

SA9_Student_Center
Created on Thursday, October 15, 2009

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SA9_Student_Center

Student Center

Student Self Service

Enroll: Adding a Class_FINAL

You will probably use the Student Center most often searching for and enrolling in classes. The shopping cart enrollment system allows you to add classes to your schedule using a familiar shopping cart interface. When you are done adding classes, all you need to do is "check out".

This tutorial will show you how to add classes using the enrollment shopping cart.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

It's the start of another glorious semester and you wish to sign up for some classes.

Discover how to search and enroll in classes using the enrollment shopping cart.

The screenshot shows the 'Donald's Student Center at Dartmouth' page. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', 'Class Search / Browse', 'Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', and 'Transfer Credit'. The main content area is divided into three primary sections: Academics, Finances, and Personal Information. The Academics section includes a search bar, a 'This Week's Schedule' table, and a 'Quick Links...' dropdown menu. The Finances section shows an account summary with a balance of -10,931.00 and links for account inquiry and financial aid. The Personal Information section contains demographic data and contact information. On the right side, there are several utility boxes: 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Appointment for Oct 5, 2009), 'Advisor' (Pat MacCloud), and 'UMassD Campus Links'.

Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule

Deadlines	Class	Schedule
	MIS 399-01 PRA (12231)	Room: TBA
	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary

You owe **-10,931.00**

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone	Personal Email
555/667-5309	null@umass.edu

Step	Action
2.	Select Enrollment: Add . <input type="text" value="Enrollment: Add"/>

University of Massachusetts

Donald's Student Center at Dartmouth

Academics

SEARCH FOR CLASSES

Deadlines	Class	Schedule
	MIS 399-01 PRA (12231)	Room: TBA
	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

enrollment shopping cart

Finances

My Account

Account Inquiry
Health Insurance Form

Your 1098 Ts

1098T - (2008)
1098T - (2007)
1098T - (2006)

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

other financial...

Account Summary

You owe -10,931.00

Currency used is US Dollar.

make a payment

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal...

Contact Information

Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone	Personal Email
555/667-5309	null@umass.edu

Step	Action
3.	Click the Arrow (Go) button to continue.

University of Massachusetts

Donald Smithers III

Home | Add to Favorites | Sign out

Search | Plan | Enroll | My Academics

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

Add Classes

1. Select classes to add

When you are satisfied with the classes in your Shopping Cart, click the button labeled "Proceed To Step 2 Of 3".

2010 Spring | Undergraduate | University of Mass Dartmouth

Open Closed Wait List

Add to Cart:

Enter Class Nbr:

Find Classes:

Class Search

My Requirements

My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="X"/>	ACT 212-8101 (24878)	Mo 6:30PM - 9:30PM	TBA	B. Trantor	3.00	<input checked="" type="radio"/>
<input type="button" value="X"/>	ENL 204-01 (23927)	MoWeFr 12:00PM - 12:50PM	Liberal Arts 103	T. Pain	3.00	<input checked="" type="radio"/>

Step	Action
4.	<p>The Select classes to add page allows you to add classes using a variety of methods. You can add from your planner, class search, or requirements list (n/a for Boston).</p> <p>If you know the Class Nbr, you can enter that directly.</p>

University of Massachusetts

Donald Smithers III

Home | Add to Favorites | Sign out

Menu

Search: []

My Favorites

Self Service

Class Search / Browse

Catalog

Academic Planning

Enrollment

Campus Finances

Campus Personal Information

Academic Records

Degree

Progress/Graduation

Transfer Credit

Student Center

Search | Plan | Enroll | My Academics

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

Add Classes

1. Select classes to add

When you are satisfied with the classes in your Shopping Cart, click the button labeled 'Proceed To Step 2 Of 3'.

2010 Spring | Undergraduate | University of Mass Dartmouth

Open Closed Wait List

Add to Cart:

Enter Class Nbr [] enter

Find Classes

Class Search

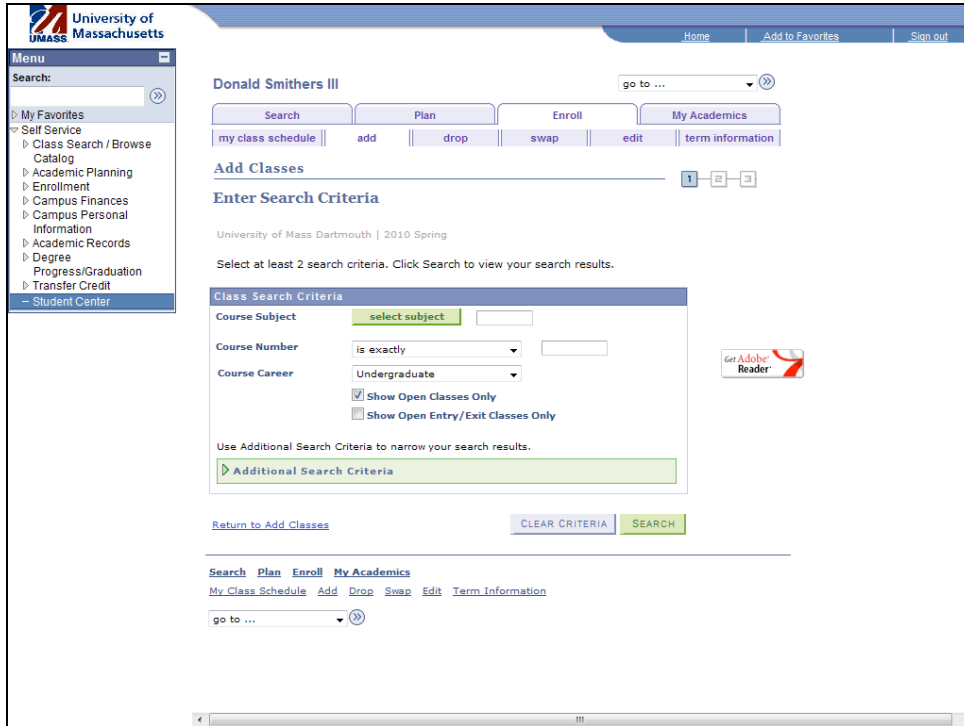
My Requirements

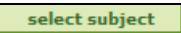
My Planner

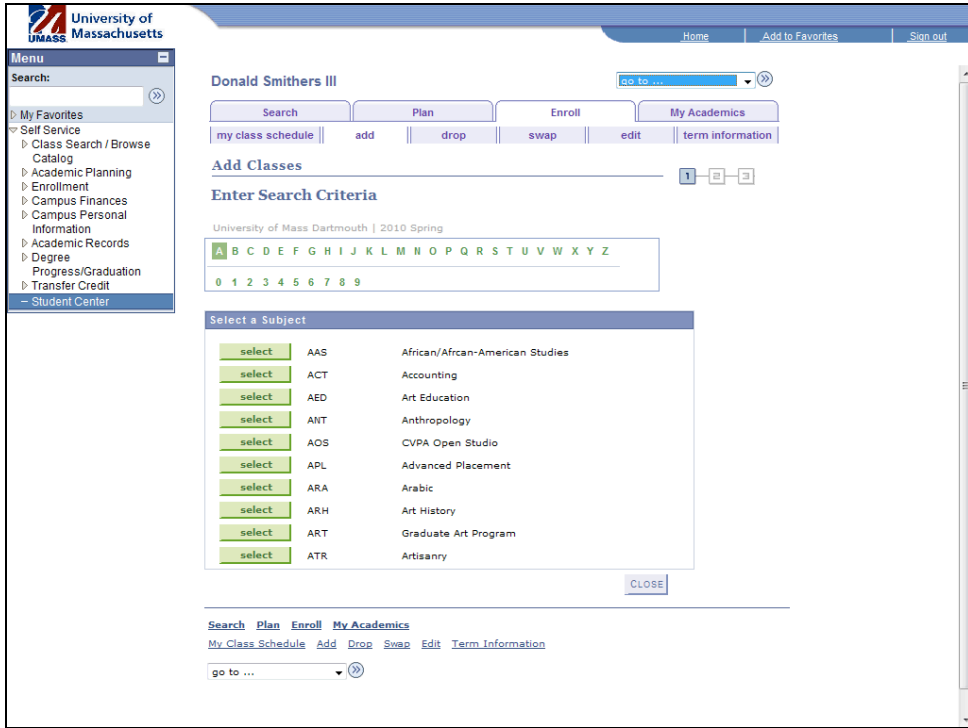
search



Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACT 212-8101 (24378)	Mo 6:30PM - 9:30PM	TBA	B. Trantor	3.00	
	ENL 204-01 (23927)	MoWeFr 12:00PM - 12:50PM	Liberal Arts 103	T. Pain	3.00	

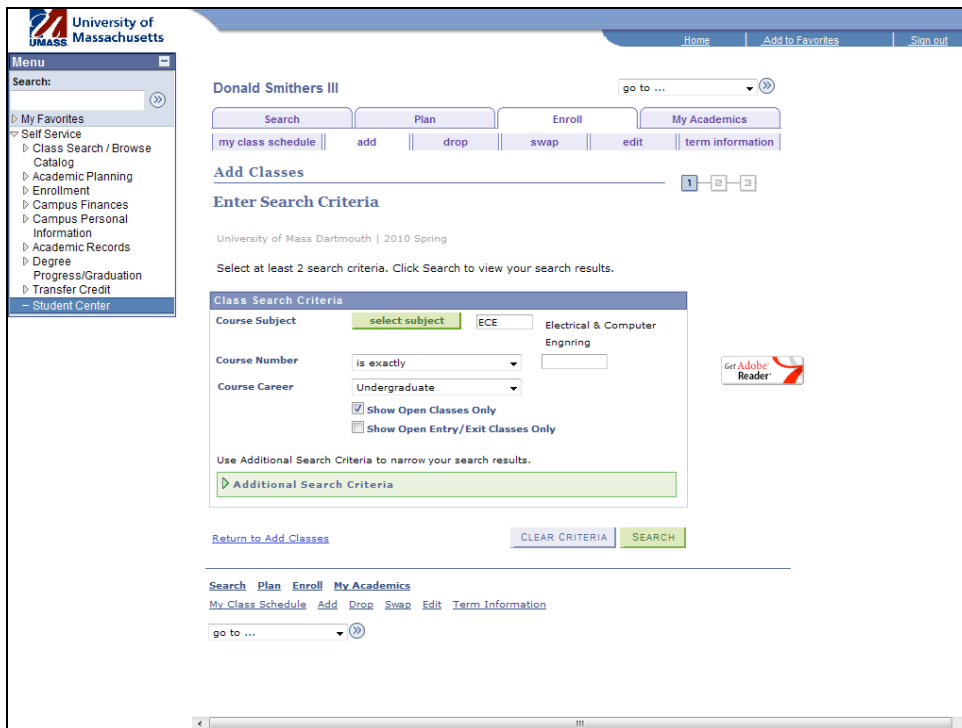
Step	Action
5.	For this tutorial we will be using the search to add classes to the shopping cart. Click the Search button.

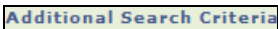


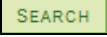
Step	Action
6.	Click the select subject button. 
7.	From the Enter Search Criteria page, you are able to view the subject codes available for your University.



Step	Action
8.	Click the E link. 
9.	Click the Select button. 



Step	Action
10.	Click the Additional Search Criteria link. 

Step	Action
11.	The Additional Search Criteria page allows you to find classes using a variety of criteria. For this tutorial we will only use the basic search options.
12.	Click the Search button. 

The screenshot shows the University of Massachusetts Student Center search results page. The search criteria are: Course Subject: Electrical & Computer Engineering, Course Career: Undergraduate, Show Open Classes Only: Yes. The results are displayed in a list of sections for two courses: ECE 160 - Found Computer Eng I and ECE 161 - Found Computer Eng II. Each section includes a table with columns for Days & Times, Room, Instructor, and Meeting Dates. The status for all sections is 'Open'.

ECE 160 - Found Computer Eng I

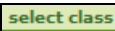
Section	Status	select class	
01-LEC(23618)	Open	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
Mo 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
Fr 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010

ECE 161 - Found Computer Eng II

Section	Status	select class	
01-LEC(23621)	Open	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 2:00PM - 2:50PM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010


Step	Action
13.	This page shows all of the classes and sections which match your search criteria.

The screenshot shows the SA9 Student Center interface. On the left is a navigation menu with options like 'Self Service', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', and 'Student Center'. The main content area displays search results for 'ECE 160 - Found Computer Eng I'. It lists three sections: 01-LEC(23618), 01-1-LAB(23619), and 01-2-LAB(23620). Each section has a 'select class' button and a table of session details including days and times, room, instructor, and meeting dates. Below this, the first section of 'ECE 161 - Found Computer Eng II' is also visible.

Step	Action
14.	<p>Let's choose the first section of ECE 160.</p> <p>Click the Select Class button.</p> 

The screenshot shows the Student Center interface for Donald Smithers III. The user is logged in as Donald Smithers III. The interface includes a navigation menu on the left, a search bar, and a main content area. The main content area displays the course "ECE 160 - Found Computer Eng I" and a table of available sections. The table has columns for Class Nbr, Section, Component, Schedule, Room, Instructor, and Status. Two sections are listed: 23619 (01L1) and 23620 (01L2). The 23619 section is highlighted with a radio button.

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
23619	01L1	Laboratory	Mo 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	<input checked="" type="radio"/>
23620	01L2	Laboratory	Fr 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	<input type="radio"/>

Step	Action
15.	<p>Since this class includes a laboratory component, you're able to select what lab section you want to attend.</p> <p>Click the 23619 option.</p> 

University of Massachusetts

Donald Smithers III

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1. Select classes to add - Enrollment Section

2010 Spring | Undergraduate | University of Mass Dartmouth

ECE 160 - Found Computer Eng I

Lecture selected: Section 01
MoWeFr 9:00AM - 9:50AM Science & Engr 222

Open Closed Wait List

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
23619	01L1	Laboratory	Mo 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	●
23620	01L2	Laboratory	Fr 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	●

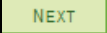
View All Sections First 1-2 of 2 Last

CANCEL NEXT

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
16.	Click the Next button. 

University of Massachusetts

Donald Smithers III

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1. Select classes to add - Related Class Sections

2010 Spring | Undergraduate | University of Mass Dartmouth

ECE 160 - Found Computer Eng I

Laboratory selected: Section 01L1
Mo 10:00AM - 11:50AM Science & Engr 222

Open Closed Wait List

You will automatically be enrolled in the following related class:

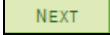
Section	Schedule	Room	Instructor	Status
Lecture 01	MoWeFr 9:00AM - 9:50AM	Science & Engr 222	Philip Sellers	Open

CANCEL NEXT

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
17.	Click the Next button. 
18.	If this is a waitlisted course and the course is full, check the Wait list if class is full option to add yourself to the waitlist.

The screenshot shows the 'Add Classes' page for Donald Smithers III. The page title is '1. Select classes to add - Enrollment Preferences'. The course selected is 'ECE 160 - Found Computer Eng I' for the 2010 Spring semester. The 'Class Preferences' section includes:

- ECE 160-01**: Lecture, Open status, Wait List checkbox (unchecked), Wait list if class is full checkbox (unchecked).
- ECE 160-01L1**: Laboratory, Open status, Permission Nbr field (empty).
- Session**: Regular Academic Session
- Career**: Undergraduate
- Grading**: Graded
- Units**: 4.00
- Enrollment Information**: Prereq: Engineering Student or permission of instructor.

 A table below shows the class sections:

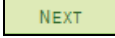
Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 9:00AM - 9:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010
01L1	Laboratory	Mo 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010

 Navigation buttons include 'CANCEL' and 'NEXT'. A search bar at the bottom allows for navigating to other classes.

Step	Action
19.	If you have received a Permission Number from the professor, you may enter it here.
20.	If the course has a pass/fail option, you may select it here from a drop down list.
21.	If this class is a variable credit course, you will be able to select the number of credits from a drop down list.

The screenshot shows the 'Add Classes' section of the Student Center. The user is logged in as Donald Smithers III. The interface includes a navigation menu on the left, a search bar, and tabs for Search, Plan, Enroll, and My Academics. The main content area displays 'Add Classes' with a sub-section '1. Select classes to add - Enrollment Preferences'. It shows details for 'ECE 160 - Found Computer Eng I' for the 2010 Spring semester. The 'Class Preferences' section includes fields for 'Wait List' (unchecked), 'Permission Nbr', 'Grading' (set to 'Graded'), and 'Units' (4.00). Below this, 'Enrollment Information' lists a prerequisite: 'Prereq: Engineering Student or permission of instructor'. At the bottom, there is a table of sections and a 'NEXT' button.

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 9:00AM - 9:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010
01L1	Laboratory	Mo 10:00AM - 11:50AM	Science & Engr 222	Philip Sellers	01/25/2010 - 05/11/2010

Step	Action
22.	Click the Next button. 

University of Massachusetts

Donald Smithers III

Home Add to Favorites Sign out

Menu

Search: go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1. Select classes to add

When you are satisfied with the classes in your Shopping Cart, click the button labeled "Proceed To Step 2 Of 3".

✓ ECE 160 has been added to your Shopping Cart.

2010 Spring | Undergraduate | University of Mass Dartmouth

Open Closed Wait List

Add to Cart:

Enter Class Nbr enter

Find Classes

Class Search

My Requirements

My Planner search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACT 212-8101 (24378)	Mo 6:30PM - 9:30PM	TBA	B. Trantor	3.00	
	ECE 160-0111 (23619)	Mo 10:00AM - 11:50AM	Science & Engr 222	P. Sellers	4.00	
	ECE 160-01 (23618)	MoWeFr 9:00AM - 9:50AM	Science & Engr 222	P. Sellers		
	ENL 204-01 (23927)	MoWeFr 12:00PM - 12:50PM	Liberal Arts 103	T. Pain	3.00	

PROCEED TO STEP 2 OF 3

Step	Action
23.	To "checkout" and enroll in the classes listed in your shopping cart, Click the Proceed to Step 2 of 3 button.

The screenshot shows the 'Confirm classes' step in the SA9 Student Center. The user is logged in as Donald Smithers III. The interface includes a navigation menu on the left, a search bar, and a table of classes to be confirmed. The 'FINISH ENROLLING' button is highlighted in green.

2. Confirm classes

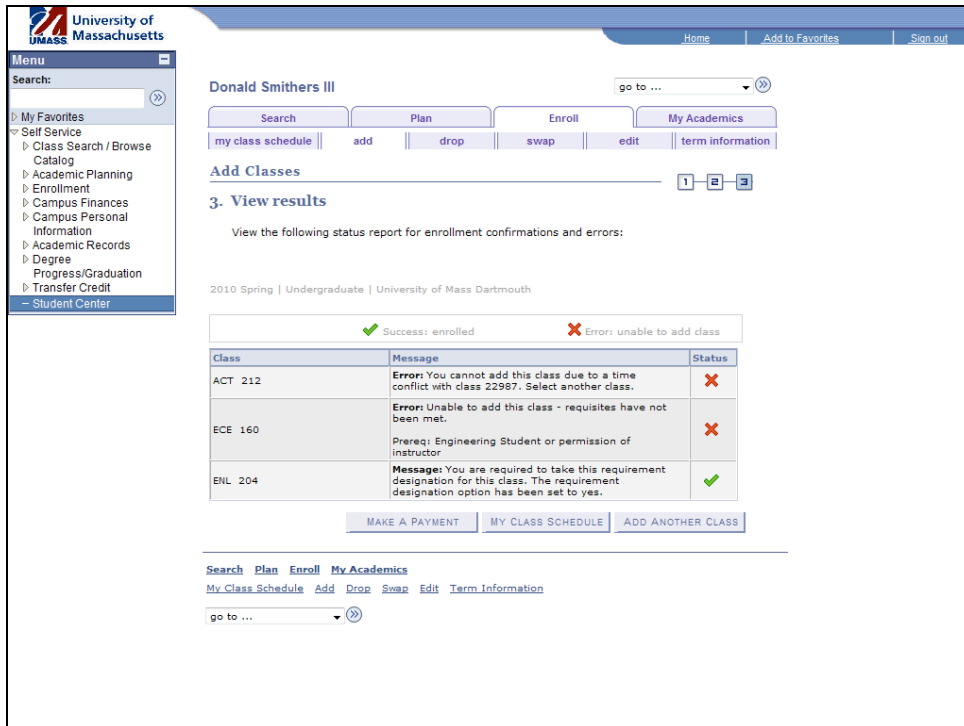
Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2010 Spring | Undergraduate | University of Mass Dartmouth

Class	Description	Days/Times	Room	Instructor	Units	Status
ACT 212-8101 (24378)	Princ Of Accounting II (Lecture)	Mo 6:30PM - 9:30PM	TBA	B. Trantor	3.00	●
ECE 160-01L1 (23619)	Found Computer Eng I (Laboratory)	Mo 10:00AM - 11:50AM	Science & Engr 222	P. Sellers	4.00	●
ECE 160-01 (23618)	Found Computer Eng I (Lecture)	MoWeFr 9:00AM - 9:50AM	Science & Engr 222	P. Sellers		●
ENL 204-01 (23927)	Survey World Lit II (Lecture)	MoWeFr 12:00PM - 12:50PM	Liberal Arts 103	T. Pain	3.00	●

FINISH ENROLLING

Step	Action
24.	<p>Click the Finish Enrolling button.</p> <p>FINISH ENROLLING</p>



Step	Action
25.	Note the errors that occurred with the enrollment process for the first two classes. The third class (ENL 204) you were enrolled successfully in as demonstrated by the green checkmark under the status column.
26.	Congratulations! You have successfully searched and enrolled in classes. End of Procedure.

Enroll: Dropping a Class_FINAL

If you drop a course during the add/drop period you will not be financially obligated and the course will not appear on your transcript.

If you drop a course between the end of add/drop and the withdrawal deadline, you will be financially obligated and the course will appear on your transcript as a withdrawal.

Note: To determine when the add/drop period ends and the deadline for course withdrawal, refer to the academic calendar.

This tutorial will show you how to drop a course.

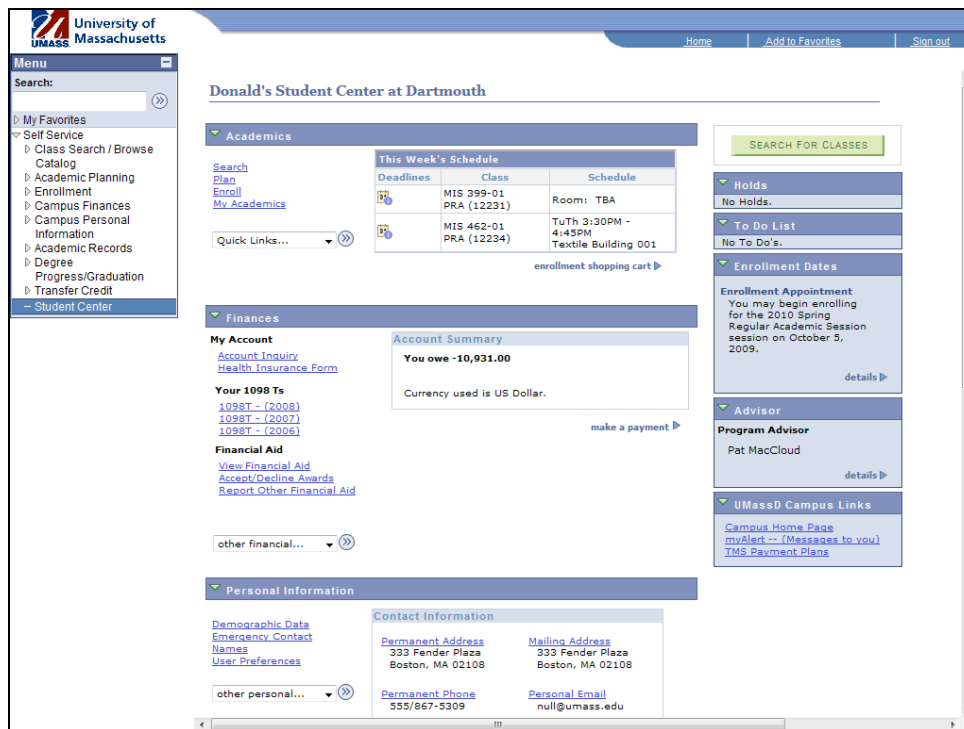
Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

It's the first day of classes and you realized that one of your classes conflicts with your work hours.

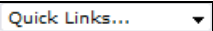
Discover how to drop the class.



The screenshot shows the 'Donald's Student Center at Dartmouth' page. In the 'Academics' section, there is a 'Quick Links...' dropdown menu. The 'This Week's Schedule' table is as follows:

Deadlines	Class	Schedule
	MIS 399-01 PRA (12231)	Room: TBA
	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

The 'Account Summary' in the 'Finances' section shows: 'You owe -10,931.00'. The 'Contact Information' in the 'Personal Information' section shows: 'Permanent Address: 333 Fender Plaza, Boston, MA 02108' and 'Mailing Address: 333 Fender Plaza, Boston, MA 02108'.

Step	Action
1.	Click the Quick Links list. 

Donald's Student Center at Dartmouth

Academics

This Week's Schedule

Deadlines	Class	Schedule
U	MIS 399-01 PRA (12231)	Room: TBA
U	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

enrollment shopping cart ▶

Account Summary

You owe **-10,931.00**

Currency used is US Dollar.

make a payment ▶

Personal Information

Contact Information

Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone 555/667-5309	Personal Email null@umass.edu

Step	Action
2.	Select Enrollment: Drop . <input type="text" value="Enrollment: Drop"/>

Donald's Student Center at Dartmouth

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

Enrollment: Drop

This Week's Schedule		
Deadlines	Class	Schedule
	MIS 399-01 PRA (12231)	Room: TBA
	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

[enrollment shopping cart](#)

Finances

My Account
[Account Inquiry](#)
[Health Insurance Form](#)

Your 1099 Ts
[1098T - \(2008\)](#)
[1098T - \(2007\)](#)
[1098T - \(2006\)](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial...

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal...

Contact Information

Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone 555/667-5309	Personal Email null@umass.edu

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2010 Spring Regular Academic Session on October 5, 2009.
[details](#)

Advisor
Program Advisor
Pat MacCloud
[details](#)

UMassD Campus Links
[Campus Home Page](#)
[myAlert -- \(Messages to you\)](#)
[TMS Payment Plans](#)

Step	Action
3.	Click the Arrow (Go) button to continue.

University of Massachusetts

Donald Smithers III

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2010 Spring | Undergraduate | University of Mass Dartmouth

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ATR 201-01 (22987)	Wood/Furn Des I (Studio)	MoWe 9:00AM - 11:50AM	CVPA New Bedford Star B34	Staff	3.00	✓
<input type="checkbox"/>	MIS 315-02 (18870)	Information Systems (Lecture)	MoWeFr 12:00PM - 12:50PM	Dion Sci & Engr 105	E. Scrooge	3.00	✓
<input type="checkbox"/>	MIS 481-01 (18880)	Electronic Commerce/Bus (Lecture)	TuTh 3:30PM - 4:45PM	Textile Building 001	T. Pain	3.00	✓
<input type="checkbox"/>	WMS 200-01 (24005)	Topics Women Studies (Lecture)	TuTh 9:30AM - 10:45AM	Liberal Arts 209	K. Jones	3.00	✓

DROP SELECTED CLASSES

My 2010 Spring Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
4.	Click the Topics in Women's Studies class option in the Select column.

University of Massachusetts

Donald Smithers III

Home | Add to Favorites | Sign out

Menu

- My Favorites
- Self Service
- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Center

Search: [go to ...]

Search Plan Enroll My Academics

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

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2010 Spring | Undergraduate | University of Mass Dartmouth

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ATR 201-01 (22987)	Wood/Furn Des I (Studio)	MoWe 9:00AM - 11:50AM	CYPA New Bedford Star B34	Staff	3.00	✓
<input type="checkbox"/>	MIS 315-02 (18870)	Information Systems (Lecture)	MoWeFr 12:00PM - 12:50PM	Dion Sci & Engr 105	E. Scrooge	3.00	✓
<input type="checkbox"/>	MIS 481-01 (18880)	Electronic Commerce/Bus (Lecture)	TuTh 3:30PM - 4:45PM	Textile Building 001	T. Pain	3.00	✓
<input checked="" type="checkbox"/>	WMS 200-01 (24005)	Topics Women Studies (Lecture)	TuTh 9:30AM - 10:45AM	Liberal Arts 209	K. Jones	3.00	✓

DROP SELECTED CLASSES

My 2010 Spring Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

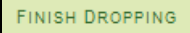
[go to ...]

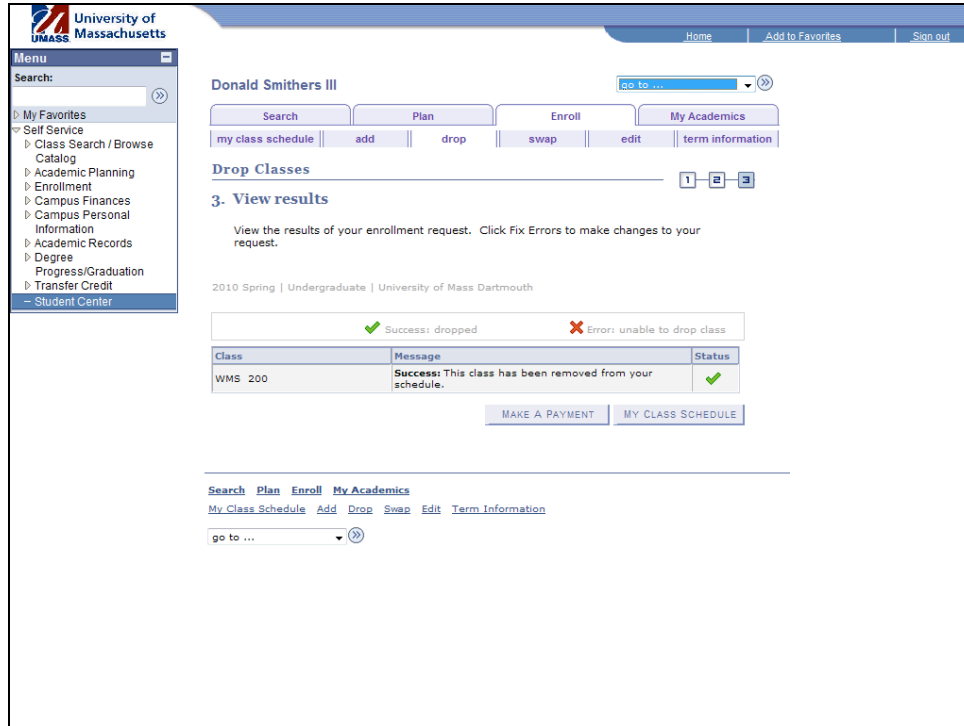
Step	Action
5.	Click the Drop Selected Classes button.

The screenshot shows the 'Drop Classes' confirmation screen for Donald Smithers III. The page title is 'Drop Classes' and the user name is 'Donald Smithers III'. The page is divided into several sections:

- Navigation:** A menu on the left lists various services like 'My Favorites', 'Self Service', 'Class Search / Browse', 'Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', and 'Transfer Credit'. The 'Student Center' is currently selected.
- Search and Action Buttons:** At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. A 'go to ...' dropdown menu is also present.
- Drop Classes Section:** A heading 'Drop Classes' is followed by a '2. Confirm your selection' section. Below this, there is a message: 'Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.'
- Class List:** A table shows the class being dropped:

Class	Description	Days/Times	Room	Instructor	Units	Status
WMS 200-01 (240051)	Topics Women Studies (Lecture)	TuTh 9:30AM - 10:45AM	Liberal Arts 209	K. Jones	3.00	Enrolled
- Buttons:** At the bottom of the class list, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'.

Step	Action
6.	Click the Finish Dropping button. 



Step	Action
7.	The View Results page shows the status of your drop request. In this case, the green check box means you were successful with dropping the class.
8.	Congratulations! You have successfully dropped a class. End of Procedure.

Enroll: Swapping a Class_FINAL

There are times when you may want to drop a class only if you are able to enroll in another specific class. The Swap a Class feature allows you to do this without risking the class you originally signed up for.

This is especially handy if the classes you wish to swap have conflicting times.

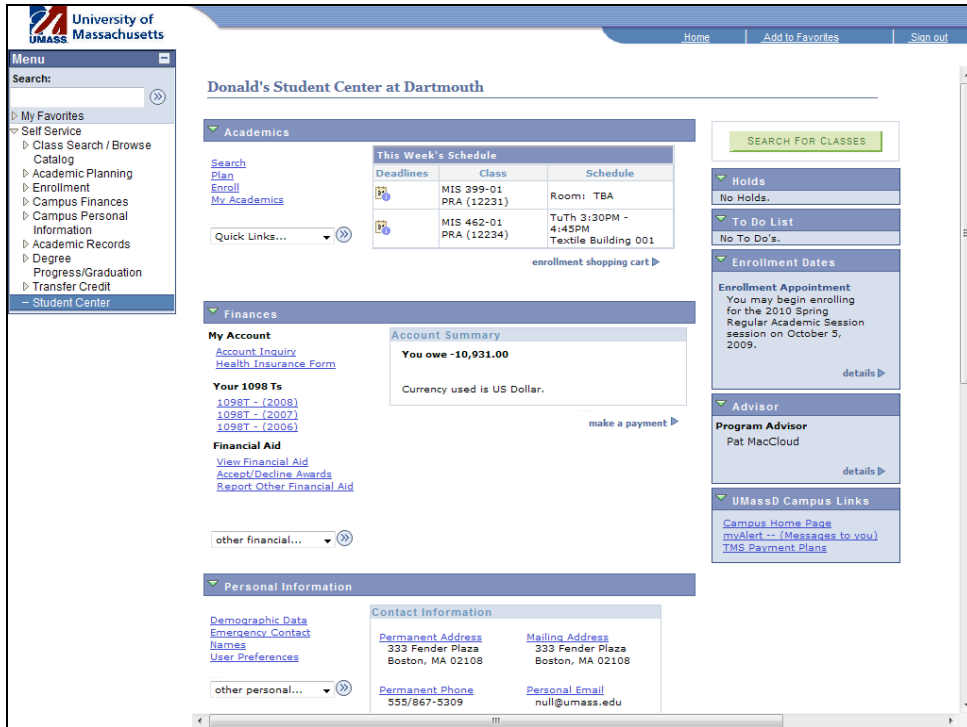
Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You have enrolled in an introductory class in Women's Studies, but just found an Art Education class during the same time that you want to take instead.

Discover how to swap the classes.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

The screenshot displays the SA9 Student Center interface for Donald's Student Center at Dartmouth. The page is organized into several sections:

- Navigation Menu (Left):** Includes links for My Favorites, Self Service, Class Search / Browse, Catalog, Academic Planning, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree Progress/Graduation, Transfer Credit, and Student Center.
- Academics Section:**
 - Search:** Links for Plan, Enroll, and My Academics.
 - Quick Links:** A dropdown menu with options like Academic Planner, Advisement Report, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Enrollment: Swap, Grades, and What-if Report.
 - This Week's Schedule:** A table with columns for Deadlines, Class, and Schedule.

Deadlines	Class	Schedule
MIS 399-01 PRA (12231)		Room: TBA
MIS 462-01 PRA (12234)		TuTh 3:30PM - 4:45PM Textile Building 001
 - Account Summary:** Shows a balance of "You owe -10,931.00" and a note that "Currency used is US Dollar." with a "make a payment" link.
- Personal Information Section:**
 - Demographic Data:** Links for Emergency Contact, Names, and User Preferences.
 - Contact Information:**
 - Permanent Address:** 333 Fender Plaza, Boston, MA 02108
 - Mailing Address:** 333 Fender Plaza, Boston, MA 02108
 - Permanent Phone:** 555/667-5309
 - Personal Email:** null@umass.edu
- Right-Hand Sidebar:**
 - SEARCH FOR CLASSES:** A search button.
 - Holds:** "No Holds."
 - To Do List:** "No To Do's."
 - Enrollment Dates:** "Enrollment Appointment: You may begin enrolling for the 2010 Spring Regular Academic Session on October 5, 2009." with a "details" link.
 - Advisor:** "Program Advisor: Pat MacCloud" with a "details" link.
 - UMassD Campus Links:** Links for Campus Home Page, myAlert -- (Messages to you), and TMS Payment Plans.

Step	Action
2.	Select Enrollment: Swap . <input type="text" value="Enrollment: Swap"/>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule

Deadlines	Class	Schedule
	MIS 399-01 PRA (12231)	Room: TBA
	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

enrollment shopping cart ▶

Finances

My Account

Account Summary

You owe **-10,931.00**

Currency used is US Dollar.

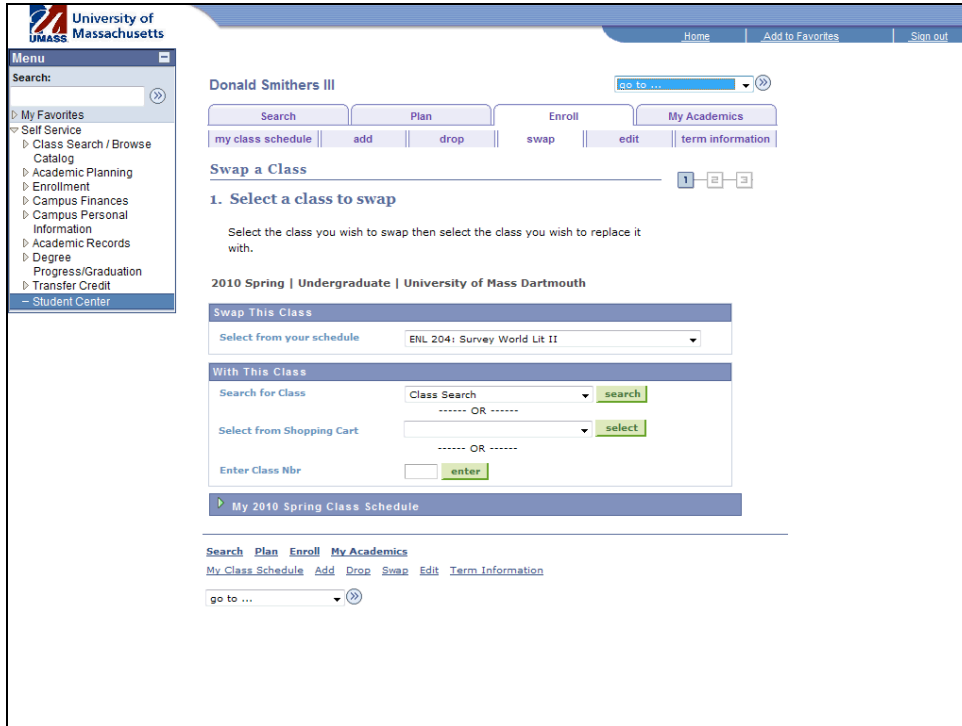
make a payment ▶

Personal Information

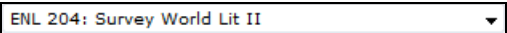
Contact Information

Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone 555/667-5309	Personal Email null@umass.edu

Step	Action
3.	Click the Go button.



Step	Action
4.	<p>The Select a class to swap page allows you to select the class which will be dropped from your schedule and the replacement class.</p> <p>You can select the new class via class search, My Requirements (n/a for Boston), My planner, the shopping cart, or directly by Class Nbr.</p> <p>For this tutorial we will swap a class from our schedule with one in our shopping cart.</p>

Step	Action
5.	Click the Select from your schedule list. 

University of Massachusetts

Donald Smithers III

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Search | Plan | Enroll | My Academics

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

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2010 Spring | Undergraduate | University of Mass Dartmouth

Swap This Class

Select from your schedule

ENL 204: Survey World Lit II
ATR 201: Wood/Fun Des I

With This Class

ENL 204: Survey World Lit II
MIS 481: Electronic Commerce/Bus
WMS 200: Topics Women Studies

Search for Class [search]

Select from Shopping Cart [select]

Enter Class Nbr [enter]

My 2010 Spring Class Schedule

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

[go to ...]

Step	Action
6.	Select WMS 200: Topics Women Studies. <div style="border: 1px solid black; padding: 2px; width: fit-content;">WMS 200: Topics Women Studies</div>

Step	Action
7.	Click the Select from Shopping Cart list. <input data-bbox="370 1129 688 1163" type="text"/>

University of Massachusetts

Donald Smithers III

Home | Add to Favorites | Sign out

Menu

- My Favorites
- Self Service
- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree
- Progress/Graduation
- Transfer Credit
- Student Center

Search | Plan | Enroll | My Academics

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

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2010 Spring | Undergraduate | University of Mass Dartmouth

Swap This Class

Select from your schedule: WMS 200: Topics Women Studies

With This Class

Search for Class: Class Search [] search

..... OR

Select from Shopping Cart: [] select

Enter Class Nbr: AED 410-01 LEC (23067) enter


My 2010 Spring Class Schedule

Search | Plan | Enroll | My Academics

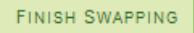
My Class Schedule | Add | Drop | Swap | Edit | Term Information

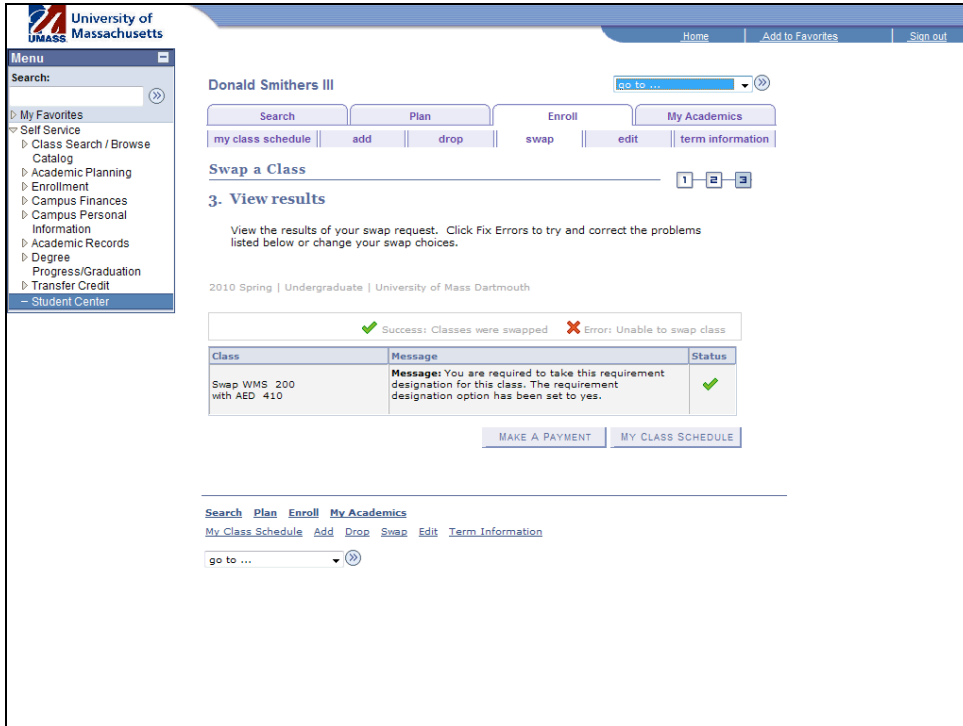
go to ...

Step	Action
8.	Select AED 410-01 LEC (23067) . <input type="text" value="AED 410-01 LEC (23067)"/>

Step	Action
9.	Click the Select button. 

The screenshot shows the 'Swap a Class' confirmation screen in the Student Center. The user is Donald Smithers III. The interface includes a navigation menu on the left, a search bar, and tabs for Search, Plan, Enroll, and My Academics. The main content area is titled '2. Confirm your selection' and contains instructions to click 'Finish Swapping' to process the request. Below the instructions, there are two tables: 'You are replacing this class' and 'With this class'. The 'You are replacing this class' table shows a class with ID WMS 200-01 (24003) titled 'Topics Women Studies (Lecture)' being replaced. The 'With this class' table shows a class with ID AED 410-01 (23067) titled 'Curriculum Design (Lecture)' being added. At the bottom, there are 'CANCEL' and 'FINISH SWAPPING' buttons.

Step	Action
10.	Click the Finish Swapping button. 



Step	Action
11.	The View Results page will show if your swap was successful and display relevant messages about the new class.
12.	Congratulations! You have successfully swapped a class. End of Procedure.

Viewing Enrollment Dates_FINAL

Enrollment dates refer to the time in which you may register for classes. By registering for classes at the beginning of your enrollment appointment, you get a better selection of classes and have more flexibility in scheduling.

This tutorial will show you how to view the enrollment dates for your session.

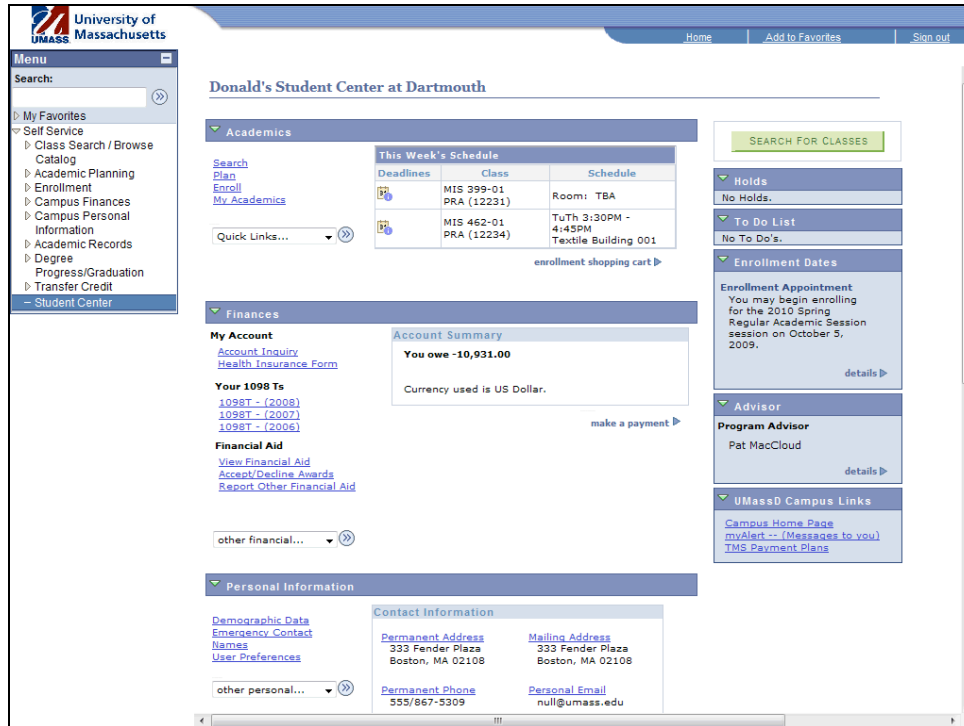
Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You wish to sign up for classes next semester, but don't know when you may begin enrolling.

Get a head start by finding the enrollment dates for the spring semester.



Step	Action
1.	<p>From the Enrollment Dates pane you are able to view when you are able to enroll in classes.</p> <p>Enrollment may start at the same time for multiple terms. Click on the details link to view complete information.</p>

University of Massachusetts

Donald's Student Center at Dartmouth

Academics

Search, Plan, Enroll, My Academics

Quick Links...

This Week's Schedule

Deadlines	Class	Schedule
details	MIS 399-01 PRA (12231)	Room: TBA
details	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

enrollment shopping cart ▶

Finances

My Account: Account Inquiry, Health Insurance Form

Your 1098 Ts: 1098T - (2008), 1098T - (2007), 1098T - (2006)

Financial Aid: View Financial Aid, Accept/Decline Awards, Report Other Financial Aid

other financial... ▶

Personal Information

Demographic Data, Emergency Contact, Names, User Preferences

other personal... ▶

Contact Information

Permanent Address	Mailing Address
333 Fender Plaza Boston, MA 02108	333 Fender Plaza Boston, MA 02108
Permanent Phone: 555/667-5309	Personal Email: null@umass.edu

SEARCH FOR CLASSES

Holds: No Holds.

To Do List: No To Do's.

Enrollment Dates: Enrollment Appointment for the 2010 Spring Regular Academic Session on October 5, 2009. [details ▶](#)

Advisor: Program Advisor Pat MacCloud. [details ▶](#)

UMassD Campus Links: Campus Home Page, myAlert -- (Messages to you), TMS Payment Plans

Step	Action
2.	Click the Details link. details

The screenshot shows the 'Enrollment Dates' page for Donald Smithers III. The page includes a navigation menu on the left, a search bar, and several tables. The 'Enrollment Appointments' table shows the Regular Academic Session starting on October 5, 2009, with a maximum of 18.00 units. The 'Open Enrollment Dates by Session' table lists various sessions from November 1, 2009, to January 29, 2010. The 'Term Enrollment Limits' table shows a maximum of 18.00 total units, 18.00 GPA units, 18.00 audit units, and 18.00 wait list units. Buttons for 'SHOPPING CART' and 'ADD CLASSES' are visible at the bottom.

Step	Action
3.	<p>The Enrollment Dates page lists all of the enrollment appointments and open enrollment sessions you are eligible for as well as the maximum number of credit hours you may take during the term.</p> <p>For more information about session types and maximum course load, please refer to your university's academic catalog.</p>
4.	<p>Congratulations! You have successfully viewed your enrollment dates. End of Procedure.</p>

Browse Course Catalog_FINAL

The Course Catalog allows you to browse through all of the classes offered at the University sorted by subject.

This tutorial will show you how to browse the course catalog as well as view details about the individual classes.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

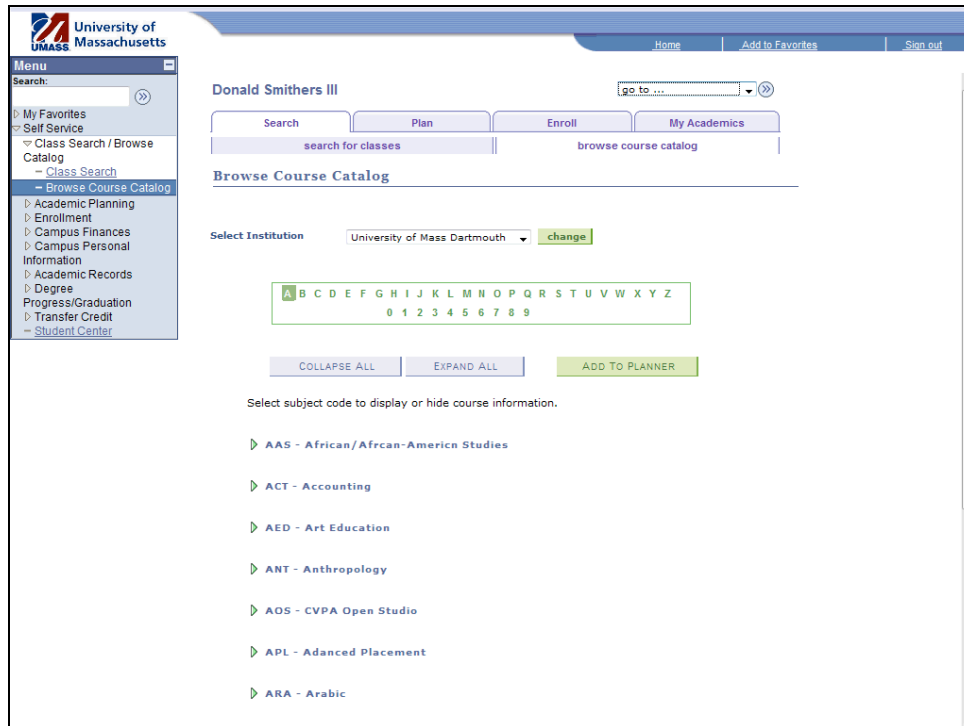
Consider this scenario:

You wish to explore the classes your university offers in Biology.

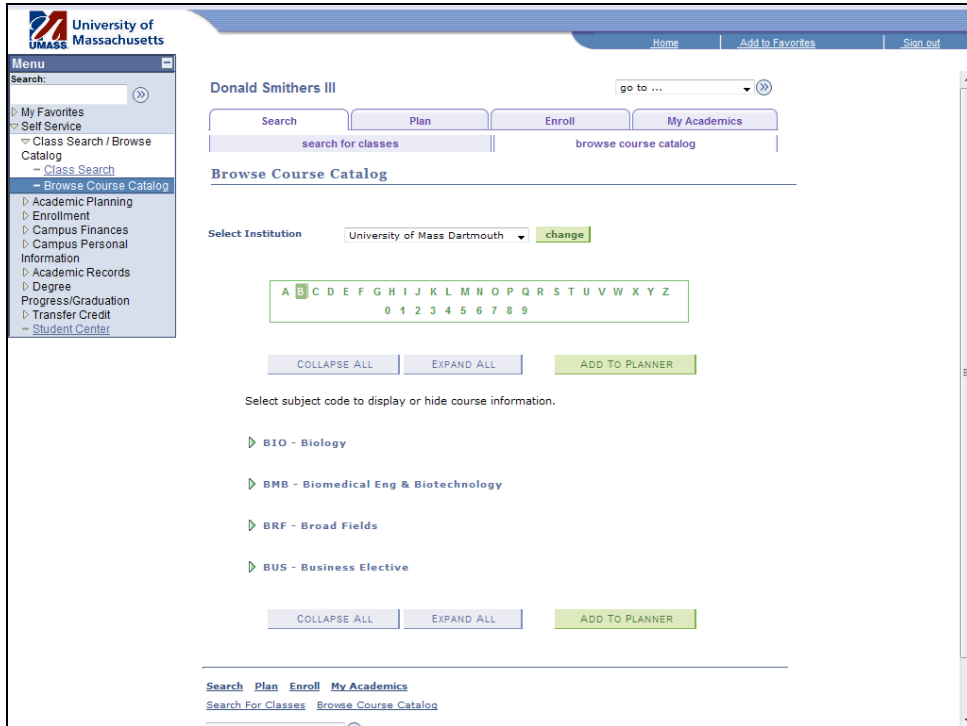
Discover how to browse the course catalog.

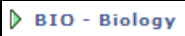


Step	Action
1.	<p>Begin by navigating to the Browse Course Catalog page.</p> <p>Click the Class Search / Browse Course Catalog link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>▶ Class Search / Browse Catalog</p> </div>
2.	<p>Click the Browse Course Catalog link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>– Browse Course Catalog</p> </div>



Step	Action
3.	Use the Browse Course Catalog to view all the courses your University offers, organized by subject.
4.	Let's find the entry for Biology. Click the B link. B

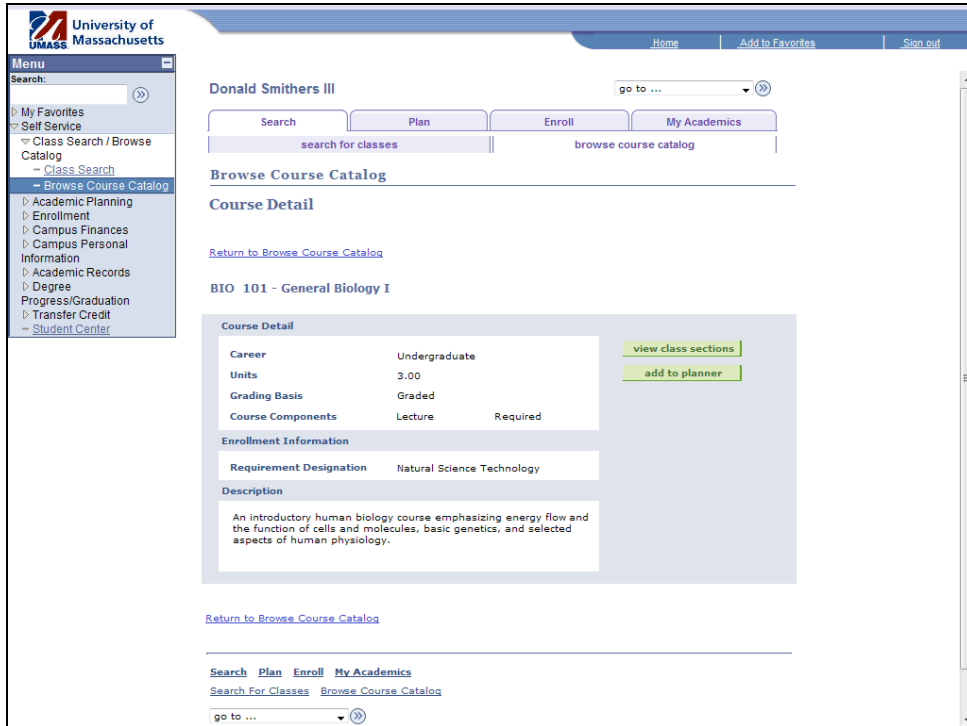


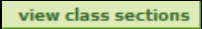
Step	Action
5.	Click the BIO - Biology link. 

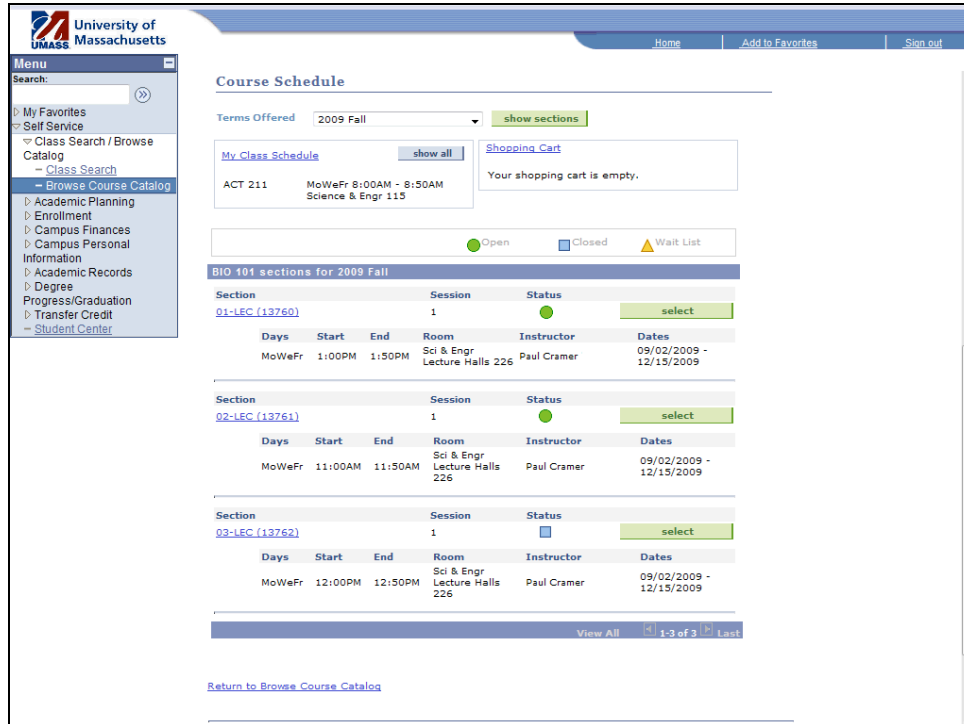
The screenshot shows the 'Browse Course Catalog' page for Donald Smithers III. The user is logged in as 'Donald Smithers III' and is viewing the 'Browse Course Catalog' page for the 'University of Mass Dartmouth'. The page features a navigation menu on the left, a search bar, and a list of courses under the 'BIO - Biology' subject code. The courses listed are:

Select	Career	Course Nbr	Course Title
<input type="checkbox"/>	UGRD	101	General Biology I
<input type="checkbox"/>	UGRD	102	General Biology II
<input type="checkbox"/>	UGRD	103	Topics In Biology
<input type="checkbox"/>	UGRD	105	Readings Modern Bio I
<input type="checkbox"/>	UGRD	106	Readings Modern Bio II
<input type="checkbox"/>	UGRD	112	The Ocean Environment
<input type="checkbox"/>	UGRD	113	Darwinian Revolut-Honors
<input type="checkbox"/>	UGRD	121	Biology Of Organisms I
<input type="checkbox"/>	UGRD	122	Biology Of Organisms II
<input type="checkbox"/>	UGRD	125	Horticulture

Step	Action
6.	When you click a subject code, the section expands to show all the classes offered within that subject.
7.	Let's view the information on file for Biology 101. Click the General Biology I link. 101 General Biology I



Step	Action
8.	Use the Course Detail page to view details about a specific class such as number of credits, prerequisites, and a description of the course.
9.	Let's see if there are any open sections for this semester. Click the View Class Sections button. 



Step	Action
10.	You can determine which classes are available by looking at their status.
11.	Congratulations! You have successfully browsed the course catalog. End of Procedure.

View Class Schedule_FINAL

This tutorial will show you how to view your class schedule.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

Classes are starting soon and you want a class schedule to help plan your first day.

Discover how to view a copy of your class schedule.

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
Mo	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
MoWeFr	MIS 312-01 LEC (12219)	11:00AM - 11:50AM Textile Building 001
TuTh	MIS 462-01 PRA (12234)	3:30PM - 4:45PM Textile Building 001

Finances

My Account

Account Summary

You owe **-12,505.00**

Currency used is US Dollar.

Your 1098 Ts

- 1098T - (2008)
- 1098T - (2007)
- 1098T - (2006)

Financial Aid

View Financial Aid
Accept/Decline Awards

Personal Information

Contact Information

Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol

Step	Action
1.	The Student Center page displays a summary view of your schedule.



Step	Action
2.	<p>Let's view a more detailed version of your schedule.</p> <p>Click the Quick Links list.</p> <p><input type="text" value="Quick Links..."/></p>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
5/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
5/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
5/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary

You owe **-12,505.00**

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone	Personal Email
###/###/####	###@umass.edu

Step	Action
3.	Select Class Schedule . <input type="text" value="Class Schedule"/>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule

Dates	Class	Schedule
Di	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
Di	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
Di	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

[enrollment shopping cart](#)

Finances

My Account

Account Summary

You owe **-12,505.00**

Currency used is US Dollar.

[make a payment](#)

Personal Information

Contact Information

Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol

Go (arrow icon)

Step	Action
4.	Click the Arrow (Go) button to continue.

My Class Schedule

Select Display Option: List View Weekly Calendar View

2010 Spring | Undergraduate | University of Mass Dartmouth

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

ATR 201 - Wood/Furn Des I

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Graded		Cultural & Artistic Literacy (Taken)	B+	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
22987	01	Studio	MoWe 9:00AM - 11:50AM	CVPA New Bedford Star B34	Staff	01/25/2010 - 05/11/2010

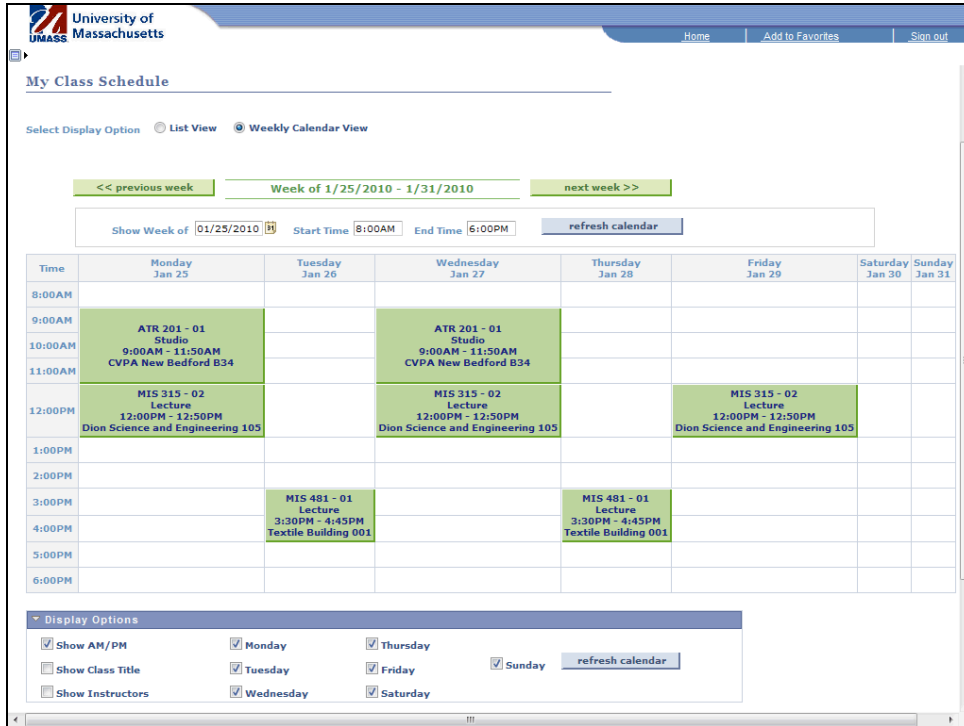
ENL 204 - Survey World Lit II

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Dropped	3.00	Graded		Cultural & Artistic Literacy/Globa I (Taken)	B+	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
23927	01	Lecture	MoWeFr 12:00PM - 12:50PM	Liberal Arts 103	Tracy Harrison (PI)	01/25/2010 - 05/11/2010

MIS 315 - Information Systems

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Graded		Ethics (Taken)	B+	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
18870	02	Lecture	MoWeFr	Dion Sci &	Efrem Mallach	01/25/2010 -

Step	Action
5.	Use the My Class Schedule page to view all of the classes you are enrolled in; including the instructor, room, and time of the classes.
6.	Select the Weekly Calendar View option. <input type="radio"/>



Step	Action
7.	Now your schedule is arranged in a weekly calendar format... perfect for printing!
8.	Congratulations! You have successfully viewed your class schedule. End of Procedure.

View Grades_FINAL

Once your grades are posted, you can view them in the Student Center.

This tutorial will show you how to view your grades for a specific semester.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

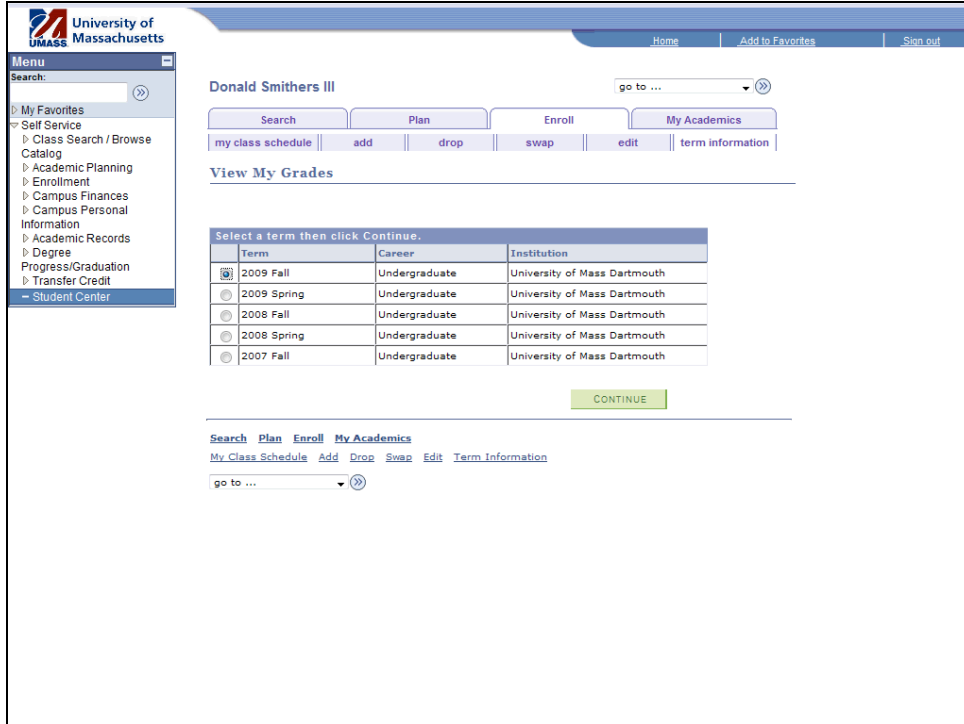
You have completed all your classes for the semester.

Discover your grades for the semester.

Step	Action
1.	Click the Quick Links list.
2.	Select Grades .



Step	Action
3.	Click the Arrow (Go) button to continue.



Step	Action
4.	This page allows you to select which semester you would like to view. Select 2009 Spring . <input type="radio"/>
5.	Click the Continue button to proceed. <input type="button" value="CONTINUE"/>

View My Grades

2009 Spring | Undergraduate | University of Mass Dartmouth [change term](#)

Class Grades - 2009 Spring

Class	Description	Units	Grading	Grade	Grade Points
FIN 312	Business Finance	3.00	Graded	B	9.000
MIS 432	Database Dsgn & Implementation	3.00	Graded	A	12.000
MIS 461	Managemt Of Info Systems	3.00	Graded	A	12.000
POM 333	Quant Business Analysis	3.00	Graded	A	12.000
POM 345	Operations Management	3.00	Graded	A	12.000

Term Statistics - 2009 Spring

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	15.000	66.000
Passed	15.000	66.000
Units Not for GPA:		
Taken		45.000
Passed		42.000
Transfer Units		3.000
GPA Calculation		
Total Grade Points	57.000	242.400
/ Units Taken Toward GPA	15.000	66.000
= GPA	3.800	3.673

Academic Standing Chancellor's List

Step	Action
6.	Use the View My Grades page to view your semester grades, course credits, GPA, and academic standing.
7.	Congratulations! You have successfully viewed your grades. End of Procedure.

View Course History_FINAL

The Course History page is the place to go if you want a quick and to-the-point list of the courses you've taken in the past.

This tutorial will show you how to view your course history.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You would like to view a simple list of classes and grades to see how you have been doing with your coursework.

Discover how to view your course history including the grades associated with the courses.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
5/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
5/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
5/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary

You owe **6,559.00**.

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone	Personal Email
###/###.####	###@umass.edu

Step	Action
2.	Select Course History . <input type="text" value="Course History"/>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
10/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
10/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
10/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Finances

My Account

Account Summary


You owe **6,559.00**.

Currency used is US Dollar.

Personal Information

Contact Information

Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol

Step	Action
3.	Click the Arrow (Go) button to continue. 

Course	Description	Term	Grade	Units	Status
ACT 211	Princ. Of Accounting I	2008 Spring	A	3.00	✓
ACT 212	Princ. Of Accounting II	2008 Fall	B	3.00	✓
BIO 800	BIO Elective	2008 Spring	T	3.00	↔
BUS 800	BUS Elective	2007 Fall	B	3.00	↔
BUS 800	BUS Elective	2007 Fall	B	3.00	↔
BUS 850	BUS Non-Business Elective	2007 Fall	C	3.00	↔
BUS 850	BUS Non-Business Elective	2007 Fall	C	3.00	↔
BUS 850	BUS Non-Business Elective	2007 Fall	C	3.00	↔
ECO 231	Principles Micro	2007 Fall	C-	3.00	✓
ECO 232	Principles Macro	2007 Fall	B-	3.00	✓
ECO 800	ECO Elective	2007 Fall	A	3.00	↔
ENL 101	Critical Writ & Read I	2007 Fall	A-	3.00	✓
ENL 102	Critical Writ & Read II	2008 Spring	A	3.00	✓
ENL 265	Business Communications	2008 Fall	A-	3.00	✓
FIN 312	Business Finance	2009 Spring	B	3.00	✓
HUM 800	Humanities Elective	2007 Fall	T	3.00	↔
MGT 311	Organizational Behavior	2008 Fall	A	3.00	✓
MGT 312	Legal Framework Business	2007 Fall	T	3.00	↔
MGT 365	Manag. People,ThenPract	2009 Fall		3.00	◆
MGT 490	Strat Mgt & Policy Form	2007 Fall	B	3.00	↔
MIS 211	Info Tech HrdwareSftware	2007 Fall	A+	3.00	✓
MIS 212	Program & Prob Solving	2008 Spring	A	3.00	✓

Step	Action
4.	Use the My Course History page view all your class history, including grades, status, and number of credit hours earned for each class.
5.	Congratulations! You have successfully viewed your course history. End of Procedure.

View Holds_FINAL

Holds can be placed on your account for a variety of reasons. Anything from an outstanding financial obligation to an overdue library book may trigger a hold. When there is a hold on your account, you may be unable to do certain tasks, such as enroll in classes or obtain official transcripts. These restrictions vary by the type of hold placed.

This tutorial will show you how to view holds on your account and what to do to have them released.

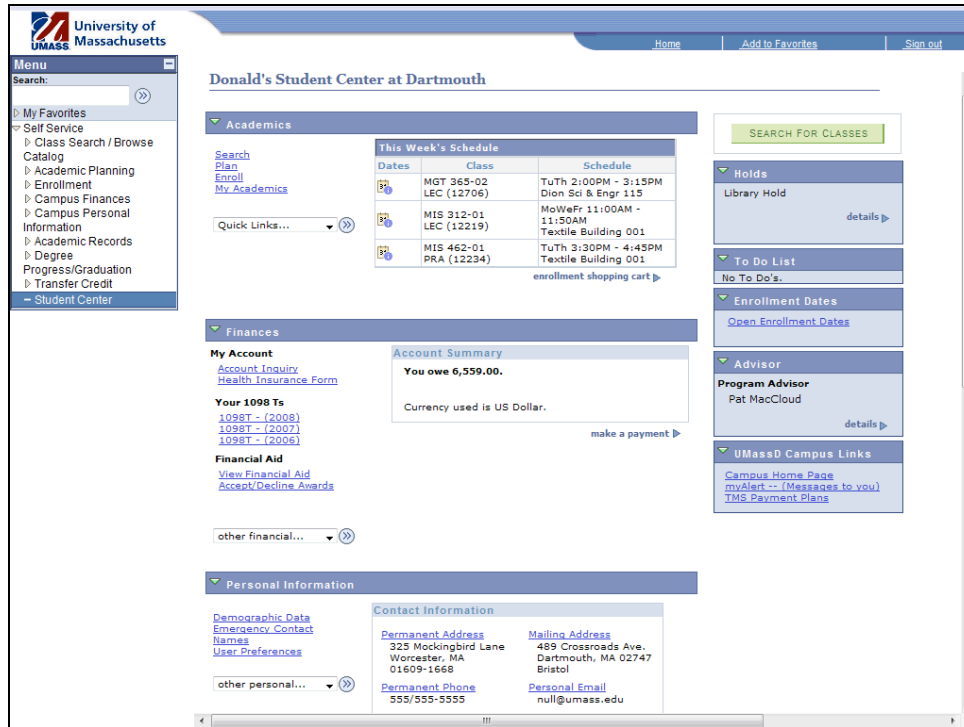
Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You wish to sign up for classes but you keep getting an error due to having a hold on your account.


Discover the cause of the hold and what you must do to have it removed.

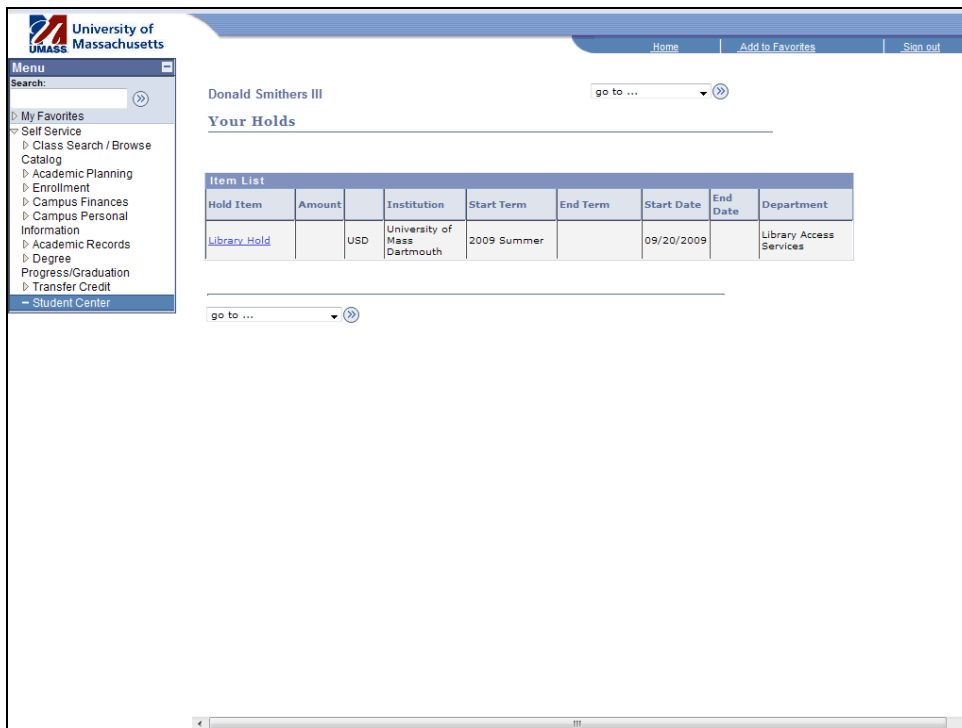


Step	Action
1.	Any holds on your account will be listed under the Holds pane.

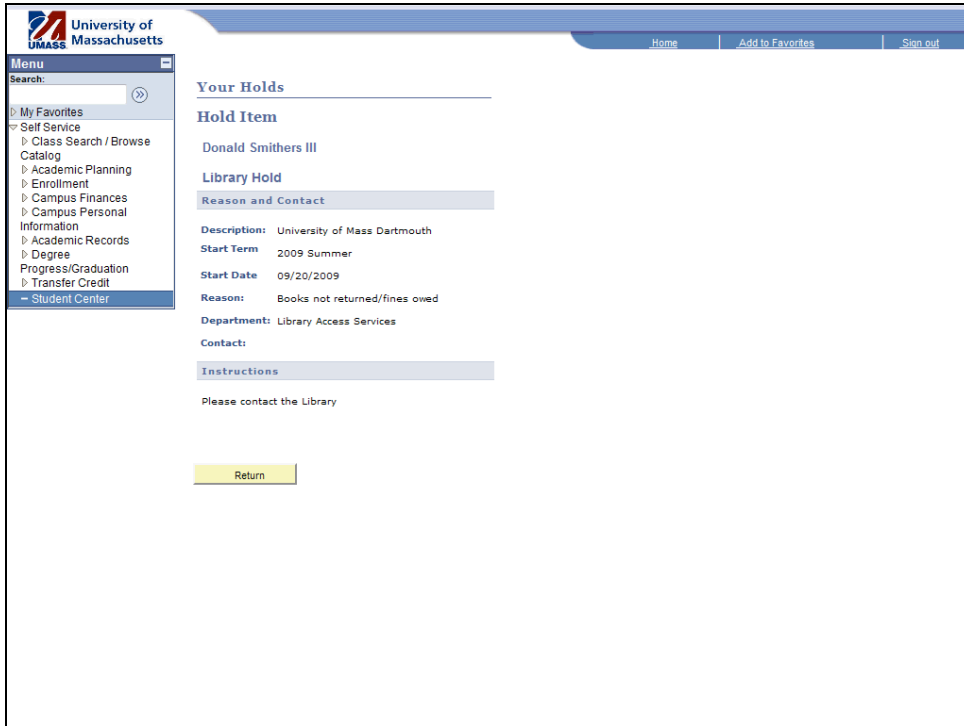
The screenshot shows the 'Donald's Student Center at Dartmouth' dashboard. It features a navigation menu on the left, a search bar at the top right, and several main sections: Academics, Finances, and Personal Information. The Academics section includes a 'This Week's Schedule' table and a 'SEARCH FOR CLASSES' button. The Finances section shows an account summary with a balance of 6,559.00 and links for account inquiry and financial aid. The Personal Information section includes demographic data and contact information.

Dates	Class	Schedule
3/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
3/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
3/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Step	Action
2.	<p>Access the Your Holds page to view more information about the holds listed.</p> <p>Click the details link.</p> 



Step	Action
3.	Use the Your Holds page to view more information about the holds listed.
4.	Click the name of the hold item to view more details. Click the Library Hold link. Library Hold



Step	Action
5.	Use the Hold Item page to view details about a specific hold as well as instructions on how to resolve the problem.
6.	Congratulations! You have successfully viewed the holds on your account. End of Procedure.

Update Emergency Contact Information_FINAL

Responding to increased concerns about security issues of all kinds on University campuses nationwide, your University requires you to designate someone as an emergency contact. This information will be used to contact designated individuals in the event of an emergency involving you as a student on campus.

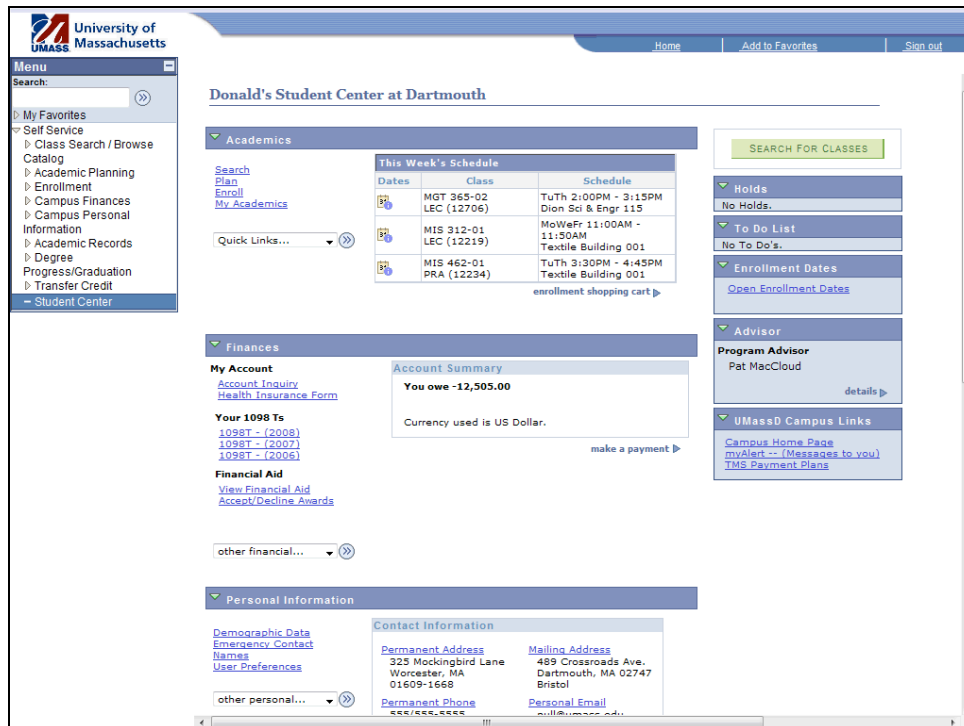
This tutorial will show how to add an emergency contact.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

Your parents are away on business trips often, so you would like to add your grandfather as a second emergency contact.



Step	Action
1.	Click the Emergency Contact link. Emergency Contact
2.	Click the Add an Emergency Contact button. ADD AN EMERGENCY CONTACT
3.	Enter the desired information into the field. Enter " Roger Schulz ".
4.	Click the Relationship list. Other

University of Massachusetts

Donald Smithers III

Emergency Contacts

Emergency Contact Detail

*Contact Name: Roger Schulz

*Relationship: **Grandparent**

Contact's Address:

Same Address as Individual

Country: United States

Address:

Contact's Phone:

Same Phone as Individual

Phone:

Other Telephone Numbers

*Phone Type	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

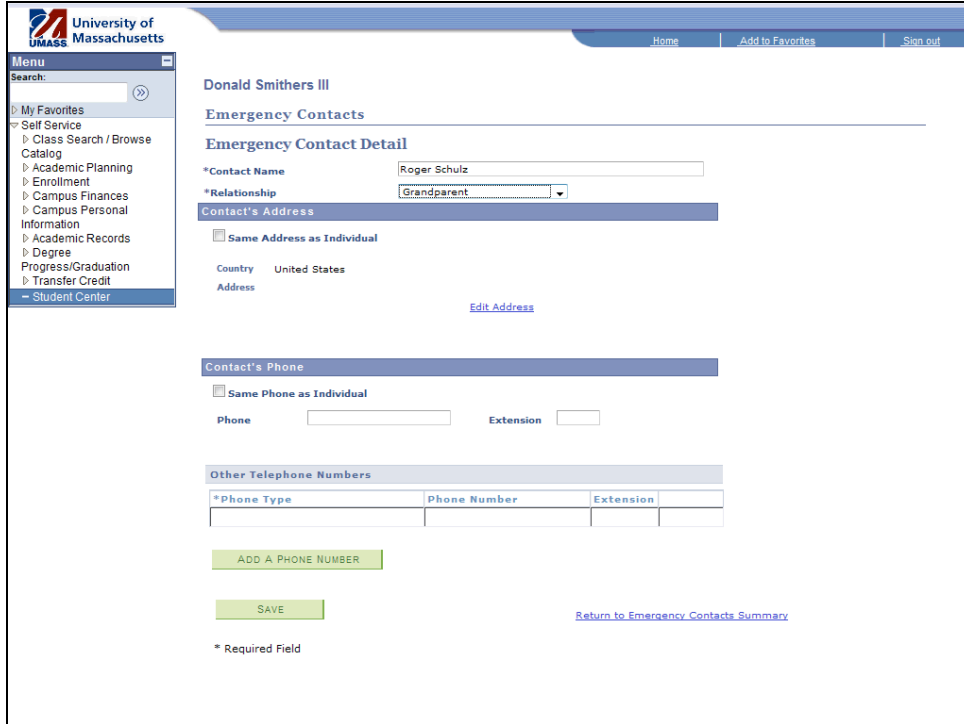
ADD A PHONE NUMBER

SAVE

[Return to Emergency Contacts Summary](#)

* Required Field

Step	Action
5.	Select Grandparent . <input type="text" value="Grandparent"/>

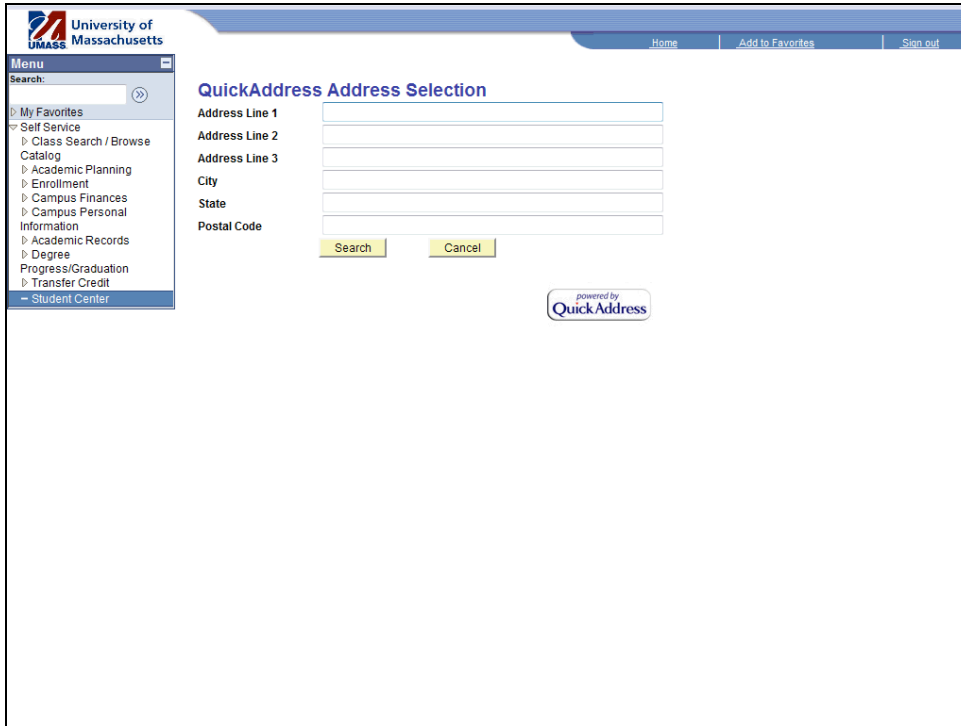


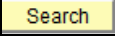


University of Massachusetts
 Donald Smithers III
Emergency Contacts
Emergency Contact Detail
 *Contact Name: Roger Schulz
 *Relationship: Grandparent
Contact's Address
 Same Address as Individual
 Country: United States
 Address: [Edit Address](#)
Contact's Phone
 Same Phone as Individual
 Phone: Extension:
Other Telephone Numbers

*Phone Type	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

 [Return to Emergency Contacts Summary](#)
 * Required Field

Step	Action
6.	Click the Edit Address link. <input type="button" value="Edit Address"/>



Step	Action
7.	Enter the desired information into the Address Line 1 field. Enter " 2395 San Pablo Avenue ".
8.	Enter the desired information into the City field. Enter " Pinole ".
9.	Enter the desired information into the State field. Enter " CA ".
10.	Enter the desired information into the Postal Code field. Enter " 94564 ".
11.	Click the Search button. 
12.	Click the OK button. 
13.	Enter the desired information into the Phone field. Enter " 555-867-5309 ".
14.	Click the Phone Type list. 

University of Massachusetts

Home | Add to Favorites | Sign out

Donald Smithers III

Emergency Contacts

Emergency Contact Detail

*Contact Name: Roger Schulz

*Relationship: Grandparent

Contact's Address

Same Address as Individual

Country: United States

Address: 2395 San Pablo Ave
Pinole, CA 94564-1704 [Edit Address](#)

Contact's Phone

Same Phone as Individual




Phone: 555/867-5309 Extension:

Other Telephone Numbers

*Phone Type	Phone Number	Extension	
Cellular			delete

[Return to Emergency Contacts Summary](#)

Step	Action
15.	Select Cellular . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Cellular</div>

Step	Action
16.	Enter the desired information into the Phone Number field. Enter " 555-878-9698 ".
17.	Click the Add A Phone Number button. 
18.	Click the Save button. 
19.	Click the OK button. 
20.	Your newly added contact appears on the Emergency Contacts page. You can now make that contact primary, edit, or delete it.
21.	Congratulations! You have successfully updated your emergency contact information. End of Procedure.

Viewing and Updating Personal Information_FINAL

The Personal information page allows you to view and update the personal information stored for you within the Student Center.

Use the buttons on the top right of the screen to access the interactive UPK training.

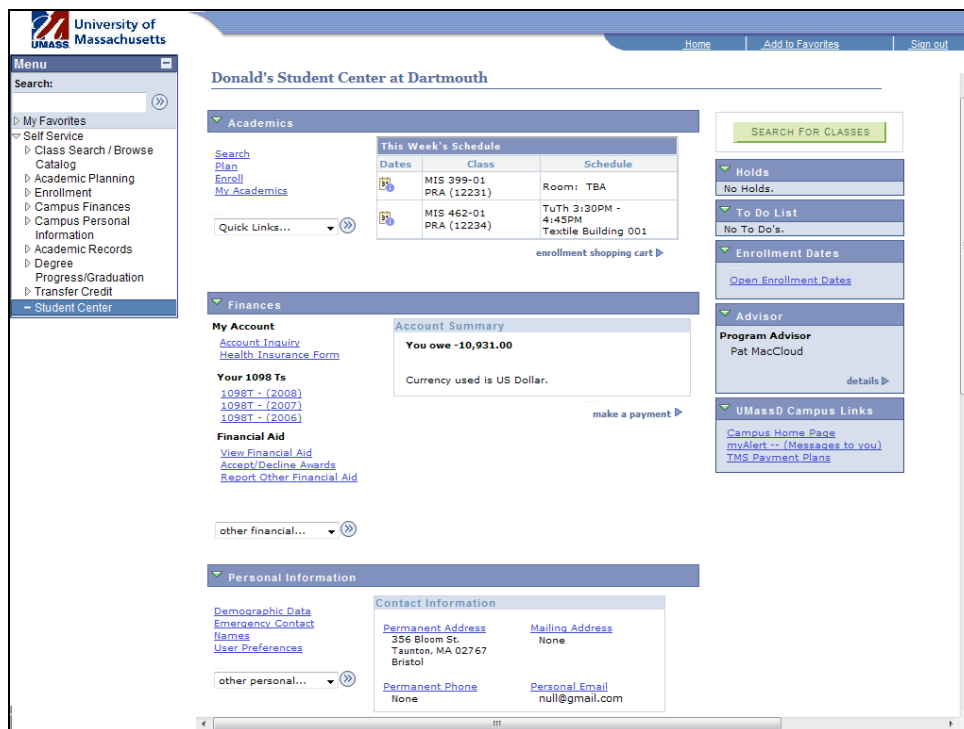
Procedure

Consider this scenario:

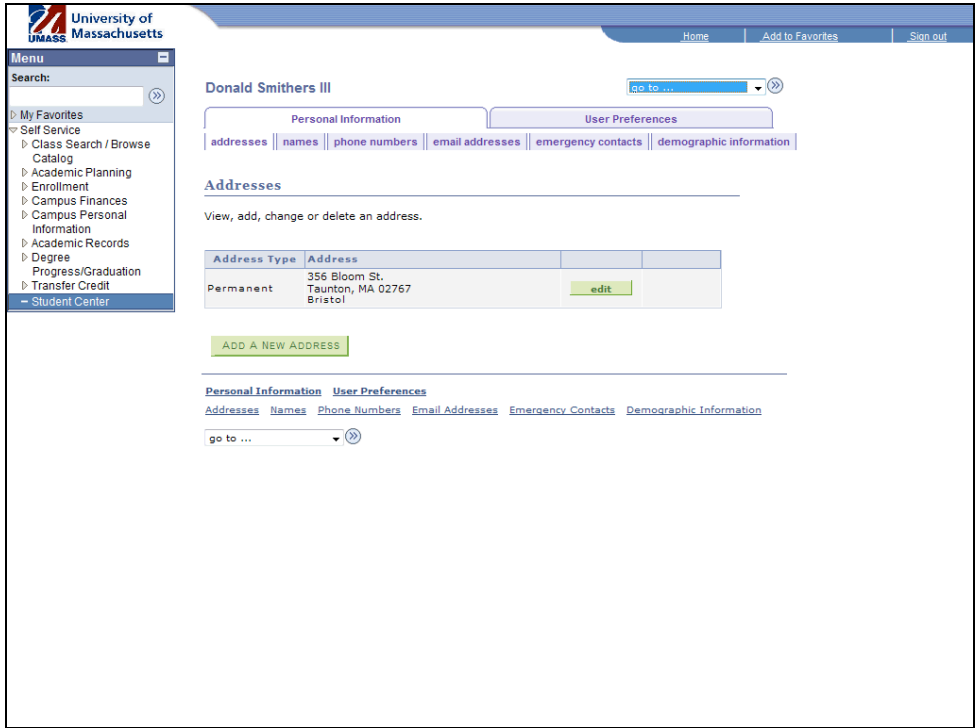
You have recently moved to a new apartment.

You want to make sure any correspondence from the University is sent to the right place.

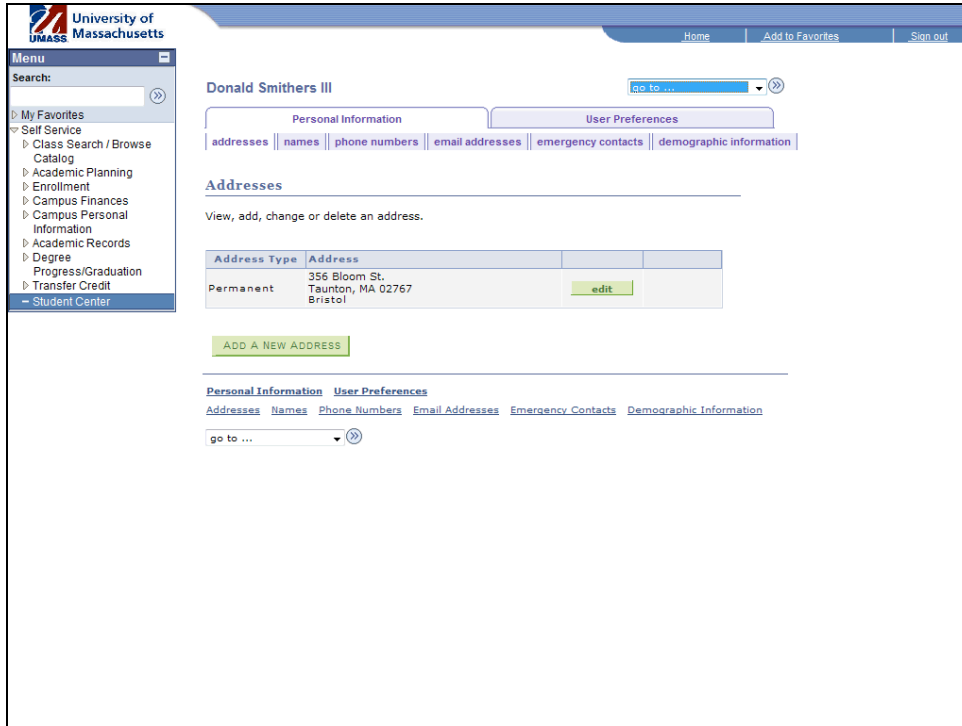
Discover how to update your address.



Step	Action
1.	Click the Permanent Address link. Permanent Address



Step	Action
2.	The Addresses page allows you to view and update/add your addresses.



University of Massachusetts

Home | Add to Favorites | Sign out

Donald Smithers III

Personal Information | User Preferences

addresses | names | phone numbers | email addresses | emergency contacts | demographic information

Addresses

View, add, change or delete an address.

Address Type	Address	
Permanent	356 Bloom St. Taunton, MA 02767 Bristol	edit

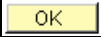
[ADD A NEW ADDRESS](#)

Personal Information | User Preferences

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#)

go to ...

Step	Action
3.	<p>Let's add a new address.</p> <p>Click the Add a new address button.</p> <p>ADD A NEW ADDRESS</p>

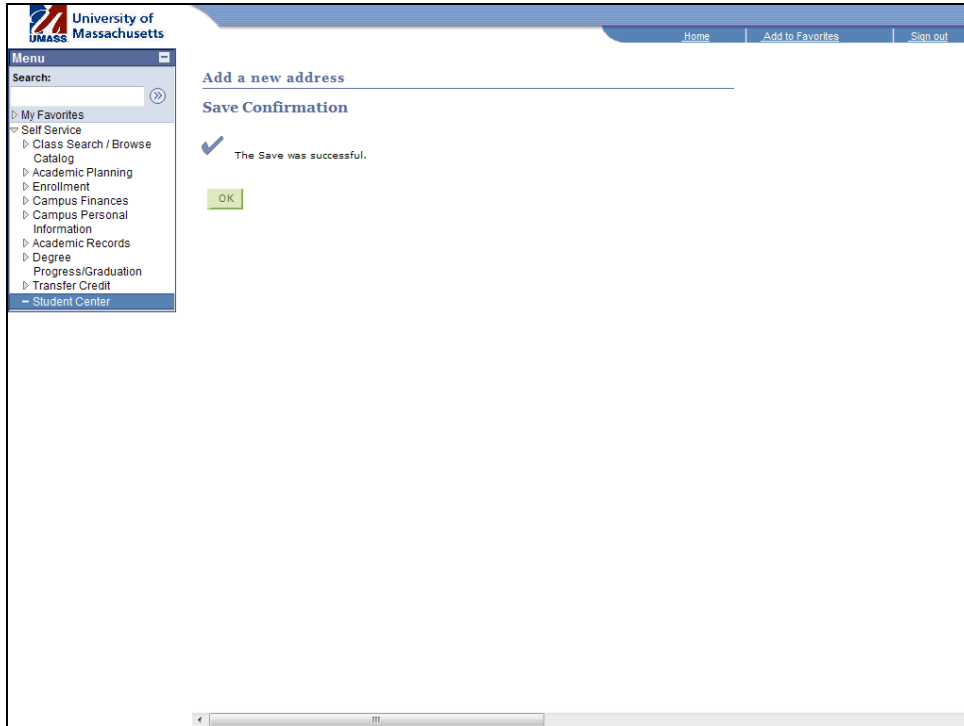
Step	Action
4.	Enter the desired information into the Address 1 field. Enter " 333 Fender Plaza ".
5.	Enter the desired information into the City field. Enter " Boston ".
6.	Enter the desired information into the State field. Enter " MA ".
7.	Enter the desired information into the Postal field. Enter " 02108 ".
8.	Click the OK button. 




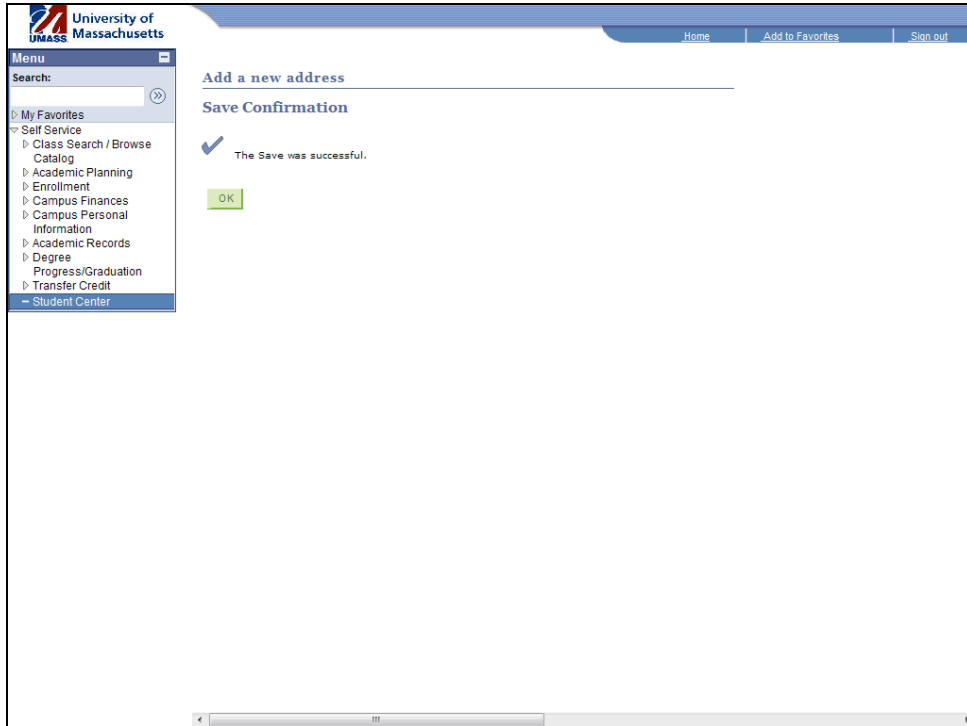
Step	Action
9.	<p>The Add a new address page allows you to choose the address types the newly entered address will be used for.</p> <p>It also allows you to set the date which the new address will take effect. This is useful if you are going to move in the future and want to have the address change take effect when you plan to move.</p>



Step	Action
10.	Let's use this address for the Mail and Diploma addresses. Click the Mail option. <input type="checkbox"/>
11.	Click the Diploma option. <input type="checkbox"/>
12.	Click the Save button. <input type="button" value="SAVE"/>



Step	Action
13.	Click the OK button. 



Step	Action
14.	Congratulations! You have successfully updated your address. End of Procedure.

View Advisors_FINAL

Your academic advisors are there to assist you with decision-making and direction in regards to your academic and future professional career. It is a good idea to meet with them at least once per semester to discuss your degree progress as they are often able to spot potential pitfalls you could run into before they occur.

This tutorial will show how to find the name of your advisor(s) and contact them through email.

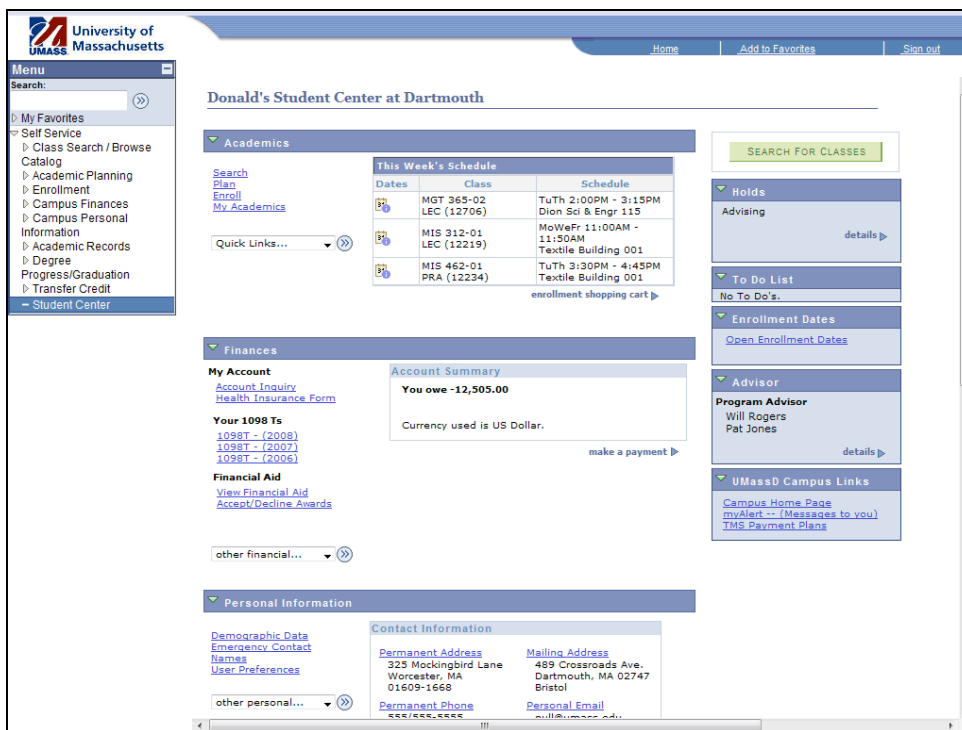
Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You want to setup an appointment with your advisor to talk about your academic future.

Discover how to view your advisor and contact them to request an appointment.



Step	Action
1.	Your advisors will be listed under the Advisor pane.

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
Mo	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
MoWeFr	MIS 312-01 LEC (12219)	11:00AM - 11:50AM Textile Building 001
TuTh	MIS 462-01 PRA (12234)	3:30PM - 4:45PM Textile Building 001

Finances

My Account

Account Summary

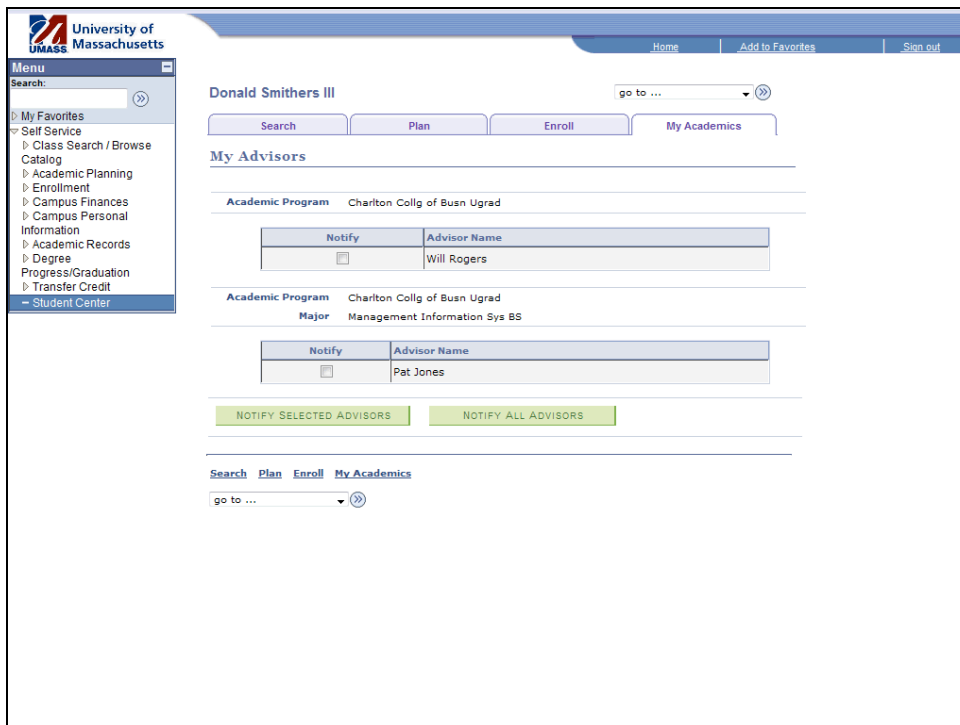
You owe **-12,505.00**

Currency used is US Dollar.

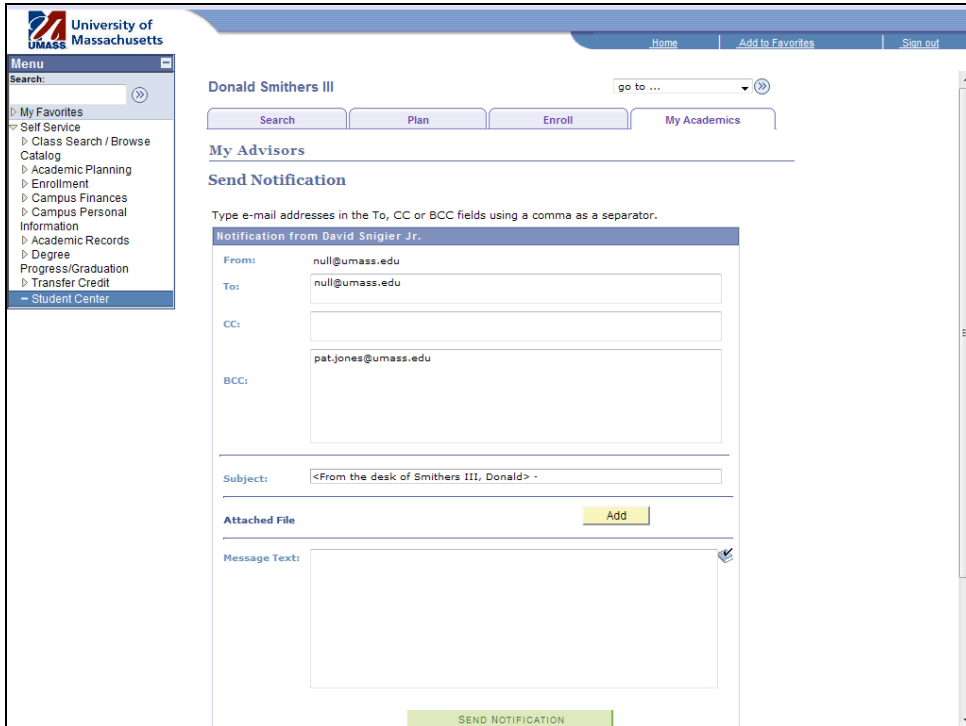
Personal Information


Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone ###/###.####	Personal Email null@umass.edu

Step	Action
2.	Click the Details link.



Step	Action
3.	The My Advisors page lists all the advisors assigned to you.
4.	Let's ask Pat Jones a question. Click the Notify option. <input type="checkbox"/>
5.	Click the Notify Selected Advisors button. <input type="button" value="NOTIFY SELECTED ADVISORS"/>



Step	Action
6.	Enter the desired subject of your email into the field. Enter " Advising ".
7.	Enter your question into the field. Enter " Hi, do you have some time to meet with me next week? ".
8.	Click the Send Notification button. 
9.	Congratulations! You have successfully viewed your advisors. End of Procedure.

Enrollment Verification: Official_FINAL

There are times you may need to provide proof that you are currently enrolled or have been enrolled at the University. The document which provides this proof is the Enrollment Verification. Cases when you may be asked to provide Enrollment Verification include receiving a student discount at a company, deferring student loan payments while in school, or even providing evidence in a court of law.

This tutorial will show you how to request that the University send an Enrollment Verification by mail to the address(es) of your choice.

Note: Not all institutions need an official copy of your enrollment verification; sometimes one printed from your computer will do just fine. For more information on printing your Enrollment Verification, please view the *Enrollment Verification: Print* topic.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You want to receive a student discount on your health insurance but the insurance company requires verification of your enrollment.



Discover how to request that the university send official enrollment verification via mail.

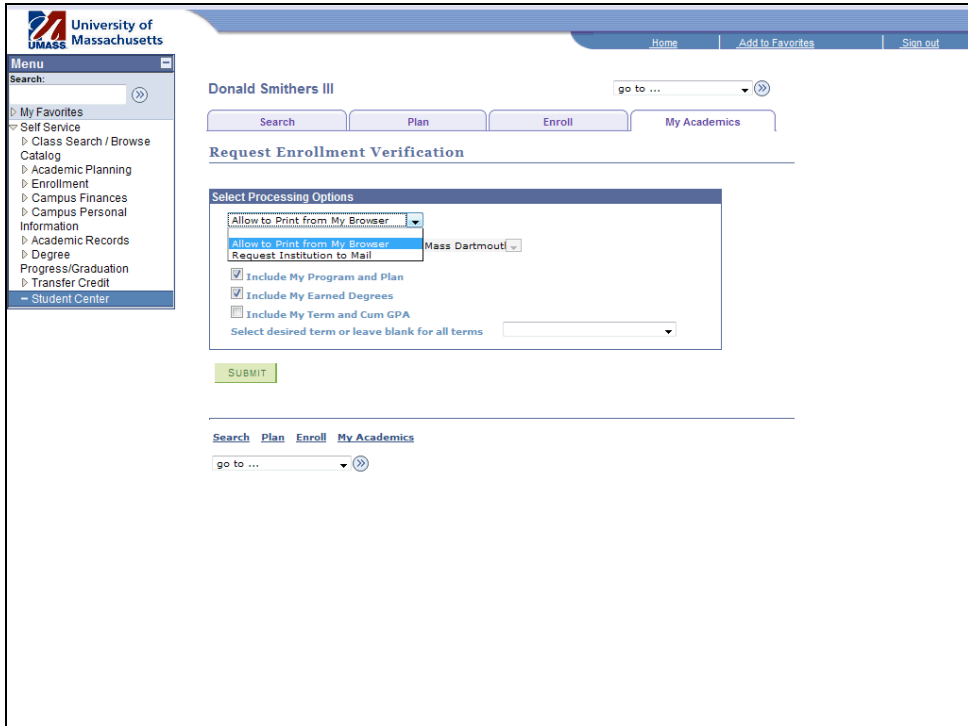


Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

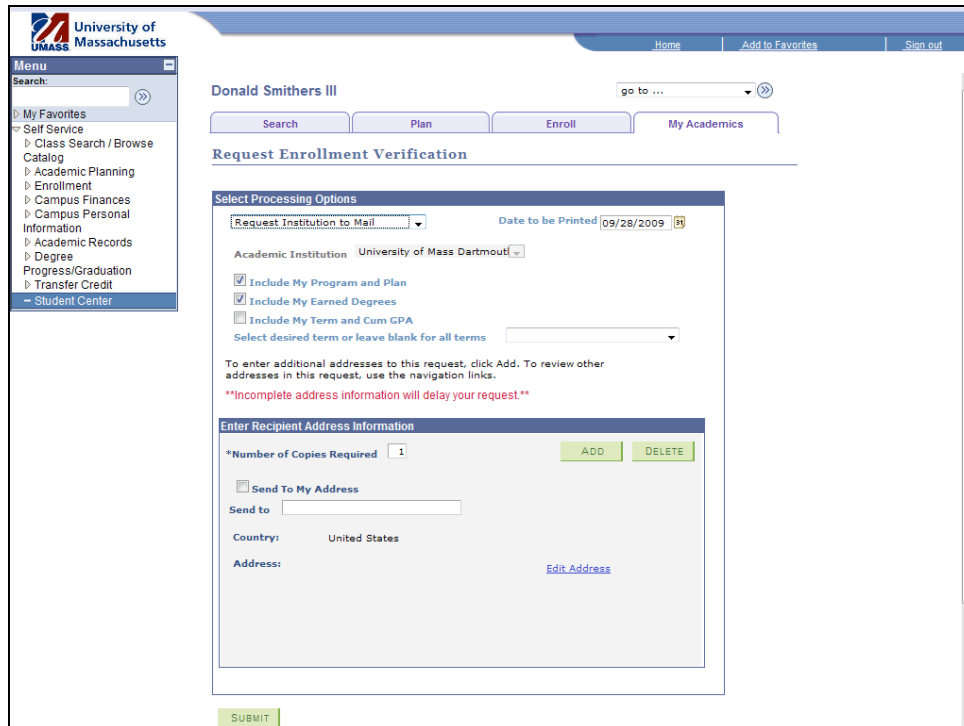
Step	Action
2.	Select Enrollment Verification . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Enrollment Verification</div>



Step	Action
3.	Click the Arrow (Go) button to continue. Click the object. 
4.	Click the list. 



Step	Action
5.	Select Request Institution to Mail . <input data-bbox="370 1100 699 1129" type="text" value="Request Institution to Mail"/>



University of Massachusetts
UMASS

Donald Smithers III

Home | Add to Favorites | Sign out

Search | Plan | Enroll | My Academics

Request Enrollment Verification

Select Processing Options

Request Institution to Mail: [Dropdown] Date to be Printed: 09/28/2009 [Calendar]

Academic Institution: University of Mass Dartmouth [Dropdown]

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms [Dropdown]

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

****Incomplete address information will delay your request****

Enter Recipient Address Information

*Number of Copies Required: 1 [ADD] [DELETE]

Send to My Address

Send to: [Text Field]

Country: United States


Address: [Text Field] [Edit Address](#)

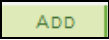

[SUBMIT]

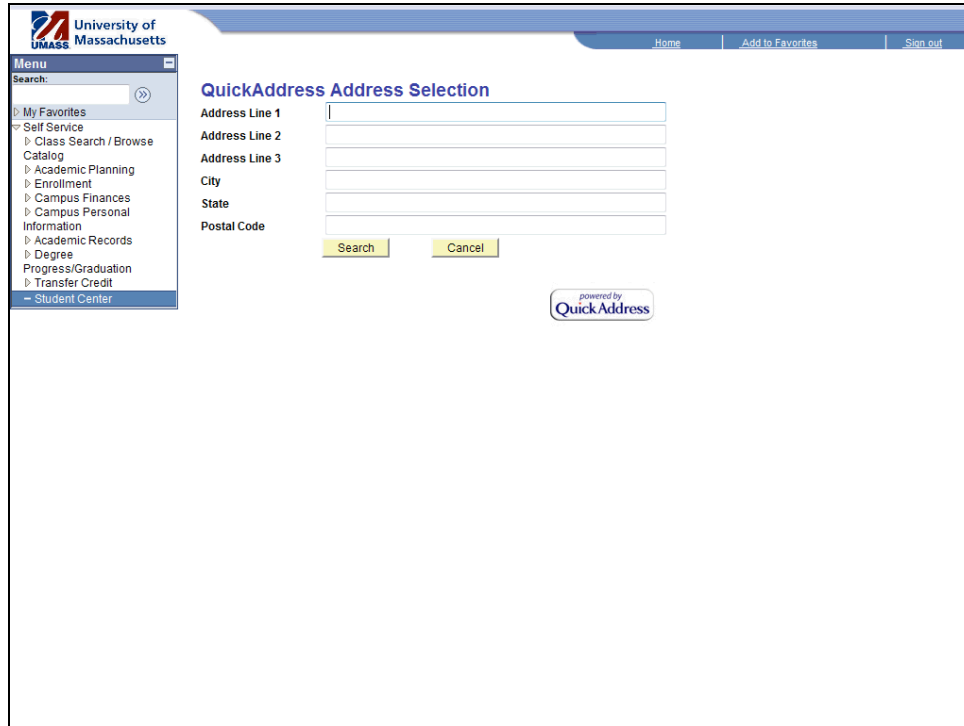
Step	Action
6.	Enter the desired date into the Date to be Printed field. Enter " 11/19/2009 ".
7.	Let's have a copy sent to your address. Click the Send to My Address option. <input type="checkbox"/>
8.	Click the Address Type list. <input type="text"/>

Step	Action
9.	Select Mailing . <input data-bbox="370 1100 509 1129" type="text" value="Mailing"/>

The screenshot shows the 'Verify Address' page in the University of Massachusetts Student Center. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Class Search / Browse', 'Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', and 'Student Center'. The main content area has a 'Verify Address:' section with the following fields: Country (United States), Address 1 (489 Crossroads Ave.), Address 2, Address 3, City (Dartmouth), State (MA), Massachusetts, Postal (02747), and County (Bristol). There are 'OK' and 'Cancel' buttons at the bottom left, and 'QuickAddress' and 'Override' buttons at the bottom right.

Step	Action
10.	Click the OK button. 

Step	Action
11.	Let's also send a copy to your insurance company. Click the Add button. 
12.	Enter the company name into the Send to field. Enter " Bob's Insurance ".
13.	Click the Edit Address link. 



University of Massachusetts

Home | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree
 - Progress/Graduation
 - Transfer Credit
- Student Center

QuickAddress Address Selection

Address Line 1

Address Line 2

Address Line 3


City

State

Postal Code

powered by QuickAddress

Step	Action
14.	Enter the desired Address into the Address Line 1 field. Enter " 419 N Beverly Dr. ".
15.	Enter the desired information into the City field. Enter " Beverly Hills ".
16.	Enter the desired information into the State field. Enter " CA ".
17.	Enter the desired information into the Postal Code field. Enter " 90210 ".
18.	Click the Search button. <input type="button" value="Search"/>
19.	Click the OK button. <input type="button" value="OK"/>

Step	Action
20.	When you have finished adding recipients of the verification, Click the Submit button. 
21.	Congratulations! You have successfully Requested an official copy of your enrollment verification. End of Procedure.

Enrollment Verification: Print_FINAL

There are times you may need to provide proof that you are currently enrolled or have been enrolled at the University in the past. The document which provides this proof is the Enrollment Verification. Cases when you may be asked to provide Enrollment Verification include receiving a student discount at a company, deferring student loan payments while in school, or even providing evidence in a court of law.

This tutorial will show you how to view a copy of your enrollment verification in a format suitable for printing.

Note: Not all institutions will accept an unofficial copy of your enrollment verification. To request an official copy be sent by mail, please view this tutorial: "Request Enrollment Verification: Official Copy by Mail".

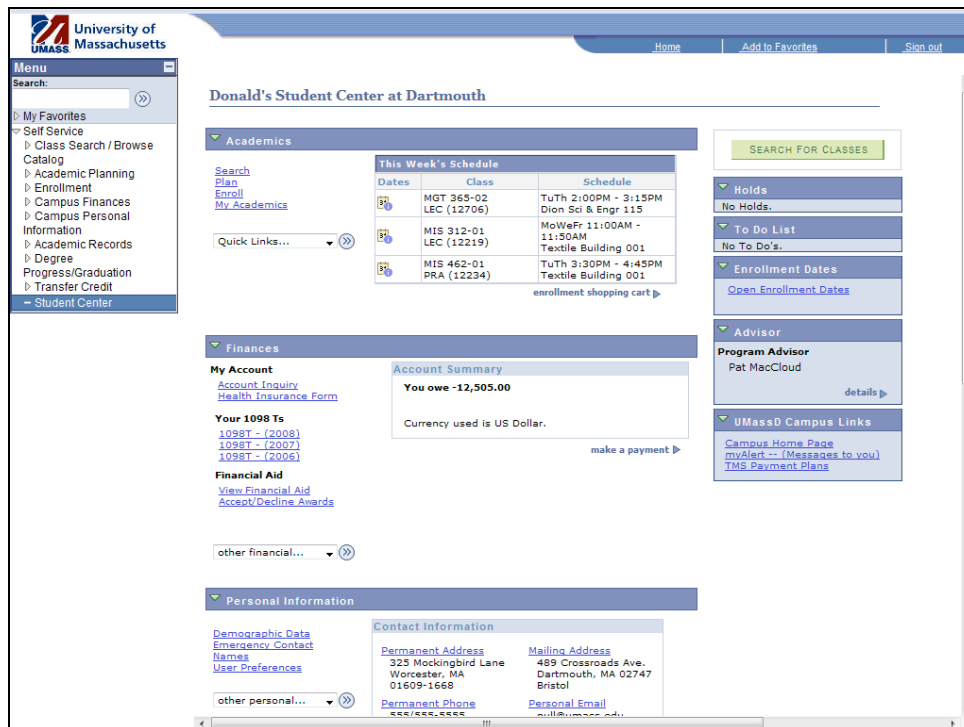
Use the buttons on the top right of the screen to access the interactive UPK training.


Procedure

Consider this scenario:

You want to receive a student discount on your health insurance but the insurance company requires verification of your enrollment.

Discover how to view your enrollment verification in a format easily printed.



Step	Action
1.	Click the Quick Links list. 

Step	Action
2.	Select Enrollment Verification . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Enrollment Verification</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
Di	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
Di	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
Di	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Finances

My Account

Account Summary

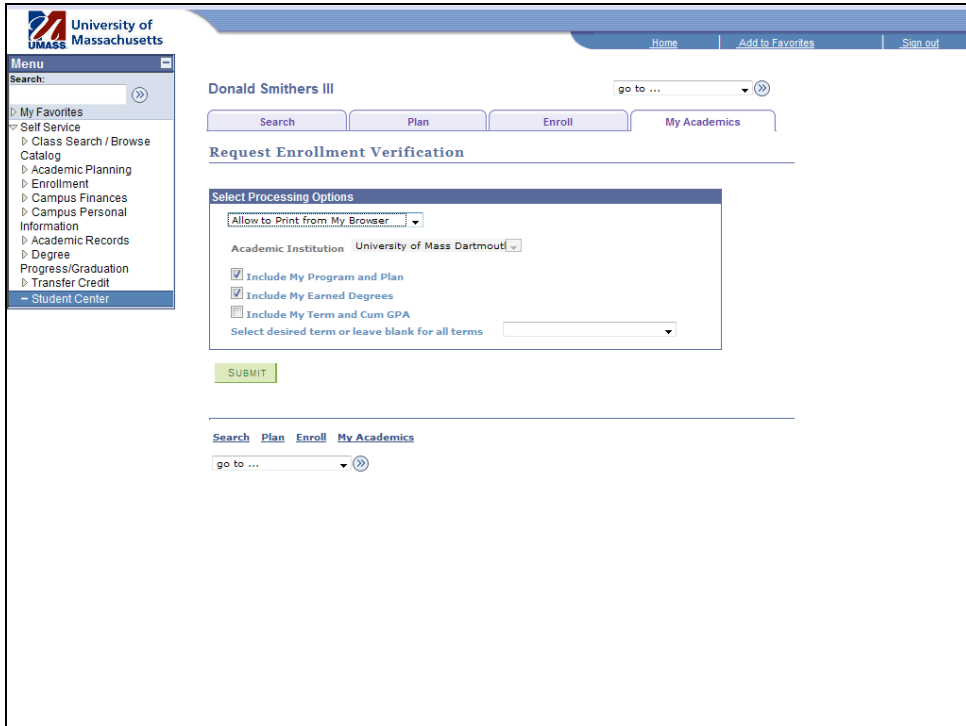
You owe **-12,505.00**

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone ###/###.####	Personal Email ###@umass.edu

Step	Action
3.	Click the Arrow (Go) button to continue.



Step	Action
4.	The Request Enrollment Verification page allows you to customize the enrollment verification report by selecting what information is displayed.
5.	Let's add term and cumulative GPA information to our report. Click the Include My Term and Cum GPA option. <input type="checkbox"/>
6.	Click the Submit button. <input type="button" value="SUBMIT"/>



Enrollment Verification as of Sep 28, 2009

Name: Donald Smithers III ID Nbr: 50556545

Current Program of Study

Career	Academic Program	Exp Comp Dt	Career GPA
Undergraduate	Charlton Collg of Busn Ugrad	05/23/2010	3.673

Academic Plan

Academic Plan	Degree	Declare Dt	Sub-Plan
Management Information Sys BS	BS	09/10/2007	

Enrollment History

Term	Career	Begin Date	End Date	Units	GPA	Status
2007 Fall	UGRD	09/04/2007	12/14/2007	18.00	3.220	Full-Time
2008 Spring	UGRD	01/28/2008	05/21/2008	18.00	4.000	Full-Time
2008 Fall	UGRD	09/02/2008	12/20/2008	18.00	3.617	Full-Time
2009 Spring	UGRD	01/26/2009	05/20/2009	15.00	3.800	Full-Time
2009 Fall	UGRD	09/02/2009	12/23/2009	9.00	0.000	3/4 Time

Step	Action
7.	This is the Enrollment verification page which lists the dates you were enrolled at the University in a format easily printed.
8.	Congratulations! You have successfully viewed your enrollment verification. End of Procedure.

Transcript: Official_FINAL

There are times you may need to provide a list of courses taken, your grades, credit hours, and enrollment information. The document which provides this information is your transcript. Cases when you may be asked to provide a transcript might include applying to a graduate program, transferring credit to another university, and applying for a job or internship.

This tutorial will show you how to request that the University send an official copy of your transcript by mail to the address(es) of your choice.

Note: Not all institutions need an official copy of your transcript, sometimes one printed from your computer will do just fine. To view and print your transcript from your computer please view the tutorial: "*Transcript: Unofficial*".

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You are applying for an internship and need to provide proof of your coursework and GPA.

Discover how to request that the university send an official copy of your transcript via mail.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
8/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
8/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
8/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary


You owe **-12,505.00**

Currency used is US Dollar.

Personal Information

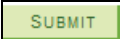
Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone	Personal Email
###/###/####	###@umass.edu

Step	Action
2.	Select Transcript: Request Official . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transcript: Request Official</div>

Step	Action
3.	Click the Arrow (Go) button to continue. 

Step	Action
4.	The Request Official Transcript page allows you to select when and where the transcript will be sent.
5.	Click the Send to My Address option. <input type="checkbox"/>
6.	Click the Address Type list. <input type="text"/>

Step	Action
7.	Select an address from your stored addresses. Select Mailing . <input data-bbox="370 1171 537 1199" type="text" value="Mailing"/>

Step	Action
8.	Click the Submit button. 
9.	Congratulations! You have successfully requested your official transcript. End of Procedure.

Transcript: Unofficial_FINAL

There are times you may need to provide a list of courses taken, your grades, credit hours, and enrollment information. The document which provides this information is your transcript. Cases when you may be asked to provide a transcript might include applying to a graduate program, transferring credit to another university, and applying for a job or internship.

This tutorial will show you how to view your transcript from your computer.

Note: Some institutions require an official copy of your transcript certified by the school. To request an official transcript please view the tutorial: "*Transcript: Official*"

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You are applying for an internship and need to provide proof of your coursework and GPA.

Discover how to a copy of your transcript in a format suitable for printing or email.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule

Dates	Class	Schedule
5/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
5/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
5/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary

You owe **-12,505.00**


Currency used is US Dollar.

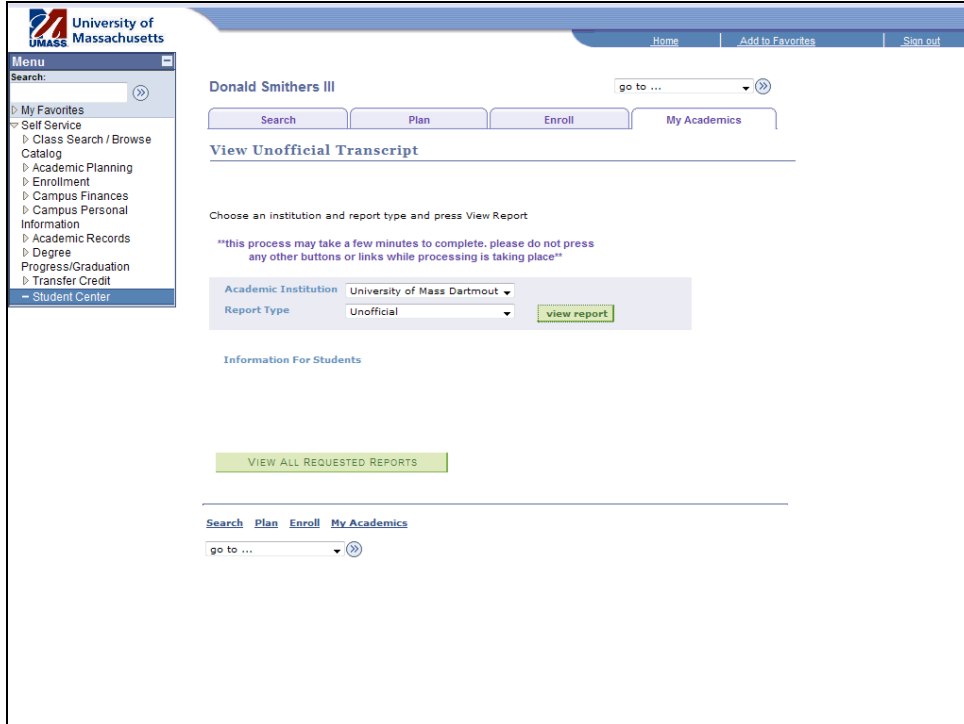
Personal Information


Contact Information

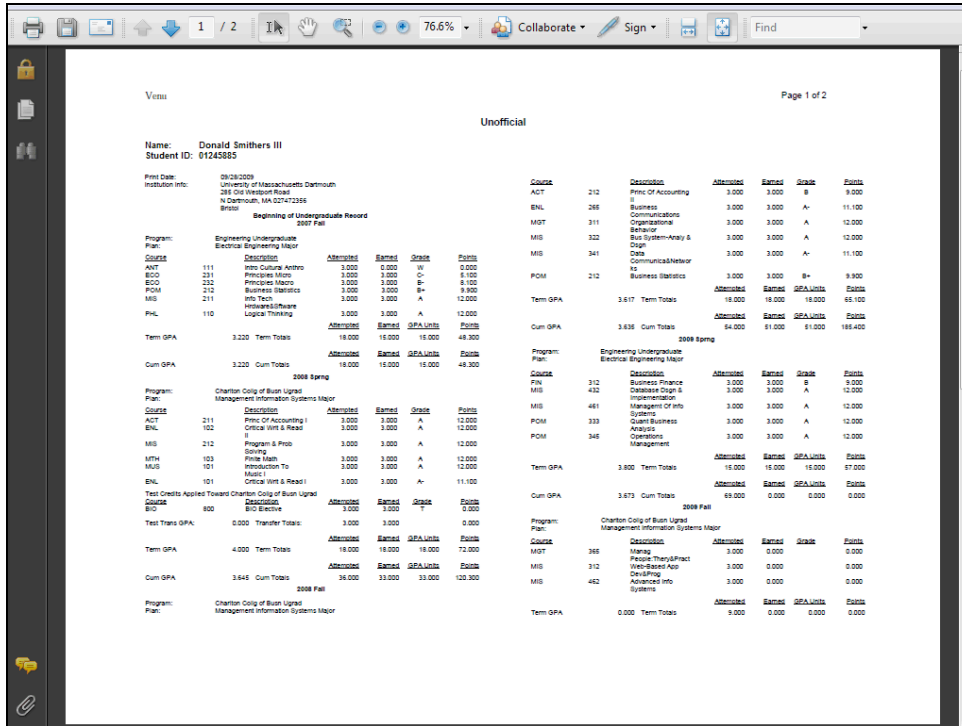
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol

Step	Action
2.	Select Transcript: View Unofficial . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transcript: View Unofficial</div>

Step	Action
3.	Click the Arrow (Go) button to continue. 



Step	Action
4.	Click the view report button. 



Step	Action
5.	Your transcript opens as a PDF in a new tab or window.
6.	Congratulations! You have successfully viewed your transcript. End of Procedure.

Apply for Graduation (Boston Only)_FINAL

If you have completed 105 or more undergraduate credits and are currently enrolled, you are eligible to apply for graduation. Please check your degree audit to make sure it reflects your accurate information.

This tutorial will show you how to apply for undergraduate graduation.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

The fall semester has begun. You have earned 105 credits and you are confident that after successfully completing your fall courses and also the following spring courses, you will be ready to graduate in June.

Discover how to apply for spring graduation.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Annabel's Student Center at Boston

Academics

This Week's Schedule

Dates	Class	Schedule
MoWeFr	BIOL 317-01 LEC (13185)	10:00AM - 10:50AM McCormack M02-0423
Th	BIOL 317-01L LAB (13186)	9:30AM - 12:30PM Biology Lab
TuTh	CHEM 252-01 LEC (13117)	8:00AM - 9:15AM Small Auditorium
Tu	CHEM 252-01D DIS (13118)	9:30AM - 10:20AM Science S02-0062
Tu	CHEM 256-01L LAB (13120)	12:30PM - 4:30PM S02-0092

Account Summary

You owe **6,559.00**.

Currency used is US Dollar.

Personal Information

Demographic Data

Contact Information

Permanent Address: 20 Marshall Street
Mailing Address: 20 Marshall Street

Step	Action
2.	Select Apply for Graduation . <input type="text" value="Apply for Graduation"/>

Annabel's Student Center at Boston

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

[Apply for Graduation](#)

This Week's Schedule		
Dates	Class	Schedule
MoWeFr	BIOL 317-01 LEC (13185)	10:00AM - 10:50AM McCormack M02-0423
Th	BIOL 317-01L LAB (13186)	9:30AM - 12:30PM Biology Lab
TuTh	CHEM 252-01 LEC (13117)	8:00AM - 9:15AM Small Auditorium
Tu	CHEM 252-01D DIS (13118)	9:30AM - 10:20AM Science S02-0062
Tu	CHEM 256-01L LAB (13120)	12:30PM - 4:30PM S02-0092

[enrollment shopping cart](#)

Finances

My Account
[Account Inquiry](#)
[Health Insurance Form](#)

Your 1098 Ts
[1098T - \(2008\)](#)
[1098T - \(2007\)](#)
[1098T - \(2006\)](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Account Summary
You owe 6,559.00.
Currency used is US Dollar.
[make a payment](#)

Personal Information
[Demographic Data](#)
[Emergency Contact Names](#)

Contact Information
[Permanent Address](#)
[Mailing Address](#)

SEARCH FOR CLASSES

Holds
No Holds.

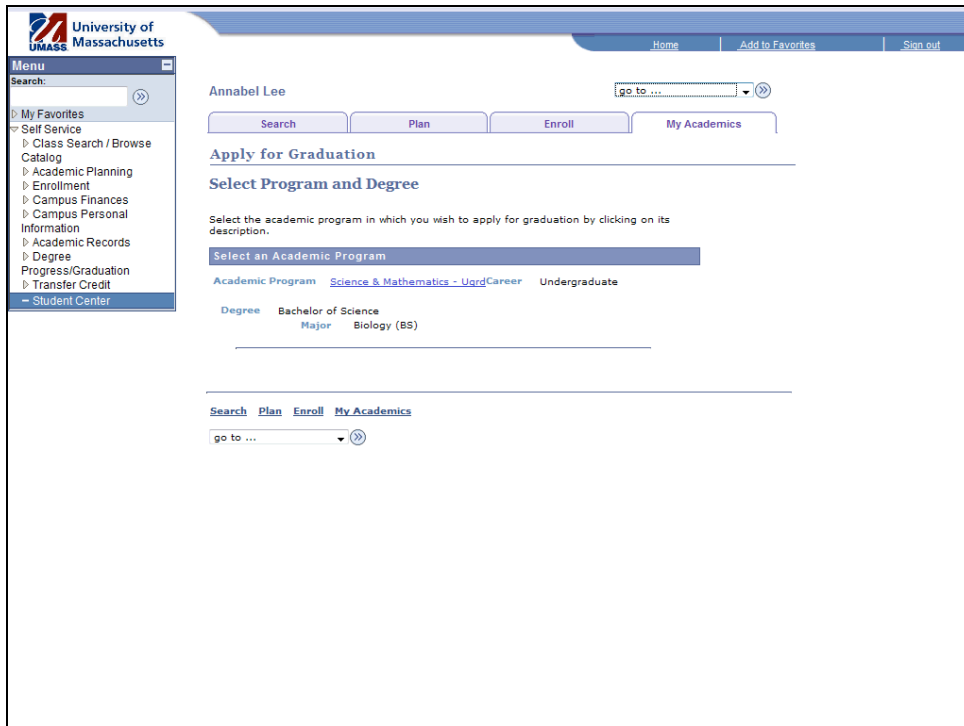
To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Pat MacCloud
[details](#)

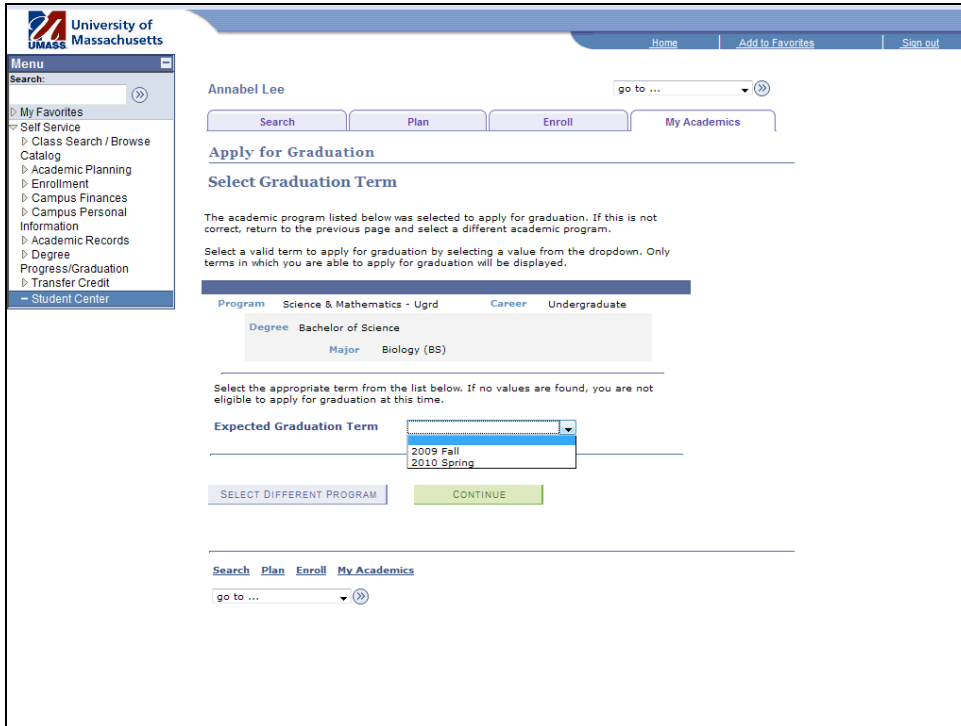
UMB Campus Links
[UMB - Campus Home Page](#)
[UMB Alert - \(Messages to you\)](#)
[AMS Payment Plans](#)

Step	Action
3.	Click the Arrow (Go) button to continue.

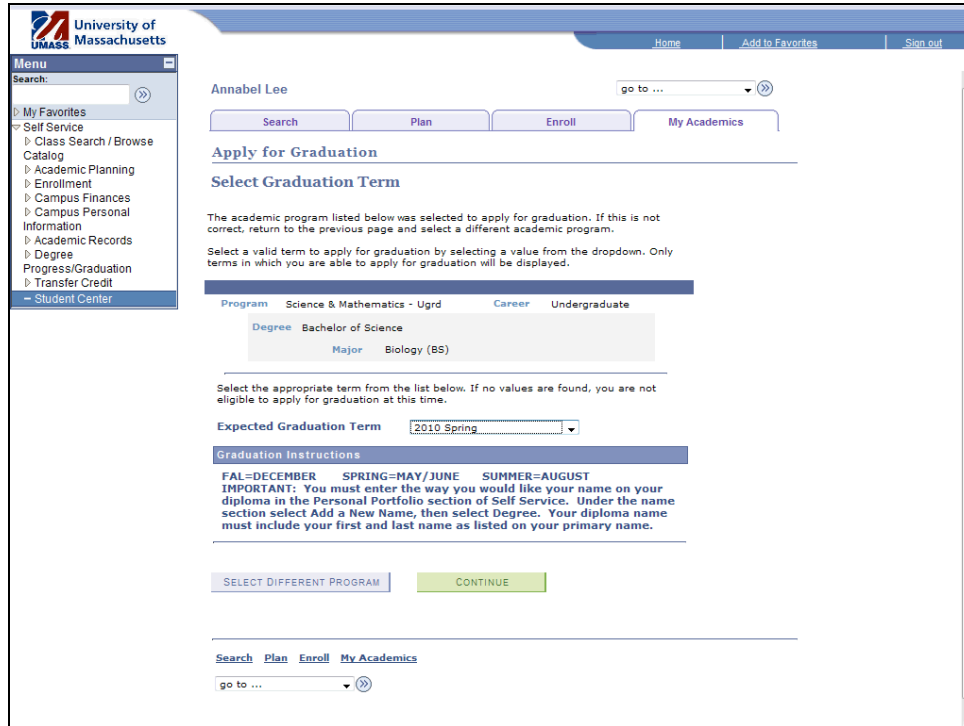


Step	Action
4.	Click the link for the program of study which you are graduating from. Click the Science & Mathematics -Ugrad link. Science & Mathematics - Ugrad

Step	Action
5.	Click the Expected Graduation Term list. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">▼</div>



Step	Action
6.	Select the term you expect to graduate by. Select 2010 Spring . <input data-bbox="370 1171 659 1192" type="text" value="2010 Spring"/>



University of Massachusetts
UMASS

Home | Add to Favorites | Sign out

Annabel Lee go to ...

Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program Science & Mathematics - Ugrd Career Undergraduate

Degree Bachelor of Science

Major Biology (BS)

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term 2010 Spring

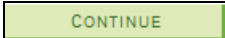
Graduation Instructions

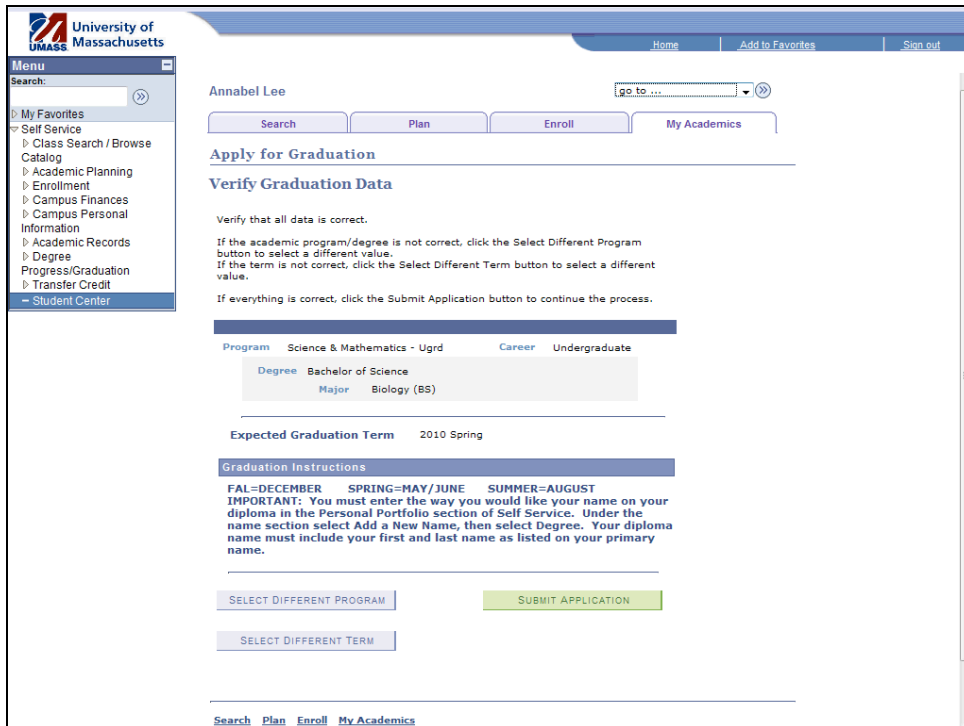
FAL=DECEMBER SPRING=MAY/JUNE SUMMER=AUGUST
IMPORTANT: You must enter the way you would like your name on your diploma in the Personal Portfolio section of Self Service. Under the name section select Add a New Name, then select Degree. Your diploma name must include your first and last name as listed on your primary name.


SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

go to ...

Step	Action
7.	Click the Continue button. 
8.	It is imperative that you add a graduation name after you complete the graduation application. Refer to the "Viewing and Updating Personal Information" tutorial if you need assistance with adding a graduation name.



Step	Action
9.	Click the Submit Application button. 
10.	Congratulations! You have successfully applied for graduation. End of Procedure.

View Transfer Credit_FINAL

You can view your transfer credits, if applicable from within the Student Center.

If you have tested out of classes or have received credit for the high school AP (Advanced Placement) test, these credits will also appear here.

Please refer to your Academic Catalog for specific policies regarding transfer and test credit.

This tutorial will show you how to view your transfer credit.

Use the buttons on the top right of the screen to access the interactive UPK training.

Procedure

Consider this scenario:

You have transferred to UMass Dartmouth from another institution.

Discover how your transfer credit was evaluated.



Step	Action
1.	Click the Quick Links list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quick Links... ▾</div>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
5/1	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
5/1	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
5/1	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Account Summary

You owe **6,559.00**.

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone	Personal Email
###/###.####	###@umass.edu

Step	Action
2.	Select Transfer Credit: Report . <input type="text" value="Transfer Credit: Report"/>

Donald's Student Center at Dartmouth

Academics

This Week's Schedule		
Dates	Class	Schedule
Di	MGT 365-02 LEC (12706)	TuTh 2:00PM - 3:15PM Dion Sci & Engr 115
Di	MIS 312-01 LEC (12219)	MoWeFr 11:00AM - 11:50AM Textile Building 001
Di	MIS 462-01 PRA (12234)	TuTh 3:30PM - 4:45PM Textile Building 001

Finances

My Account


Account Summary

You owe **6,559.00**.

Currency used is US Dollar.

Personal Information

Contact Information	
Permanent Address	Mailing Address
325 Mockingbird Lane Worcester, MA 01609-1668	489 Crossroads Ave. Dartmouth, MA 02747 Bristol
Permanent Phone ###/###.####	Personal Email null@umass.edu

Step	Action
3.	Click the Arrow (Go) button to continue. 

Donald Smithers III

View Transfer Credit Report

Course Credits

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
2007 Fall	BUS 2950	3.00	A	Posted	MGT 312	3.000	T
2007 Fall	MA 1020	3.00	C	Posted	MTH 111	3.000	T
2007 Fall	MA 1022	3.00	B	Posted	MTH 112	3.000	T
2007 Fall	RE 2722	3.00	B	Posted	HUM 800	3.000	T
2007 Fall	ETR 3910	3.00	B	Posted	BUS 800	3.000	B
2007 Fall	ETR 3920	3.00	B	Posted	BUS 800	3.000	B
2007 Fall	ETR 4930	3.00	B	Posted	MGT 490	3.000	B
2007 Fall	ECON 21	3.00	A	Posted	ECO 800	3.000	A
2007 Fall	MKT 3600	3.00	A	Posted	MKT 311	3.000	A

Test Credits

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade
2008 Spring	AP	BY		Posted	BIO 800	3.000	T

Other Credits
No other credits found.

Step	Action
4.	Use the View Transfer Credit Report page to view all of the credits evaluated from other institutions and their equivalency as determined by the evaluator. You may also view any test credits you may have accumulated.
5.	Congratulations! You have successfully viewed your transfer credit. End of Procedure.