COMMUNICATION – STAYING IN TOUCH

UNIVERSITY E-MAIL ACCOUNT

Each student receives a computer account that includes a University of Pittsburgh e-mail address. This e-mail address is used for ALL official University communication, including notification of cancelled classes, emergency alerts, and eRefunds. It also is the primary means of communication between you and your academic advisor. It is your responsibility to check your University e-mail account daily. While you may choose to have this e-mail forwarded to a personal account, you should be aware that doing so may cause you to miss important information and deadlines. It is your responsibility to maintain your e-mail account and to be aware of the deadline dates available on the academic calendar each term. For additional calendar information, go to: www.asundergrad.pitt.edu and click on Dietrich School Undergraduate Calendar under Resources at the bottom right-hand portion of the page.

COURSEWEB/BLACKBOARD

CourseWeb is a Web-based learning environment that more than 50 percent of the professors use as another means of communicating important information to their students. It is recommended that you check your CourseWeb organization regularly.

To access CourseWeb, log in to my.pitt.edu using your University of Pittsburgh computer account user name and password. Click on CourseWeb (Blackboard) along the right hand side.

Go to My CourseWeb and click on the course you want to view under My Courses.

Note: Only courses for which the professors use CourseWeb will be listed under My Courses. The course list under My Courses is not your official schedule or a list of all of your enrolled courses. For a copy of your official schedule, visit your Student Center.

GETTING STARTED

This booklet is designed to guide you through the process of searching for and enrolling in courses. It is a tool that supplements individual interactions with your advisor and helps you to take an active role in planning your educational journey.

A. Launch an Internet browser and open two tabs.

B. Have your University of Pittsburgh user name and password readily accessible to log in to my.pitt.edu

Once you are ready to begin putting your schedule together, take some time to read through the course descriptions.

THE COURSE DESCRIPTIONS SITE

In the first tab of your Internet browser, go to www.courses.as.pitt.edu.
The Course Descriptions site is the first step in reviewing your course options for the upcoming term. Read the course descriptions to gain a sense of what courses you might like to take. You may find it helpful to create a written list.

There are two helpful ways to search for courses using the Course Descriptions site:

A. By **SUBJECT**

B. By **DIETRICH SCHOOL REQUIREMENT**

1. Use the drop-down menus to choose a **SUBJECT** or **DIETRICH SCHOOL REQUIREMENT** and click on the term tab (21x1 for Fall, 21x4 for Spring, and 21x7 for Summer).

2. Click on the blue highlighted **five-digit Class Number** link for additional course information.

3. **Alternatively (to step 2)**, click on **VIEW ALL (Dept)** located in the top or bottom left-hand portion of the page, to view all of the offerings in a department on one scrollable page for the current term.
4. Remember to create a list of the courses you find to be interesting. Pay special attention to the five-digit class numbers, subject abbreviations, catalog/course numbers, title of the courses, and General Education Requirement fulfilled (if any). For example, **AFRCNA 0031 Introduction to Africana Studies [HS, IFN or GLO]**

**YOUR STUDENT CENTER**

In the second tab of your internet browser, go to [my.pitt.edu](http://my.pitt.edu) and login using your **University of Pittsburgh user name and password** to access your **Student Center**. Once logged in to my.pitt.edu, click **Student Center** along the right hand side. Click **Self-Service** in the upper left-hand corner. Click **Student Center** in the upper left-hand corner.

Your student center is a one-stop shop for accessing your academic, personal, and financial information. See the screen shot below of what the **Student Center** looks like.

From your Student Center, you can do the following:

- View your Academic Requirements and Unofficial Transcript
- View your current schedule
- View your enrollment date/time and holds
- Enroll in, add, drop and swap courses in your shopping cart
- Use the Schedule Planner feature (interfaces with College Scheduler)
- View your advisor’s name, and change your demographic information
- Find your PeopleSoft number by clicking the demographic data link
SEARCH FOR/ENROLL IN CLASSES

After reviewing the course offerings on the Course Descriptions site, you are ready to search for and enroll in courses using the Schedule Planner to map out your schedule. Use the following menu path after you log in to my.pitt.edu. Click on Student Center > Self-Service > Student Center > Schedule Planner (please note that you must have your pop-up blocker off/disabled to launch and use the schedule planner).

LAUNCHING & SETTING UP YOUR SCHEDULE PLANNER

Step 1: Click on the green OPEN SCHEDULE PLANNER button

Instructions:

1. To open the Schedule Planner in a pop-up window.
2. Return to this window after clicking "Send Schedule to Shopping Cart".
3. Visit the course page from your Student Center to continue with course enrollment; click the "Import Cart" button (see diagram).

Step 2: Choose your academic term (Fall, Spring or Summer) and click Save and Continue.
Step 3: Select the campus as **Pittsburgh** and click Save and Continue.

Step 4: Click on the **Change** button for **Careers**, deselect all, and then select Undergraduate only. Click Save.
Step 5: Click on Add Course.

Step 6: In the Subject field box, choose the subject or start typing in the subject. After choosing the subject, select the Course from the drop down menu. Only courses that are offered in the department selected for that term will appear. Continue adding classes to build your anticipated schedule. Once you add all of your Desired Courses into the compiled list, click Done.
Step 7: Create **Breaks** to narrow the search results. As you can see in the example below, 2 breaks have been created. One for **Practice** and the other for **Lifting**. Creating breaks narrows the schedule scenario options. Additionally, click on **Options** for each course to view specific sections of a course, instructors, labs and/or recitations.

Step 8: Click on **Generate Schedules**. To view a schedule, click on **View 1, 2, 3, 4 etc.** You can compare up to 4 schedules at a time visually. Check the boxes for the 4 schedules you want to view and click **Compare**.
Step 9: Either open the schedule you want to review, or click Close and view the schedule you want to review. If there is a specific section of a course that you only want to include in each schedule scenario, click the Lock button. Then click on generate schedules again. Once you view the schedule you want to enroll in, click on send to PeopleSoft staged cart.

Step 10: Click on Send to PeopleSoft Staged Cart (see full screenshot on the following page)
The following notifications will appear. Click OK.

![Notification dialog box]

---

Schedule Planner

- Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

- Visit the ‘Enrollment’ page in Student Center to continue with enrollment.
- Click the ‘Import Cart’ button.

---

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click here to import cart

---

Close the window and click on Course Enrollment.

---

Schedule Planner

The Schedule Planner helps you plan your class schedule. You may need to disable the pop up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. Open Schedule Planner
2. Return to this window after clicking ‘Send Schedule to Shopping Cart’
3. Visit the page from your Student Center to continue with course enrollment; click the ‘Import Cart’ button (see diagram).
Step 11: Click on import cart.

Step 12: Click the green NEXT button to import each course.  Note: If a permission number is required to enroll in a course, enter it accordingly before clicking NEXT.
After clicking **NEXT** to import each course from **Schedule Planner**, the following note will display.

1. Click on the green **Proceed to Step 2 of 3** button.
2. Read the Promissory Note and click on **Accept Terms and Register** in the bottom of the page.

For a more detailed description on how to use the schedule planner features, visit the Schedule Planner tutorial. Instructional videos are also available on the Registrar’s office website. [http://www.registrar.pitt.edu/assets/pdf/Schedule%20Planner%20Tutorial.pdf](http://www.registrar.pitt.edu/assets/pdf/Schedule%20Planner%20Tutorial.pdf)

- The remaining portion of the Enrollment Guide will walk you through how to add a course through **Schedule Planner** and also, how to adjust your schedule through **PeopleSoft** once you have initially enrolled in courses.
1. Add the course you wish to include in your schedule. Uncheck the courses for which you are already enrolled and check the course(s) you want to add.

**ADJUSTING YOUR SCHEDULE THROUGH PEOPLESOFT**

You can also add/drop/edit and swap courses directly through PeopleSoft. You may find it to be the easiest way to adjust your schedule after you initially enroll. Instructions and Subject abbreviations are included on the next few pages for your use and review.
### COURSE SUBJECT ABBREVIATIONS

**Subject/Department Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Subject/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRCNA</td>
<td>Africana Studies</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARABIC</td>
<td>Arabic</td>
</tr>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>ARTSC</td>
<td>Arts and Sciences</td>
</tr>
<tr>
<td>ASTRON</td>
<td>Astronomy</td>
</tr>
<tr>
<td>BIOSC</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CHIN</td>
<td>Chinese</td>
</tr>
<tr>
<td>CLASS</td>
<td>Classics</td>
</tr>
<tr>
<td>COMMRC</td>
<td>Communication and Rhetoric</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics</td>
</tr>
<tr>
<td>ENGCMP</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENGFLM</td>
<td>English Film</td>
</tr>
<tr>
<td>ENGLIT</td>
<td>English Literature</td>
</tr>
<tr>
<td>ENGWRT</td>
<td>English Writing</td>
</tr>
<tr>
<td>FILMST</td>
<td>Film Studies</td>
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<td>FP</td>
<td>Freshman Programs</td>
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<td>FR</td>
<td>French</td>
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<tr>
<td>GEOL</td>
<td>Geology</td>
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<td>GER</td>
<td>German</td>
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<tr>
<td>GREEK</td>
<td>Greek</td>
</tr>
<tr>
<td>GREEKM</td>
<td>Greek Modern</td>
</tr>
<tr>
<td>GSWS</td>
<td>Gender, Sexuality, and Women's Studies</td>
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<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HAA</td>
<td>History of Art and Architecture</td>
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<tr>
<td>HINDI</td>
<td>Hindi</td>
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<tr>
<td>HPS</td>
<td>History and Philosophy of Science</td>
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<td>Italian</td>
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<tr>
<td>LATIN</td>
<td>Latin</td>
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<tr>
<td>LCTL</td>
<td>Less Commonly Taught Languages</td>
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<tr>
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<tr>
<td>MATH</td>
<td>Mathematics</td>
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<td>MUSIC</td>
<td>Music</td>
</tr>
<tr>
<td>NROSCI</td>
<td>Neuroscience</td>
</tr>
<tr>
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<td>Physical Education</td>
</tr>
<tr>
<td>PERS</td>
<td>Persian</td>
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<td>PHIL</td>
<td>Philosophy</td>
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<td>PHYS</td>
<td>Physics</td>
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<td>PS</td>
<td>Political Science</td>
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<td>Polish</td>
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<tr>
<td>PORT</td>
<td>Portuguese</td>
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<td>PSY</td>
<td>Psychology</td>
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<td>QUECH</td>
<td>Quechua</td>
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<td>RELGST</td>
<td>Religious Studies</td>
</tr>
<tr>
<td>RUSS</td>
<td>Russian</td>
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<td>SERCRO</td>
<td>Serbian-Croatian</td>
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<td>SLAV</td>
<td>Slavic</td>
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<td>SLOVAK</td>
<td>Slovak</td>
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<tr>
<td>SOC</td>
<td>Sociology</td>
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<tr>
<td>SPAN</td>
<td>Spanish</td>
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<tr>
<td>STAT</td>
<td>Statistics</td>
</tr>
<tr>
<td>SA</td>
<td>Studio Arts</td>
</tr>
<tr>
<td>SWAHIL</td>
<td>Swahili</td>
</tr>
<tr>
<td>SWE</td>
<td>Swedish</td>
</tr>
<tr>
<td>THEA</td>
<td>Theatre Arts</td>
</tr>
<tr>
<td>TURKSH</td>
<td>Turkish</td>
</tr>
</tbody>
</table>
Advising Center

UKRAIN Ukrainian
URBNST Urban Studies
VIET Vietnamese

Other Programs
ADMJ Administration of Justice
BUSERV Business Service
CS Computer Science
EOH Environmental and Occupational Health
EM Emergency Medicine
HPA Health and Physical Activity
HRS Health and Rehab Science

IL Instruction and Learning
INFSCI Information Science
LEGLST Legal Studies
NUR Nursing
NUTR Nutrition
PIA Public and International Affairs
PUBSRV Public Service
REHSCI Rehabilitation Science
SOCWRK Social Work

From your Student Center in my.pitt.edu click on Enroll along the left hand side.
There are two ways to search for classes:

- By typing in the blue-highlighted **five-digit Class Number** found on the Course Descriptions site or by using the green **search** button in the bottom left-hand corner.

1. If using the Class Search method (preferred), click on search in the bottom left-hand corner. The following two fields must be filled in for the class search to run properly: **Course Subject** abbreviation (for example, BIOSC) and **Campus** (Pittsburgh). Do not use the green select subject button (see screenshot on the following page).

2. To search for a specific course, include the four-digit course number. The example shows a class search for **BIOSC (Course Subject) 0150 (Course Number)** for the **Pittsburgh (Campus)**. Click on the green **Search** button in the bottom right-hand corner.
Advising Center

Search for Classes

University of Pittsburgh | Fall Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

- Subject: select subject
- Course Number: is exactly
- Course Career: 
- Biological Sciences
- 0150
- Show Open Classes Only
- Open Entry/Exit Classes Only

Additional Search Criteria

- Meeting Start Time: greater than or equal to
- Meeting End Time: less than or equal to
- Days of Week: include only these days
- Mon, Tues, Wed, Thurs, Fri, Sat, Sun
- Instructor Last Name: begins with
- Class Nbr: 
- Course Keyword: 
- Minimum Units: greater than or equal to
- Maximum Units: less than or equal to
- Course Component: 
- Session: 
- Campus: Pittsburgh Campus
- Location: 
- Course Attribute: 
- Course Attribute Value: 

Return to Add Classes

Clear Search
3. Click on the green Select button along the right-hand side next to the Lecture (LEC) that you want. This automatically brings up the recitations that are available.

4. If applicable, choose a recitation (REC) by clicking inside the circle next to it and then click on the green NEXT button to proceed to the review screen. Click on View All Sections if applicable.

5. Click on NEXT to proceed. This places the course in your enrollment shopping cart.
6. Click on **Proceed to Step 2 of 3**.

7. Click on **Accept Terms and Register**

**Add Classes**

2. Register and agreement to pay (Promissory Note)

   Once I register for a course, I become responsible for payment of the resulting tuition, fees and other associated financial obligations. By proceeding with my registration, in exchange for being permitted to register for and attend classes, I am entering into a Promissory Note (“Agreement”) with the University obligating me to pay all outstanding monies owed to the University not paid by loans, scholarships, grants and/or other payments. Payments are due by the due date displayed in each Electronic Bill posted for me in PRIPAY.

   Should I fail to pay any outstanding balances in full when due, I agree that a monthly $50 late fee will be assessed to my balance. I further agree that should my account become delinquent, the University will assess a collection fee of $100 and may withhold future registration or schedule adjustments, the awarding of any degree(s) or diploma(s), and/or grades and official transcripts. Further, if I am delinquent, the University may pursue litigation against me, transfer my account to a collection agency and/or report any delinquency to credit bureaus. In addition to my balance, I agree to pay the University's costs and fees, including attorneys' fees and costs of collection agencies (which may be based on a percentage of the debt), incurred in any litigation or collection activity resulting from my failure to pay under this Agreement.

   I authorize the University of Pittsburgh and its agents, representatives, attorneys and contractors (including collection agencies) to contact me through any mobile phone, home phone and email, including by way of text and automated message calls, for purposes of collecting any portion of my student financial obligation which is past due.

   My withdrawal effective date, if any, will determine the amount of credit that I may be eligible to receive pursuant to University policy 09-03-05 Termination of Registration (http://www.cfo.pitt.edu/policies/policy/09/09-05-05.html) and the Resignation and Title IV Refund Policy links found at www.payments.pitt.edu.

   I have read this Agreement and understand it. By clicking the ACCEPT TERMS AND REGISTER button, I affirm my electronic signature, consent to this Agreement and agree to pay the University my outstanding balance, plus fees and costs as set forth above.

---

<table>
<thead>
<tr>
<th>Course</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>BIOL 10150</td>
<td><strong>Foundations of Biology I</strong> (Lecture)</td>
<td>MoWeFr 8:30AM - 10:45AM</td>
<td>A221 Langley Hall</td>
<td>K. Curto</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>BIOL 10151</td>
<td><strong>Foundations of Biology I</strong> (Recitation)</td>
<td>MoWeFr 11:00AM - 1:15PM</td>
<td>A221 Langley Hall</td>
<td>K. Curto</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE WAITLIST FEATURE
The waitlist feature is available in PeopleSoft for most courses at the University of Pittsburgh. This feature allows students to put themselves on a waitlist for a course section that is full and be given a waitlist position number. As seats open up in the course, the waitlist process will run to auto-enroll students according to their position number. If the course requires a recitation, both the lecture and the recitation must be open to get enrolled. If enrolled from the waitlist, students will receive an e-mail notification from the registrar’s office regarding their enrollment status. Before placing yourself on the waitlist for a course, please read the SWAP information below.

1. From your Student Center, click on the Enroll link.
2. Conduct a class search and uncheck the Show Open Classes Only box.
3. Click on the green Select button.
4. On the Enrollment Preferences page, check the Waitlist If Class Is Full box.
5. Click on the green NEXT button.
6. Review your shopping cart and select the green Proceed to Step 2 of 3 button.
7. Click on the green Accept Terms and Register button.
8. Click on My Class Schedule to view your waitlist status and position number.

It is important to use the SWAP feature to put yourself on the waitlist for a course if any of the following conditions exists:

• You are already enrolled in a different section of the waitlisted course or an alternative course.
• A class for which you are already enrolled has a time conflict with the waitlisted course.
• Adding the waitlisted course would put your total number of credits/units for the term above 18.
• Caution: The SWAP feature should NOT be used to attempt to get on a waitlist for a closed lab or recitation, if you are already enrolled in the lecture associated with that closed lab or recitation. If processed, you will be dropped from your enrolled class and placed on the waitlist for the lecture until a seat opens in the closed lab/recitation, since you cannot be enrolled in a lecture section and waitlisted for that same lecture simultaneously.
• Students may waitlist for up to a total of eight credits/unites until the day before the add/drop enrollment period ends for any given term.

Please note: When you put yourself on the waitlist for a course you are not yet enrolled in the course for credit, and it does not count toward full time status.
ADD/DROP A COURSE

Schedule changes may need to be made for a number of reasons. Students can add/drop courses until the end of the add/drop period. If you are adding a class that has already met, be sure to check with the instructor regarding missed assignments and class attendance and whether or not you need to be added or removed from the CourseWeb organization for the course.

1. From your Student Center, click on the Enroll link.
2. Select the Drop tab at the top of the page.

   ![Image](image.png)

3. Click on the box next to the class you wish to drop.
4. Click on Drop the Selected Classes (green button).
5. Click on Finish Dropping (green button).
6. If you want to add another course, click on the “Add” or “Enroll” tab.

Additional Instructions on how to Add/Drop/Edit and Swap a course through PeopleSoft can be found at the following links:

**ADD A COURSE**

**DROP A COURSE**

**EDIT A COURSE**

**SWAP A COURSE**
RESOURCES

For technical/computer-related issues, please contact:

**Computer Help Desk**
412-624-HELP (4357)
[www.technology.pitt.edu](http://www.technology.pitt.edu)

For registration, transcript, and enrollment verification questions, please contact:

**University of Pittsburgh**
**Kenneth P. Dietrich School of Arts and Sciences**
Enrollment Services G-3 Thackeray Hall
139 University Place
Pittsburgh, PA 15260
E-mail: registration@registrar.pitt.edu
Phone: 412-624-7649
Fax: 412-624-4303
[www.registrar.pitt.edu](http://www.registrar.pitt.edu)

For advising-related questions, please contact:

**Kenneth P. Dietrich School of Arts and Sciences**
**Advising Center**
201 Thackeray Hall
139 University Place
Pittsburgh, PA 15260
Phone: 412-624-6444
Fax: 412-624-3707
[https://www.asundergrad.pitt.edu/personalized-advising](https://www.asundergrad.pitt.edu/personalized-advising)