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INTRODUCTION

PeopleSoft’s Self Service module is a fully integrated portal that organizes services such as registration, viewing financial aid, billing and advisement. This information is available to students anywhere with internet access.

STUDENT CENTER

Welcome to “Student Center.” You must log in with your NYIT username and password. Once you are logged in your name will appear below:

REGISTRATION

Before registration please meet with your advisor to open your registration. To register for classes click on “Enroll” under Academics on your Student Center homepage. Under the enroll link you will have the ability to add/drop class or swap classes. (Use the “Swap” function when you do not want to drop a class until a new class is successfully added.)
The courses in which you are enrolled appear at the bottom of the page. To view your schedule click on “Weekly Schedule.”

**Search for sections**

To search for a section click “Search” under Academics on your student homepage. You must select or enter at least two search criteria and then click “Search”.

For additional search criteria enter the campus, meeting time, instructor information or days of week for the class to narrow your search.
To enroll in a class, first select the term, and then click continue.

**TERM INFORMATION**

**Term Information** shows your enrollment appointment for the selected term and a list of open enrollment dates. To get to term information click on “Open Enrollment Dates” under Enrollment Dates on your homepage as below:
You can also view term enrollment dates by clicking on the Details link in the Enrollment Dates box on the main Student Center screen.

**MY ACADEMICS**

*My Academics* includes: transfer credit, course history, current program/plan, advisor notes, and an academic summary including GPA.

**View My Transfer Credit Report**

The *Transfer Credit Report* allows you to view all of your transferred courses/credits. The first part of the page shows a summary of all transferred units. A detailed view of all of the transfer credits appears below the summary.
View My Course History

My Course History allows you to view all of the courses that you have taken, including transfer courses. You can sort the results using the sort functionality in the middle of the page.
Click Return to My Course History to go back.

**Academic Requirements**

The **Academic Requirements** is an overview of your current academic objective.

![Academic Requirements Image](image)

The Current Academic Summary section includes information on last term registered, academic standing, overall GPA (includes transfer courses), and NYIT GPA (does not include transfer courses).

**CHANGING PERSONAL INFORMATION**

First click on Demographic Data on the Personal Information on your student center homepage.

![Personal Information Table](image)
On the Personal information section you can update your personal information such as address, phone number and emergency contacts.

To update your phone number, click on the phone number tab. Click on enter phone number use drop down menu to choose phone type and number, then click save.