



UNIVERSITY
OF THE PEOPLE
Tuition-Free Online University



University of the People Course Registration guide



TABLE OF CONTENTS

Introduction	3
Getting started	4
Step 1: Log in to the student portal	4
Step 2: Choose a course that interests you	4
Step 3: Select the course.....	5
Step 4: Review your chosen courses and the registration status in the Status box.....	6
Proctor information - Choosing a proctored course and assigning your proctor	6
Step 5: Add a proctor to your course registration	6
Step 7: Confirm the proctor meets the requirements.....	8
Additional Proctor information - Changing your proctor	9
Personalize your course schedule view	9
Canceling a course	10
Registration update emails	10
Contact us for more information	10



Registration – an easy step guide

Introduction

This document is intended to help you to register for University of the People courses. We have covered all the basics and have tried to answer the most common questions we receive from students during the registration period.

Registration is open for 3 weeks each term. You can see the dates on the University of the People Academic Calendar at http://uopeople.edu/groups/academic_calendars.

Registration for courses is available on a first-come, first-served basis so we suggest you register early in the main registration period to avoid disappointment.

There are three different course types at UoPeople

- Required Courses: All the programs of study have required courses which all students must complete to satisfy the program requirements.
- Required-Proctored Courses: University of the People students are required to successfully complete a number of proctored exams prior to graduation according to their degree program. You can read more about the proctoring process here: <https://students.uopeople.edu/pdf/ProctoringExamsInstructionstoStudent.pdf>
- Elective Courses: these are taken from the general education program and will allow students to expand their general knowledge across a wide range of subjects.

You can only chose one course at a time and you will repeat the steps below for each course you wish to register for.



Getting started

Step 1: Log in to the student portal: <https://students.uopeople.edu/login.aspx>

Click 'add a course'

Home Page | Enrollment | Academic History | Academic Requests | Processing

Updates

12/11/2014 | Registration period for Term 3, 2014-2015 is now open!!

The Registration period is open from today until Wednesday December 31, 2014, 23:55 UoPeople time (GMT -5). For those students registering for courses that require a proctor, please remember that you need to assign a

Enrollment

14 th	15 th	16 th	17 th
21 st	22 nd	23 rd	24 th

[Course Schedule](#) >
[Add a Course](#) >
[Manage Proctors](#) >

Step 2: Choose a course that interests you and that you have the pre requisites for (either you have passed the prerequisite or you are currently studying it). Not all courses will be available every term.

Note: If you are unsure which courses you should register for, you can contact the Advising Office for assistance at Advising@uopeople.edu

You can read more about each course by expanding the 'read more' box.

Term January 2015

Course Name	Code	Credits	Type	Prerequisites	Department	Term	Read More
<input checked="" type="radio"/> Business English	ENGL 1103	3	Required	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/> Business Policy and Strategy	BUS 4403	3	Required-Proctored	BUS 3306,BUS 2207	Business Administration	January 2015	Read More
<input type="radio"/> Consumer Behavior	BUS 3302	3	Required	BUS 2201,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/> English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/> Entrepreneurship 2	BUS 4401	3	Required	BUS 3303,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/> Managerial Accounting	BUS 3304	3	Required	BUS 3301,UNIV 1001	Business Administration	January 2015	Read More



Step 3: Select the course

<input type="radio"/>	Business Policy and Strategy	BUS 4403	3	Required-Proctored	BUS 3306,BUS 2207	Business Administration	January 2015	Read More
<input checked="" type="radio"/>	College Algebra	MATH 1201	3	Required-Proctored	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Consumer Behavior	BUS 3302	3	Required	BUS 2201,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Entrepreneurship 2	BUS 4401	3	Required	BUS 3303,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Greek and Roman Civilization	HIST 1421	3	Elective	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Introduction to Biology	BIOL 1301	3	Elective	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Introduction to Philosophy	PHIL 1402	3	Elective	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Introduction to Sociology	SOC 1502	3	Elective	UNIV 1001	Arts and Science	January 2015	Read More
<input type="radio"/>	Managerial Accounting	BUS 3304	3	Required	BUS 3301,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Microeconomics	BUS 1103	3	Required	BUS 1101,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Multinational Management	BUS 2207	3	Required	BUS 2201,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Online Education Strategies	UNIV 1001	3	Required	None	Arts and Science	January 2015	Read More
<input type="radio"/>	Principles of Business Management	BUS 1101	3	Required	UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Quality Management	BUS 4406	3	Required	BUS 4402,UNIV 1001	Business Administration	January 2015	Read More
<input type="radio"/>	Strategic Management	BUS 4407	3	Required	BUS 4402,UNIV 1001	Business Administration	January 2015	Read More

Select this course

You have a chance now to either cancel the selected course by clicking 'cancel' or to confirm your course by clicking 'confirm registration'.

1 Select a Course > 2 Confirm Registration > 3 View Results

Please review your request in details and confirm your registration

Course Name	Code	Credits	Type	Prerequisites	Department	Term
Business English	ENGL 1103	3	Required	UNIV 1001	Arts and Science	January 2015

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce the varying modes of English communication in the business environment and when to use them. It will also help to develop and expand students' business-related vocabulary, and to develop an understanding of the best techniques for successful communication in varying business contexts.

Cancel Confirm registration



Step 4: Review your chosen courses and the registration status in the Status box.

1 Select a Course > 2 Confirm Registration > 3 View Results

Here you can view your registration status. Your final registration status will be emailed to you by Student Services by the end of the registration period.

If you wish to view your course schedule, [click here](#).

Course Name	Code	Credits	Type	Prerequisite/s	Department	Term	Status
Business English	ENGL 1103	3	Required	UNIV 1001	General Studies	January 2015	Processing Request

Status Reason: Your request is pending final confirmation. An email will be sent to you before the next term begins with your request status.

The status reason explains the status assigned to your course.

- ‘Processing request’ means the registration request is valid. Final approval will usually happen at the end of the term after the final exam period.
- ‘Request pending’ means the registration is pending successful completion of the pre-requisite course you are currently taking.
- ‘Request denied’ means either you have already registered for this course (you can only register once for a course during the registration period), or you are missing the prerequisite courses, or that you have already successfully completed the course, or your proctor did not confirm within the registration period, or that your proctor denied your request.

[Proctor information - Choosing a proctored course and assigning your proctor](#)

Follow steps 1-4 above then you will assign your proctor:

Step 5: Add a proctor to your course registration

On the course schedule page you will see:

You can see that your request is processing although you did not complete the registration and did not added a proctor yet. You must assign a proctor otherwise your registration request will be denied at the end of the registration period.

Course Name	Code	Credits	Type	Prerequisite/s	Department	Term	Status
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	General Studies	January 2015	Processing Request

Status Reason: Your request is pending final confirmation. An email will be sent to you before the next term begins with your request status.

Proctor Status: No proctor assigned yet.

The course you have selected is a proctored course. You **MUST** add a proctor during course registration period to complete the request. Click on the "Add a proctor to this course" button to identify a proctor.

Add a proctor to this course >



Once you click 'add a proctor' you will see the course you need to add a proctor to:

Next Term: January 2015 Last updated: 24/12/2014

Your course registration requests for the next term are listed below. To learn more about your registration status, please click on "Status".

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status	Cancel
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request	Add a proctor	

Or you can add your proctor from the 'manage proctors' tab on the portal homepage:

Home Page | Enrollment | Academic History | Academic Requests | Processing Fees | Personal Information

Support | Course Schedule | Add a Course | Manage Proctors | Withdrawal | Cancel Future Courses | Request Leave of Absence

NEED HELP? send a question

Enrollment > Course Schedule

Course Schedule

Below you see a complete listing of your course schedule. The schedule is divided into two sections, one for this current term, and one for the next term. The 'Current Term' table lists all courses you are currently registered for. The 'Next Term' table lists your course registration requests for the next term and includes the most updated status of your request.

Proctored courses for next term

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request	Add a proctor

Step 6: Input your proctor's details in the box that opens when you click 'add a proctor'

You need to fill in all the fields

Proctored courses for next term

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request	Add a proctor
College Algebra	MATH 1201	3	Required-Proctored		12/16/2014	Processing Request	Resend email

Add a Proctor

Please enter the below mandatory fields, identifying a qualified proctor.

Once you have completed this step an email will be automatically sent to your proctor asking them to confirm your request.

Course Name:

Course Code:

Proctor's First Name:

Proctor's Last Name:

Proctor's Email Address:

Confirm Proctor's Email Address:

Proctor's Phone Number:

Proctor's country of residence:

Proctor's city of residence:

Proctor's occupation:



Step 7: Confirm the proctor meets the requirements

Check the box to confirm your proctor meets all the requirements and then the 'Add a proctor to this course' button will be activated. You can change your mind at this stage and click 'cancel' to begin again.

I confirm that this proctor's meets the proctor's requirements.

[Add a proctor to this course](#) ● [Cancel](#) ▶

Once you have checked the box, you will be able to add the proctor to the course:

I confirm that this proctor's meets the proctor's requirements.

[Add a proctor to this course](#) ▶

Once you have completed these steps, your proctor will automatically be sent an email asking him to confirm or reject the request to be your proctor. The proctor status in your course schedule will show as 'pending approval'. This means your proctor needs to click the confirm button in the email he received from us.

Proctored courses for next term

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request	Pending Approval Resend email
College Algebra	MATH 1201	3	Required-Proctored	UNIV 1001	12/16/2014	Processing Request	Pending Approval Resend email

View proctor details close X

The information has been saved and an email has been sent to the proctor. We will inform you by email upon changes in the status

Once the proctor confirms (or denies), you will receive an email notifying you of the changes and your registration will say 'active proctor' if your proctor confirms.

Proctored courses for next term

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request	Active Proctor
College Algebra	MATH 1201	3	Required-Proctored	UNIV 1001	12/16/2014	Processing Request	Pending Approval Resend email

If he denies the request you will get an email telling you your registration has been denied and you will need to re register and assign someone else.



Remember to tell your proctor to check his junk email and to add us to his/her contacts so he/she doesn't miss our emails. If you are concerned that your proctor did not get the email, you can resend it ONCE per registration by clicking the resend button. NOTE: You can only resend the email once, so make sure you only click resend if you are sure your proctor did NOT get the confirmation email

Your proctor must confirm by the end of the registration period or the course registration will **automatically** be denied when the registration period closes.

Additional Proctor information - Changing your proctor

You may need to change your proctor during the registration period. You can do this by clicking on the 'cancel' button in your course schedule:

Next Term: January 2015 Last updated: 02/01/2015

Your course registration requests for the next term are listed below. To learn more about your registration status, please click on "Status".

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status	Cancel
English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	12/24/2014	Processing Request ●	Active Proctor	X Cancel
Business English	ENGL 1103	3	Required	UNIV 1001	12/24/2014	Processing Request ●		X Cancel



Or from the cancel future courses page:

You simply select the course you wish to cancel and click 'confirm course cancellation'

Cancel registration

Students may cancel a registration for a specific course up until two days before the start of the new term. Cancelling a course before this deadline will not affect the student's academic record or CPGA. Please note that if you cancel all of your courses and do not plan to enroll in any courses during the upcoming term, you are required to request a leave of absence (LOA) via the Student Portal <https://students.uopeople.edu/login.aspx>

Select a Course to Cancel its Registration

	Course Name	Code	Credits	Type	Prerequisites	Status	Proctor Status
<input type="radio"/>	English Composition 2	ENGL 1102	3	Required-Proctored	UNIV 1001	Processing Request	Active Proctor
<input type="radio"/>	Business English	ENGL 1103	3	Required	UNIV 1001	Processing Request	



Then you will need to re register for the course and assign a new proctor following the steps above.



Personalize your course schedule view

You can choose not to see the courses that were denied or that you cancelled by choosing the option 'Do not show courses that were denied or cancelled'.

Canceling a course

You can cancel a course at any stage from the start of the early registration period until the day before term starts, but please remember that UoPeople students must be active in a term, or on an approved Leave of Absence so you must either register for courses or apply for an LOA through the portal up to a week before term starts. Students may only be inactive for up to three terms in an academic year, or three terms consecutively.

Next Term: January 2015 Last updated: 24/12/2014

Your course registration requests for the next term are listed below. To learn more about your registration status, please click on "Status".

Course Name	Code	Credits	Type	Prerequisites	Submitted	Status	Proctor Status	Cancel
Business English	ENGL 1103	3	Required	UNIV 1001	12/24/2014	Processing Request		X Cancel
College Algebra	MATH 1201	3	Required-Proctored	UNIV 1001	12/16/2014	Processing Request	Pending Approval Resend email	X Cancel

Do not show courses that were denied or cancelled.

You currently have **2** open registration for the next term [Add a course](#)

Registration update emails:

During the registration period, you will receive registration update emails from us.

- If your proctor confirms, you will receive an email telling you that the proctor status has changed.
- If your proctor denies then you will get a notification email telling you that your registration has been denied because you are missing a proctor. You will then need to choose another course or re-register to the same course and assign a new proctor.
- If you attempt to register for the same course more than once in the registration period then you will receive an email telling you that the registration has been denied because registration for the course is 'already in progress' this just means that you have already registered for the course and the system will not allow you to register for it again.

Contact us for more information:

If you have any questions or issues that are not covered in this guide please contact the Office of Student Services at: student.services@uopeople.edu