How to enroll/drop from 4th year elective after it is approved on PEP

This document will walk you through the steps to enroll and drop from your 4th year electives.

Enrolling in an Elective:

Please note that an approved PEP form is a pre-requisite before you proceed with enrolling into the classes, as shown in this document.
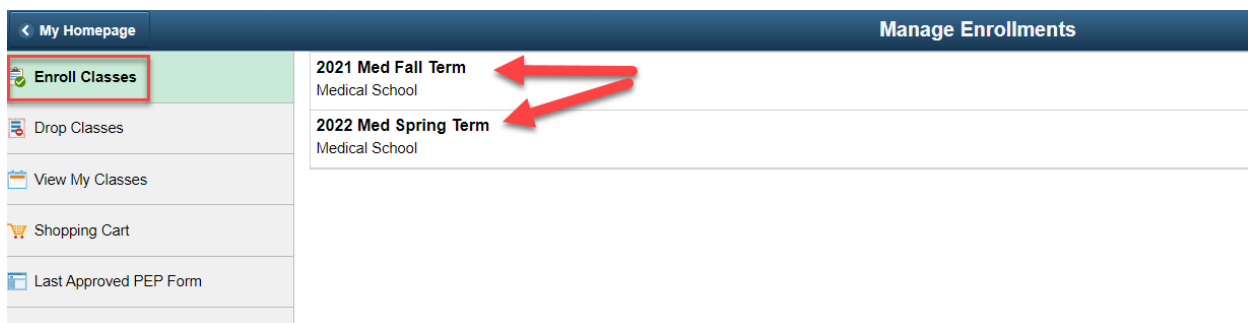
Step 1: Go to studentlife and choose Oracle PeopleSoft under Quick Links to login to PeopleSoft Student System.

Step 2: After you land on the below homepage, click on 'SOM Enrollment' tile.
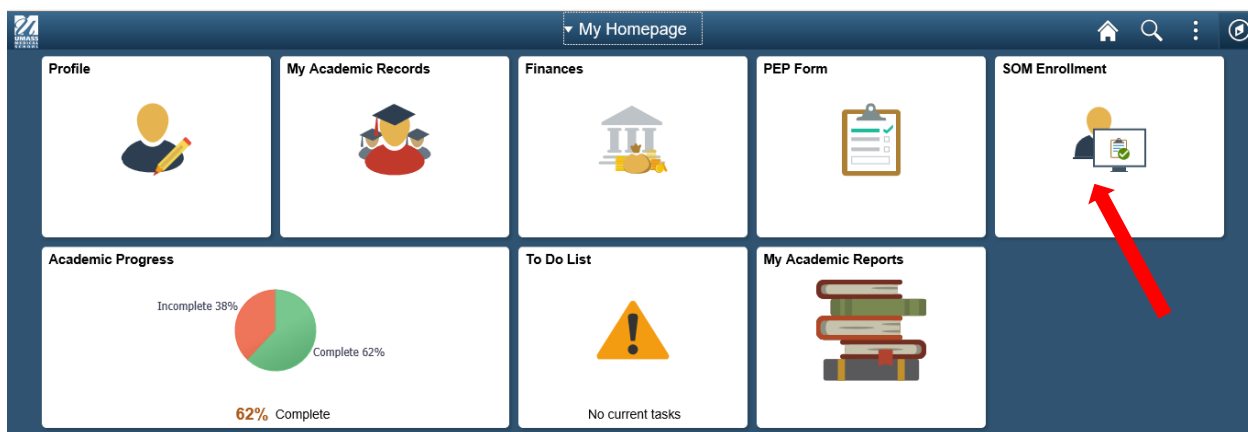
Step 3: On the left of your screen, click on 'Enroll Classes', click on a Term for which you want to enroll for a class.

- E1-M6 fall under Fall Term
- M7-M12 fall under Spring Term

Step 4: You will get to the below page which lists down all the available months/locations for the courses from your approved PEP Form.

You can see the available classes, classes that are at capacity/full, classes that you already enrolled and Not on your PEP. **Note**: If a class has a 'Permission Number required' as Yes, you will need to obtain a permission number from the elective coordinator and use it on the next screen.

To enroll in classes that are 'Not on your PEP', you will need to have your PEP form re-submitted and approved by your advisor with these classes added.

Step 5: Select a class you want to enroll into, that has availability and click next, it will take you to the below screen.

If class requires Permission number, you will need to take a permission number from the Faculty.

Step 6: click 'Enroll', Once the enrollment is successful, you will see a message as below:

This class will now show as part of the Class Schedule, which can be viewed by clicking the 'View My Class' and select the term that you want to see the class details.
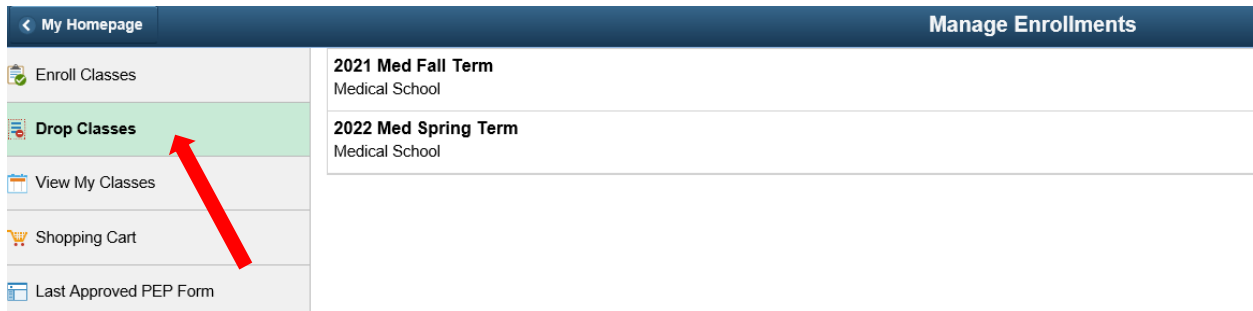
Dropping an Elective:

Step 1: Login to PeopleSoft Student here

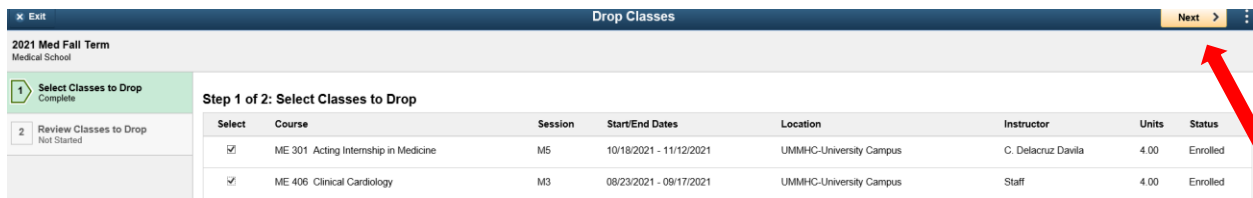**Step 2**: Click on 'SOM Enrollment' tile and click on Drop Classes.

Step 3: Click on the term and select the class which you want to drop and click Next.

Note: If you get a message 'Department Consent Required to Drop from class, you'll need to contact Office of Student Affairs, they will generate a permission to drop and then you can proceed with same step to drop.