PeopleSoft Search by My Requirements Announcement

New PeopleSoft Feature Available – Search by My Requirements

Effective February 19th 2018, a new class search option will be available to students. Search by My Requirements uses the Academic Advisement Report to show students which courses are available for enrollment that will satisfy their degree requirements. Search by My Requirements will also allow students to select class sections and add them to their enrollment shopping carts.

Search by My Requirements is a helpful tool for students to monitor their progress towards graduation, with the added bonus of quick and easy access to the most up-to-date classes that can fulfill requirements!

Navigation to the Search by My Requirements page.
Select: Self Service > Student Center > Enroll > My Requirements

Steps to select a class section using Search by My Requirements:

1) Select “My Requirements” and hit the search button in the Enroll Tab

If you have any questions or concerns, please contact your academic advisor
2) Once in the Search by My Requirements page, select the “Show Requirement Details” option in order to see which requirements have been satisfied.

3) Below is an example of a requirement that has not yet been satisfied. Listed below the requirement are courses that can be used to satisfy it. If you would like more detail about a course, you can click on the link in the description column.

If you have any questions or concerns, please contact your academic advisor.
4) Once selected you will be brought to the course detail for the selected course.

5) In the Course detail page, the available sections for a given term are listed at the bottom of the page. If the class works with your schedule you can select it from here and add it to your shopping cart.

If you have any questions or concerns, please contact your academic advisor.
6) If there are no conflicts or errors then the selected course will be added to your shopping cart!

Please note the following:

- When viewing the Search by My Requirements page, select the “Show Requirement Details” (as shown in the image 2) option to see which requirements are satisfied and which are not satisfied. Students should look out for requirements that are marked as satisfied – these requirements do not require any other classes to be taken.

- The classes listed as available for a given term will only list open classes. Students will not be shown closed classes, and thus will not be able to select the waitlist option. To register for waitlisted classes students will need to use other enrollment options.

If you have any questions or concerns, please contact your academic advisor.