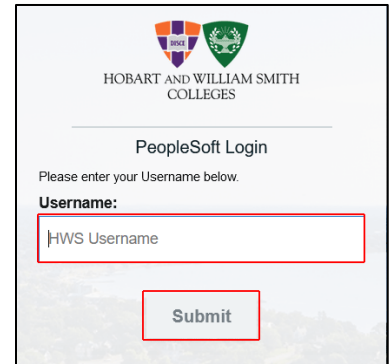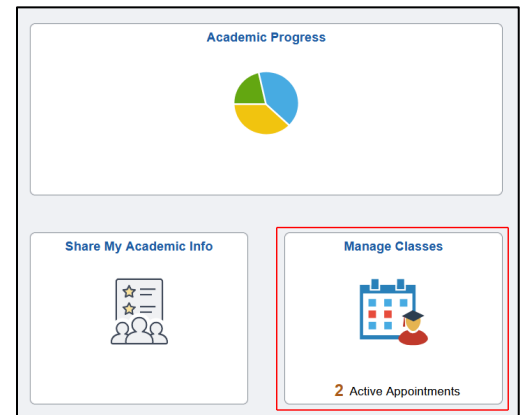# Campus Solutions
For Students: Searching for Classes

Log in to Campus Solutions. From the Student Center, under the Manage Classes tile, search for classes, follow the prompts to add them to the Shopping Cart, and from the Shopping Cart, Enroll.
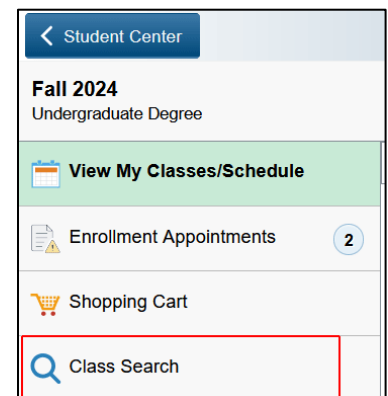
To enroll in classes:

1. Go to the **HWS PeopleSoft Website**

2. Click **Campus Solutions**

Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS

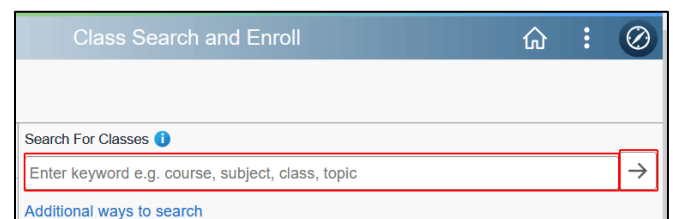3. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

HOBART AND WILLIAM SMITH COLLEGES

PeopleSoft Login

Please enter your Username below.

Username:

HWS Username

Submit

4. On the Student Center, click the tile **Manage Classes**

Academic Progress

Share My Academic Info

Manage Classes

2 Active Appointments

5. On the lefthand menu, click **Class Search**

‹ Student Center

Fall 2024
Undergraduate Degree

📅 **View My Classes/Schedule**

📝 Enrollment Appointments　2

🛒 Shopping Cart

🔍 Class Search

6. In the Class Search and Enroll area, enter a **keyword**

7. Click the **search arrow** icon or press [**Enter**]

Class Search and Enroll　🏠 ⋮ ⊘

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic　→

Additional ways to search

8. On the section you want, on the right, click the **arrow**

ENG 045

1/2 Credit Teacher Assistant

★ Add to favorite courses

▸ Course Information

▾ Class Selection

Select a class option ⓘ   Selected Filters   **1 option**

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Regular Academic	Section 01 (4289) - IND	08/26/2024 - 12/06/2024	To be announced	Rob Carson	Open Seats 9 of 10

9. On Step 1 of 4: Review Class Selection, if this is the class you want, at the upper right, click **Next**

✕ Exit   Class Search and Enroll   ⋮

Next ❯

Fall 2024
Undergraduate Degree
Hobart and William Smith Colleges

Step 1 of 4: Review Class Selection
You have selected

ENG 045   1/2 Credit Teacher Assistant

10. If you have been granted a permission number to enroll in this class, enter the **permission number**

11. Click **Accept**

Step 2 of 4: Review Class Preferences   Accept

ENG 045   1/2 Credit Teacher Assistant

Section 01 (4289) - IND - Open

Permission Number ⓘ

Enter Permission Number

12. On Step 3 of 4, select **Add to Shopping Cart**

13. Click **Next**

❮ Previous   Next ❯

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

○ Enroll

◉ Add to Shopping Cart

14. On Step 4 of 4, if the selection is correct, click **Submit**

15. On the confirmation, click **Yes**

Step 4 of 4: Review and Submit   Submit

You have selected to add to your shopping cart

ENG 045   1/2 Credit Teacher Assistant

Class	Session	Meeting Dates	Days/Times	Sea
Section 01 (4289) - IND	Regular Academic	08/26/2024 - 12/06/2024	To be Announced	

16. On the confirmation page, use the **Return to Keyword Search Page** link to return to the class search so you can add the next class to the Shopping Cart
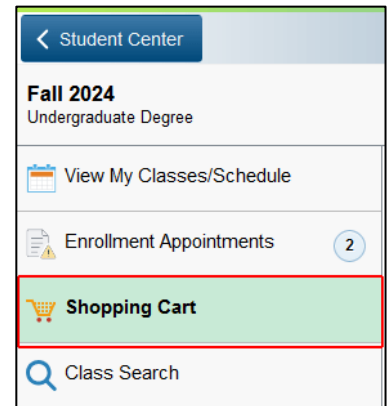
17. Repeat until you have the classes you want in your Shopping Cart

✔ **ENG 045 - 1/2 Credit Teacher Assistant**
Class has been added to your Shopping Cart.
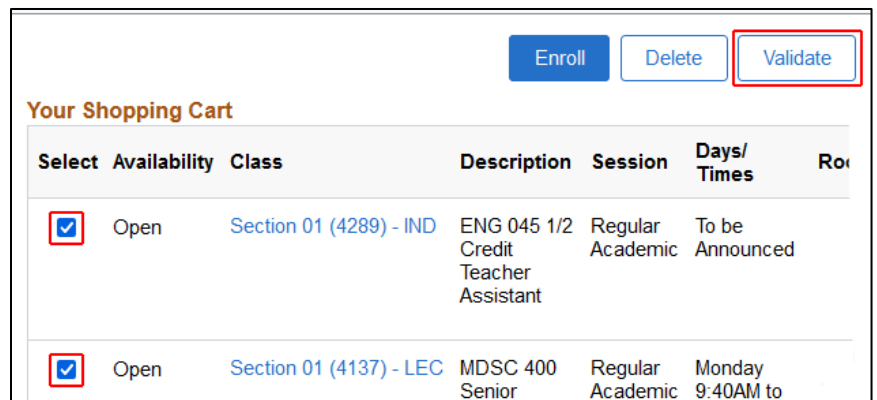
↩ Return to Keyword Search Page

18. On the lefthand menu, click **Shopping Cart**
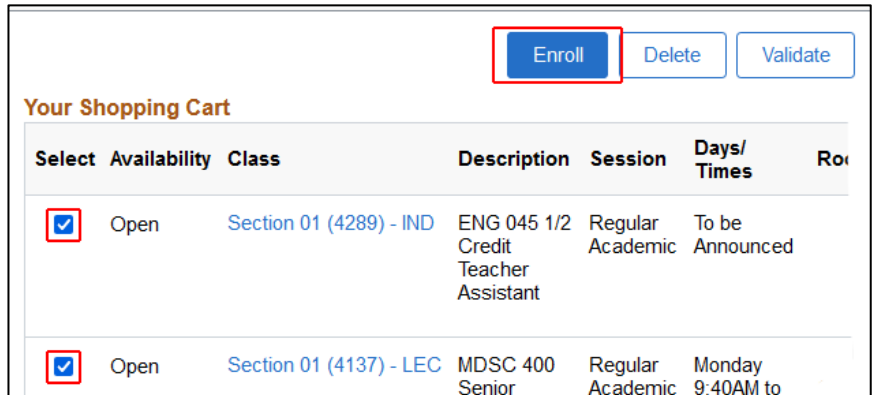

19. Select your classes

20. Click **Validate**

21. Correct any errors, select your classes again, and click **Enroll**

22. On the confirmation, click **Yes**

    When the page refreshes, you will see which classes have been added to your schedule.

23. When finished, use the three dots menu to **Sign Out**