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**WEST CHESTER UNIVERSITY OF  
PENNSYLVANIA**



**PEOPLESOFT STUDENT RECORDS PROJECT**

# **User Training Guide:**

**PS Version 9.0  
Student Center**

**The New MyWCU**  
(effective June 16, 2008)

# My WCU Student Center Page

Beginning June 16, 2008 MyWCU will have a new look and some new functionality!

The screenshot displays the MyWCU Student Center Page with a purple header. At the top left is the 'myWCU' logo. To its right is a search bar and a 'Favorites' dropdown menu. Below the header, the page is organized into several sections:

- Services for Students**: Includes a 'My Page' button and a 'WCU Announcements' section with links for 'This Week at WCU', 'Important Financial Aid Deadline', and 'View All Articles and Sections'.
- Student Information**: Shows 'Holds' (none), an 'Advisor' (Williams, Dian L.), and 'Plan Information' (Criminal Justice BS, Undergrad BS).
- Enrollment Appointment**: Lists an appointment for 2008 Fall, starting on 03/04/2008 at 7:00PM and ending on 03/24/2008 at 12:00AM.
- Student Self-Service**: A central area with a banner image and four columns of links: 'Self-Scheduling', 'Financial Aid', 'Student Financials (Bursar)', and 'Personal Information'.
- WCU Activities and Resources**: A bottom section with a banner image and four columns of links: 'Activities and Events', 'Library Resources', 'SSI', and 'Other Links'.

The footer of the page shows 'Local intranet' and a 100% zoom level.

To schedule classes, click on the link “Enroll in a Class” on your MyWCU page.

Select the correct term, click on “Continue” button.

The screenshot shows the 'Select Term' step of the enrollment process. At the top, there is a 'Student name' field. Below it are navigation tabs: 'Class/Course Search', 'Plan My Courses', 'Enroll/Drop', and 'My Academics'. Under 'Enroll/Drop', there are sub-tabs: 'add', 'drop', 'swap', 'edit', and 'term information'. The 'Add Classes' section shows 'Steps 1-3' with step 1 selected. The 'Select Term' section contains a table with the following data:

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> 2008 Spring	Undergraduate	West Chester University
<input type="radio"/> 2008 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/> 2008 Summer Post Session	Undergraduate	West Chester University
<input type="radio"/> 2008 Fall	Undergraduate	West Chester University

Below the table is a green 'CONTINUE' button circled in red. At the bottom, there are navigation links: 'Class/course Search', 'Plan My Courses', 'Enroll/drop', and 'My Academics', along with sub-links: 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'.

### Step 1. Select Classes to Add

You can search for classes by using the “Class Search” or “My Planner”

The screenshot shows the '1. Select classes to add' step. It includes the 'Student name' field and navigation tabs. The 'Add Classes' section shows 'Steps 1-3' with step 1 selected. The text below reads: '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.' Below this, it shows '2008 Fall | Undergraduate | West Chester University' with a 'change term' button. A table titled '2008 Fall Tentative Classes' is displayed with the following data:

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSC 204-01 [1742]	MoWeFr 1:00PM - 1:50PM	Anderson Hall 207	Z. ZSTAFCSA	3.00	<input checked="" type="checkbox"/>

On the left side, there is a 'Find Classes' section with 'Class Search' selected and a 'search' button circled in red. Above it is an 'Add to Tentative Classes' section with an 'Enter Class Nbr' field and an 'enter' button.

## To use “Class Search” option

- Select Department and any other criteria, click on “Search” button

Services for Students | My Page

Student name

Class/Course Search | Plan My Courses | Enroll/Drop | My Academics

add || drop || swap || edit || term information

**Add Classes** 1 2 3

**Enter Search Criteria**

West Chester University | 2008 Fall

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

**Class Search Criteria**

Department: PSYCHOLOGY

Subject/Catalog Number/Section: [ ] [ ] [ ]

Course Career: Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

**Additional Search Criteria**

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

Day of Week:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: is exactly [ ]

Course Title Keyword: [ ] (example: statistics)

Course Component: [ ]

Mode of Instruction: [ ]

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

[Class/course Search](#) | [Plan My Courses](#) | [Enroll/drop](#) | [My Academics](#)

[Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

## Your Search results will display

- Click on the “select class” button
- Then you can click on the link to “Return to Add Classes” or “Start a New Search”

Services for Students My Page

The following classes match your search criteria Course Career: Undergraduate. Show Open Classes Only: Yes

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed

▼ KIN 246 - SPORT, CULTURE AND SOCIETY

View All Sections First 1-2 of 5 Last

Section [01-LEC\(2964\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Th 3:30PM - 6:15PM	Schmucker Science Link 151	Steven Uhlenbrock	08/25/2008 - 12/08/2008

Section [80-LEC\(2956\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Th 7:15PM - 10:00PM	Schmucker Science Link 151	Steven Uhlenbrock	08/25/2008 - 12/08/2008

▼ PSY 100 - INTRODUCTION TO PSYCHOLOGY

View All Sections First 1-3 of 5 Last

Section [01-LEC\(1036\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:45AM	Main Hall 168	ZSTAFCAS ZSTAFCAS	08/25/2008 - 12/08/2008

Section [02-LEC\(1042\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	Main Hall 168	ZSTAFCAS ZSTAFCAS	08/25/2008 - 12/08/2008

Section [03-LEC\(1035\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:45PM	Main Hall 168	ZSTAFCAS ZSTAFCAS	08/25/2008 - 12/08/2008

▼ PSY 120 - Multicultural Psychology

View All Sections First 1 of 1 Last

When you “Select a Class” the following page will display. You can click “Next” button to confirm your selection or the “Cancel” Button

Services for Students My Page

**Add Classes** Steps 1 2 3

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

2008 Fall | Undergraduate | West Chester University

**PSY 120 - Multicultural Psychology**

**Class Preferences**

PSY 120-80 Lecture  Open

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
80	Lecture	Th 4:15PM - 7:00PM	Sch. Sci. Ctr. North 190	Lauri Hyers	08/25/2008 - 12/08/2008

**NOTES**

**Class Notes** Meets Diversity Requirement

When you click on the ”Next” button the following page will display. Click on “Proceed to Step 2 of 3” button

Student name

Class/Course Search Plan My Courses Enroll/Drop My Academics

add drop swap edit term information

**Add Classes** Steps 1 2 3

**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.

✓ PSY 120 has been added to your Tentative Classes.

2008 Fall | Undergraduate | West Chester University [change term](#)

Open  Closed

2008 Fall Tentative Classes							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	<a href="#">PSC 204-01</a> <a href="#">(1742)</a>	MoWeFr 1:00PM - 1:50PM	Anderson Hall 207	Z. ZSTAFCA	3.00	<input checked="" type="radio"/>	
	<a href="#">PSY 100-01</a> <a href="#">(1036)</a>	TuTh 9:30AM - 10:45AM	Main Hall 168	Z. ZSTAFCA	3.00	<input checked="" type="radio"/>	
	<a href="#">PSY 120-80</a> <a href="#">(4011)</a>	Th 4:15PM - 7:00PM	Sch. Sci. Ctr. North 190	L. Hyers	3.00	<input checked="" type="radio"/>	

PROCEED TO STEP 2 OF 3

## Step 2. Confirm Classes

- Click on the “Finish Enrolling” button

Student name

Class/Course Search | Plan My Courses | Enroll/Drop | My Academics

add | drop | swap | edit | term information

Add Classes Steps 1 2 3

### 2. Confirm classes

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

2008 Fall | Undergraduate | West Chester University

Open  Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSC 204-01 (1742)	Intr Urban Studies (Lecture)	MoWeFr 1:00PM - 1:50PM	Anderson Hall 207	Z. ZSTAFCA	3.00	<input checked="" type="checkbox"/>
PSY 100-01 (1036)	Intro Psychology (Lecture)	TuTh 9:30AM - 10:45AM	Main Hall 168	Z. ZSTAFCA	3.00	<input checked="" type="checkbox"/>
PSY 120-80 (4011)	Multicultural Psychology (Lecture)	Th 4:15PM - 7:00PM	Sch. Sci. Ctr. North 190	L. Hyers	3.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS **FINISH ENROLLING**

- You will see your results with any error messages.
- You can use the “Add Another Class” button to schedule more classes.
- You can use the Add, Drop and Swap tabs at the top of the page as needed.

Services for Students | My Page

Student name

Class/Course Search | Plan My Courses | Enroll/Drop | My Academics

add | drop | swap | edit | term information

Add Classes Steps 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2008 Fall | Undergraduate | West Chester University

Success: enrolled  Error: unable to add class

Class	Message	Status
PSC 204	<b>Error:</b> You cannot add this class due to a time conflict with class 1023. Select another class.	<input checked="" type="checkbox"/>
PSY 100	<b>Message:</b> You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	<input checked="" type="checkbox"/>
PSY 120	<b>Success:</b> This class has been added to your schedule.	<input checked="" type="checkbox"/>

MY CLASS SCHEDULE ADD ANOTHER CLASS

# Plan My Courses

In the new MyWCU you will have the option to place courses in your “planner”. You can browse the course catalog to add courses to your planner. You can have courses in your planner for future terms or simply have them as “unassigned” to a particular term.

Once courses are in your planner you may use your planner to enroll in the classes that are offered in those courses rather than doing a class search.

Student name

[Class/Course Search](#) [Plan My Courses](#) [Enroll/Drop](#) [My Academics](#)

### My Planner

Add courses to Planner using: [BROWSE COURSE CATALOG](#)

Delete all courses in Planner: [DELETE ALL](#)

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ACC 201	<a href="#">Financial Acct</a>		3.00		
<input type="checkbox"/>	ACC 304	<a href="#">Cost Accounting II</a>	yes	3.00		
<input type="checkbox"/>	INB 403	<a href="#">Int'l Accounting</a>		3.00		
<input type="checkbox"/>	PSC 204	<a href="#">Intr. Urban Studies</a>		3.00		

Move selected courses to Term  [move](#)

2008 Summer 1st 5-Week Session

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ACC 301	<a href="#">Intermed Accta I</a>	yes	3.00		

Move selected courses to Term  [move](#)

2008 Fall

Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	ACC 201	<a href="#">Financial Acct</a>	3.00		
<input type="checkbox"/>	CRJ 380	<a href="#">Computer Crime</a>	3.00		

Move selected courses to Term  [move](#)

[Class/course Search](#) [Plan My Courses](#) [Enroll/drop](#) [My Academics](#)