UOPEOPLE STUDENT PORTAL My courses space guide



Take a look at the <u>My Courses</u> 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.

OF THE PEOPLE	Q Search for apps or actions		UoPeople Time 01:48:56 PM	UoPeople Date Tuesday, jan 23, 2024
🔥 Home	MAnage Courses Registration Manage Proctors	—	Banner	
ଙ୍ଖ୍ My Courses		Registration is now open, until Janu	Jary 25.	
📢 Share your story!				
😲 Academic Achievements >	Personal Message	ACADEMIC PROGRESS A maximum of 4 courses can be taken each and graduate students.	term. Check out our Course Load F	'olicy for undergraduate Academic Progress
Self Service Forms >	Michelle S, time to plan your next term! Click here	Required	Elective	Required Proctor
Admissions >	to Register now for your courses. You have until	Total Courses Requierd	Total Courses Requierd	Total Courses Requierd
	C January 25th, 2024.	Progress 1 Courses	U 3 Progress o Cou	Ub rses Progress o Courses
Register Now Registration is open NOW through January 25th, 2024. Classes are filling				
up quickly, register now.	COURSES- NOVEMBER 2023 Manage all of your courses from this page. From here you can see information, review the instructions here.	your course status, proctor information, or c	ancel courses. For more detailed	CURRENT FUTURE PAST
DISMISS I WANT TO REGISTER NOW	Sequence Course Name		Status Proct	or Paid
C Online Campus	Principles of Business Management BU51201		 Registered Pi 	octor approved 🔹 Paid 🗸
	ReTake Online Education Strategies		Registered N	ot Proctored • Paid •

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.

OF THE PEOPLE	Q, Search for apps or actions 🕓 Wheepe Time 🔁 Wheepe Time 🔁 Toesday, Jan 33, 2004 😨 Michaele 🚦
🔂 Home	MY COURSES
Payments	Manage Courses Registration Manage Proctors
ন্থ My Courses	Registration is now open, until January 25.
📢 Share your story!	
♀ Academic Achievements >	ACADEMIC PROGRESS A maximum of a courses can be taken each term. Check out our Course Load Policy for undergraduate and graduate students.
Self Service Forms	Michelle S, time to plan your next term! Click here Required Elective Required Proctor
Admissions >	to Register now for your courses. You have until Total Courses Required Total Courses Required Total Courses Required Total Courses Required
	Progress Progress Progress OCOunters Progress OCOunters
Register Now Registration is open NOW through January 25th, 2024. Classes are filling	Course Management Area Click to navigate tabs
up quickly, register now.	COURSES - NOVEMBER 2023 Manage all of your courses from this page. From here you can see your course status, proctor information, or cancel courses. For more detailed information, review the instructions here.
DISMISS I WANT TO REGISTER NOW	Sequence Course Name Status Proctor Paid
🖸 Online Campus	Principles of Business Management Business Bagisterod Proctor approved Paid V
	Online Education Strategies UNIV 2013 Online Education Strategies Image: Registered Image: Not Proctored Image: Paid



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.

区 UNIVERSITY	Q Search for apps or actions O otages of Actions
📅 Home	MY COURSES
Payments	Manage Courses Registration Manage Proctors
ঞ্জ My Courses	Term Planning Registration is now open, until January 35th, 2024.
📢 Share your story!	PLIN YOUR NEXT TERM - FEBRUARY 2024
♀ Academic Achievements >	Your Registration is Open Now Until January 25th, 2024
Self Service Forms	Control Registrer FOR COURSES
Admissions >	Courses registered vs.
🔗 Useful Links >	
Register Now Registration is open NOW through January 25th, 2024. Classes are filling	C NGL 1402 Ø BUS 1402 Ø PSYC 1495 X English Composition 2 Basic Accounting Emotional intelligence (EI) Reserve Provided Basic Accounting Emotional intelligence (EI)

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.

SELECT COUR You will be	ISES required to register for courses in the ord	ler they appear on your Learning Pathways.				
F		PAST COURSES				
Sequence	Course Name		Availability	Department	Proctor	
1	English Composition 2 ENGL 1102		Available	Arts and Science	Requires Proctor	~
2	Basic Accounting BUS 1102		Available	Business Administration	Not Proctored	~
3	Emotional intelligence (EI) PSYC 1205		Available	Arts and Science	Not Proctored	~
4	Microeconomics BUS 1103		Available	Business Administration	Not Proctored	~

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.

RECOMMENDED COURSES 3 PAST COURSES 1				
Q Search Courses				
urse Name 🗇 🗸	Availability 👈	Proctor 🗠	Grade 💠	
line Education Strategies	Available	Not Proctored	60	~

MY COURSES SPACE GUIDE



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 or dropping 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 <u>undergraduate</u> and for <u>graduate</u> 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.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	0/5
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.		U/ J Inactive Terms
REQUEST LEAVE OF ABSENCE	Inactivity Counter	

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 <u>undergraduate</u> or <u>graduate</u> students.





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.

MA POORSES						
Manage Courses Registration	Manage Proctors					
	(i) Remember	to assign your course procto	ors! Proctor deadline is Febru	uary 20th, 2024		
IMPORTANT STEPS FOR YOUR PROCTORED CO	OURSES					
During your time at UoPeople, you'll t	be required to take proctored e	exams. Finding and assigning	g qualified proctors are the resp	ponsibility of the stud	dent, but we can help! Fo	r more information,
check out galacines here.						
	©—					
	Assign Proctor	Proctor Information	Proctor Confirms	Proctor Approved		
	Assign Proctor Select a Proctor Type	Proctor Information Add your proctor's details	Proctor Confirms Confirmation email sent to proctor	Proctor Approved You're all set!		
	Assign Proctor Select a Proctor Type	Proctor information Add your proctor's details	Proctor Confirms Confirmation email sent to proctor	Proctor Approved You're all set!		
MANAGE YOUR PROCTORS	Assign Proctor Select a Proctor Type e the status of your proctors, J	Protor information Add your proctor's details	Proctor Confirms Confirmation email sent to proctor	Proctor Approved You're all set!	n cu	IRRENT [©] FUTURE •
MANAGE YOUR PROCTORS From here, you can check and manage page from the Catalog.	Assign Proctor Select a Proctor Type e the status of your proctors. I	Proctor Information Add your proctor's details	Proctor Confirms Confirmation email sent to proctor	Proctor Approved You're all set!	n cu	RRENT • FUTURE •

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!



DISCLAIMER

In the event of any conflict between the terms of this manual and the <u>UoPeople Catalog</u>, then the language of the UoPeople Catalog shall take precedence and be the guiding document.