THREE SUMMERS 2020
COURSE REGISTRATION AND PAYMENT INSTRUCTIONS
CHECKLIST

Course Registration and Payment Deadlines

Course registration begins March 23, 2020. Registration and payment deadlines for Summer Session 1 and Alternative Summer Session 1 is May 18, 2020. Link here for more information about Summer Session 2020 dates and fees: https://summersession.uconn.edu/dates-fees/.

Course Information

First year students should register for EPSY 5740, an online course.

Second and third year students should register for both online courses: EPSY 5194 and 5740.

Summer Session 3
Subject: Education – Psychology

EPSY 5740 - Strategies for Differentiating the Grade Level Curriculum

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1560</td>
<td>*10-LEC</td>
<td>TBA</td>
<td>ONLINE</td>
<td>Catherine Little</td>
<td>06/08/2020 – 07/10/2020</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Permission is required to register for EPSY 5740. Contact Judith Mathews for a permission number – judith.mathews@uconn.edu.

Alternative Summer Session 1
Subject: Education – Psychology

EPSY 5194 – Seminar

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1556</td>
<td>*10-LEC</td>
<td>MoTuWeThFr 8:15AM - 12:30PM</td>
<td>TSK 12</td>
<td>Del Siegle</td>
<td>06/29/2020 - 07/10/2020</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Permission is required to register for EPSY 5194. Contact Judith Mathews for a permission number – judith.mathews@uconn.edu.

When you are ready to self-register for classes, proceed to steps below to sign in and register.

Login to PeopleSoft to Self-Register for Classes

Logging In
1. Go to the Home page (https://studentadmin.uconn.edu) of this site.
2. Click the LOGIN button. The NetID Single Sign On page appears.

Alternatively, click the LOGIN button on the Student Help banner above to access the NetID Single Sign On page.
3. Enter your alpha-numeric NetID and NetID password. Click the Login button. Click the Need Help? link for assistance.

You are now logged into the Student Administration System.

Need Assistance? Access the NetID Home Page [https://netid.uconn.edu](https://netid.uconn.edu), contact the Technology Support Center at 860-486-4357, or email techsupport@uconn.edu.

**Add Classes in PeopleSoft**

Add Classes
To enroll in courses, you must add each class to your schedule via the Student Administration System.
After logging in, navigate to Add Classes by clicking:

Self Service from the Main Menu, and then Student Center.

Click the Enroll link to access the enrollment tools. The Enroll tab displays with the add tool selected.

**Add Classes**

There are three steps to adding classes.

- **Step 1**: The first step is to select classes to add each class to your enrollment shopping cart.

Enter the class number of the course. Each class has a unique number corresponding to it. The class number is in the first column of each chart listed under course information above.

Enter the class number in the field and click the enter button.
Before adding a class to your enrollment cart, you can edit the enrollment preferences. For instance, if a permission number is required to register for a course, you can enter it here. Alternatively, the class may be for a variable number of credits. In this case, be sure to update the Units field to the correct number of credits. If you enroll in a variable credit course and do not update the Units field, the system will default to 1.00 credit. All of our courses are three credits.

**Add Classes**

1. Select classes to add - Enrollment Preferences

   **INTD 1998 - Variable Topics Seminar**

   **Class Preferences**

   **Session**    Regular Academic Session  
   **Career**     Undergraduate  
   **Units**      1.00

   **Enrollment Information**
   - Instructor Consent Required to enroll in this class

Click the Next button to add the course to your enrollment cart, or move on to Step 2.

- **Step 2**: Confirm the classes you wish to add to your schedule. If everything is correct, click the FINISH ENROLLING button to continue. If you need to make changes, return to Step 1 by clicking the Previous button.
Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2006 | Undergraduate | University of Connecticut

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 1998-002 (23494)</td>
<td>Variable Topics Seminar (Seminar)</td>
<td>We 2:00PM - 2:50PM</td>
<td>Center for Undergrad Educ 021</td>
<td></td>
<td>1.00</td>
<td>✔️</td>
</tr>
<tr>
<td>PSYC 2300-001 (6150)</td>
<td>Abnormal Psychology (Lecture)</td>
<td>TTh 5:00PM - 6:15PM</td>
<td>Mont01</td>
<td></td>
<td>3.00</td>
<td>✔️</td>
</tr>
<tr>
<td>PSYC 2301-001 (4614)</td>
<td>The Study of Personality (Lecture)</td>
<td>TTh 2:00PM - 3:15PM</td>
<td>schn5</td>
<td></td>
<td>3.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- Step 3: View the results of your enrollment requests.
Classes added to your schedule successfully, display with a green checkmark and a success message.
Classes not added to your schedule display with a red ‘X’ and an error message. Review any error messages for an explanation of why a class was not added. Are you still having problems registering? Contact either the registrar 860-486-3331, or the graduate school 860-486-3617.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2006 | Undergraduate | University of Connecticut

- ✔️ Success: enrolled
- ❌ Error: unable to add class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 1998-002</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>PSYC 2300-001</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>PSYC 2301-001</td>
<td>Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.</td>
<td>❌</td>
</tr>
</tbody>
</table>

Once the Add process is complete, you can add another class, or view your class schedule.

Pay Fee Bill, Authorize Users, Manage Payment Plan in PeopleSoft

Usually the next business day after you register for courses, new fee charges will post. Notification is sent by the Bursar’s Office to your UConn e-mail account. A $150 late fee will be charged to your account if you do not register and pay by May 18 for all courses listed above.

To submit a payment toward an outstanding balance with a credit card, use the Pay Fee Bill by Credit Card option in the PeopleSoft Student Administration System. Note: If you are making a payment by Electronic Check, click the Pay Fee Bill by e-Check option to link out to the Student Account Suite.

Use this procedure to link to the University of Connecticut Bill and Payment Suite where students can log in to pay their fee bill, create an authorized user, and enroll in and manage a payment plan.

NOTE: A 2.85% non-refundable convenience fee applies to credit card transactions.

Log in to the Student Administration System and navigate to the Finances section of the Student Center by clicking:
1. Main Menu, Self-Service, and then Student Center.

2. Scroll down to the Finances section, and then click the Pay Fee Bill, Authorize Users, Manage Payment Plan link.

3. The page loading message displays. Then you are linked to the Bill & Payment Suite.

   Now Loading. Please Wait...
   This could take several minutes.
   --- Do not click the Stop or Back buttons at this time ---

4. Click the Make a Payment or View Account Activity buttons or use the links at the top of the page to navigate throughout the website.
If you have questions regarding your bill, making payments, the UConn payment plan, or setting up authorized users, email bursar@uconn.edu. For more information, see the University of Connecticut Bursar (http://bursar.uconn.edu/) website.

If your payment is not successful, you can resubmit the payment or make another payment. For assistance with payment, call the Bursar’s Office at 860-486-4830.

**Contact Information**

Judith Mathews, Program Administrator  
judith.mathews@uconn.edu  
860-486-6013  
Gentry Building Room 119B

**Summer 2020 Faculty**

<table>
<thead>
<tr>
<th>EPSY 5194</th>
<th>EPSY 5740</th>
</tr>
</thead>
<tbody>
<tr>
<td>Del Siegle – <a href="mailto:del.siegle@uconn.edu">del.siegle@uconn.edu</a></td>
<td>Catherine Little – <a href="mailto:catherine.little@uconn.edu">catherine.little@uconn.edu</a></td>
</tr>
<tr>
<td>860-486-0618</td>
<td>860-486-2754</td>
</tr>
<tr>
<td>Tasker Building Room 40</td>
<td>Tasker Building Room 02</td>
</tr>
</tbody>
</table>

Joseph Renzulli – joseph.renzulli@uconn.edu  
860-486-5279  
Tasker Building Room 36

**Checklist/Deadlines**

<table>
<thead>
<tr>
<th>Returning Students</th>
<th>New Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 30</strong></td>
<td><strong>March 30</strong></td>
</tr>
<tr>
<td>______ order books</td>
<td>______ order books</td>
</tr>
<tr>
<td><strong>May 18</strong></td>
<td><strong>May 18</strong></td>
</tr>
<tr>
<td>______ register for courses</td>
<td>______ register for courses</td>
</tr>
<tr>
<td>______ pay for courses</td>
<td>______ pay for courses</td>
</tr>
<tr>
<td><strong>June 16</strong></td>
<td></td>
</tr>
<tr>
<td>______ submit digital photo to Judith for office files (required)**</td>
<td></td>
</tr>
<tr>
<td>______ Health History Form (required)**</td>
<td></td>
</tr>
<tr>
<td>______ TTT Questionnaire (required)**</td>
<td></td>
</tr>
<tr>
<td>______ Interest-A-Lyzer (required)**</td>
<td></td>
</tr>
</tbody>
</table>