# User Manual PeopleSoft Campus Solution Student Self-Service



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### **Overview:**

Campus Self Service enables you to provide self-service functionality from the following familiar PeopleSoft Campus Solutions applications:

- 1. Campus Community
  - a. Names, Addresses and Phone Numbers.
  - b. Emergency Contacts.
  - c. Extracurricular Activities.
  - d. Languages.
  - e. Work Experience.
  - f. Demographic Information.
  - g. Languages.
  - h. Work experience.
  - i. Extracurricular Activities.
  - j. Publications.
  - k. Honors and Awards.
  - I. Holds.
  - m. Ethnicity.
- 2. Student Records
  - a. Student Center.
    - i. Academics
    - ii. Account Inquiry
    - iii. Account Balance
    - iv. Holds
    - v. Enrollment Dates
    - vi. Advisor Information
    - vii. Useful Web Links
  - b. Student Planner.
  - c. Enrollment Shopping Cart.
  - d. Enrollment.
  - e. Academic Records.
  - f. Degree Progress/ Graduation.
- 3. Student Financials
  - a. Account Inquiry.
  - b. Print Invoice.

### Login:

#### Access Link: <u>https://pscs.habib.edu.pk</u>



Enter User ID i.e. the first part of your email id. For Example:

Email ID: ms00001@st.habib.edu.pk

User ID: ms00001

### Front Dashboard:

Habib Universit	t <u>y</u> es	✓ HUF Stude	nt Homepage		A 🏲	۲
	Academic Progress		Academic Records	Financial Account		1
	•		<u></u>	To access this information, contact the Bursar's office to complete your account profile.		
	The Academic Requir	rements page is not available.				
	Manage Classes	Tasks	Learning Management System	Student Center		
		No current tasks				
	Academic Planning	Enrollment	Class Search and Course Browse	Campus Personal Information		
		iii		<b>\$</b>		
		© Habib Universit	y - Powered by HUIT			 C

### **Campus Community:**

### Personal Information:

Names:





Addresses:



### Add a New Address:





#### **Emergency Contact:**

<ul> <li>HUF Student Homepage</li> </ul>	Campus Personal Information	Â	۲	≡ @
Personal Data Summary	Muhammad Ammar Siddiqui 😰 to 🔻 🛞			
Addresses	Personal Information Security Credentials Participation Addresses Emergency Contacts Demographic Information Ethnicity Ethnicity			
T Names	Emergency Contacts			
Phone Numbers	To add a contact, select the Add an Emergency Contact button.			
Email Addresses	No current emergency contact information found.			
Internet Addresses	Add an Emergency Contact			
Emergency Contacts				



Step 1: Enter Contact Name.

Step 2: Select Relationship from drop down menu.

Step 3: Check mark "Same Address" if your and your emergency contact address is same **OR** Click on "Edit Address" to insert new address.

Step 4: Enter Phone number of Emergency Contact.

Step 5: Click on Save.

Demo	St graphic Info	udent Self S	Service	
Personal Data Summary	Demographic Information	n		
Addresses	ID Gender Date of Birth	03666 Male 01/03/1993		
T Names	Birth Country Birth State	Laboration		
Phone Numbers	Military Status	UIKIOWI		
Email Addresses	National Identification N	umber		
T Internet Addresses	Country Pakistan	National ID Type CNIC	National ID 42101-5344245-1	
	Ethnicity			
Emergency Contacts	Ethnic Group	Description	Primary	
Demographic Information	Citizenship Information			
User Preferences	Citizenship Status	Click Demographic		
Tanguages	License	Information to see	State	
Licenses and Certificates	Visa or Pern Type	summary	Country	
T Memberships	If any of the information is wro	ng, contact your administrative office.		

### Work Experience:

<ul> <li>HUF Student Homepage</li> </ul>	Campus Personal Information	Â	۲	۲
Demographic Information	Muhammad Ammar Siddiqui     Igo to       Personal Information     Security       Credentials     Participation			
User Preferences	Languages   Licenses And Certificates   Memberships   Work Experience Work Experience			
E Languages	Below is a list of your work experience. To add an experience, select the Add button.			
E Licenses and Certificates	Start Date     End Date     Employer       03/27/2017     Habib University			
Memberships	Add a work experience			
Work Experience	experience			
Extracurricular Activities				

#### Holds:



### **Student Records:**

### Student Center:



### Academic Planner:

### Browse Course Catalog:



#### You can plan your courses for whole program.



HUF Student Homepage		Academ	ic Planning				â	≡ (
🛅 My Planner	Muhammad Ammar Siddiqu	g	o to	• >>>				
Enrollment Shopping Cart	Search Plan Enroll M My Planner   Shopping Cart	y Academics						
	My Planner				_			
	Add courses to Planner u	sing:						
		D	elete all courses in Planne	er: Dele	te All			
	VINASSIGNED COURSES	Description	Prereg Units	Typically Offered	Delete			
	ARZU 221	Postcolonial Literature	yes 3.00		Î			
		Move selected	courses to Term	<b>T</b>	Move			
	Co to top			_	_			
		Here	e you can see					
		vo	ur planned					
			COURSAS					

### Class Search





#### NOTE: Search gives you a result for only offered classes in particular term.

Enrollment:

Add Classes:





Note: you can Enter Class Nbr if you know your desired Class Nbr instead of Class Search.

◀ HUF Student Homepage	Enrollment	â	۲
Tiew My Assignments	Muhammad Ammar Siddiqui go to 🔻 🛞		•
Enrollment Dates	Search     Plan     Enroll     My Academics       My Class Schedule     Add     Drop     Swap     Edit     I erm Information		I
T My Class Schedule	Add Classes Enter your search		
My Weekly Schedule	Enter Search Criteria criteria for class		-
Enrollment: Add Classes	Habib University   Fall Semester 2018 Select at least 2 search criteria. Select Search to view your search results.		1
Enrollment: Drop Classes	▼Class Search		
Enrollment: Swap Classes	Subject Core   Course Number is exactly   101		
🔚 Enrollment: Edit a Class	Course Career T		
Tiew My Exam Schedule	Open Entry/Exit Classes Only     Additional Search Criteria		
Tiew My Grades	Return to Add Classes Clear Search		
	Click on Search BGo to top button		



<ul> <li>HUF Student Homepage</li> </ul>			En	rollment					Â	∎	Ø
T View My Assignments	Muhammad Amn	nar Siddiqui		go to							
Enrollment Dates	Search Plan My Class Schedule	Enroll M Add   Dro	y Academics p   <u>S</u> wap   Ed <u>i</u> t   <u>T</u> erm	Information							
My Class Schedule	Add Classes				1-2-3	}					
T My Weekly Schedule	1. Select clas Fall Semester 2018	Undergraduat	d - Related Class	Sections							
Enrollment: Add Classes	CORE 101 - Rhetori	c & Communic Section B	cation					Click on	Next		
Enrollment: Drop Classes		Room TBA		Open	Closed	📐 Wait 🗅					
Enrollment: Swap Classes	Select Seminar se Class Nbr	ection (Requ Section	ired): Schedule	F	oom	Instructor	Sta				
Enrollment: Edit a Class	<ul><li>100</li><li>100</li></ul>	5 B1 3 Z1	TBA TBA	TBA TBA		Staff Staff					
T View My Exam Schedule				Cancel			Next				
T View My Grades	Go to top										

#### Note: above screen only appears if your Lecture has Seminar or some other component as well.

HUF Student Homepage	Enrollment	r 🔒 🗉
T View My Assignments	Muhammad Ammar Siddiqui	
Enrollment Dates	Search         Plan         Enroll         My Academics           My Class Schedule           Add         [ Drop         [ Swap           Edit           Term Information	
My Class Schedule	Add Classes	
My Weekly Schedule	Select classes to add - Enrollment Preferences     Fall Semester 2018   Undergraduate   Habib University	
Enrollment: Add Classes	CORE 101 - Rhetoric & Communication Class Preferences Click on Next	
Enrollment: Drop Classes	CORE 101-B Lecture Open Wait List	
Enrollment: Swap Classes	CORE 101-B1 Seminar Open Permission Nbr	
T Enrollment: Edit a Class	Career Undergraduate Semester Units 4.00	
Tiew My Exam Schedule	Cancel Next	
View My Grades	Section         Component         Days & Times         Room         Instructor         Start/End Date           B         Lecture         TBA         Muhammad Ammar Siddiqui         08/27/2018 - 12/07/2018           D         D         D         D         D         D         D	
	BI Seminar IBA IBA Statt	

<ul> <li>HUF Student Homepage</li> </ul>			Enrolli	ment				
View My Assignments	Muhammad Ammar Siddiqui		go to		•	•		
Enrollment Dates	Search         Plan         Enroll         M           My Class Schedule           Add           Dro	y Academics p   <u>S</u> wap	Ed <u>i</u> t   <u>T</u> erm Informa	tion				
My Class Schedule	Add Classes				_ 1-2-3			
My Weekly Schedule	1. Select classes to ac To select classes for another te	dd rm, select the t	erm and select Chan	ige. When you are	satisfied	Yours	select	ted courses
Enrollment: Add Classes	with your class selections, proc	eed to step 2 o d to your Shop	of 3.		—	are i	n Sho	pping Cart
Enrollment: Drop Classes	Fall Semester 2018   Undergrade	uate   Habib U	niversity				nc	0W
Enrollment: Swap Classes				Open	09560	▲ Wait Li	st	
Enrollment: Edit a Class	Add to Cart Enter Class Nbr	Fall Se Delete	mester 2018 Sho Class	Days/Times	Room	Instructor	Units S	Status
View My Exam Schedule	Find Classes	Î	CORE 101-B (1004) CORE 101-B1 (1005)	TBA	тва тва	M. Siddiqui Staff	4.00	•
View My Grades	<ul> <li>Class Search</li> <li>My Requirements</li> <li>My Planner</li> <li>Search</li> </ul>		(1003)					
				Proceed	to Step 2 of 3			
						7 0	lick c	on this hutt

#### Note: you can also add multiple classes in Shopping Cart Then Click on "Proceed to Step 2 of 3"

Enrollment           Muhammad Ammar S           Search         Plan           My Class Schedule         I Ad           Add Classes	Siddiqui Toll My Academics d Drop   Swap   Ed <u>i</u> t	go to Ierm Information		<b>•</b>				
2. Confirm class Select Finist adding these	ees h Enrolling to process your reque e classes, select Cancel.	est for the classes listed. To e	exit without					
Fall Semester 20	018   Undergraduate   Habib Uni	versity	Cla	osed		🛆 Wait L	ist	
Class	Description	Days/Times	Roor	m	Instr	ructor	Units	Status
CORE 101-B (1004)	Rhetoric & Communication (Lecture)		ТВА	М	A. Siddio	qui	4.00	•
CORE 101-B1 (1005)	Rhetoric & Communication (Seminar)	ТВА	ТВА	S	Staff			•
			Cancel	Previo	ous		Finish Enro	lling
I Go to top								

#### **Student Self Service** Search Plan Enroll My Academics My Class Schedule | Add | Drop | Swap | Edit | Term Information Add Classes 1 - 리 3 View results View the following status report for enrollment confirmations and errors Fall Semester 2018 | Undergraduate | Habib University Success: enrolled X Error: unable to add class Class Status Here you can see the class. You have now Status of Enrollment **CORE 101** $\checkmark$ class, verily that this arse of study. Clas My Class Schedule Add Another Class Go to top Drop Classes: go to ... • 📎 Tiew My Attendance Search Plan Enroll My Academics Tiew My Assignments My Class Schedule | Add | Drop | Swap | Edit | Term Information Drop Classes 1-2-3 Enrollment Dates 1. Select classes to drop TMy Class Schedule Select the classes to drop and select Drop Selected Classes My Weekly Schedule Fall Semester 2018 | Undergraduate | Habib University Click on Drop Enrollment: Add Classes Enrolled Oropped **Selected Classes** П Select Class Description Days/Times Room Enrollment: Drop Classes Rhetoric & CORE 101-A (1004) Communication (Lecture) Mo 9:00AM - 10:00AM M. Siddiqui TBA Enrollment: Swap Classes Rhetoric & Communication (Seminar) RE 101-A1 Tu 12:00PM - 1:00PM тва M. Siddiqui Enrollment: Edit a Class Drop Selected Classes 📄 View My Exam Schedule Select Class to drop

View My Attendance			go to		▼ )≫	
View My Assignments	Search Plan Enro My Class Schedule   Add	Oll <u>My</u> Academics d   Drop   <u>S</u> wap   Ed <u>i</u> t	I Term Information			
Enrollment Dates	Drop Classes			1-2-3	]	
My Class Schedule	2. Confirm your s Select Finish Dropping to p	Selection process your drop request. 1	To exit without dropping these c	lasses, select		
My Weekly Schedule	Fall Semester 2018   Unde	ergraduate   Habib Universit	у			
Enrollment: Add Classes			Enrolled	⊗Dropped	▲ Wait Lister	
	Class	Description	Days/Times	Room	Instru	Click on Finish
inrollment: Drop Classes	CORE 101-A (1004)	Rhetoric & Communication	Mo 9:00AM - 10:00AM	тва	M. Siddiqu	Dropping
Enrollment: Swap Classes	CORE 101-A1 (1005)	Rhetoric & Communication (Seminar)	Tu 12:00PM - 1:00PM	ТВА	M. Siddiqui	7
Enrollment: Edit a Class		(communy)		Cancel	Previous Fin	ish Dropping
View My Exam Schedule						
View My Exam Schedule View My Grades	In the second s					
View My Exam Schedule View My Grades	Co to top					
View My Exam Schedule View My Grades View My Attendance	Go to top		[go to		<u>.</u>	
View My Exam Schedule         View My Grades         View My Attendance         View My Assignments	Search Plan Enro My Class Schedule   Add	Oll My Academics	go to		<u>.</u> ]@	
View My Exam Schedule         View My Grades         View My Attendance         View My Assignments         Enrollment Dates	Search Plan Enro My Class Schedule   Add Drop Classes	Oll My Academics	go to	1-2-3	<b>™</b> ⊗	
View My Exam Schedule View My Grades View My Attendance View My Assignments Enrollment Dates My Class Schedule	Search Plan Enror My Class Schedule   Add Drop Classes 3. View results View the results of you	OII My Academics d   Drop   Swap   Edit ur enrollment request. Sele	go to  I Term Information  Kct Fix Errors to make changes I	to your request.	⊡≫ Here y	ou can see
View My Exam Schedule View My Grades View My Attendance View My Assignments Enrollment Dates My Class Schedule My Weekly Schedule	Control Contr	OII My Academics d Drop Swap Edit ur enrollment request. Sele ergraduate   Habib Universit	go to	to your request.	T⊗ Here y the	ou can see status
View My Exam Schedule View My Grades View My Attendance View My Assignments Enrollment Dates My Class Schedule My Weekly Schedule Enrollment: Add Classes	Go to top  Go to top  Search Plan Enr My Class Schedule   Adc Drop Classes  3. View results View the results of you Fall Semester 2018   Unde View the results of you Fall Semester 2018   Unde View Success: dropped	oll My Academics d   Drop   Swap   Edit ur enrollment request. Sele argraduate   Habib Universit	go to go to I Term Information CFLX Errors to make changes the second s	to your request.	T⊗ Here ye the	ou can see status
<ul> <li>View My Exam Schedule</li> <li>View My Grades</li> <li>View My Attendance</li> <li>View My Assignments</li> <li>Enrollment Dates</li> <li>My Class Schedule</li> <li>My Weekly Schedule</li> <li>Enrollment: Add Classes</li> <li>Enrollment: Drop Classes</li> </ul>	Core 101  Core	oll     My Academics       d     Drop     Swap       ergraduate     Habib       Universit       Error:     You cannot       Would put you befor	go to go to I Term Information It Fix Errors to make changes I Y C Error: unable to drop class drop this class. Dropping this c w the minimum required units.	to your request	T⊗ Here ye the	ou can see status
View My Exam Schedule View My Grades View My Grades View My Attendance View My Assignments Enrollment Dates My Class Schedule My Weekly Schedule Enrollment: Add Classes Enrollment: Drop Classes Enrollment: Swap Classes	Core 101  Core	Oll My Academics d   Drop   Swap   Edit ur enrollment request. Sele ergraduate   Habib Universit Message Error: You cannot would put you belo	go to go to I Term Information I Term Informatio I Term Information I Term Information I Term Inform	to your request	T⊗ Here ye the	ou can see status



View My Assignments/ Marks:

◄ HUF Student Homepage Click on			k on yo	our		
👕 View My Assignments	Muhammao Course				• >>>	
Enrollment Dates	Search Plan Entro. My Class Schedule   Add	Sw	/ap   Ed <u>i</u> t	Term Information		
My Class Schedule	View Assignments and G	Grades				
My Weekly Schedule	Fall Semester 2018   Unde	ergraduate   F	labib Universi	ty		
Enrollment: Add Classes	Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section	
Enrollment: Drop Classes	Rhetoric & Communication	668114	1002	CORE 101	Z	
Enrollment: Swap Classes	II EGo to top					
<ul> <li>Enrollment</li> </ul>						
Munammad Ammar Siddiqui	<u>190 to</u>					
Search Plan Enfoil My Academics My Class Schedule   Add   Drop   Swap   E	dit   Term Information					
View Assignments and Grades						
Class Grades						
Fall Samastar 2018   Undergraduata   Habib   Iniya	reity					
	ange Class					
CORE 101 - Z (1002)						
Days and Times Room	Instructor	Dates				

	Mo 7:00PM-8:00	PM TBA	Muham Siddiqu	mad Ammar i	08/ 12/	27/2018 07/2018	-	
Gra	des							
		Current M Current	id-Term Grade 0.00% · Overall Grade 35.00% ·	F				Here you can see
▼	Class Assignmen	nts						your marks
	Begin Date	Due Date	Assignment	Category	Grade	Out of	Other Information	
	07/03/2018	12/07/2018	ESSAY1	ESSAY	5.00	10		
	07/03/2018	12/07/2018	ESSAY2	ESSAY	5.00	15		
	07/03/2018	12/07/2018	ESSAY3	ESSAY	5.00	15		
	07/03/2018	12/07/2018	ESSAY4	ESSAY	5.00	20		
	07/03/2018	12/07/2018	CLASS PARTICIPATION	CLASPAR	5.00	20		
	07/03/2018	12/07/2018	FINAL PERFORMANCE	FINPERF	5.00	10		
	07/03/2018	12/07/2018	FINAL EXAM	Final	5.00	10		

### Enrollment Dates:



My Class Schedule:



### View My Grades:

HUF Student Homepage			Enrollme	nt			
Nou Ma Assistants	View My Grades						
View My Assignments	Fall Competer 2040 Lile	hih Haisaanika					
Eprollment Dates	Fail Semester 2018   Ha	DID UNIVERSITY					
Enrollment Dates	Class Grades - Fal	I Semester 2018					
My Class Schedule	Official Grades						
	Class	Description	Unite	Crading	Crede	Grade	
My Weekly Schedule	Class	Description	Units	Grading	Grade	Points	
Ny Weekly Schedule	CORE 101	Rhetoric & Communication	4.00 for 1st	No-Credit Grading B Semester	asis NCR		
Enrollment: Add Classes							
	Term Statistics - Fa	all Semester 2018					
Enrollment: Drop Classes		Descr			Cumula	tive Total	
Enfoiment. Drop classes	Unite Toward CDA						
Englishment, Surge Classes	Taken	Units Toward GPA:					
Enroliment. Swap Classes	Passed						
Enrollment: Edit a Class	Unite Not for CDA						
	Taken			4.000		4.000	
View My Even Schedule	Passed						
view my Exam Schedule							
	GPA Calculation						
View My Grades	/ Units Taken Towar	d GPA					
	= GPA						

View My Exam Schedule:



### **Student Financial:**

### Account Balance:



Charges Due

Account Inquiry

What I Owe			
Term	Charges & Deposits	Pending Financial Aid	Total Due
Summer Semester 2018	226,105.00	0.00	226,105.00
Total	226,105.00	0.00	226,105.00

Currency used is Pakistan Rupee



Note: Make sure that your browser allows Pop-ups for Campus Application.