

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

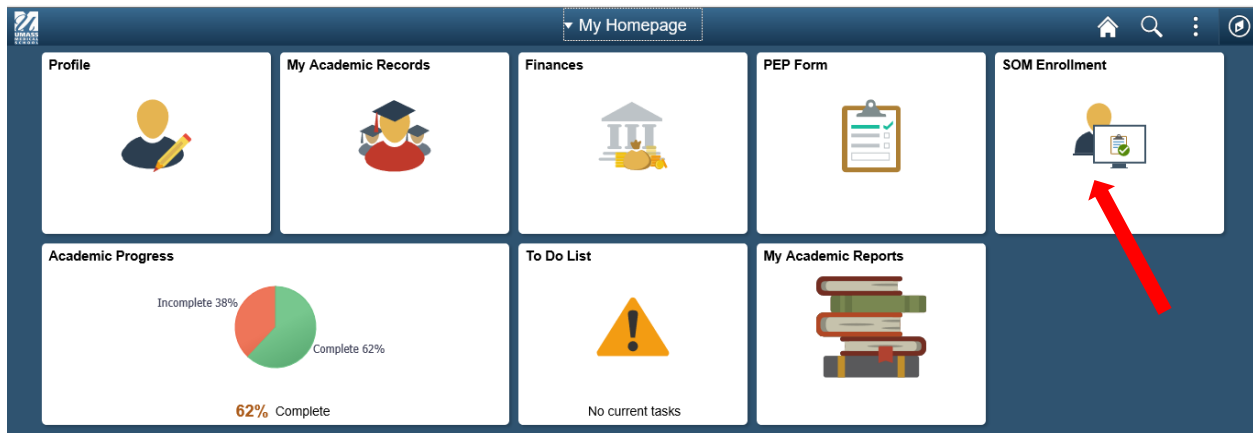
This document will walk you through the steps to enroll and drop from your 4th year electives.

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.

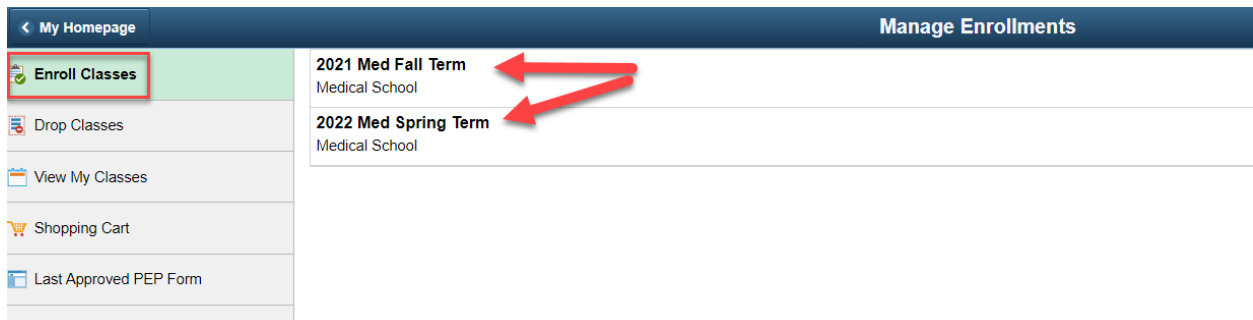
Step 1: Login to PeopleSoft Student [here](#)

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.

2021 Med Fall Term
Medical School

Select Classes to Enroll
● Visited

Shopping Cart/Review Selected Classes
○ Not Started

Select Classes to Enroll

Elective Type

Course Name

Location

Session

Class Enrolled **Class Full** **Not on your PEP**

Select	Course	Elective Type	Location	Start Date	End Date	Open Seats	Permission Nbr
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	Baystate Medical Ctr	09/20/2021	10/15/2021	0 of 2	Yes
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	Marlborough Hospital	09/20/2021	10/15/2021	0 of 1	Yes
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	UMMHC-University Campus	09/20/2021	10/15/2021	5 of 5	Yes
<input type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	St Vincent Hosp.	09/20/2021	10/15/2021	2 of 3	Yes
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	Berkshire Medical Ctr	09/20/2021	10/15/2021	0 of 1	Yes
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	Required Course	UMMHC-University Campus	10/18/2021	11/12/2021	4 of 5	Yes

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.

Exit Enroll Classes

2021 Med Fall Term
Medical School

Select Classes to Enroll
● Complete

Shopping Cart/Review Selected Classes
● Visited

Instructions:

- From this page you can enroll in the listed classes or delete them from the shopping cart. For either action, ensure the checkbox next to the class is checked/selected and then click the Enroll or Delete button.
- At the top of list of classes is a legend of the statuses the listed classes are in.
- If the class requires a permission number to enroll, put that number in the available field before using the Enroll button.
- Classes will remain in this shopping cart until enrollment is complete or it is deleted from this page.

● Open ■ Closed ◆ Permission Nbr Required

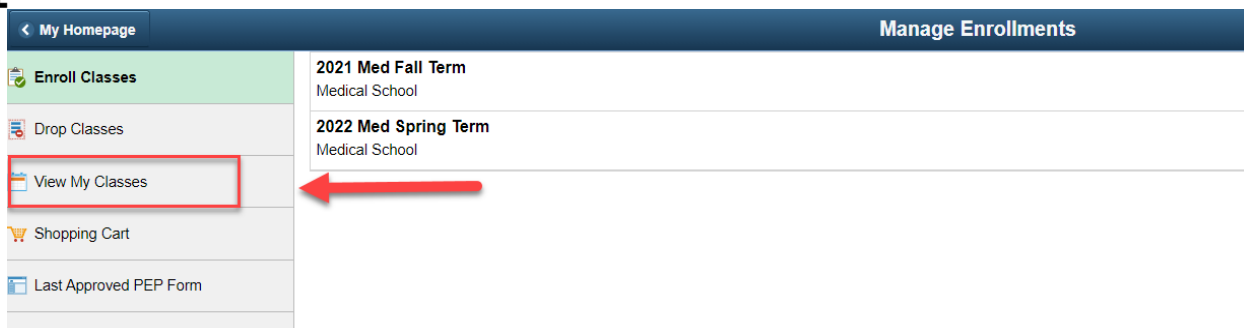
Your Shopping Cart

Select	Status	Course	Location	Start/End Dates	Session	Units	Permission Nbr
<input checked="" type="checkbox"/>	◆	ME 301 Acting Internship in Medicine	UMMHC-University Campus	10/18/2021 - 11/12/2021	Med. School Month 5	4.00	<input type="text" value="129874"/>
<input checked="" type="checkbox"/>	●	ME 406 Clinical Cardiology	Baystate Medical Ctr	06/01/2021 - 06/25/2021	Early Elective Mth 2	4.00	

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.



Manage Enrollments

2021 Med Fall Term
Medical School

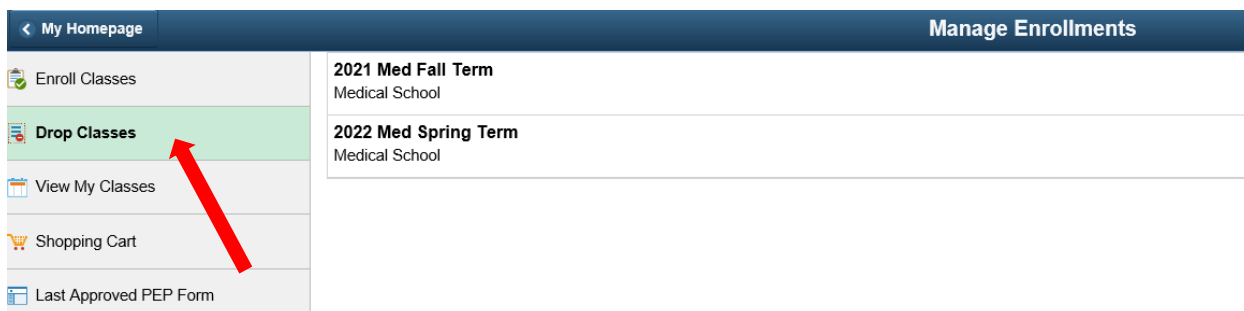
2022 Med Spring Term
Medical School

View My Classes

Dropping an Elective:

Step 1: Login to PeopleSoft Student [here](#)

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



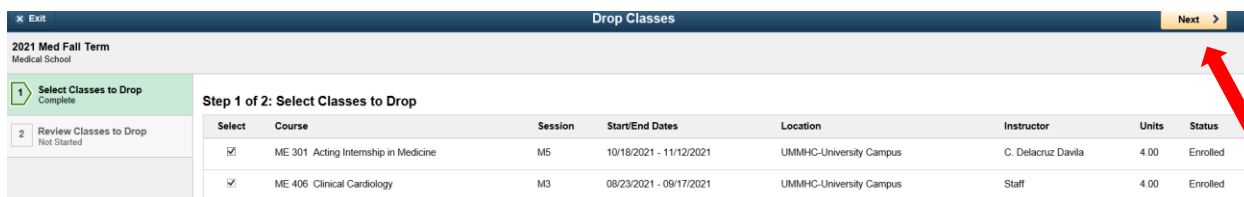
Manage Enrollments

2021 Med Fall Term
Medical School

2022 Med Spring Term
Medical School

Drop Classes

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



Drop Classes

Next

2021 Med Fall Term
Medical School

Step 1 of 2: Select Classes to Drop

Select	Course	Session	Start/End Dates	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	ME 301 Acting Internship in Medicine	M5	10/18/2021 - 11/12/2021	UMMHC-University Campus	C. Delacruz Davila	4.00	Enrolled
<input checked="" type="checkbox"/>	ME 406 Clinical Cardiology	M3	08/23/2021 - 09/17/2021	UMMHC-University Campus	Staff	4.00	Enrolled

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.