HOW TO SEARCH FOR A COURSE BY DAY & TIME

Instead of conducting a Basic Class Search by entering the Course Subject Abbreviation and a Course Number, search by day and time by entering a Meeting Start Time and a Meeting End Time.

First, choose the Campus as Pittsburgh. Next, check the box(es) of the day pattern you want to search. (e.g. Mon/Wed/Fri or Mon/Wed or Tues/Thurs or Wed only etc.) Then, type in the Meeting Start Time (all as one word e.g. 10:00am) Next, type in the Meeting End Time (all as one word e.g. 10:50am). Lastly, hit search. When the results screen loads, coursework offered and open during the times and the days you entered will be listed in alphabetical order.

However, there are important things to keep in mind:

- You may not be eligible for some of the courses that show up in the list.
- Coursework offered through the other schools here at Pitt (such as Business, Engineering or Nursing etc.) will be listed as well, so you will need to sift through the list and focus on the A&S offerings only.
- Once you find a course that meets your interests, modify your search and just search for the class by itself (removing the day pattern/meeting times) to see if there is a recitation and/or lab that goes along with the course or not. Recitations and labs will not automatically come up in the initial results list.
- Review the Available Seats section for Unrst (Unrestricted) and Rstr (Restricted) seats.
- Be sure to view the class details to make sure that you meet the requisites for the course you hope to take.

The example below shows a Time/Day search for courses offered Mondays and Wednesdays from 10:00 a.m. to 10:50 a.m. Note that even though Friday wasn’t selected as one of the days to search, the list still includes courses that are offered on Monday/Wednesday and Monday/Wednesday/Friday from 10-10:50 a.m. This is why it is so
important to modify your search and search for the course you are interested in by itself, using the usual basic class search method, after you review the list of offerings.

Time/Day Search

Time/Day Results List
As you can see below, the Monday/Wednesday 10:00-10:50 a.m. section has a recitation that goes along with it. After clicking on the select button next to the lecture portion along the right-hand side, the recitation options that you can choose from will display.
Choose an open recitation that fits your schedule and click the “Next” button.

Review your course selection and then click on the “Next” button.
The course will then be added to your **Shopping Cart** as shown below.

Lastly, click on the “**FINISH ENROLLING**” button.

If enrolled successfully, a green check mark will display. If a red X appears, there is an error and you were not registered for the course and need to review the error message.

So, what went wrong here? In this example, it says that you cannot enroll in the course because the remaining open seats are reserved. **So, how would you know that ahead of time even before attempting to enroll?**

**Here’s How:** When doing the class search for Commrc 0300 you should have taken a closer look at the “**Available Seats**” section. Although you will see that the course is open, it may or may not be open to you. As you can see, there are 0 unrestricted (Unrstr) seats and 50 restricted (Rstr) seats. To find out who the remaining seats are reserved for or restricted to, you need to click on the blue highlighted information under the **Section** heading.
On the next screen under the “Enrollment Restrictions” portion, it shows you that the remaining 50 open seats are restricted for “First-Year A&S Students” only. This means that incoming CBA (Business), CGS (College of General Studies), NURS (Nursing), ENGR (Engineering), and SCI (School of Computing and Information) students cannot enroll in the course. It also means that no additional current upper-class A&S students can enroll in the course. A course must have open and unrestricted seats for any Pitt Student to be able to enroll in that course. If you are a First-Year A&S Student, you would be able to enroll in this course.
Continuing to use the same **Commrc 0300** example, notice that there are 3 sections of COMMRC 0300 listed below. The remaining seats in the first section are restricted, but the seats in the other 2 sections are open to any Pitt Student who is eligible to enroll.

<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>Available Seats</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10136</td>
<td>1025-LRC Acad Term</td>
<td>MoWe 10:00AM - 10:50AM</td>
<td>120 Lawrence Hall</td>
<td>John Garrels</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 0; Rstr - 30; Wait - 16</td>
<td></td>
</tr>
<tr>
<td>10735</td>
<td>1040-REC Acad Term</td>
<td>We 12:00PM - 12:50PM</td>
<td>119 Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 1; Rstr - 0; Wait - 10</td>
<td></td>
</tr>
<tr>
<td>11227</td>
<td>1045-REC Acad Term</td>
<td>Fr 9:00AM - 9:50AM</td>
<td>G18 Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 14; Rstr - 0; Wait - 20</td>
<td></td>
</tr>
<tr>
<td>25492</td>
<td>1065-REC Acad Term</td>
<td>We 1:00PM - 1:50PM</td>
<td>116 Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 6; Rstr - 0; Wait - 20</td>
<td></td>
</tr>
<tr>
<td>11326</td>
<td>1070-REC Acad Term</td>
<td>Fr 11:00AM - 11:50AM</td>
<td>202 Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 15; Rstr - 0; Wait - 20</td>
<td></td>
</tr>
<tr>
<td>10733</td>
<td>1075-REC Acad Term</td>
<td>Fr 12:00PM - 12:50PM</td>
<td>202 Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/07/2018</td>
<td>Unrstr - 14; Rstr - 0; Wait - 20</td>
<td></td>
</tr>
<tr>
<td>11142</td>
<td>1095-LEC FT Seats</td>
<td>We 6:00PM - 6:50PM</td>
<td>358 Cathedral of Learning</td>
<td>Deborah Danuser</td>
<td>08/27/2018 - 12/15/2018</td>
<td>Unrstr - 10; Rstr - 0; Wait - 20</td>
<td></td>
</tr>
<tr>
<td>30521</td>
<td>7810-LEC FT Seats</td>
<td>Sa 9:30AM - 11:55AM</td>
<td>244A Cathedral of Learning</td>
<td>Staff</td>
<td>08/27/2018 - 12/15/2018</td>
<td>Unrstr - 23; Rstr - 10; Wait - 20</td>
<td></td>
</tr>
</tbody>
</table>

For additional clarification or questions, please contact your advisor.