## HOW TO ADD COURSES TO YOUR SHOPPING CART

## Enrolling in Courses through PeopleSoft (Student Information System)

**Step 1:** Log in to **https://my.pitt.edu** using your Pitt username and password.

Step 2: Search for Student Center.

Step 3: In the upper left-hand corner, click on Main Menu, then Self-Service, and then Student Center.

Step 4: From your Student Center, click on Enroll along the left-hand side. This will take you to your

enrollment shopping cart.

## This is your Enrollment Shopping Cart

Search         Plan         Enroll         My Academics           My Class Schedule         Add         Drop         Swap         Edit         I erm Information	
Add Classes	
1. Select classes to add	
To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.	
Change Term	
Open Closed 📐 Wait List	
Add to Cart	
Enter Class Nhr	
Your enrollment shopping cart is empty.	
Find Classes	
Class Search	
My Requirements My Planner	
Search	
Schedule Planner	

**Step 5:** Click on the **Search** button in the bottom left-hand corner. That will take you to the Basic Class Search page.

## This is the Basic Class Search page.

Search for Classes			
University of Pittsburgh			
Select at least 2 search criteria. Select Sea	arch to view your search result	S.	
Campus		•	
	select subject	Subject	
Course Number	-	<b>v</b>	
Class Nbr			
	Show Open Classes Only	1	
Course Career		•	
Course Attribute		•	
Course Attribute V	alue		
Course Keyword		?	
V Additional Search Criteria			
Days of Week	include only these days	•	
,		Wed 🔲 Thurs	🗖 Fri 📄 Sat 📃 Sun
Meeting Start Time	greater than or equal to	•	
	less than or equal to	<b>T</b>	
Instructor Last Name			
Session		•	
Location	Q		
Requirement Designation		•	
Course Component			
	greater than or equal to	•	
	less than or equal to	•	
Return to Add Classes		Clear	Search

Step 6: Choose the Pittsburgh campus from the drop-down menu.

Search for Classes						
University of Pittsburgh						
Select at least 2 search criteria. Select Sea	arch to view your search results.					
<b>▽</b> Class Search						
Campus	Y					
Course Number	Greensburg Campus	ect				
Class NDr	Pittsburgh Campus Titusville Campus					
Course Career	▼					
Course Attribute	▼.					
Course Attribute V	Course Attribute Value					
Course Keyword		?				

Step 7: If you would like to search for a course that will satisfy a general education requirement, click on the Course Attribute drop down menu and choose DSAS General Ed. Requirements. Then click on the Course Attribute Value drop-down menu and choose the requirement you want to target.

Search for Classes			
University of Pittsburgh			
Select at least 2 search criteria. Select Search	to view your search results.		
Campus			
Campus	select subject	Subject	
	-	subject	
Course Number is Class Nbr		¥	
Course Career	Show Open Classes Only		
	AS General Ed. Requirements	<b>v</b>	
Course Attribute Value	(*************************************	T	
Course Keyword	Algebra		
Search Criteria	Creative Work		
V Additional Search ontena	Cross-Cultural Awareness Diversity		
Days of Week inc	Geographic Region		
	Global Issues Historical Analysis	rs 🗆	Fri 🔍 Sat 🔍 Sun
Meeting Start Time	Literature		
Meeting End Time	Natural Science Phil. Thinking or Ethics		
Instructor Last Name	g QuantFormal Reasoning		
Session	Second Language Seminar in Compositon		
Location	Social Science		
Requirement Designation	The Arts Workshop in Composition		
Course Component	Workshop in Composition	<b>V</b>	
	eater than or equal to	▼	
Maximum Units	s than or equal to	<b>v</b>	
Return to Add Classes		Clear	Search

In the example below, the **ARTS general education requirement** has been chosen.

earch for Classes		
University of Pittsburgh		
Select at least 2 search criteria. Select Sea	arch to view your search results.	
Campus	Pittsburgh Campus	V
	select subject	Subject
Course Number	is exactly	V
Class Nbr	?	
	Show Open Classes Only	
Course Career		Ŧ
	DSAS General Ed. Requirements	S <b>V</b>
Course Attribute V	alue The Arts	V
Course Keyword		3

Step 8: Once the page displays, review the information on Days & Times, Room, Instructor, Meeting Dates, Available Seats and Status. To view the class details, click on the blue highlighted link along the left-hand side under "Class" or "Section". Pay specific attention to the "Available Seats" section to determine your eligibility to take the course. Unstr are Unrestricted seats that any Pitt student can enroll in and Rstr are Restricted seats. For troubleshooting, please see our guides on Enrollment Restrictions and Enrollment Errors on the Enrollment Resources site.

Search Results						
University of Pittsburgh						
My Class Schedule	My Class Schedule Shopping Cart					
You are not registered for	classes in this term.	Your shop	oping cart is empt	у.		
	ch your search criteria Show e: DSAS General Ed. Requi					
			Open	Closed AWait	List	
	New	Search	Modify Sea			
Return to Add Classes		Couron	modify ood			
11 class section(s) foun						
CLASS 0500 - ANCIE						
-	s & Times Room h 9:30AM - 204 Frick Fine	Instructor	Meeting Dates	Available Seats	Status	Select
Acad Term 10:4	ISAM Arts Building	Carrie Weaver		Unrstr - 15; Rstr - 0; Wait - 10		Select
Notes: This is a combined						
ENGFLM 1483 - FILM						
1100-SEM Mo 6	s & Times Room 6:00PM - 244B Cathedra	Instructor	Meeting Dates	Available Seats	Status	Colort
31679 FT Sess 9:50		Staff		Unrstr - 22; Rstr - 0; Wait - 20		Select
HAA 0030 - INTROD	UCTION TO MODERN A	RT				
	s & Times Room	Instructor	Meeting Dates	Available Seats	Status	
30889 1080-LEC MoV Acad Term 4:15	Ve 3:00PM - 204 Frick Fine PM Arts Building	Maria D'Anniballe Williams		Unrstr - 40; Rstr - 0; Wait - 20		Select
HAA 0040 - INTROD	UCTION TO WESTERN	ARCHITECTURE				
Class Section Days	s & Times Room	Instructor	Meeting Dates	Available Seats	Status	
	Ve 10:00AM - 125 Frick Fine 60AM Arts Building	Christopher Armstrong		Unrstr - 200; Rstr - 0; Wait - 2		Select
HAA 0050 - INTROD	UCTION TO MEDIEVAL	ART				
Class Section Days	s & Times Room	Instructor	Meeting Dates	Available Seats	Status	
30930 1060-LEC TuTh Acad Term 2:15	h 1:00PM - 125 Frick Fine PM Arts Building	Shirin Jones		Unrstr - 40; Rstr - 0; Wait - 20		Select

Step 9: Review the Enrollment Information, Class Availability, Course Description and Class Notes.

Class Details					
Status Class Number Session Units Class Components	Open 30889 Academic Term 3 units Lecture Required			Career Dates Grading Location Campus	Undergraduate LG/SNC Elective Basis Pittsburgh Campus Pittsburgh Campus
Meeting Information Days & Times	Room	la la	structor		Meeting Dates
MoWe 3:00PM - 4:15PM	204 Frick Fine Arts Bu		laria D'Anniballe	e Williams	meeting Dates
Enrollment Information	1				
Class A		raphic Region Gene rical Analysis Gener	ral Ed. Require		
Class Availability					
Class Capa Enrollment 1 Available S	otal 0	Inrestricted Seats Restricted Seats	40 0	Wait List ( Wait L	Capacity 20 List Total 0
Notes					
sculptu the lats attentic Abstra course challen in the p society studen	urse addresses critical re, photography, and a 20th century. The first ory and cultural practic not the work of the Im xt Expressionists among will explore the signific ges to the Modernist tra ges to the Modernist tra rofound redefinition of today. Enrollment in a is. Recitations will prov eration of issues raised	rchitecture from the t weeks will be devo ses of artistic Modern pressionists, the Sun g others. The secon ance of feminist and adition and the role of Western culture unfor recitation section is vide an opportunity fr	mid-19th centur ted to discussio hism with specia rrealists, and the id part of the I multicultural of those challen olding in our required of all	n of al e ges	
Description					
The course will present a chronol from the mid-nineteenth century t charting the dramatic stylistic and will consider the historical circums what constituted a significant wor	o the present (impressi conceptual changes in stances which caused a	onism to post-mode art during this time	rnism). In additi period, the cou	on to rse	
Textbook/Other Materials					
Textbooks to be determined					
Return to Add Classes		View Search Re	esults	Sele	ect Class

**Step 10:** If this is a course you would like to take, click on the **Select Class** button in the bottom right hand corner of the screen.

Step 11: Then, click on the Next button in the bottom right.

Search Plan Enro My Class Schedule   Add Add Classes		erm Information	_ 1-2-3			
1. Select classes	to add - Enrollment	Preferences				
Spring renn 2018-2019   Of HAA 0030 - INTRODUCTIO	ndergraduate   University of Pitt N TO MODERN ART	sburgh				
Class Preferences						
HAA 0030-1080	HAA 0030-1080 Lecture Open Wait List 🗐 Wait list if class is full					
Session Academ	ic Term		Permission Nbr			
Career Undergr	aduate		Grading Let	ter Grade 🔹		
Enrollment Information						
<ul> <li>DSAS Geographic Requirement</li> <li>DSAS Historical Ar Requirement</li> </ul>	DSAS The Arts General Ed. Requirement     DSAS Geographic Region General Ed.     Requirement     DSAS Historical Analysis General Ed.					
			Cancel	Next		
Section Component	Days & Times	Room	Instructor	Start/End Date		
1080 Lecture	MoWe 3:00PM - 4:15PM	204 Frick Fine Arts Building	Maria D'Anniballe Williar	ns		

That will add the course to your Enrollment Shopping Cart (as shown below). To add more coursework to your shopping cart, click on the "Search" button again **in the bottom left-hand portion of the page**.

Add Classes				1-2-3			
1. Select classes to add							
To select classes for another term, with your class selections, proceed			nge. When you are s	satisfied			
HAA 0030 has been added to	your Shopp	oing Cart.					
Sp				Change Ter	m		
Pittsburgn							
			Open	Closed	🔺 Wait List		
Add to Cart				_			
Enter Class Nbr	Delete	Class HAA 0030-1080	Days/Times MoWe 3:00PM -	Room 204 Frick Fine Arts	Instructor M. D'Anniballe	Units	Status
Enter	Î	(30889)	4:15PM	Building	Williams	3.00	
Find Classes							
Class Search							
My Requirements							
O My Planner							
Search							
Schedule Planner							
			Proceed	to Step 2 of 3			