Scheduling Class Using PeopleSoft

1. Log on to http://my.wcupa.edu

2. Sign-On using your User Name and Password

   Students should use the same **User Name** & **Password** they use for accessing Webmail or logging onto campus PCs.

   If you have never logged onto the computers, used webmail or are a new WCU student, please contact the Student Help Desk at 610-436-3349 or e-mail a manager directly. Include your full name, WCU ID number & phone number. Send emails to: acc1@wcupa.edu

3. Click on **Enroll in a Class** in the Self-Scheduling pagelet in the center of the webpage.

   Double click on the term in which you wish to enroll for classes.

      (i.e. Fall 2004)

   Double on the action you want to perform.

       (i.e. Add Class, Swap, Drop/Update Class, etc.)

To Add a Class to your schedule:

Enter the class number in the Class Nbr. Field, or click the lookup button (**magnifying glass**) to view a list of classes. After you have selected all the classes you want to add, Click the **SUBMIT** button. Verify your adds were successful by checking the Add Status.

To Swap a Class on your schedule:

Enter the class number in the Class Nbr. Field you wish to swap, or click the lookup button (**magnifying glass**) to view a list of classes. After you have selected all the classes you want to swap, Click the **SUBMIT** button. Verify your swaps were successful by clicking the **Swap Status** column

To Drop a Class from your schedule:

Select **Drop** from the **Action** column. When you are finished making your updates, Click the **SUBMIT** button. Verify your changes were successful by clicking the **Update Status** column.

Faculty/Staff Help Desk
Anderson Hall, Room 22
610-436-3350
helpdesk@wcupa.edu

Student Help Desk
Anderson Hall, Room 20
610-436-3349
acc1@wcupa.edu