

# UOPEOPLE STUDENT PORTAL

## MY COURSES SPACE GUIDE



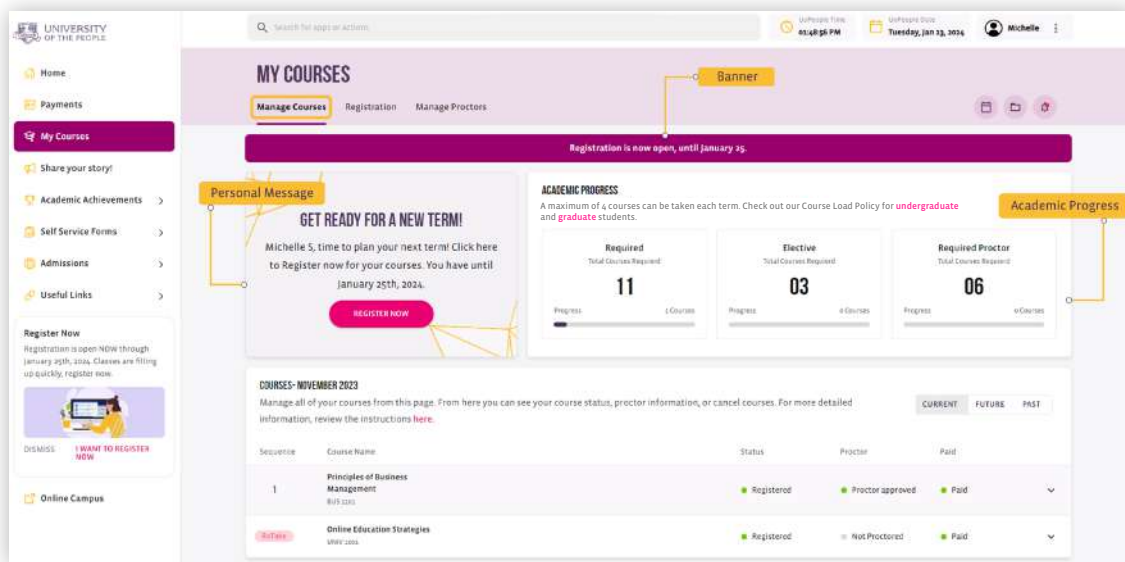
UNIVERSITY  
OF THE PEOPLE

Take a look at the **My Courses** space and explore the key features it offers for successful course management.

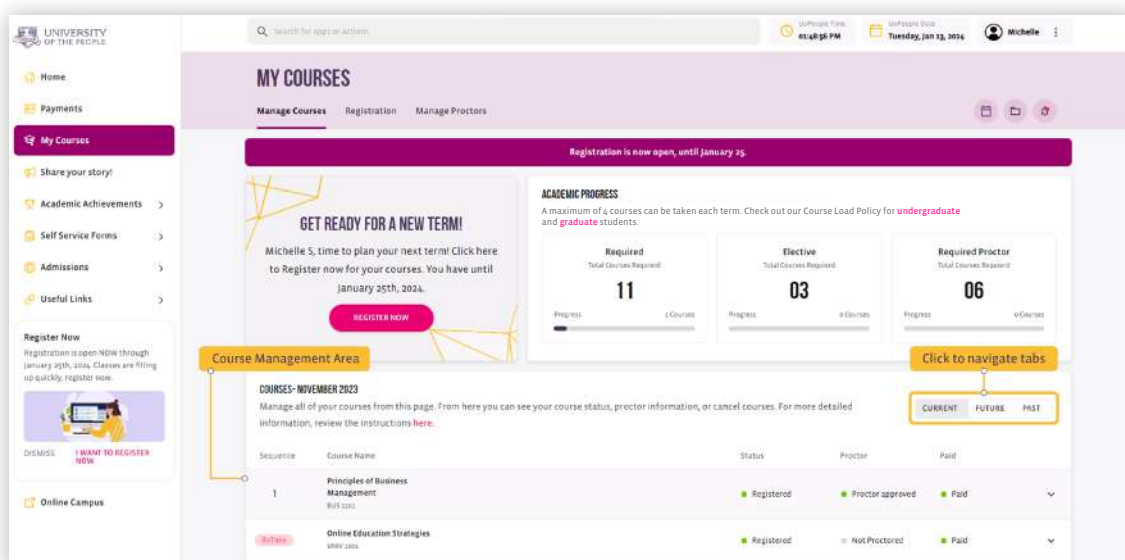
### MANAGE COURSES

The Manage Courses page gives students a quick overview of vital information for easy navigation, including registration dates, academic progress, and essential course details. You'll also see a banner that gives you important information.

Check out the image below for a snapshot of the main sections.



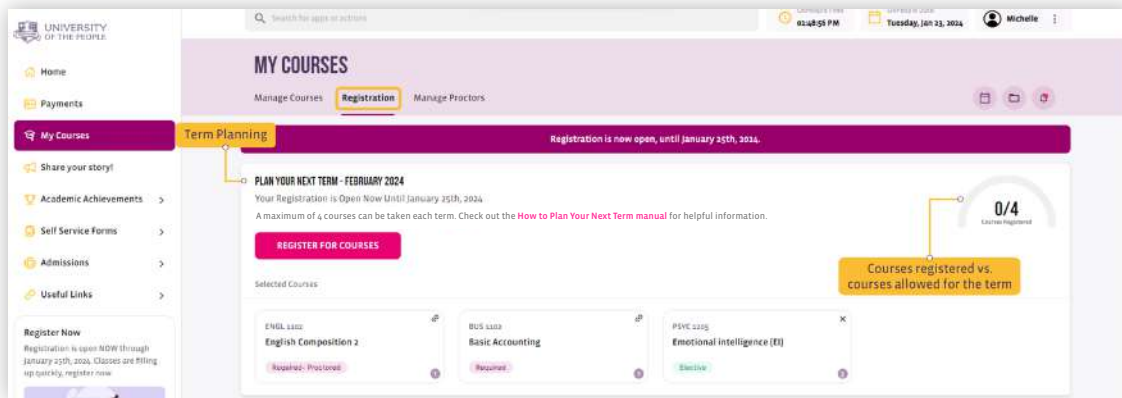
The Course Management area allows you to manage your courses and check their status. Use the tabs on the top right side to browse your past and current courses. Once you've registered for courses for the upcoming term, you'll be able to view and manage them under the Future tab.



## REGISTRATION

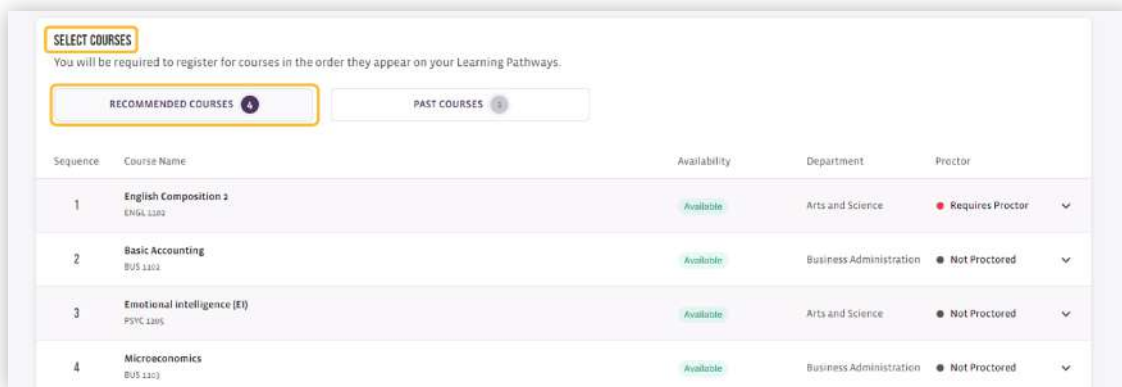
### Term Planning

This section helps you plan the upcoming term and register for courses according to your Learning Pathway, ensuring a hassle-free registration process.

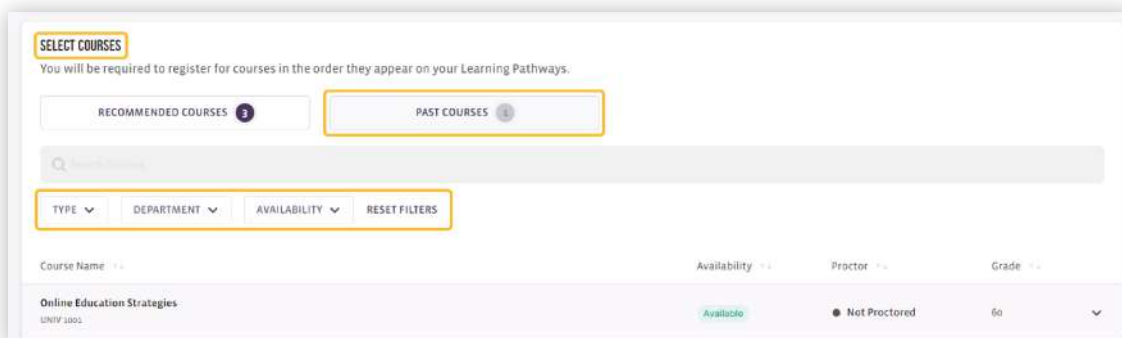


### Select Courses

In the Recommended Courses section, you'll see a list of up to 4 courses to select from for registration. The list is based on several factors, including your current Learning Pathway, academic progress, maximum course load, and course availability.



Past courses can be found and retaken if needed, find them by clicking the Past Courses tab. Explore recommended and past courses based on your pathway. Filter by type, department, and availability.



## About Learning Pathway

You will be asked to follow a Learning Pathway when registering for courses. These pathways will guide you through your entire degree program, establishing the courses you'll take each term to ensure you are on track for a successful academic journey.

During the registration period, you will see a list of recommended courses made available by your Learning Pathway. You will only be able to select your courses from this list and in the order that is established. The order must also be maintained when cancelling, dropping or withdrawing from courses.

## Leave of Absence (LOA)

Life happens, and we've got you covered. If you are not planning to register for classes during an upcoming term, you are required to request a Leave of Absence (LOA). For more details check out our LOA policy for [undergraduate](#) and for [graduate](#) students.

Scroll to the bottom of the Registration page to request for a Leave of Absence or to track inactivity seamlessly.



NOT PLANNING TO STUDY NEXT TERM?  
A few things to be aware of before your break.  
UoPeople allows students to take up to 5 inactive or LOA terms. Students who take more than 5 terms without registering for classes will be dismissed from the university.

REQUEST LEAVE OF ABSENCE

Inactivity Counter

0/5  
Inactive Terms

Note: UoPeople's inactivity policy allows students to be inactive for up to 5 consecutive terms. If a student is inactive for more than 5 consecutive terms, they will be administratively withdrawn from the university. Review our full inactivity policy for [undergraduate](#) or [graduate](#) students.

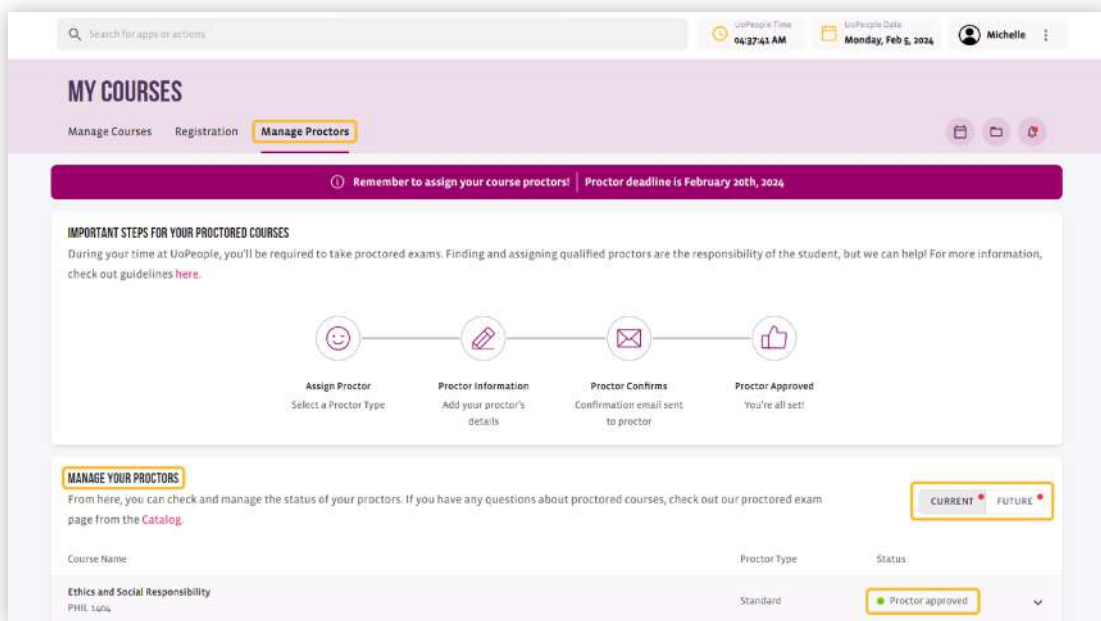
**PLAN YOUR FUTURE WITH NO SURPRISES.**



## MANAGE PROCTORS

If any of your courses require a proctor (exam monitor), you can assign and manage them on Manage Proctors page. A full list of your proctored courses, should you have any, can be found here. It's made simple and easy for your convenience.

This page allows you to check the status of your proctors and manage them across all your proctored courses. In the Manage Your Proctors section, use the tabs on the right side to browse your current courses and the courses you have registered to take in the upcoming term.



That's it! We hope this guide has helped you better understand and manage your courses.

By applying your skills and knowledge **we know you'll go far**. From all of us at University of the People, we wish you the **best of luck!**

**STAY INFORMED, STAY ON TRACK.**



## DISCLAIMER

In the event of any conflict between the terms of this manual and the [UoPeople Catalog](#), then the language of the UoPeople Catalog shall take precedence and be the guiding document.