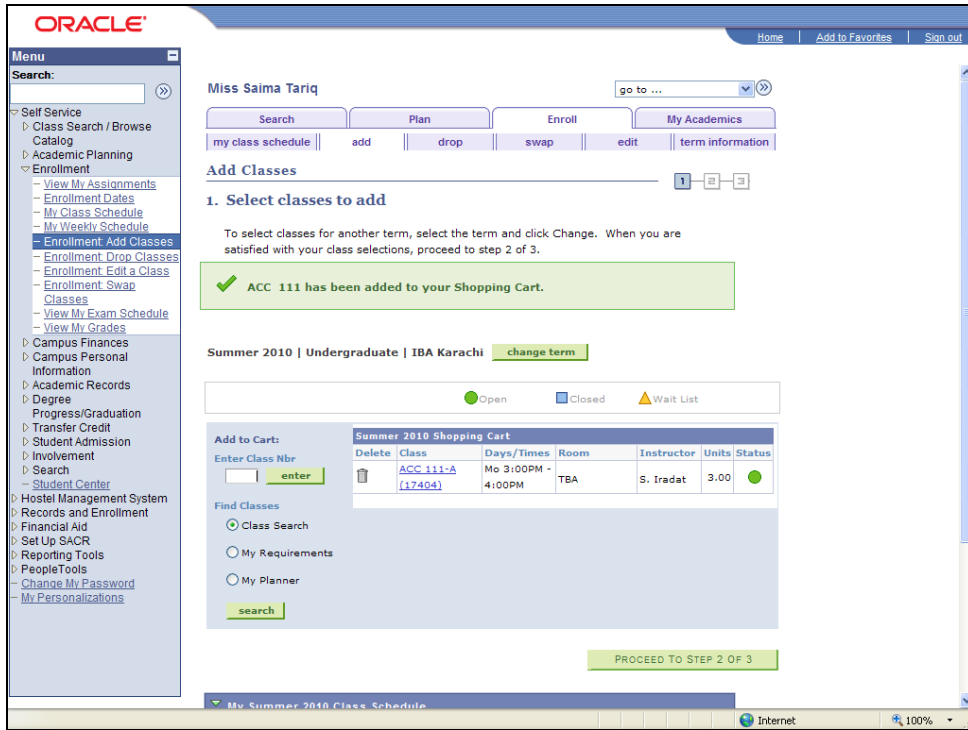
Step	Action
12.	If you know the Course Number/Catalog Number then enter it here else, click on the <b>search</b> button. Click in the <b>Course Number</b> field. <input type="text"/>
13.	Click the <b>Search</b> button. <input type="button" value="SEARCH"/>



Step	Action
14.	To select a course Click the <b>Select Class</b> button. 

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is logged in as Miss Saima Tariq. The main navigation menu on the left includes options like 'Self Service', 'Academic Planning', 'Enrollment', 'Campus Finances', and 'Student Center'. The 'Enrollment - Add Classes' option is selected. The main content area displays the details for 'ACC 111 - Principles Of Accounting'. The class is a 'Lecture' type, 'Open' status, 'Mini Session' format, and 'Undergraduate' career level. The class has 3.00 units. A table below shows the class section 'A' with details for days and times (Mo 3:00PM - 4:00PM), room (TBA), instructor (S.M. Faisal Bhatti Iradat), and start/end dates (06/29/2010 - 08/18/2010). The 'NEXT' button is highlighted in green.

Step	Action
15.	<p>Check details of the Course that you selected and to continue Click the <b>Next</b> button.</p> <p style="text-align: center;"><b>NEXT</b></p>



Step	Action
16.	<p>The course that you selected has been added to your cart. Click the <b>Proceed to Step 2 of 3</b> button.</p> <p><b>PROCEED TO STEP 2 OF 3</b></p>



The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Miss Saima Tariq. The interface includes a menu on the left, a search bar, and a table of class details. The 'FINISH ENROLLING' button is highlighted.

**Menu:**

- Self Service
  - Class Search / Browse
  - Catalog
  - Academic Planning
  - Enrollment
    - View My Assignments
    - Enrollment Dates
    - My Class Schedule
    - My Weekly Schedule
    - Enrollment Add Classes**
    - Enrollment Drop Classes
    - Enrollment Edit a Class
    - Enrollment Swap Classes
    - View My Exam Schedule
    - View My Grades
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree
    - Progress/Graduation
  - Transfer Credit
  - Student Admission
  - Involvement
  - Search
  - Student Center
  - Hostel Management System
  - Records and Enrollment Information
  - Financial Aid
  - Set Up SACR
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations

**Search:** my class schedule | add | drop | swap | edit | term information

**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.

Summer 2010 | Undergraduate | IBA Karachi

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-A (17404)	Principles OF Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	Open

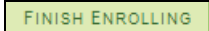
CANCEL PREVIOUS **FINISH ENROLLING**

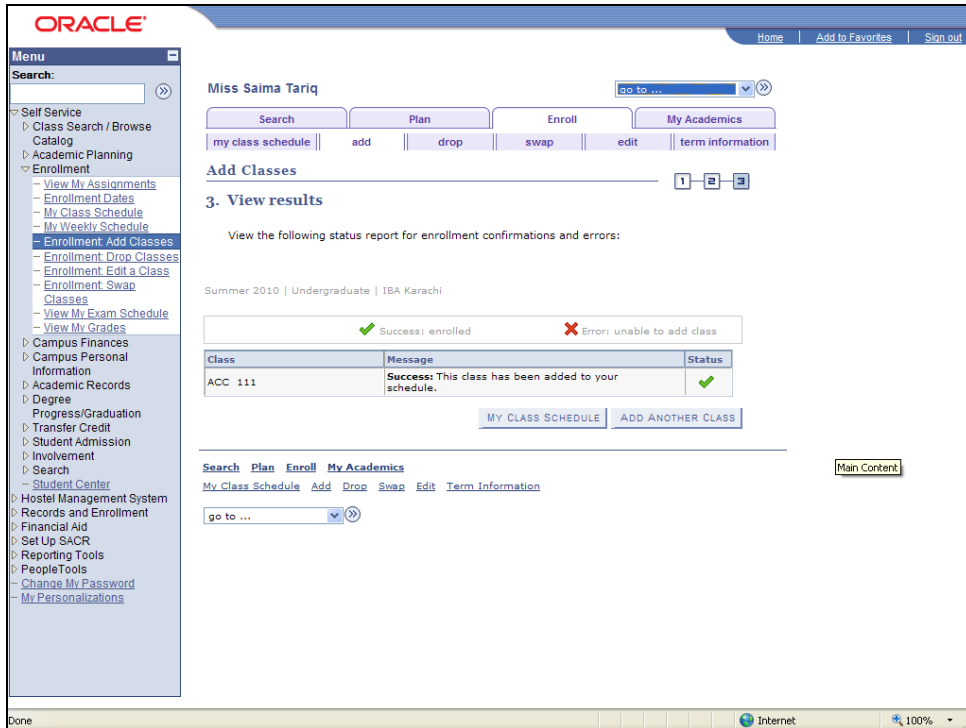
Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Main Content

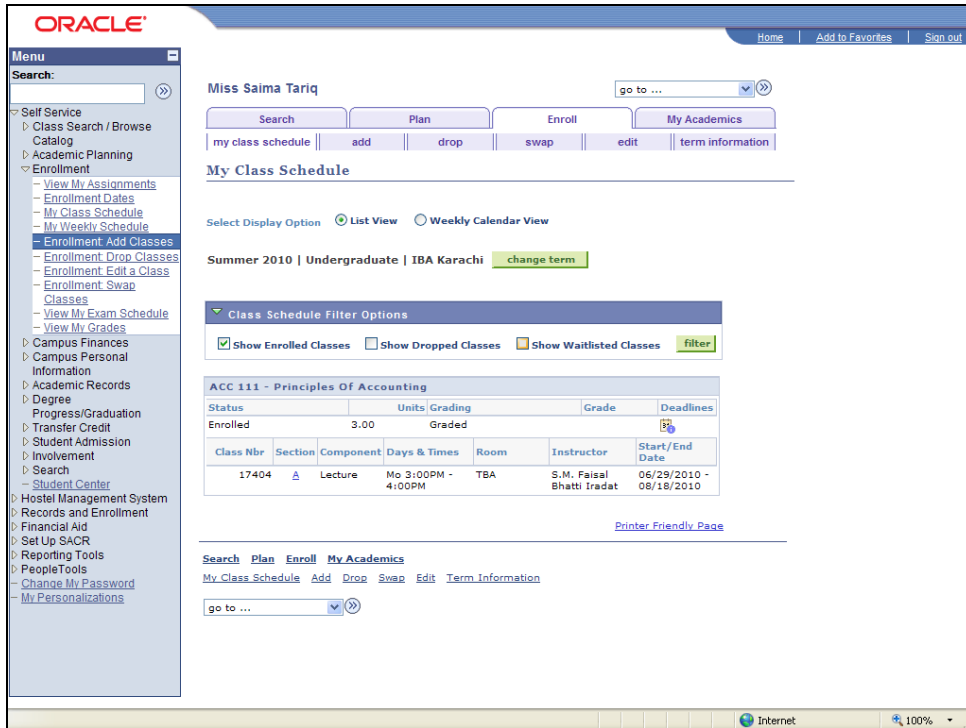
Step	Action
17.	Status of your class is shown here. Now Click the <b>Finish Enrolling</b> button. 




Step	Action
18.	<p>If Status of the class is <b>Success</b> that means you are successfully enrolled in the class.</p> <p>If Status of the class is <b>Error</b> that means you are unable to enroll in this class. Please see the message against the class for details.</p> <p>To enroll into another course click 'Add Another Class' button.</p> <p>To see the schedule of your classes, Click the <b>My Class Schedule</b> button.</p> <p><b>MY CLASS SCHEDULE</b></p>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. On the left is a navigation menu with options like 'Self Service', 'Academic Planning', and 'Enrollment'. The main content area is titled 'My Class Schedule' for user 'Miss Saima Tariq'. It features a search bar, navigation tabs (Search, Plan, Enroll, My Academics), and a 'Class Schedule Filter Options' section with checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes'. Below this is a table for 'ACC 111 - Principles Of Accounting' with columns for Status, Units/Grading, Grade, and Deadlines. The table shows one row: 'Enrolled', '3.00', 'Graded', and '06/29/2010 - 08/18/2010'. A detailed table below shows class details: Class Nbr (17404), Section (A), Component (Lecture), Days & Times (Mo 3:00PM - 4:00PM), Room (TBA), Instructor (S.M. Faisal Bhatti Iradat), and Start/End Date (06/29/2010 - 08/18/2010).

Step	Action
19.	<p>Your Class Schedule is shown here. If enrollment is successful, you could see the selected course here.</p> <p>To see only the Enrolled courses uncheck <b>Show Dropped Classes</b> and <b>Show Waitlisted Classes</b> option.</p> <p>Click the <b>Show Dropped Classes</b> option.</p> <p><input checked="" type="checkbox"/> Show Dropped Classes</p>
20.	<p>To uncheck Show Waitlisted Classes,</p> <p>Click the <b>Show Waitlisted Classes</b> option.</p> <p><input checked="" type="checkbox"/> Show Waitlisted Classes</p>

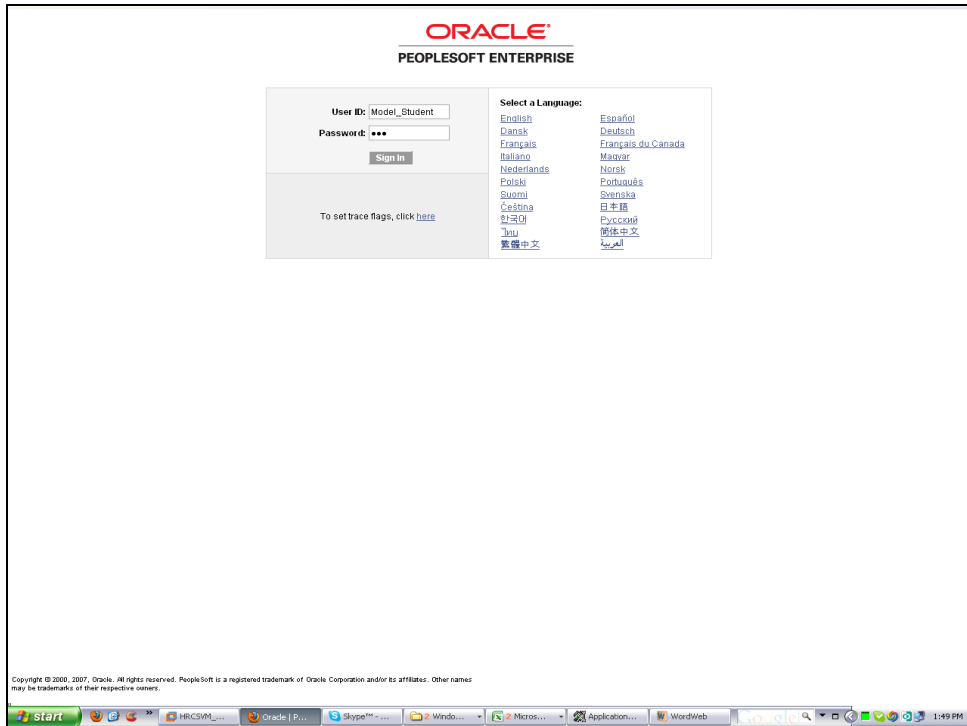




Step	Action
21.	Click the <b>filter</b> button. 
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. <b>End of Procedure.</b>

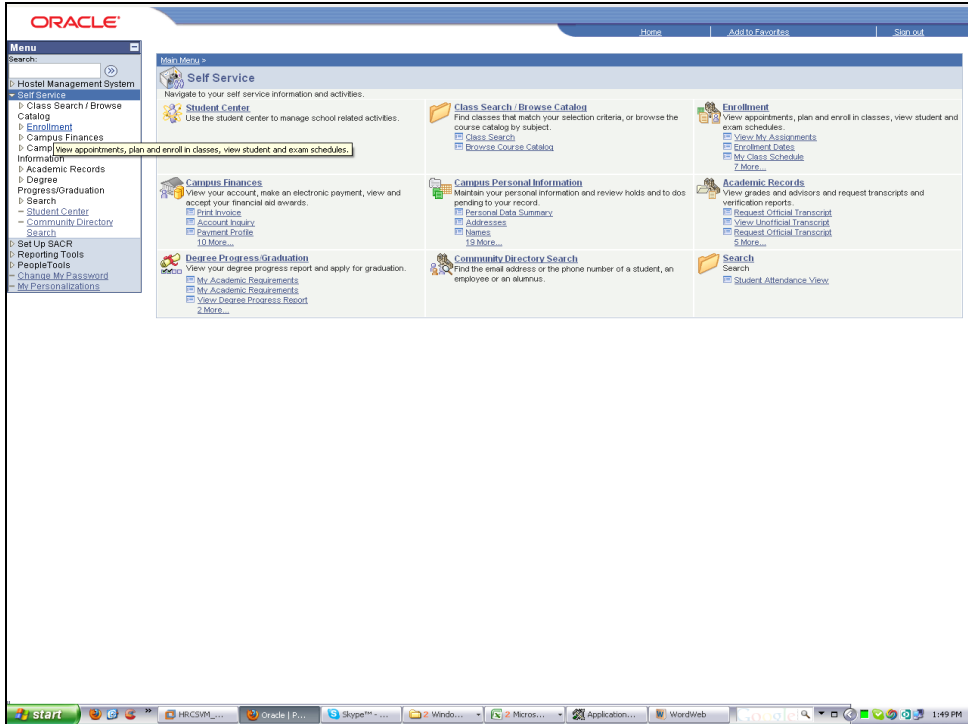
## Online Enrollment - Add Classes with Labs

### Procedure

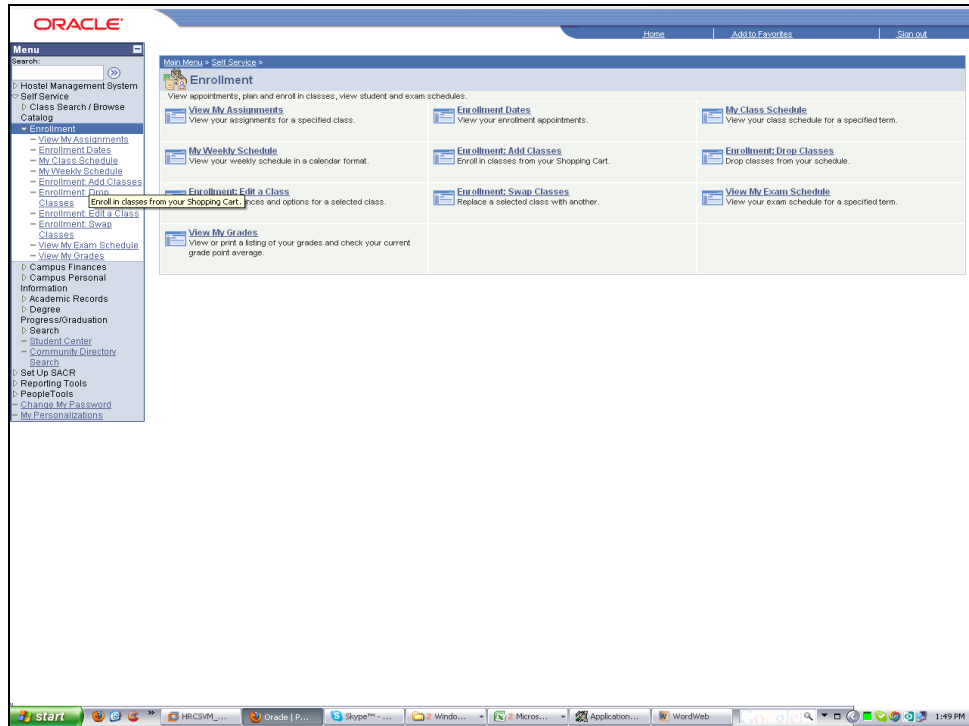
**Online Enrollment - Add Classes** lesson shows the steps to Enroll in Classes without Labs. To enroll into classes with which labs are associated follow steps given in this lesson.






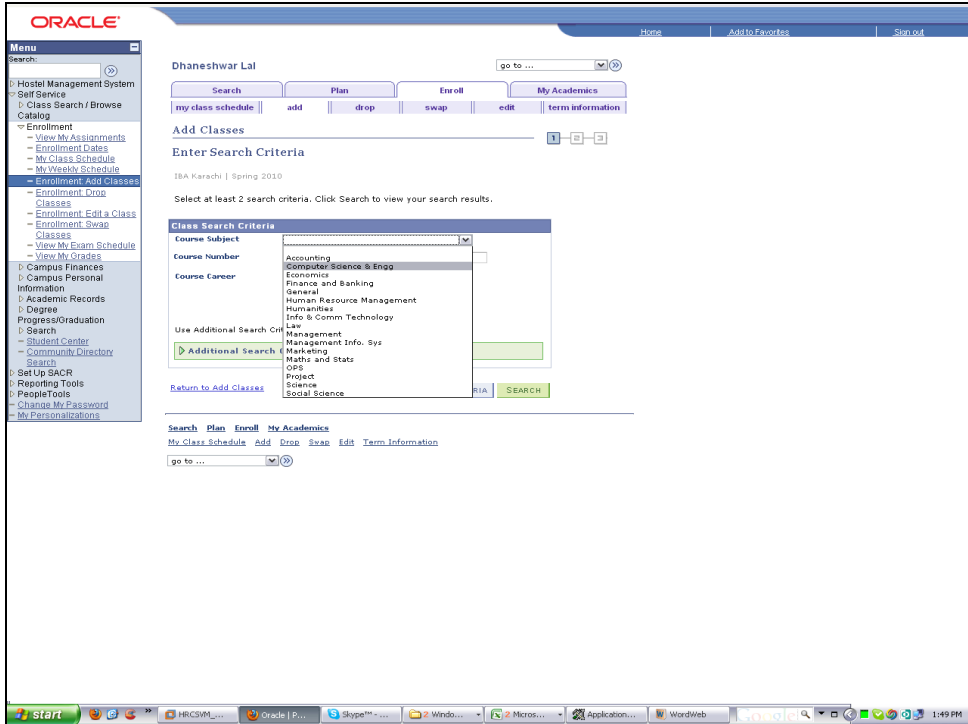
Step	Action
1.	<p>Please enter the <b>User ID</b> and <b>Password</b> provided to you in your letters instead of using " Model_Student". Click the <b>Sign In</b> button.</p> <p></p>
2.	<p>Click the <b>Self Service</b> link.</p> <p></p>



Step	Action
3.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>

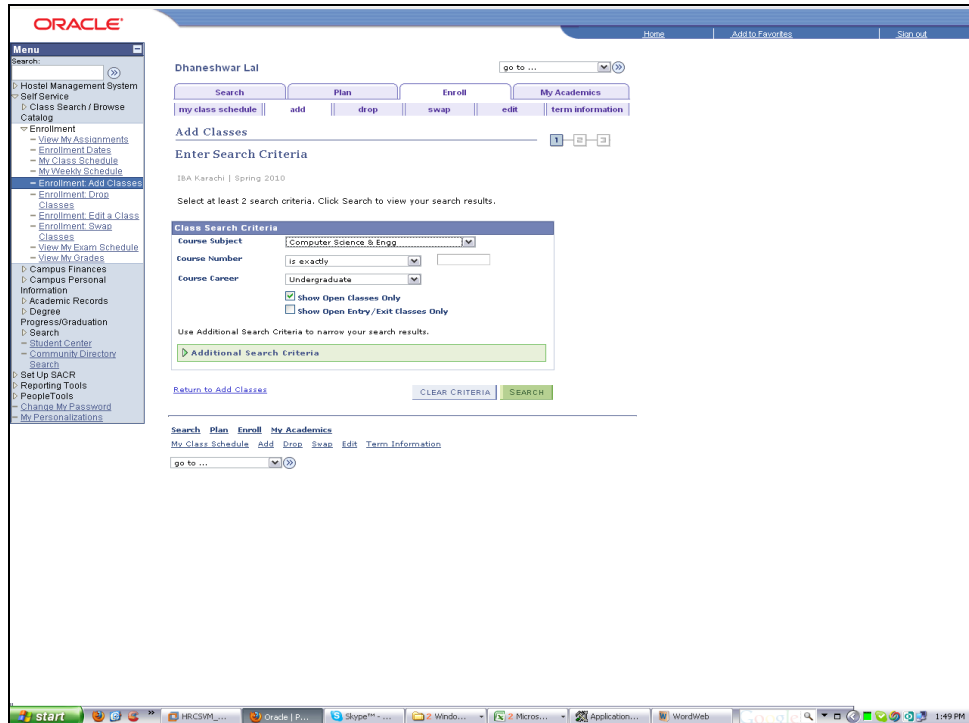







Step	Action
4.	Click the <b>Enrollment: Add Class</b> link. 
5.	Click the <b>Class Search</b> option. 
6.	Click the <b>search</b> button. To enroll into.... 





Step	Action
7.	Select the <b>Course Subject</b> of the class in which you want to enroll. Click an entry in the list. <b>Computer Science &amp; Engg</b>





Step	Action
8.	Click the <b>Search</b> link. 
9.	View the list of classes by scrolling down. Scroll the object with the mouse wheel.
10.	Select the class in which you want to enroll. The lab associated with this class will be automatically added. Click the <b>select class</b> link. 
11.	Select your required Laboratory section. Click the <b>Select this row</b> option. 
12.	Click the <b>Next</b> link. 
13.	You can see that both lecture and Labortary have been added in your shopping cart. Click the <b>Next</b> link. 
14.	Click the <b>Proceed to Step 2 of 3</b> link.  Added classes in shopping Cart will be registered!


Step	Action
15.	Status of your class and Lab are shown here. Click the <b>Finish Enrolling</b> link. 
16.	If status of the class is <b>Success</b> that means you are successfully enrolled in the class. If Status of the class is <b>Error</b> that means you are unable to enroll in this class. Please see the message against the class for details.  To add another class click on 'Add Another Class' button and to view your class Schedule click on ' My Class Schedule' button. Click the <b>Add Another Class</b> button. 
17.	<b>End of Procedure.</b>

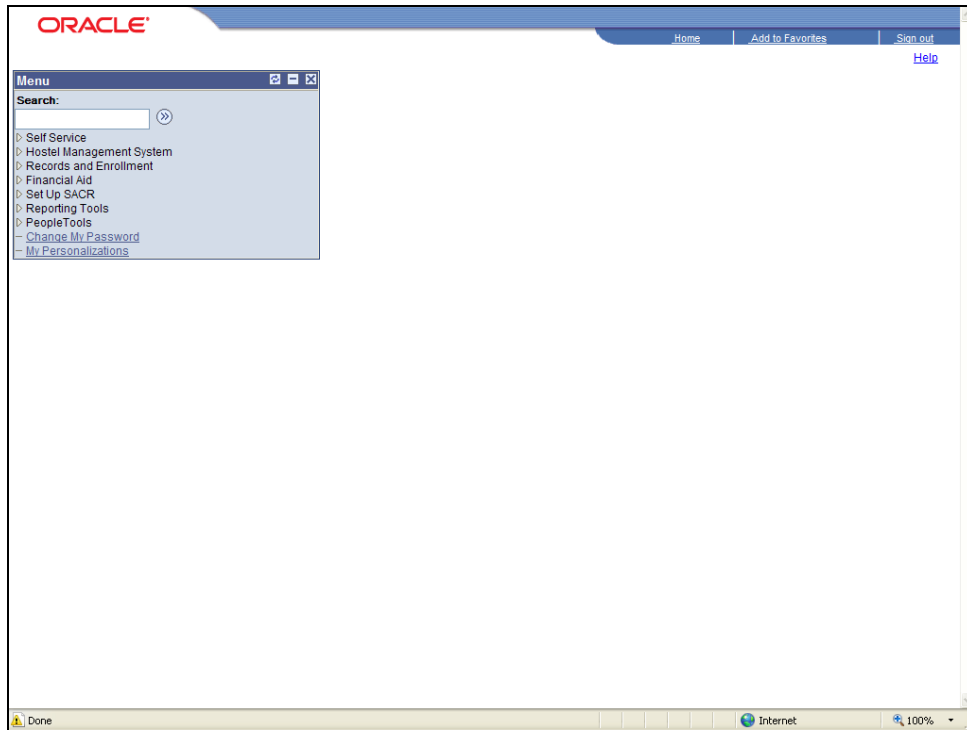
## Online Enrollment - Drop Classes

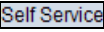
### Procedure

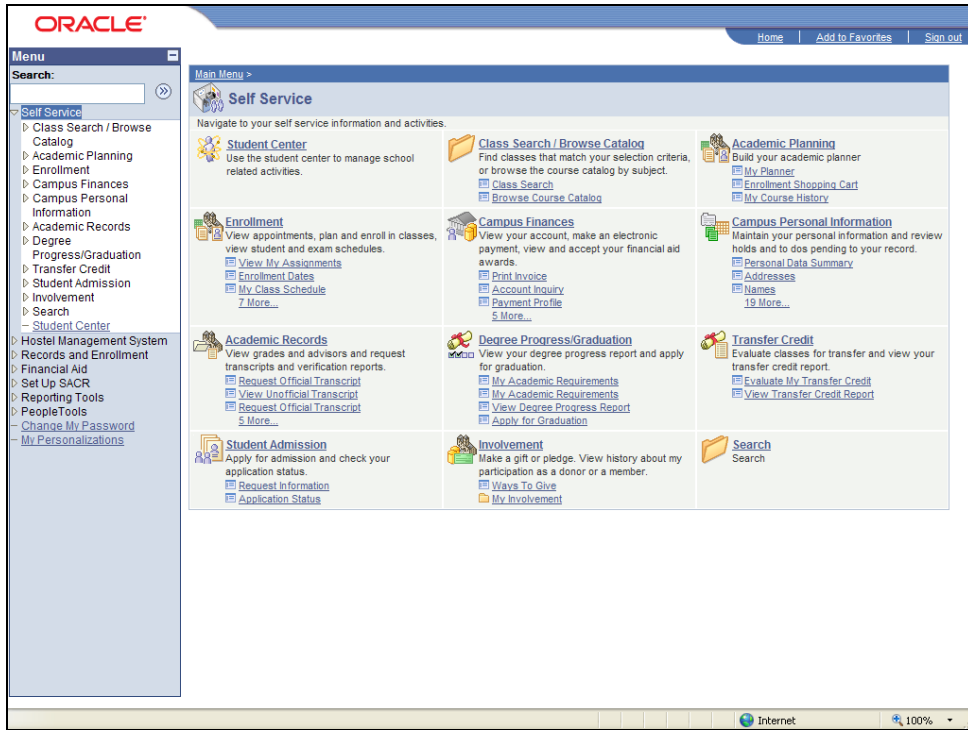
You can Drop a class only if you are already enrolled into a class.



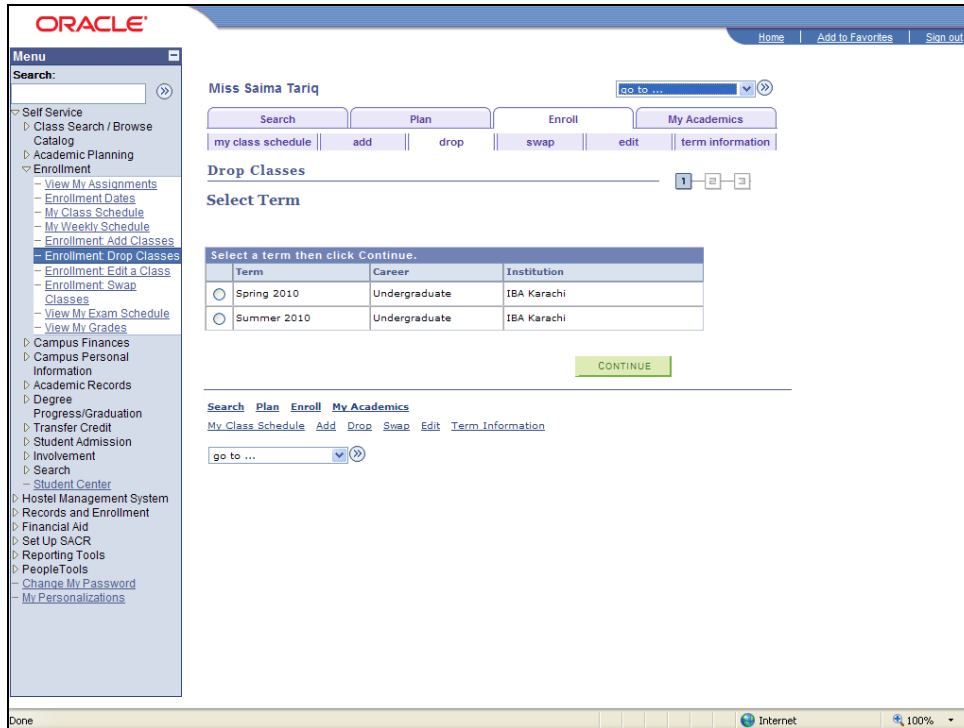
Step	Action
1.	Please enter the <b>User ID</b> and <b>Password</b> provided to you in your letters instead of "Model_Student". Enter the desired information into the <b>User ID:</b> field. Enter " <b>Model_Student</b> ".
2.	Enter the desired information into the <b>Password:</b> field. Enter " <b>Model_Student</b> ".
3.	Click the <b>Sign In</b> button. 



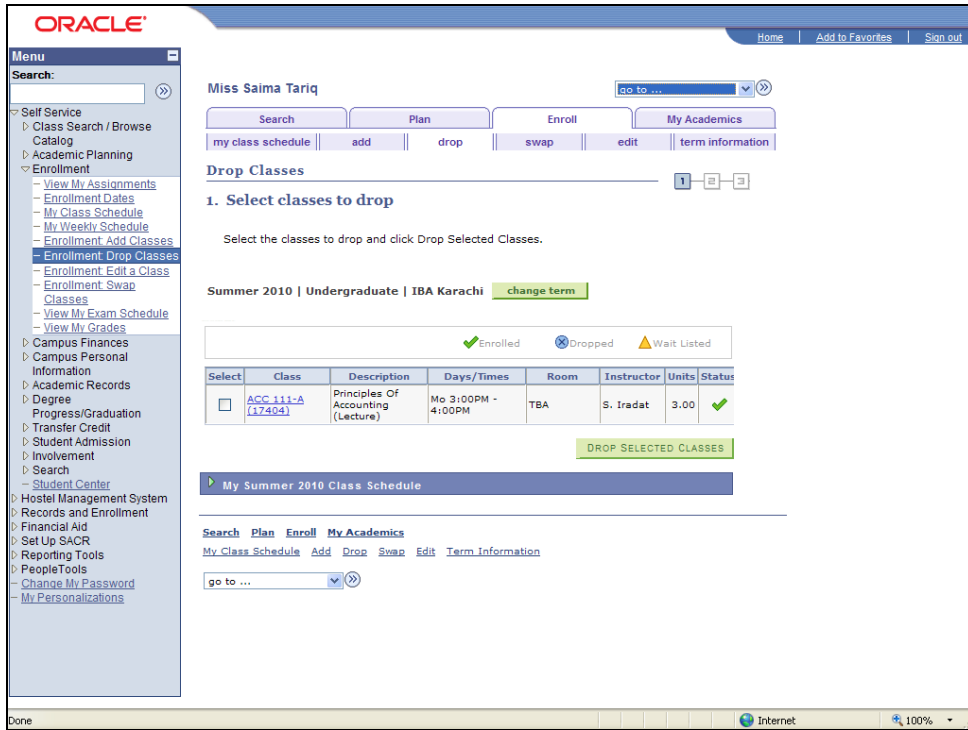
Step	Action
4.	Click the <b>Self Service</b> link. 



Step	Action
5.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>
6.	Click the <b>Enrollment: Drop Classes</b> link. <a href="#">Enrollment Drop Classes</a>



Step	Action
7.	Select your current term here for which you want to drop a class. Click the <b>Summer 2010</b> option. <input type="radio"/>
8.	Click the <b>Continue</b> button. <input type="button" value="CONTINUE"/>



Step	Action
9.	Click the <b>Select</b> option. This will select the course to be dropped. <input type="checkbox"/>
10.	Click the <b>Drop Selected Classes</b> button. <b>DROP SELECTED CLASSES</b>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Miss Saima Tariq. The interface includes a menu on the left, a search bar, and a table of classes. The 'FINISH DROPPING' button is highlighted.

**Menu**

- Self Service
  - Class Search / Browse
  - Catalog
  - Academic Planning
    - Enrollment
      - View My Assignments
      - Enrollment Dates
      - My Class Schedule
      - My Weekly Schedule
      - Enrollment Add Classes
      - Enrollment Drop Classes**
      - Enrollment Edit a Class
      - Enrollment Swap Classes
      - View My Exam Schedule
      - View My Grades
    - Campus Finances
    - Campus Personal Information
    - Academic Records
    - Degree Progress/Graduation
    - Transfer Credit
    - Student Admission
    - Involvement
    - Search
    - Student Center
    - Hostel Management System
    - Records and Enrollment
    - Financial Aid
    - Set Up SACR
    - Reporting Tools
    - PeopleTools
    - Change My Password
    - My Personalizations

**Miss Saima Tariq** go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

**Drop Classes** 1

**2. Confirm your selection**

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

Summer 2010 | Undergraduate | IBA Karachi

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-A (17404)	Principles Of Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	✓

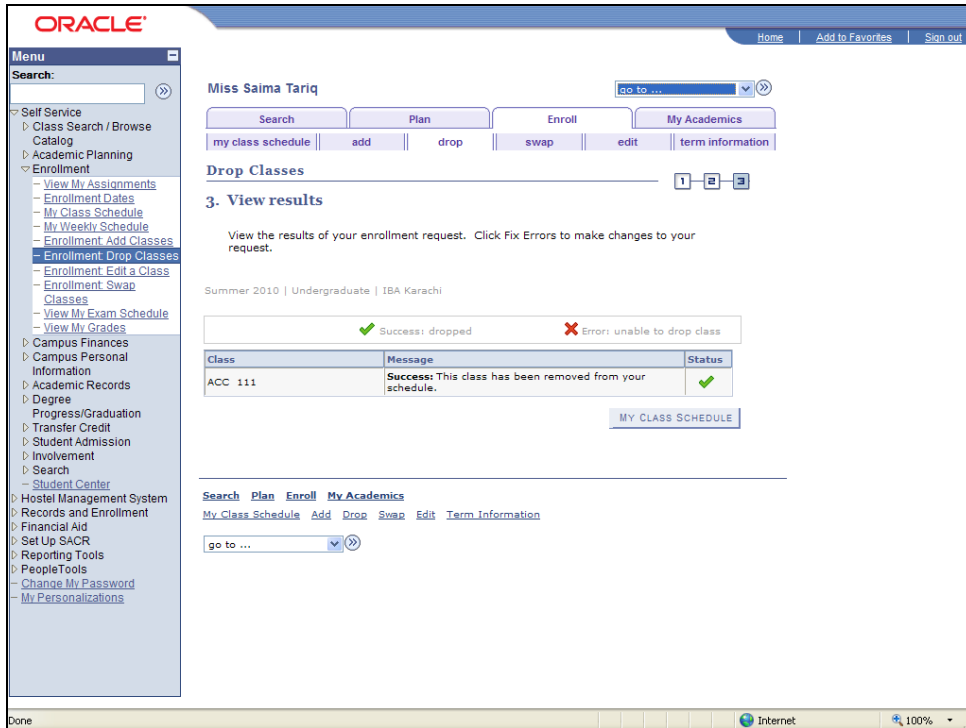
CANCEL PREVIOUS **FINISH DROPPING**


Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
11.	Click the <b>Finish Dropping</b> button. <b>FINISH DROPPING</b>



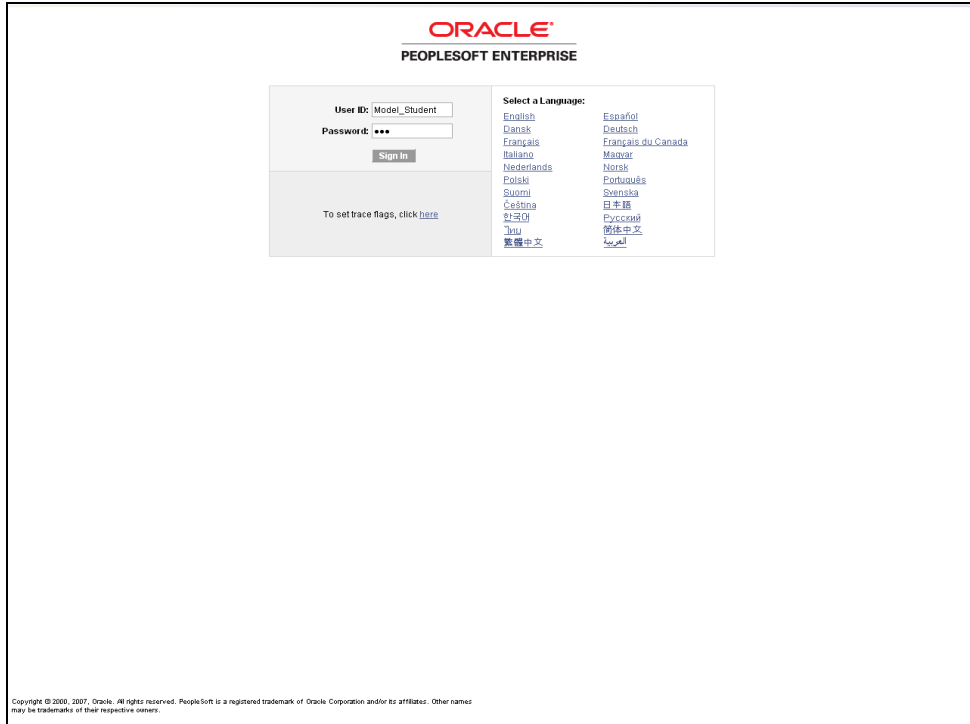
Step	Action
12.	<p>If Status against the class is <b>Success</b>, that means you have successfully dropped the class.</p> <p>If Status against the class is <b>Error</b>, that means you are unable to drop the class. Please see the message against the class for further details. Point to the object.</p> 
13.	<p>You can also view the status of the course by clicking on '<b>My Class Schedule</b>' button.</p> <p><b>End of Procedure.</b></p>



## Online Enrollment - No More Capacity

### Procedure

Student trying to enroll in a class, which doesn't belong to their program.





Step	Action
1.	Click the <b>Sign In</b> button. 
2.	Click the <b>Self Service</b> link. 



Step	Action
3.	Click the <b>Enrollment</b> link. <a href="#">Enrollment</a>
4.	Click the <b>Enrollment: Add Classes</b> link. <a href="#">Enrollment: Add Classes</a>

**ORACLE**

Home | Add to Favorites | Sign out

Dhaneshwar Lal | go to ...

Search | Plan | Enroll | My Academics

My class schedule | add | drop | swap | edit | term information

**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 2010 | Undergraduate | IBA Karachi

Open | Closed | Wait List

**Add to Cart: Spring 2010 Shopping Cart**

Enter Class Nbr:

Your enrollment shopping cart is empty.

Find classes:

Class Search

My Requirements

My Planner

**My Spring 2010 Class Schedule**

Enrolled | Dropped | Wait Listed

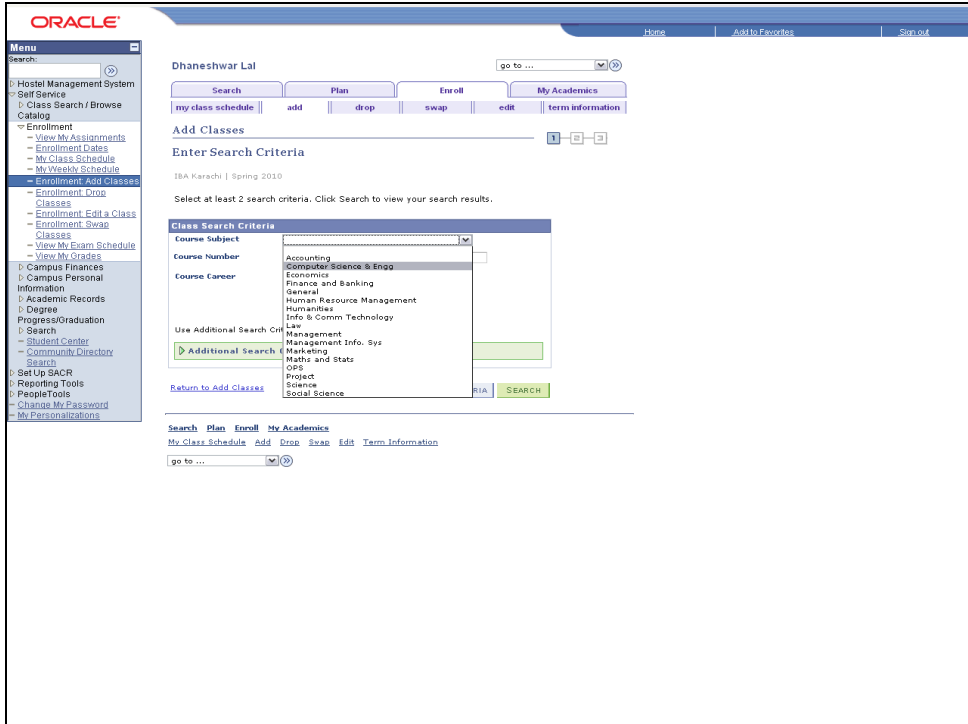
Class	Description	Days/Times	Room	Instructor	Units	Status
CSE 142-A (17203)	Object Oriented Prog Tech (Laboratory)	TBA	TBA	Staff		✓
CSE 142-B (17203)	Object Oriented Prog Tech (Lecture)	TBA	TBA	Staff	4.00	✓

Search | Plan | Enroll | My Academics

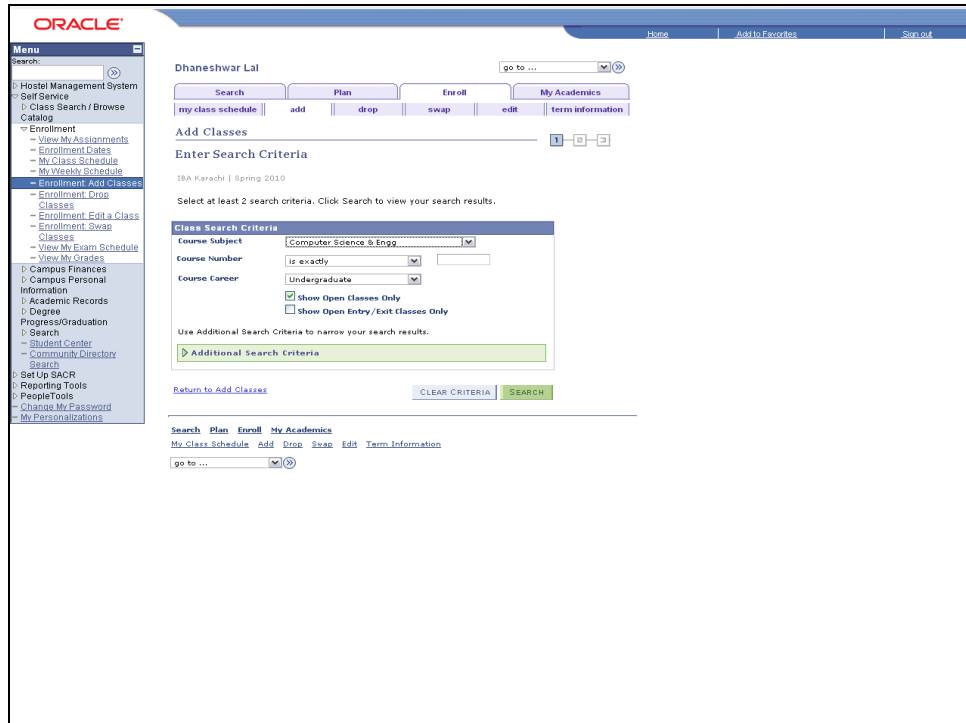
My Class Schedule | add | drop | swap | edit | Term Information







go to ...

Step	Action
5.	Click the <b>search</b> link.



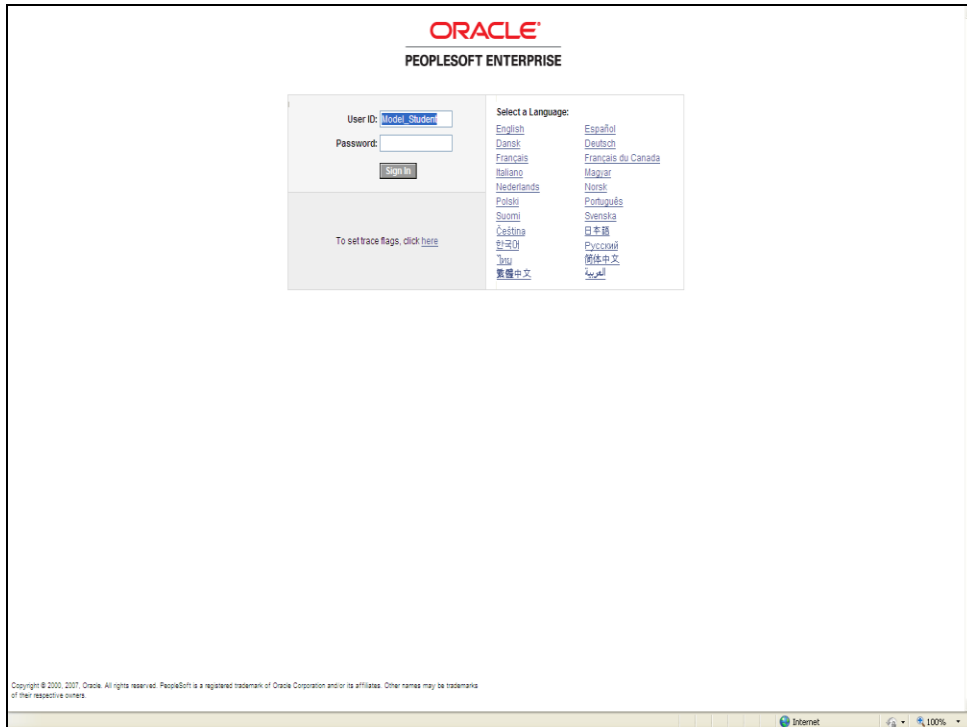
Step	Action
6.	Click the <b>Course Subject:</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Computer Science &amp; Engg</div>


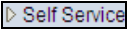
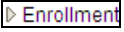



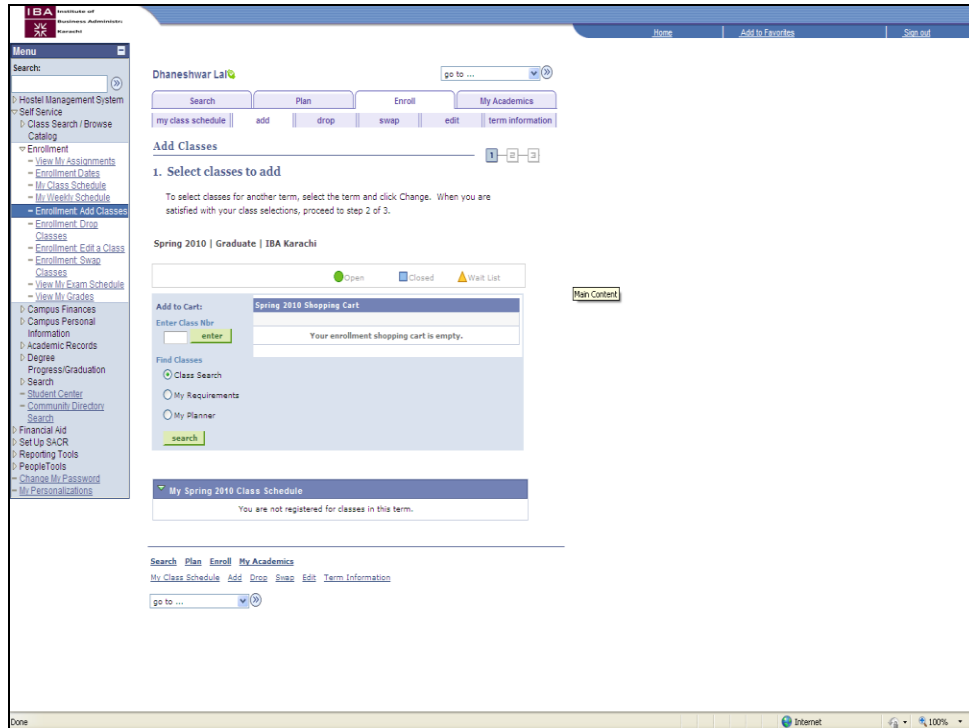
Step	Action
7.	Click the <b>Search</b> link. 
8.	Scroll the object with the mouse wheel.
9.	Click the <b>select class</b> link. 
10.	Click the <b>Select this row</b> option. 
11.	Click the <b>Next</b> link. 
12.	Click the <b>Next</b> link. 
13.	Click the <b>Proceed to Step 2 of 3</b> link. <b>Proceed to enrolling in classes added in the Shopping Cart</b>
14.	Click the <b>Finish Enrolling</b> link. 
15.	<b>System stopped student from enrolling in the class by indicating reason that Available seats are reserved, and student doesn't meet the reserve capacity requirement.</b> <b>End of Procedure.</b>

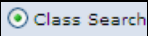

## Online Enrollment - Pre Requisite Not Met

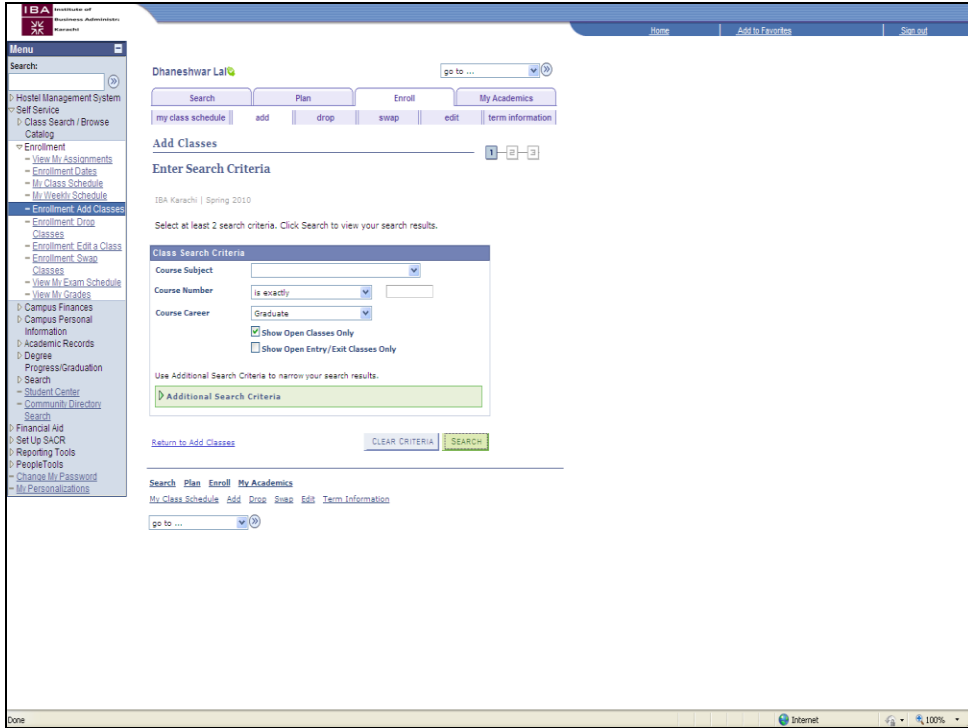
### Procedure



Step	Action
1.	Press <b>[Ctrl+V]</b> .
2.	Click the <b>Sign In</b> button. 
3.	Click the <b>Self Service</b> link. 
4.	Click the <b>Enrollment</b> link. 
5.	Click the <b>Enrollment: Add Classes</b> link. 

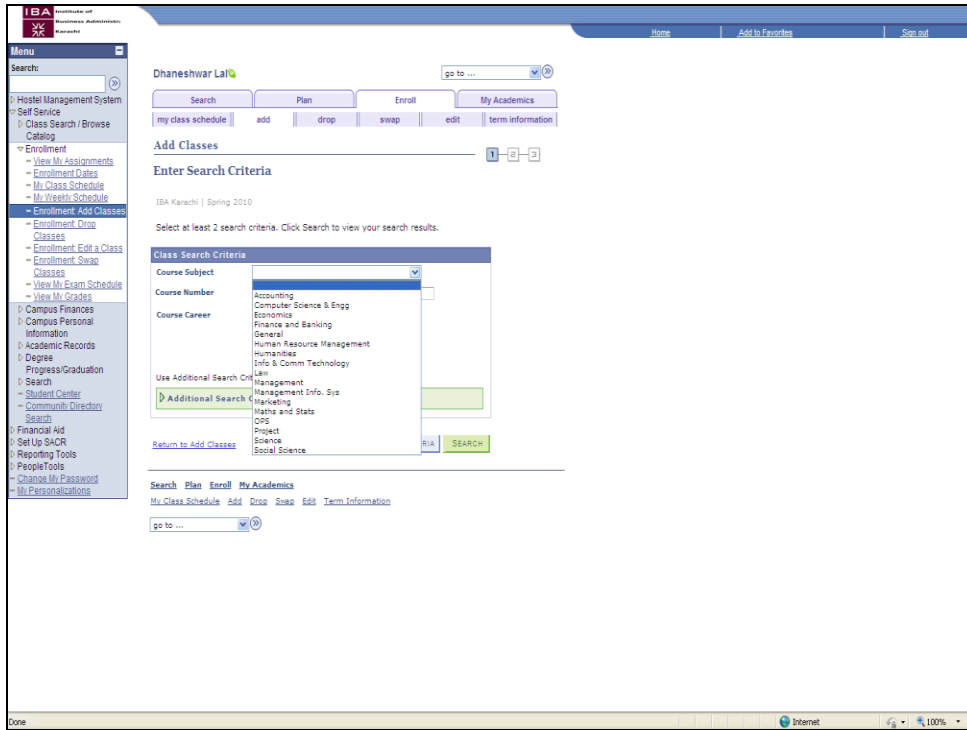


Step	Action
6.	Click the <b>Class Search</b> option. 
7.	Click the <b>Search</b> button. 

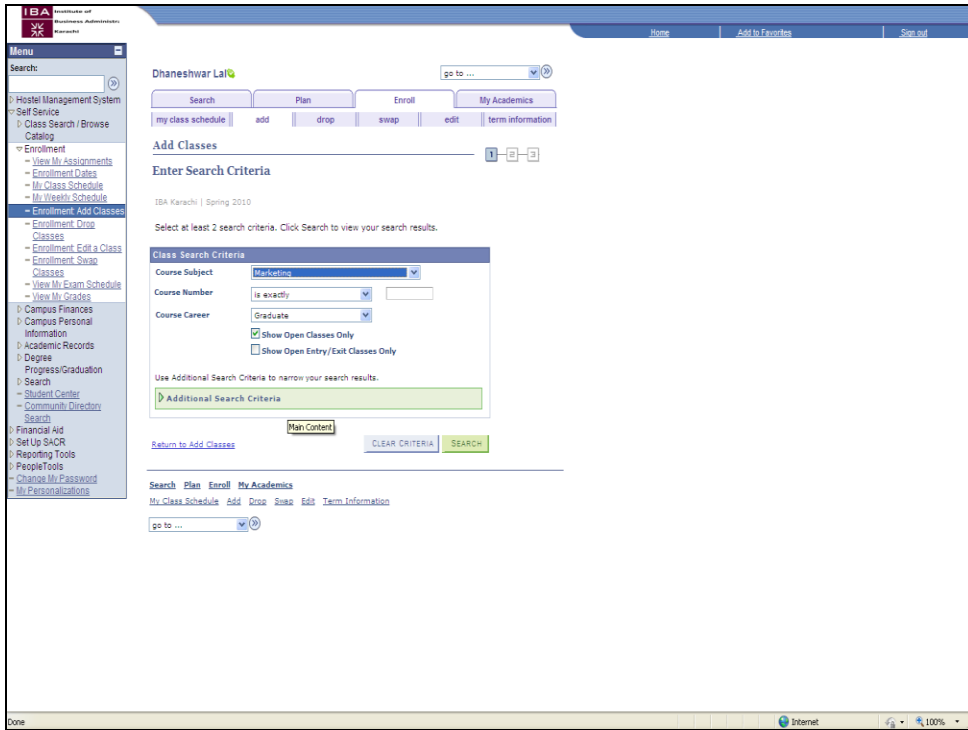


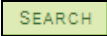
Step	Action
8.	Click the <b>Course Subject</b> list. <div data-bbox="370 1098 773 1129" style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="float: right;">▼</span> </div>

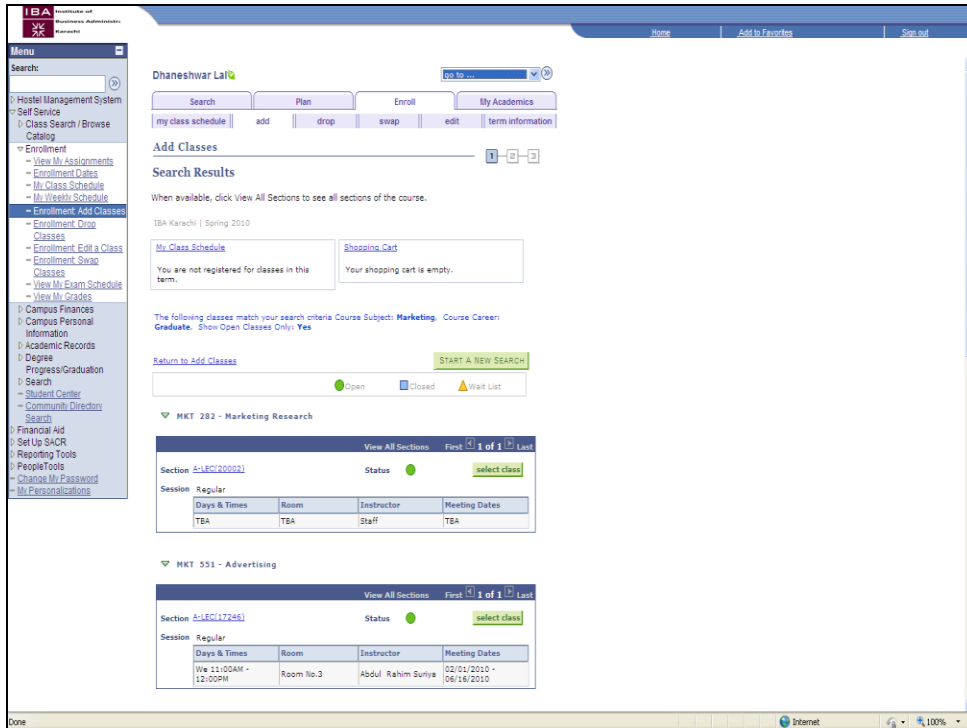


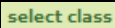


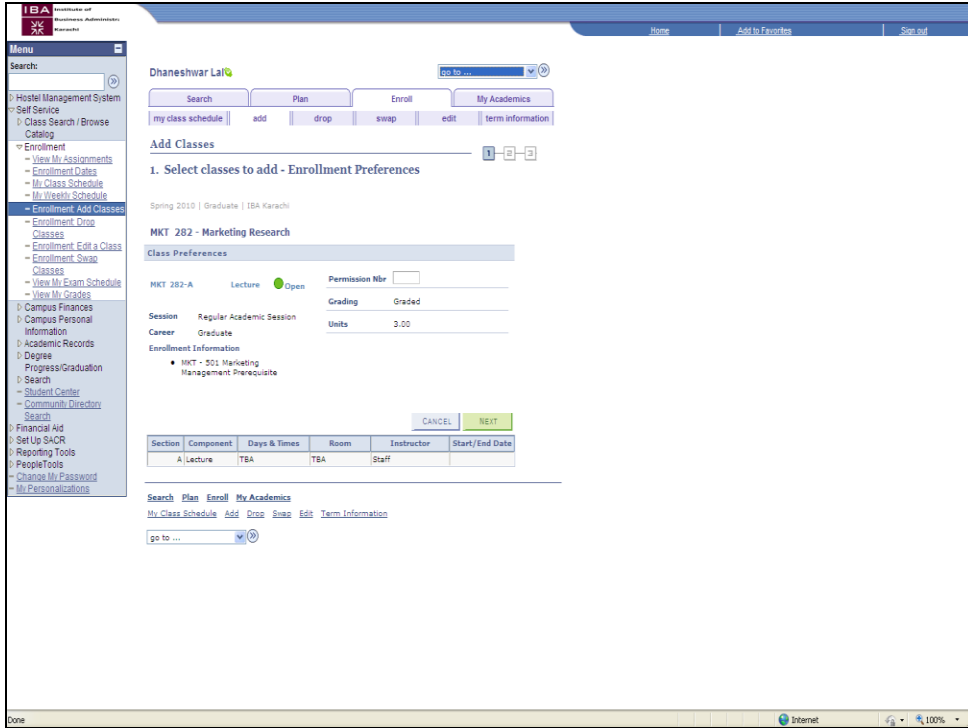
Step	Action
9.	Point to the <b>Management Info. Sys</b> object. <input type="text" value="Management Info. Sys"/>
10.	Click the <b>Marketing</b> list item. <input type="text" value="Marketing"/>



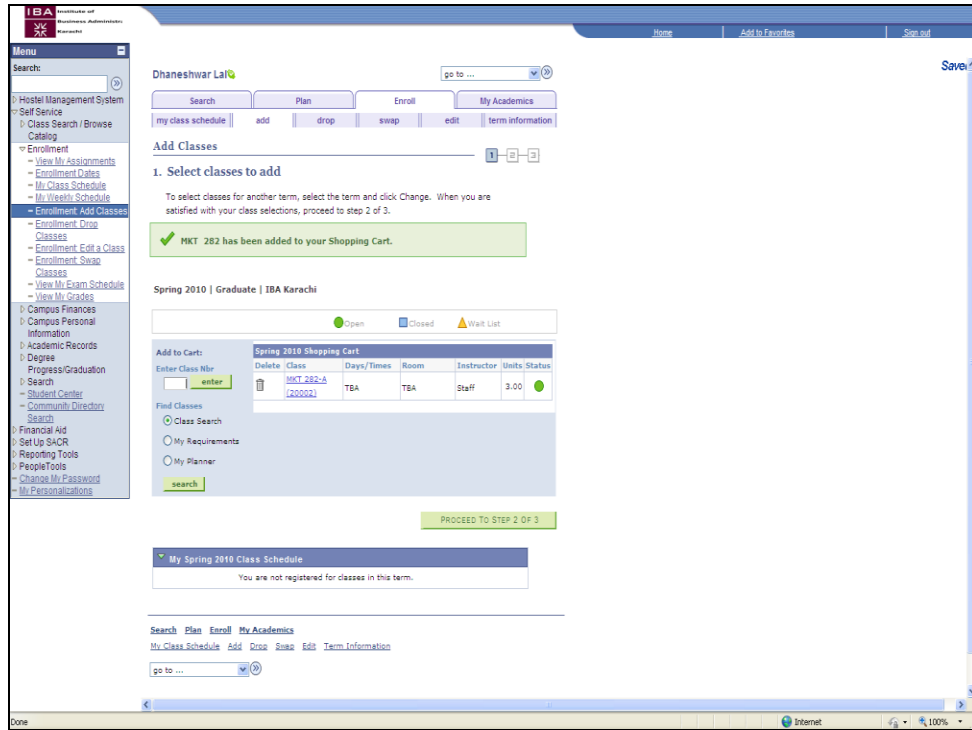
Step	Action
11.	Click the <b>Search</b> button. 



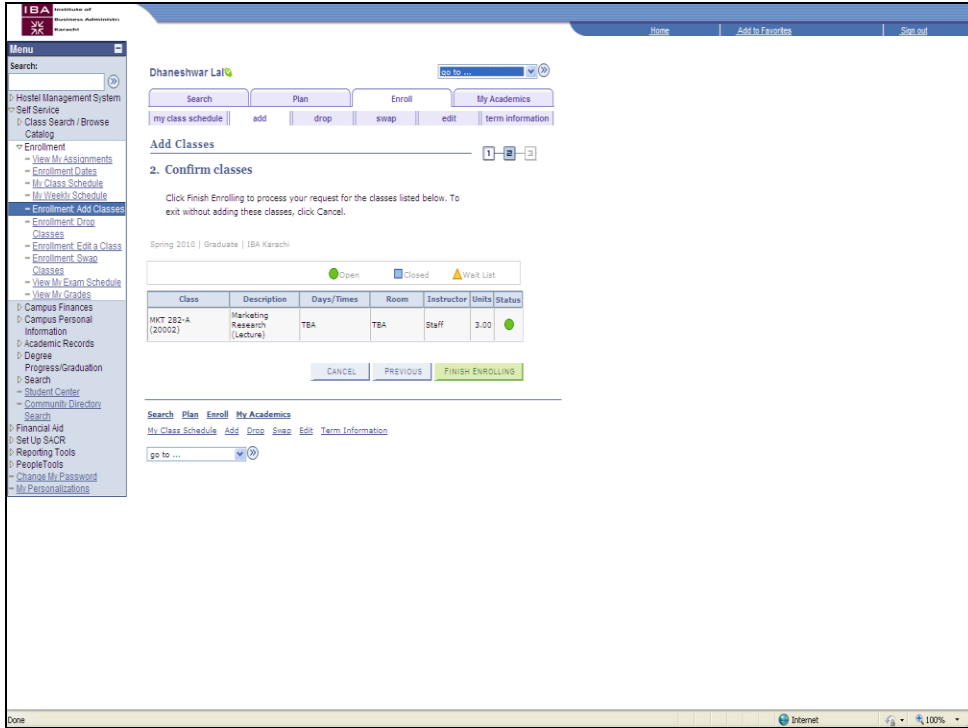
Step	Action
12.	Click the <b>Select Class</b> button. 

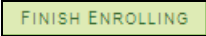



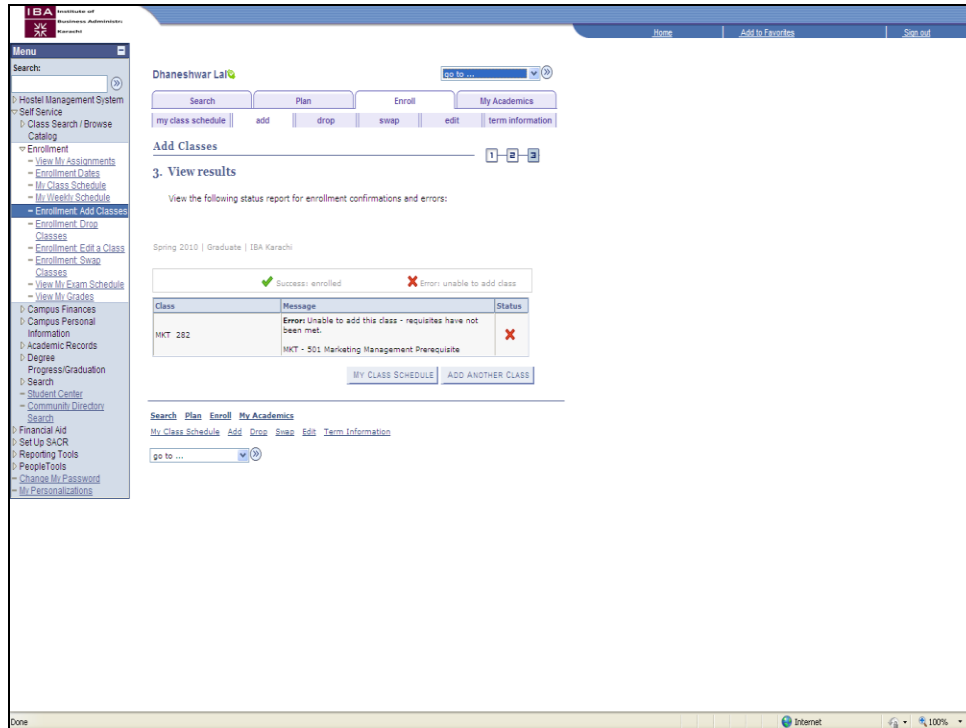
Step	Action
13.	Click the <b>Next</b> button.



Step	Action
14.	Click the <b>Proceed to Step 2 of 3</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">                         PROCEED TO STEP 2 OF 3                     </div>

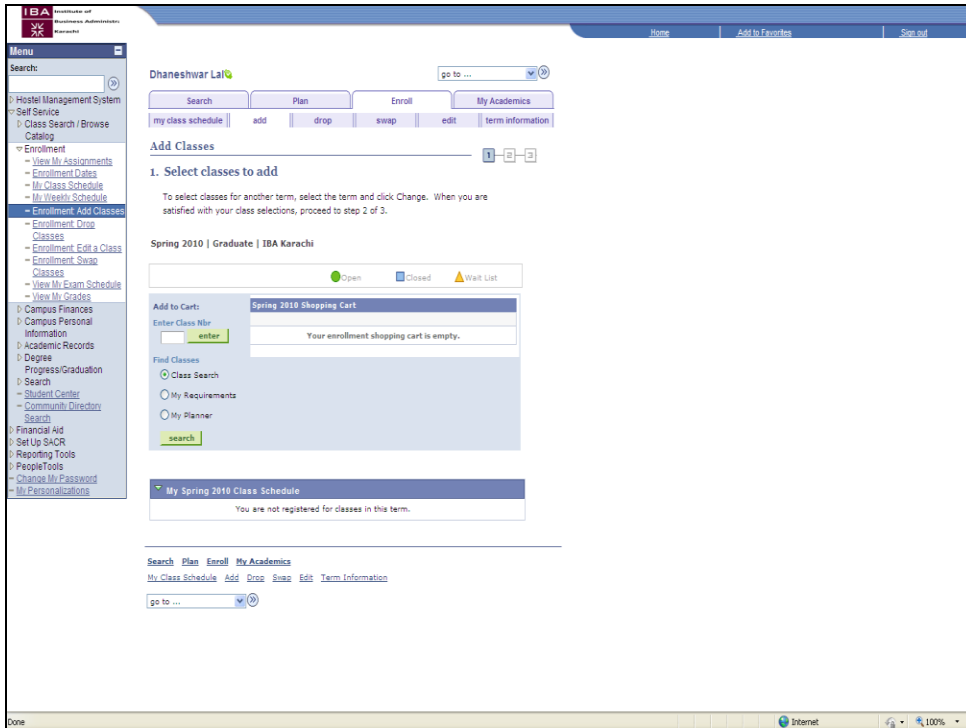


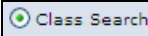

Step	Action
15.	Click the <b>Finish Enrolling</b> button. 
16.	



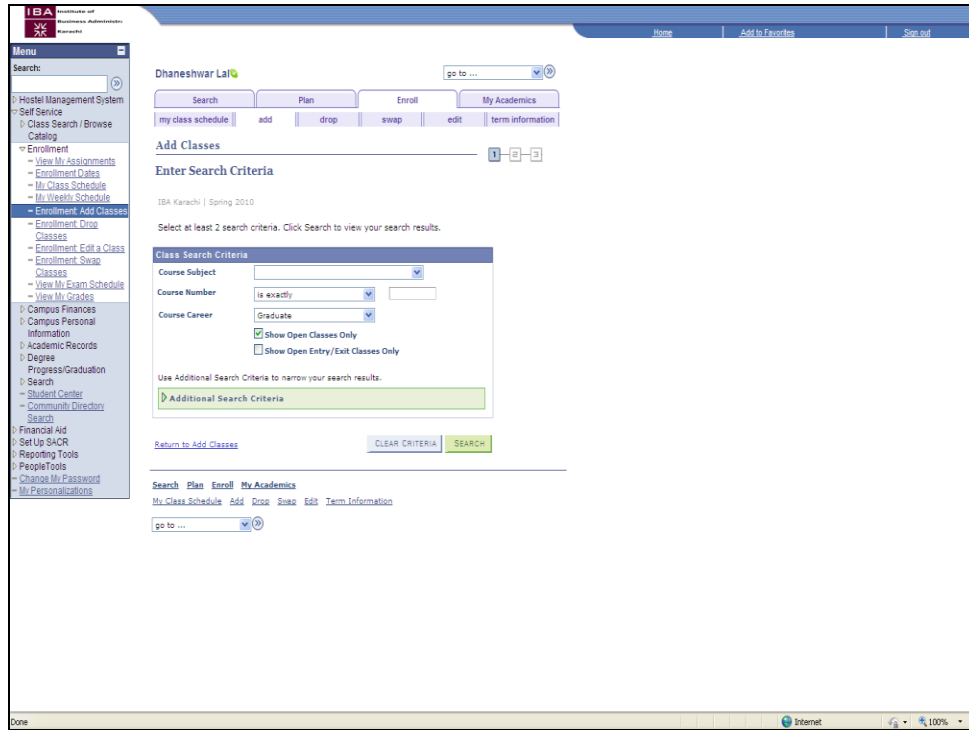
Step	Action
17.	Release the mouse button.
18.	<b>End of Procedure.</b>

## Online Enrollment - With Negative Holds Applied Procedure

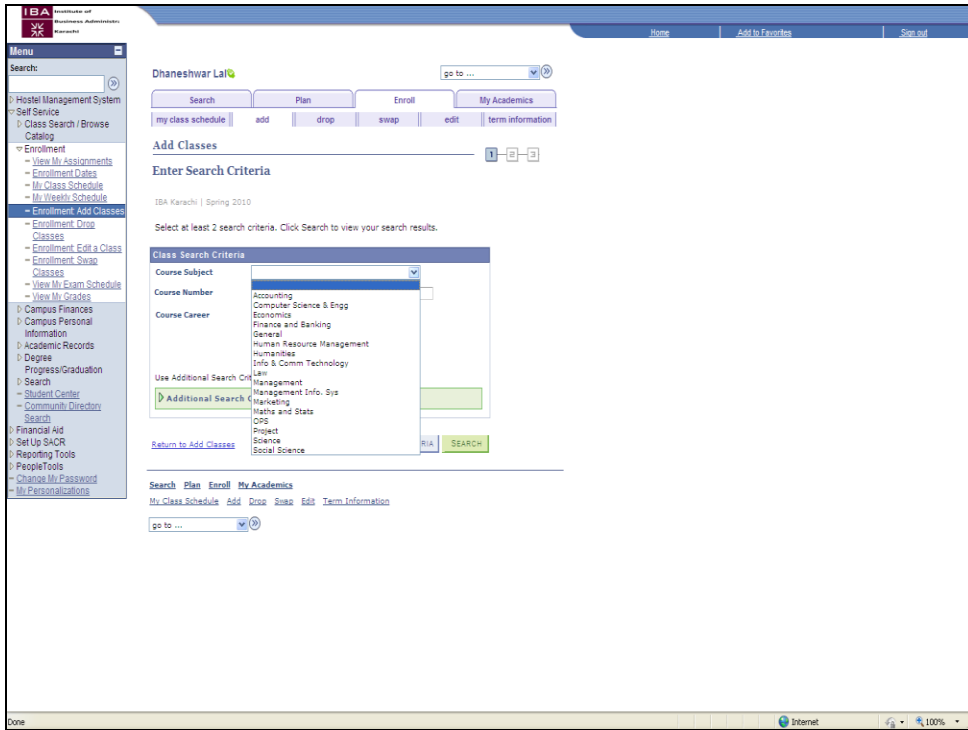


Step	Action
1.	Click the <b>Class Search</b> option. 
2.	Click the <b>Search</b> button. 

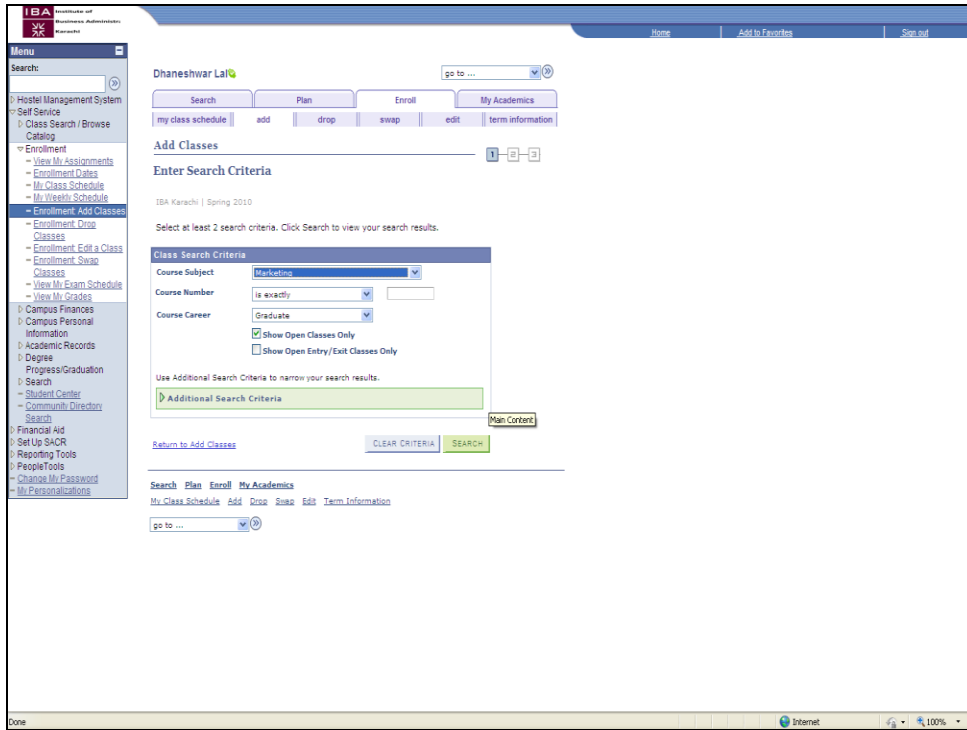


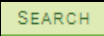


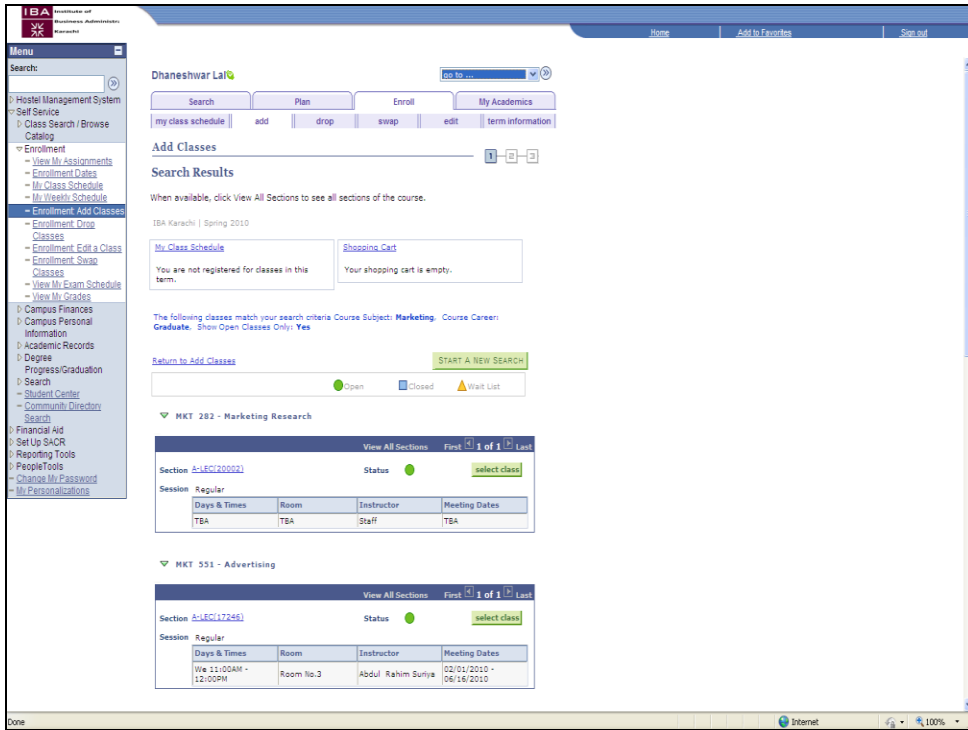
Step	Action
3.	Click the <b>Course Subject</b> list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px; display: flex; align-items: center; justify-content: flex-end; padding-right: 5px;"> <span style="font-size: 1em;">▼</span> </div>

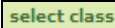


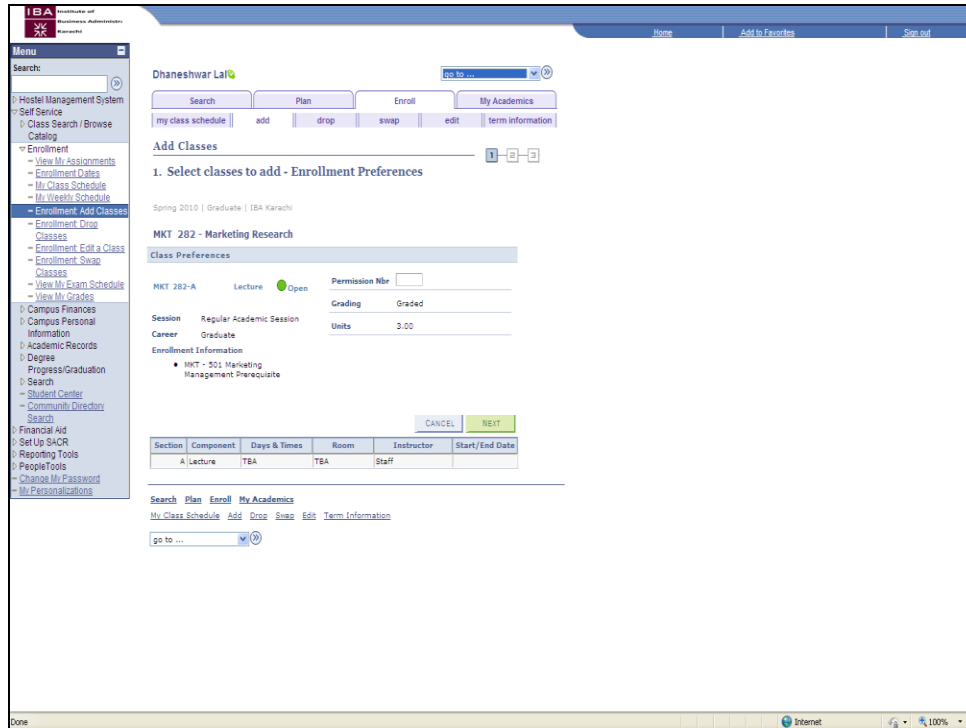
Step	Action
4.	Point to the <b>Marketing</b> object. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Marketing</div>
5.	Click the <b>Marketing</b> list item. <div style="background-color: #0056b3; color: white; padding: 2px; width: fit-content;">Marketing</div>



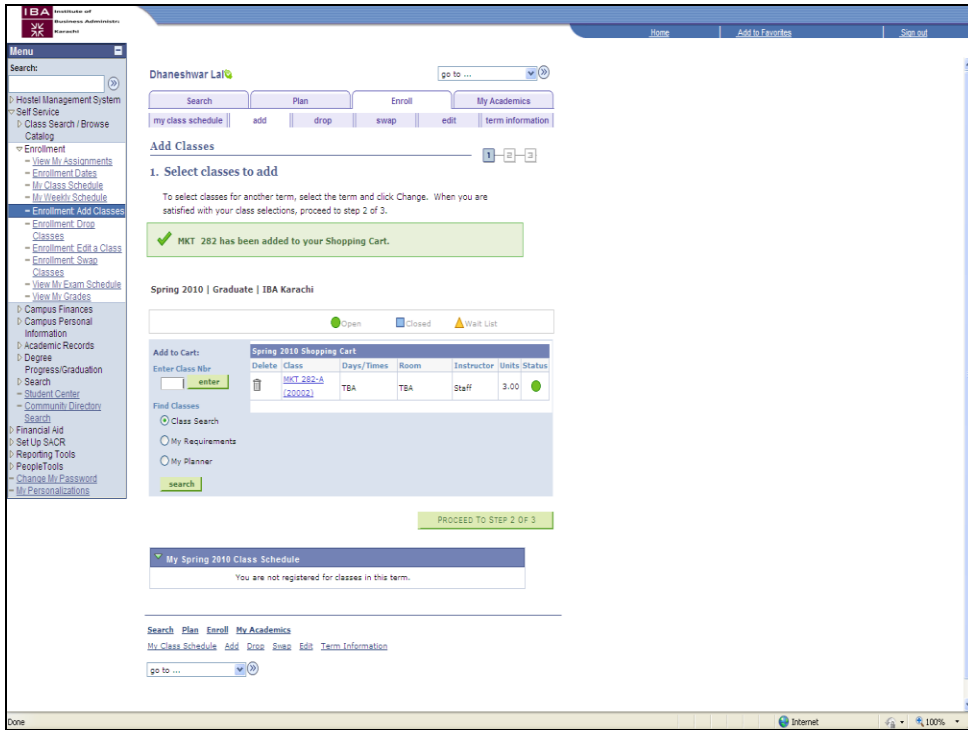
Step	Action
6.	Click the <b>Search</b> button. 



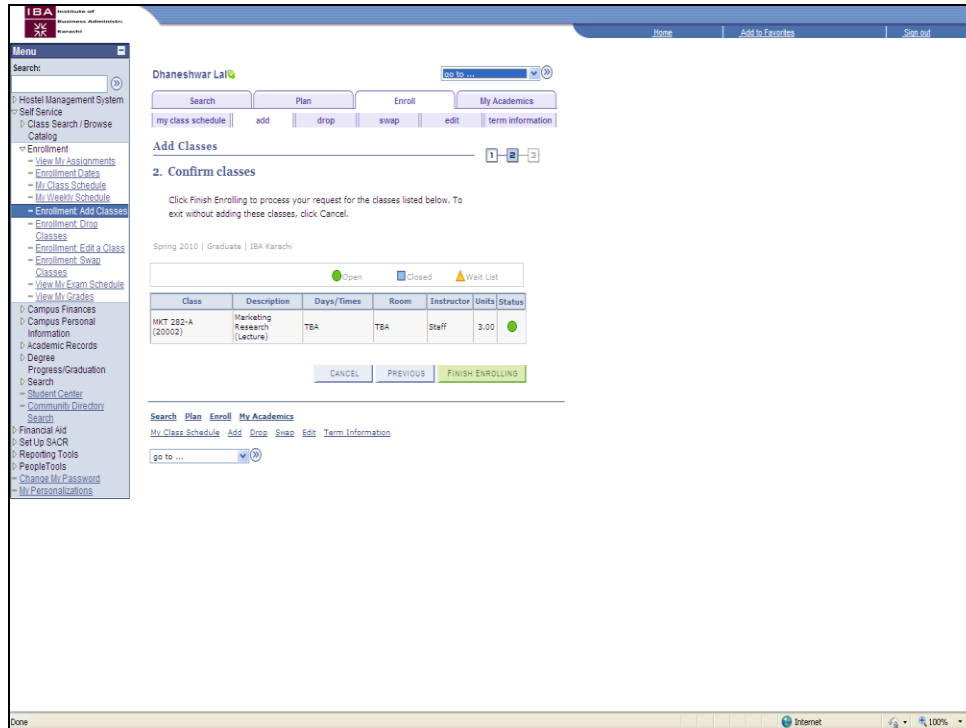
Step	Action
7.	Click the <b>Select Class</b> button. 

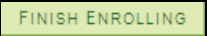



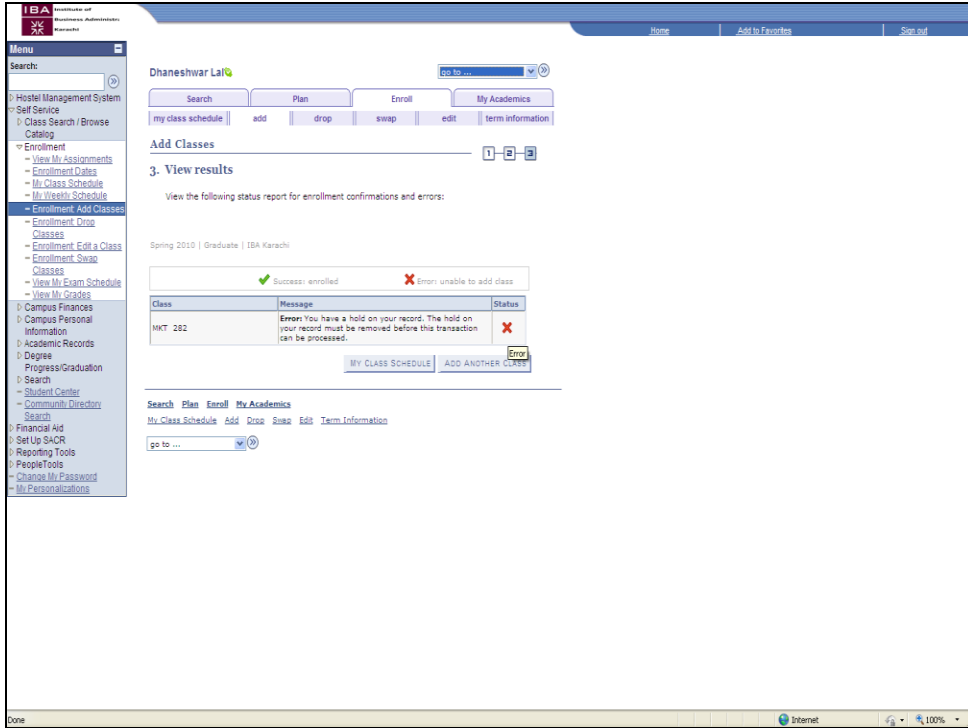
Step	Action
8.	Click the <b>Next</b> button.



Step	Action
9.	Click the <b>Proceed to Step 2 of 3</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">                         PROCEED TO STEP 2 OF 3                     </div>





Step	Action
10.	Click the <b>Finish Enrolling</b> button. 
11.	Click the object. 

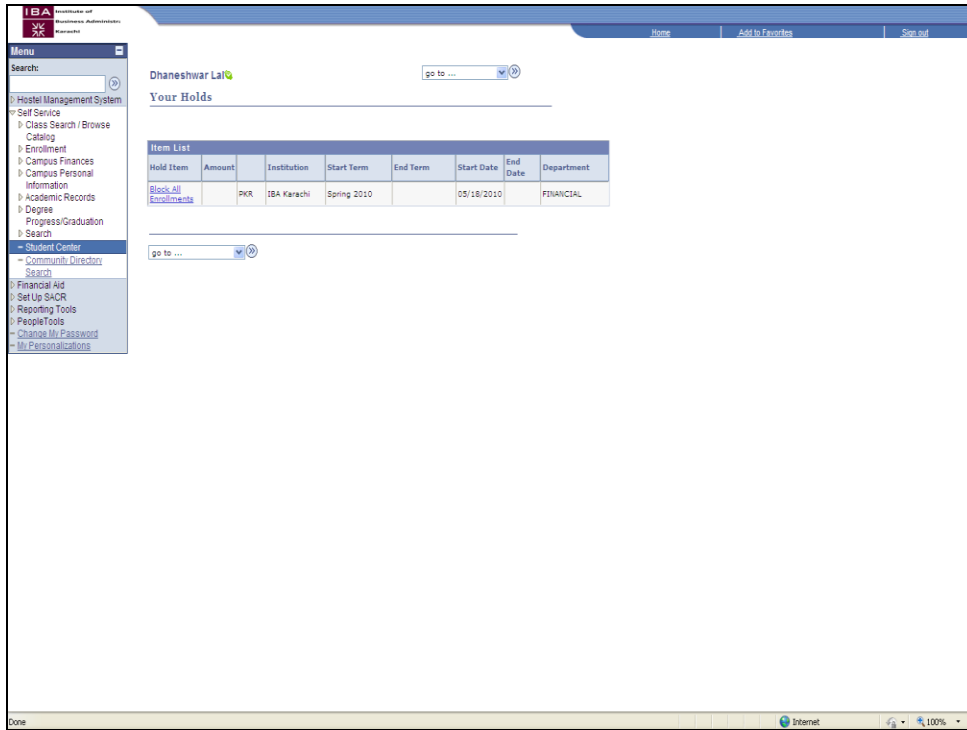


Step	Action
12.	Click the object. <a href="#">Student Center</a>

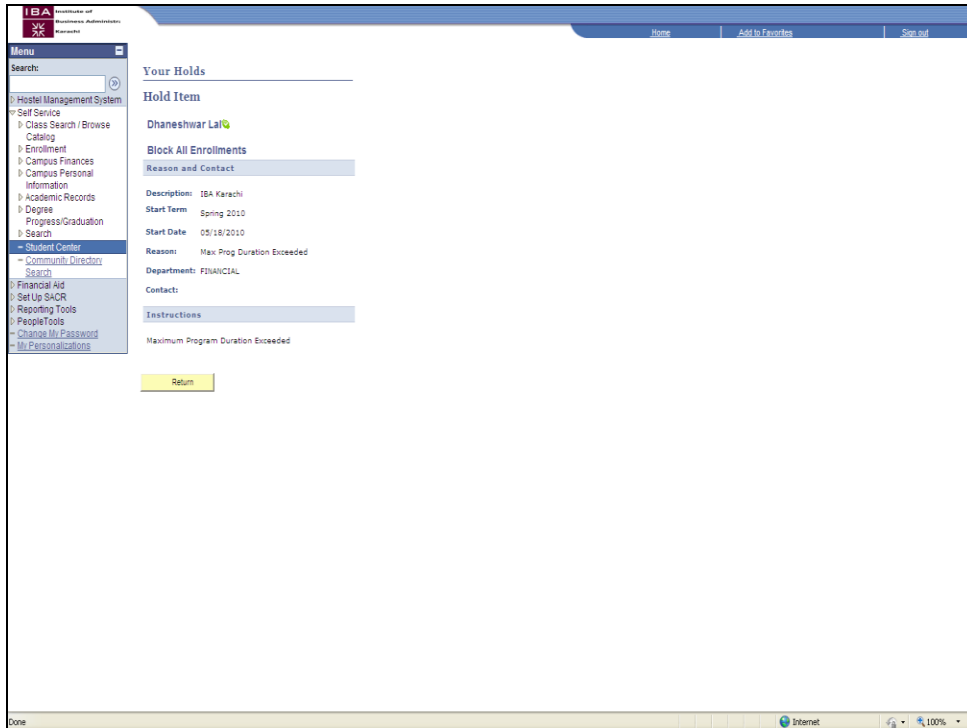





Step	Action
13.	Point to the <b>Details</b> object. 
14.	Click the <b>Details</b> link. 



Step	Action
15.	Click an entry in the <b>Hold Item</b> column. <a href="#">Block All Enrollments</a>

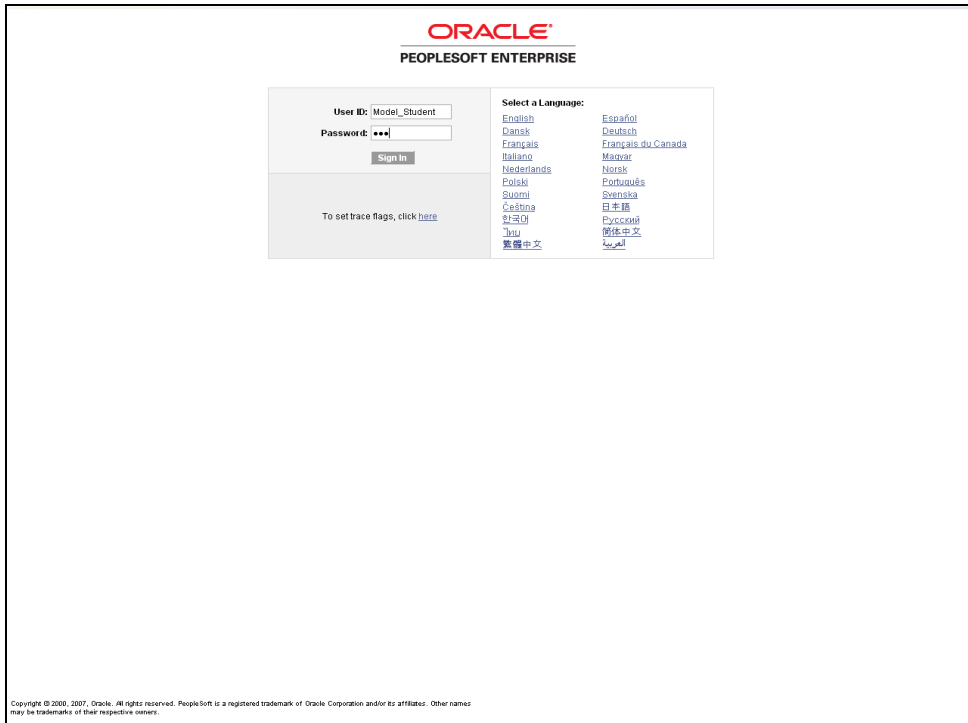



Step	Action
16.	Click the <b>Return</b> button. 
17.	<b>End of Procedure.</b>

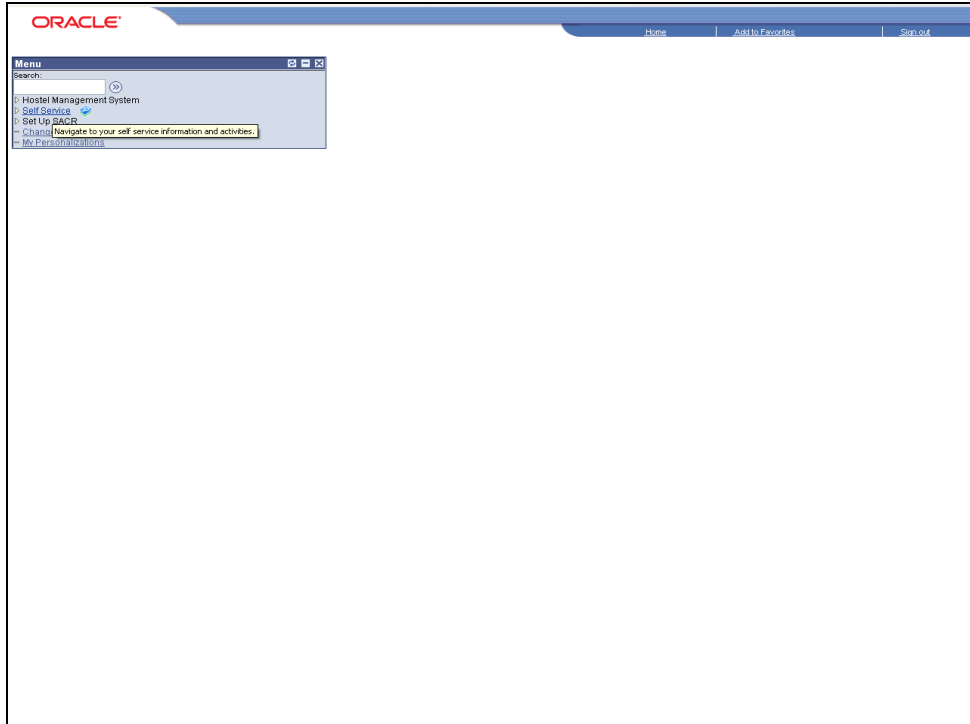
## View Unofficial Transcript

### Procedure

Student can view their provisional (unofficial) transcript.



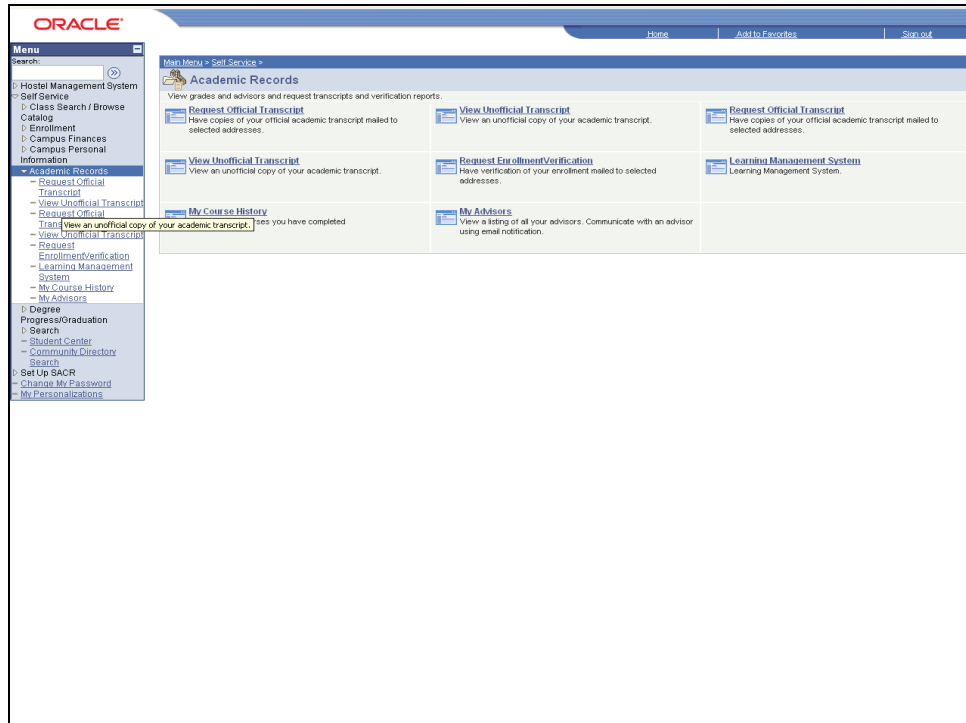
Step	Action
1.	Click the <b>Sign In</b> button. <div style="text-align: center; margin-top: 5px;">  </div>



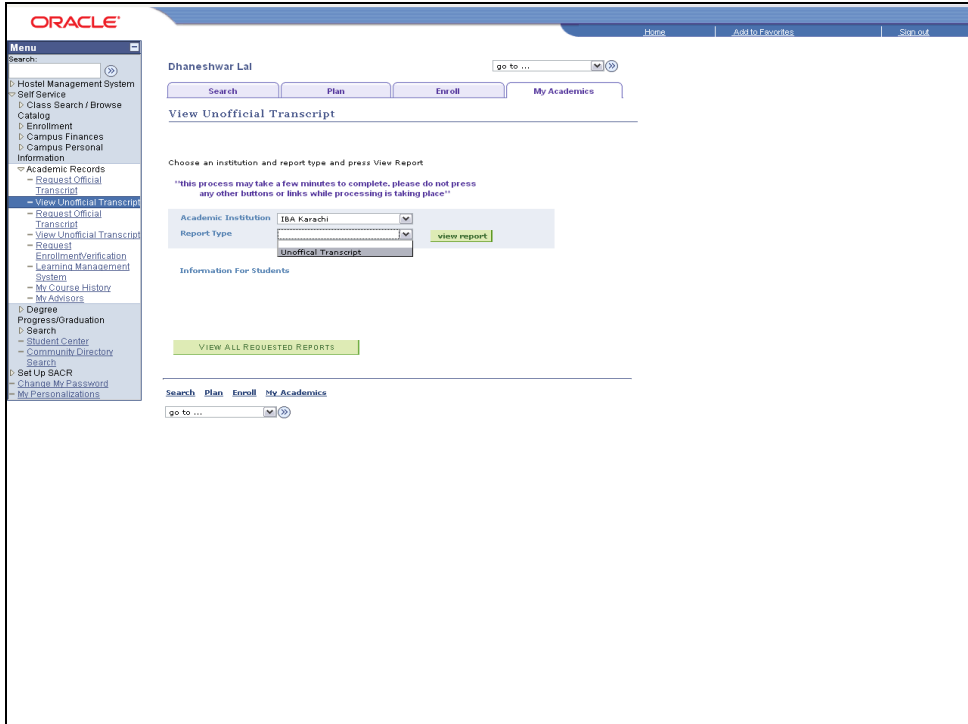
Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>




Step	Action
3.	Click the <b>Academic Records</b> link. <a href="#">Academic Records</a>

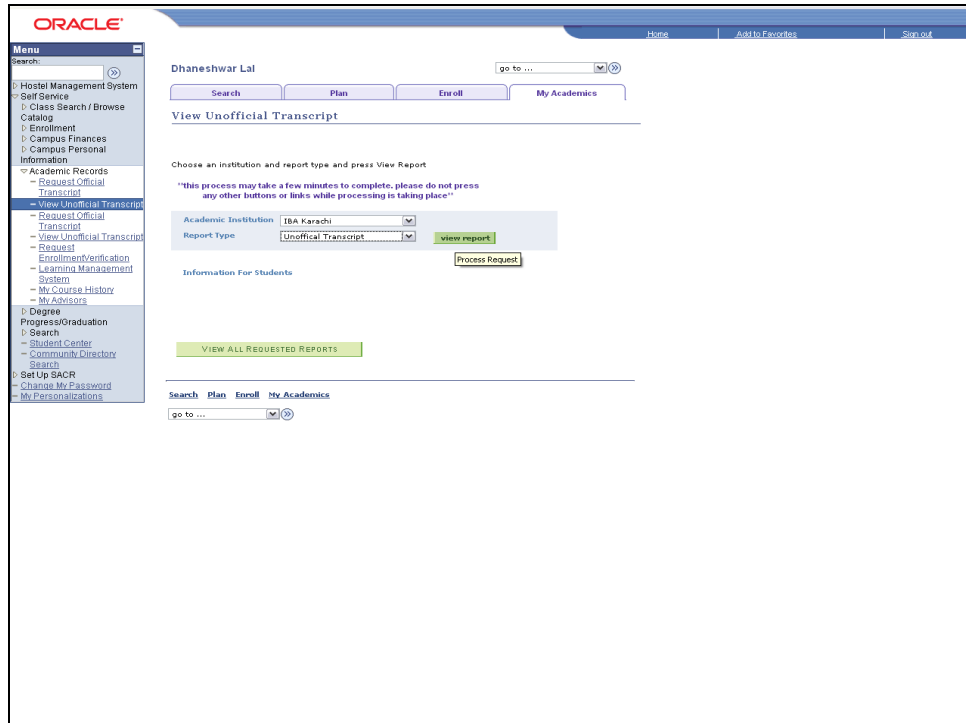



Step	Action
4.	Click the <b>View Unofficial Transcript</b> link. <a href="#">View Unofficial Transcript</a>

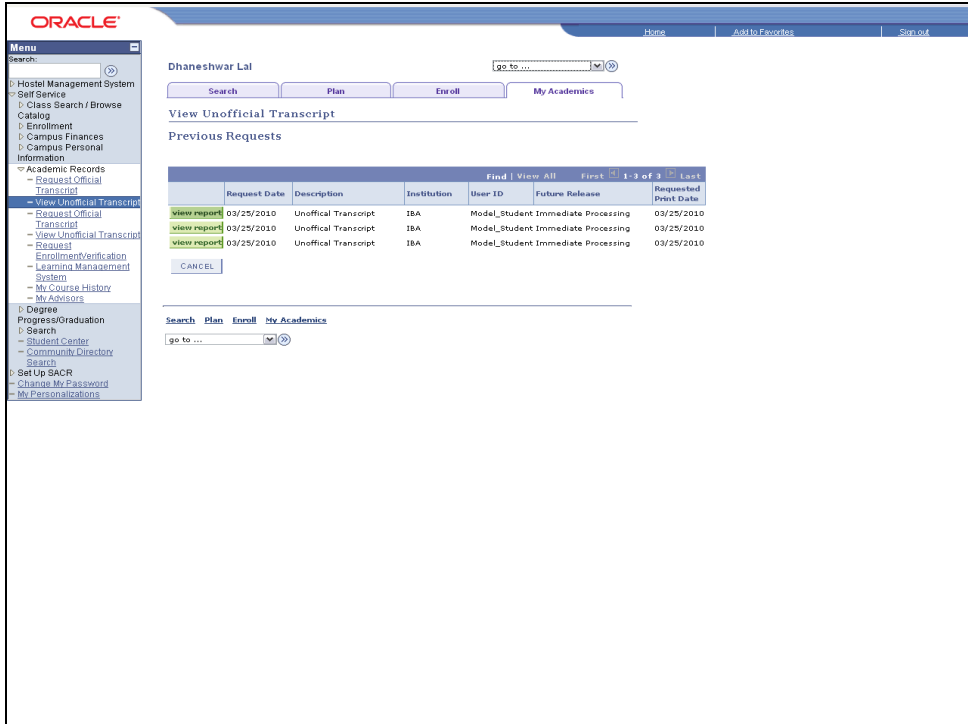



Step	Action
5.	Click the <b>Unofficial Transcript</b> list. 





Step	Action
6.	Click the <b>view report</b> link. 

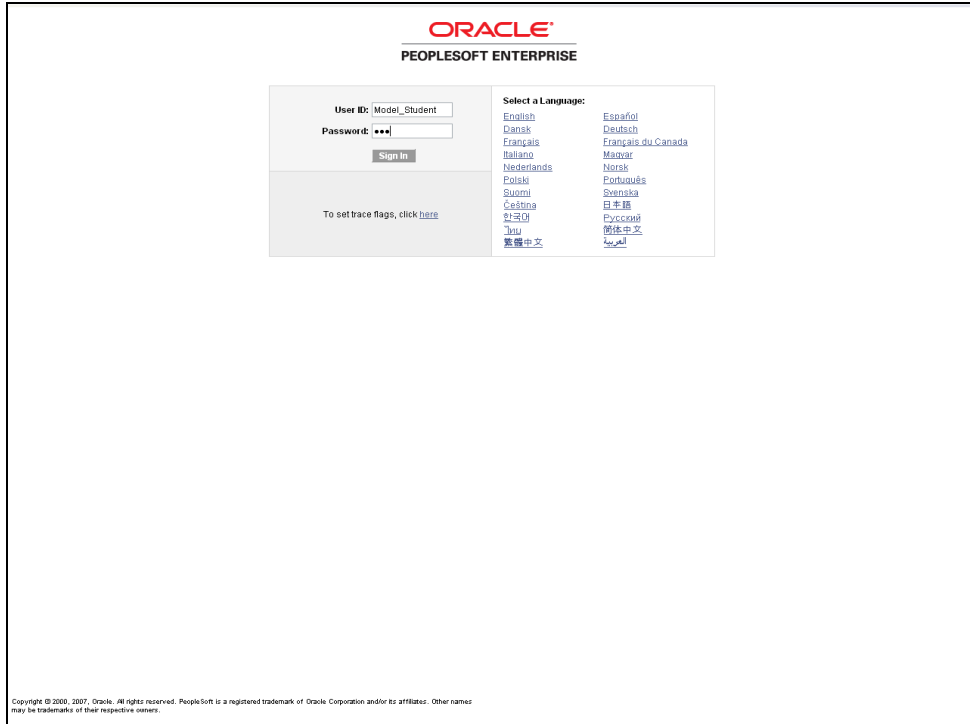



Step	Action
7.	Click the <b>view report</b> link. 
8.	<b>End of Procedure.</b>

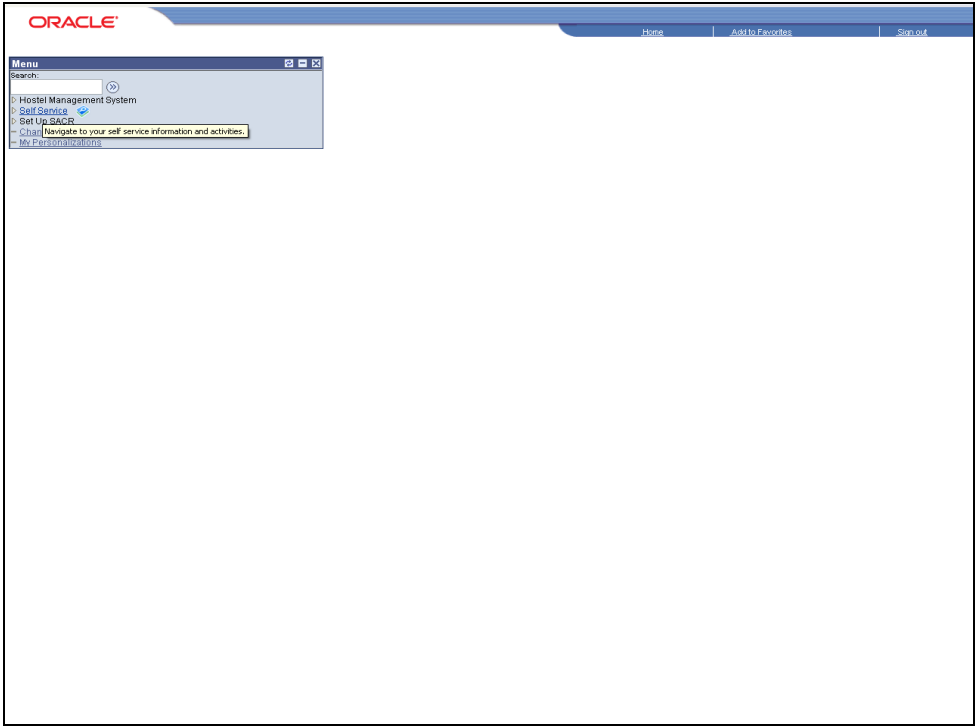
## View Degree Progress Report

### Procedure

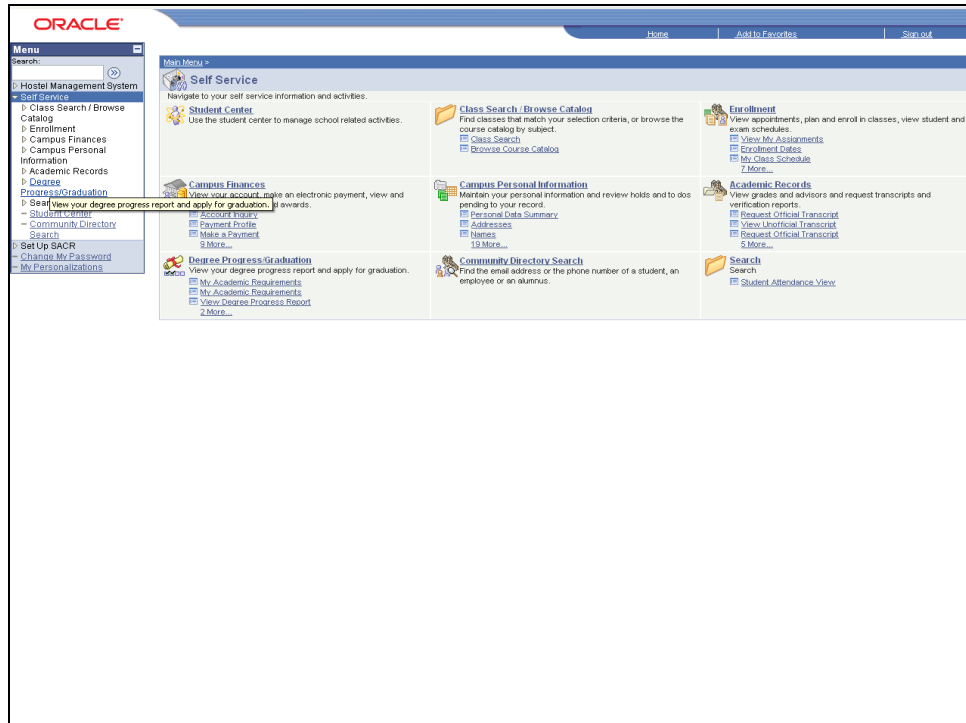
Student can view their progress towards degree.

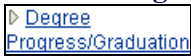
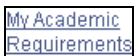


Step	Action
1.	Click the <b>Sign In</b> button. 







Step	Action
2.	Double-click the <b>Self Service</b> object. <a href="#">Self Service</a>



Step	Action
3.	Click the <b>Degree Progress/Graduation</b> link. 
4.	Click the <b>My Academic Requirements</b> link. 

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Dhaneshwar Lal. The main content area displays academic requirements for a Postgraduate Diploma in Business Administration. It includes sections for 'Postgraduate Diploma in Business Administration Courses F08' and 'Postgraduate Diploma in Business Administration Core F08'. A table lists courses that can be used to satisfy requirements, with columns for Course, Description, Units, When, Grade, Notes, and Status.

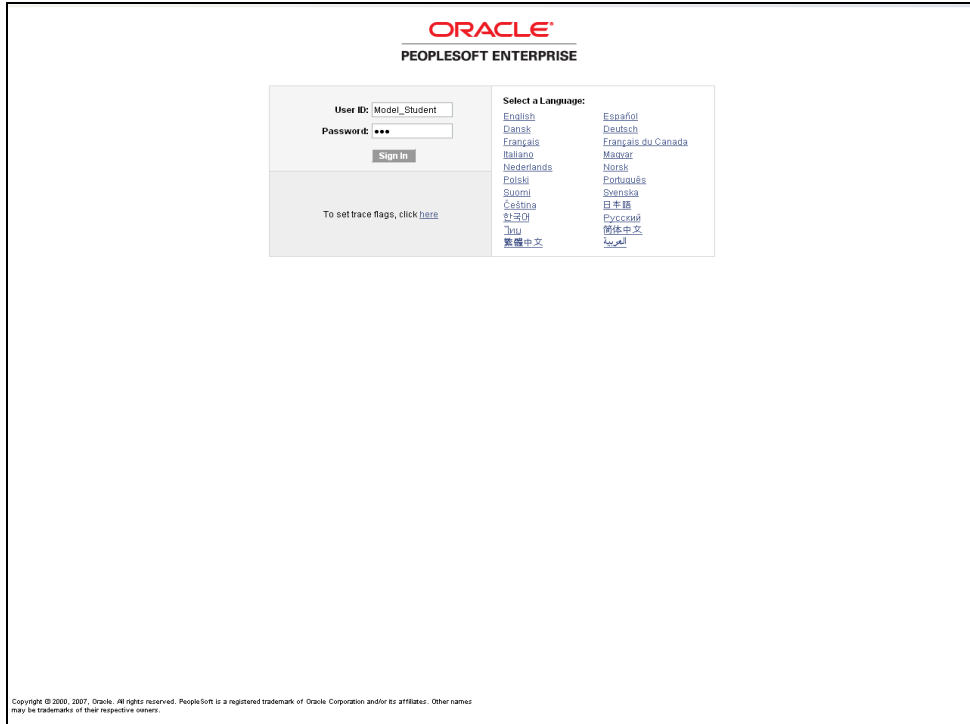
Course	Description	Units	When	Grade	Notes	Status
ACC 391	Managerial Accounting	3.00	Fall 2008	B		✓
ACC 501	Financial Accounting	3.00	Fall 2008	A		✓
ACC 503	Advanced Managerial Accounting	3.00	Fall 2008	C+		✓
ECO 102	Business Economics	3.00				
ECO 501	Managerial Economics	3.00				
FIN 400	Business Finance	3.00				
LAW 501	Legal & Regulatory Env. of Bus.	3.00				
MGT 400	Management Theory and Practice	3.00				
MGT 500	Managerial Communication	3.00				
MGT 507	Entrepreneurial Management	3.00				


Step	Action
5.	Click the <b>collapse all</b> link. 
6.	Click the <b>Expand section</b> graphic. 
7.	Click the <b>Expand section</b> graphic. 
8.	Click the <b>Show next row (Alt+.)</b> graphic. 
9.	<b>End of Procedure.</b>

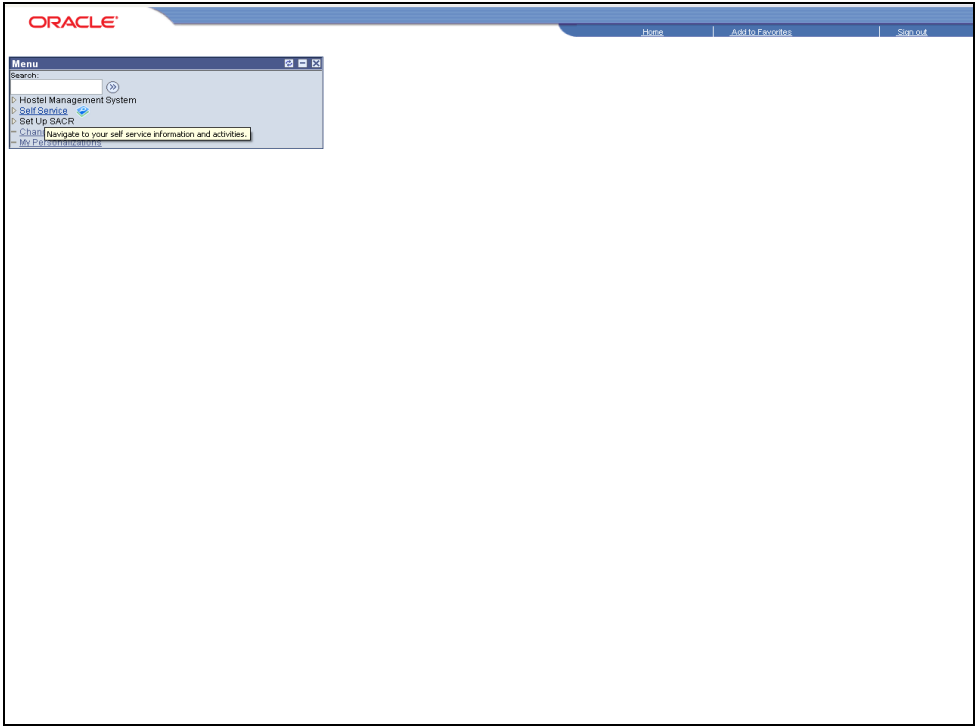
## Account Inquiry

### Procedure

Student can view their account details such as charges due, payments made, account activity by term, etc.



Step	Action
1.	Click the <b>Sign In</b> button. 

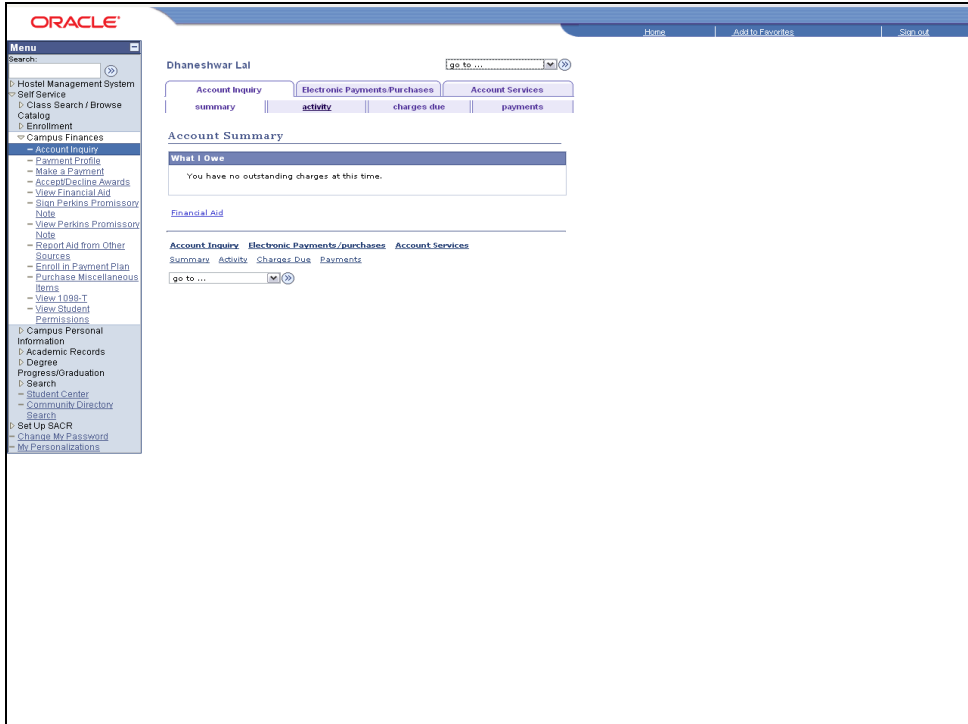



Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>






Step	Action
3.	Click the <b>Campus Finances</b> link. <a href="#">Campus Finances</a>
4.	Click the <b>Account Inquiry</b> link. <a href="#">Account Inquiry</a>

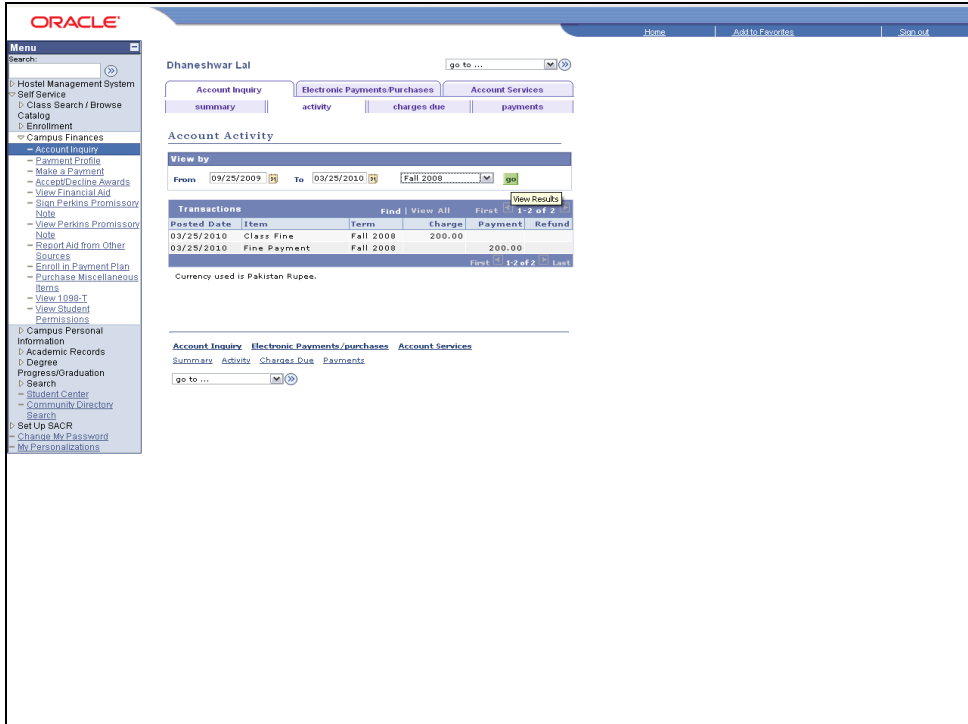





Step	Action
5.	Click the <b>Activity</b> link. 

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lal. The main content area displays 'Account Activity' for the user. The 'View by' section shows filters for 'From' (09/25/2009) and 'To' (03/25/2010), with 'All Terms' selected. A table of transactions is displayed below, showing two entries for Fall 2008: 'Class Fine' and 'Fine Payment', both with a payment amount of 200.00. The currency is noted as Pakistan Rupee.

Pasted Date	Item	Term	Charge	Payment	Refund
03/25/2010	Class Fine	Fall 2008	200.00		
03/25/2010	Fine Payment	Fall 2008		200.00	

Step	Action
6.	Click the <b>Fall 2008</b> list. 

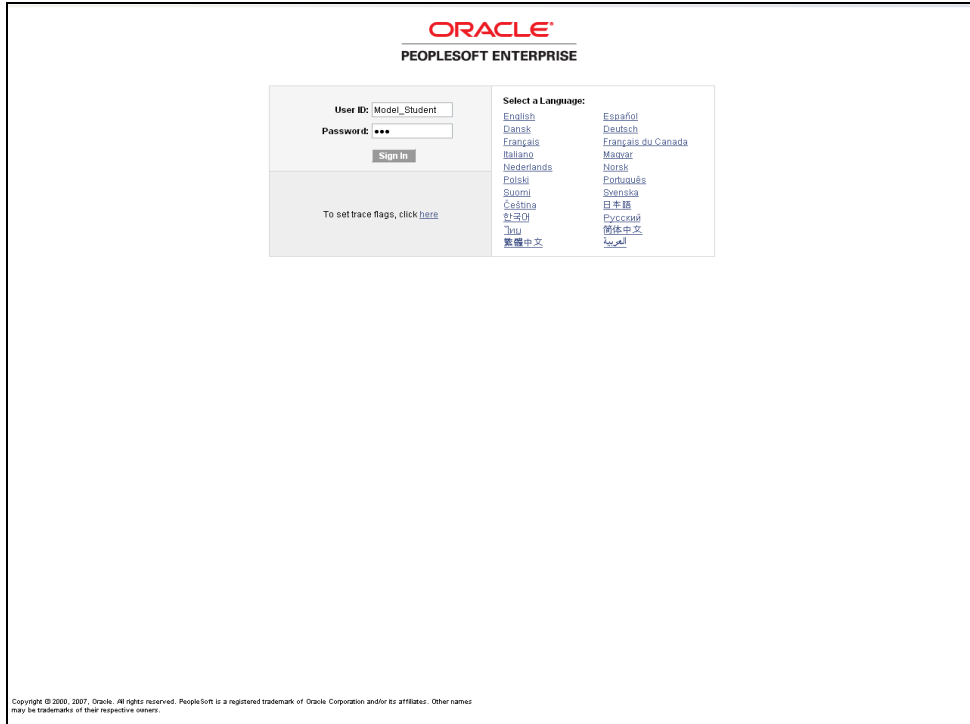



Step	Action
7.	Click the <b>go</b> link. 
8.	Click the <b>charges due</b> link. 
9.	Click the <b>payments</b> link. 
10.	<b>End of Procedure.</b>

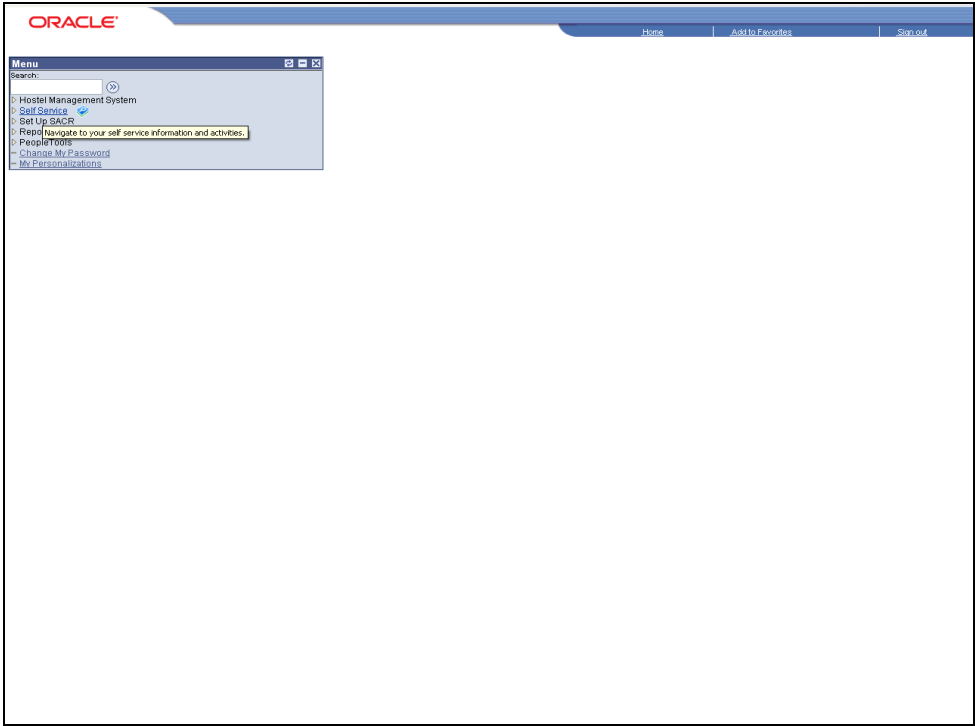
## Print Invoice

## Procedure

Student can print challan of billed charges.



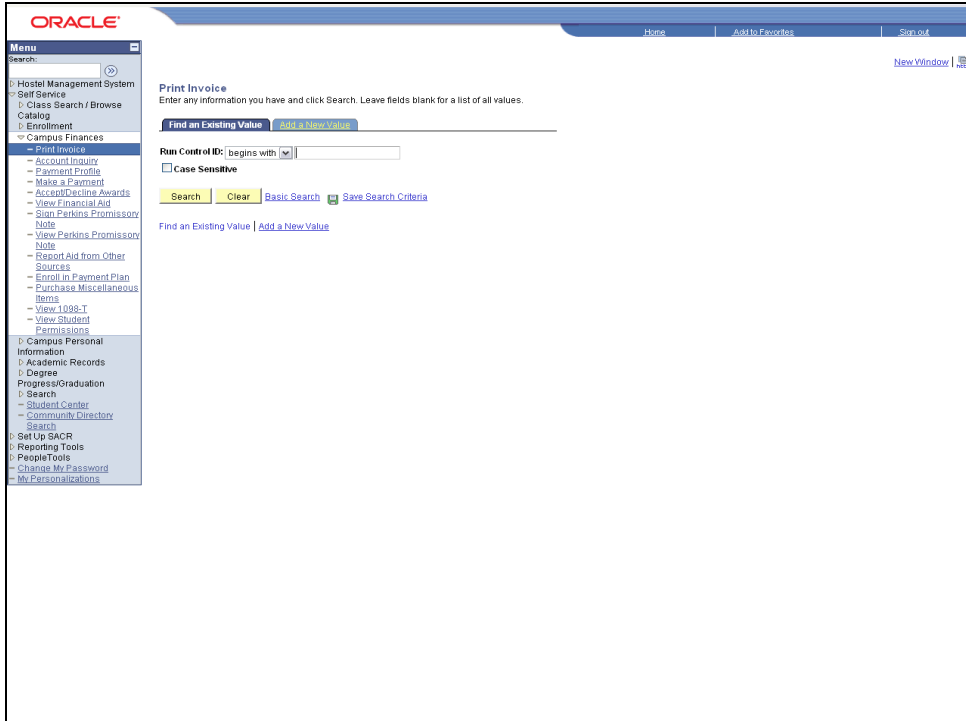
Step	Action
1.	Click the <b>Sign In</b> button. 






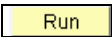

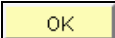



Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>


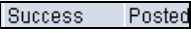







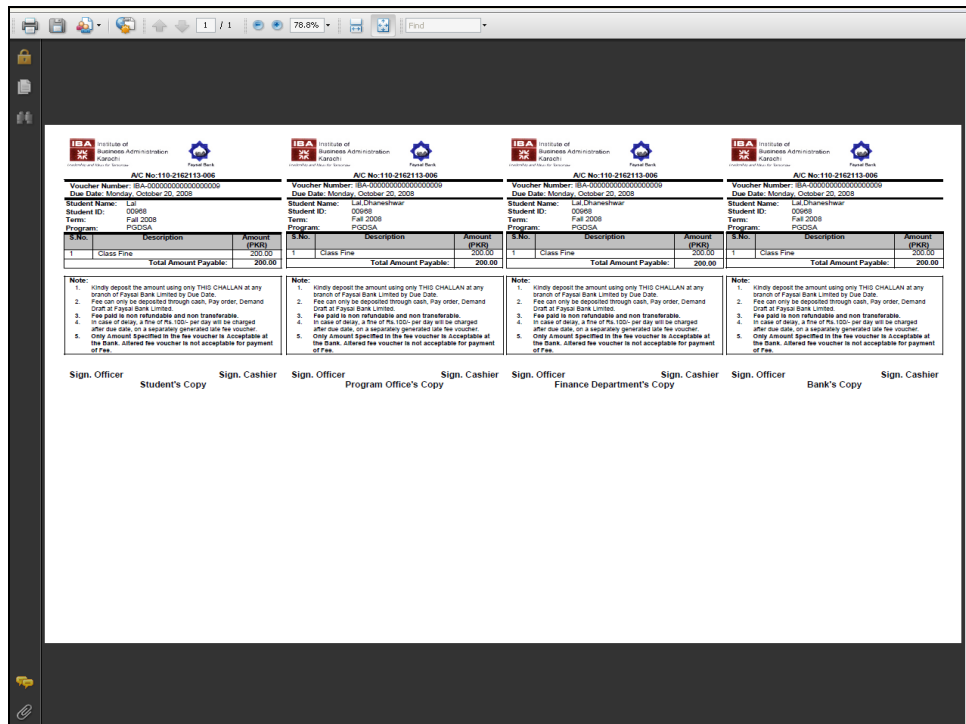
Step	Action
3.	Click the <b>Campus Finances</b> link. <a href="#">Campus Finances</a>
4.	Click the <b>Print Invoice</b> link. <a href="#">Print Invoice</a>




Step	Action
5.	Click the <b>dd a New Value</b> link. 
6.	Enter the desired information into the <b>Run Control ID:</b> field. Enter <b>"print_challan"</b> .
7.	Click the <b>Add (Alt+1)</b> button. 
8.	Click the <b>Look up Invoice Number (Alt+5)</b> graphic. 
9.	Click the <b>IBA-000000000000000009</b> link. 
10.	Click the <b>Save (Alt+1)</b> button. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>Server Name:</b> list. 
13.	Click the <b>Ok (Enter)</b> button. 
14.	Click the <b>Process Monitor</b> link. 



Step	Action
15.	Click the <b>Refresh</b> button. 
16.	Point to the <b>Report Stats</b> object. Run Status: Should be <b>Success</b> Distribution Status: Should be <b>Posted</b> 
17.	Click the <b>Go back to Print Invoice</b> link. 
18.	Click the <b>Report Manager</b> link. 
19.	Click the <b>Administration</b> link. 
20.	Click the <b>Details</b> link. 
21.	Click the <b>SSF_PRNT_INV.pdf</b> link. 



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Step	Action
22.	Click the <b>zoom</b> graphic. 
23.	<b>End of Procedure.</b>