

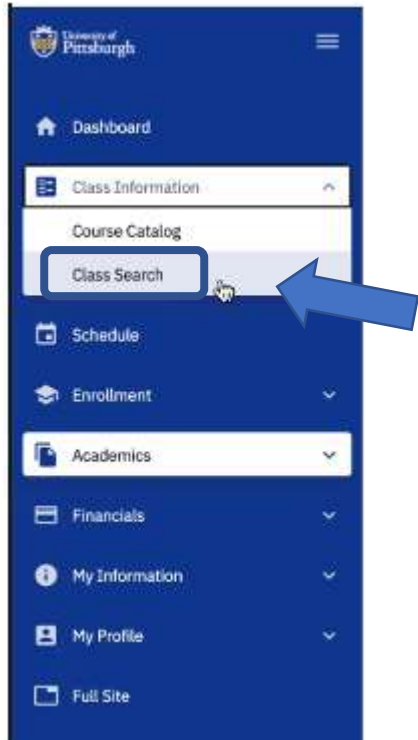
How to Search for a Course by Day/Time using HighPoint CX

Instead of conducting a Basic Class Search, you can search by day and time.

1. Access PeopleSoft/HighPoint CX through **my.pitt.edu**.
 - a. Search for **PeopleSoft/HighPoint CX** and click on the icon. It will take you straight to your **Dashboard**.

The screenshot shows the myPitt website interface. At the top, the University of Pittsburgh logo and 'myPitt' branding are visible. A search bar contains the text 'peoplesoft highpoint cx'. Below the search bar, there are three notification cards: 'Student Information System Unavailable...', 'Register Today for Your COVID-19 Vaccine...', and 'Call for Proposals: 2021 Diversity Forum'. A 'VIEW ALL' button is located below these cards. The main content area is titled 'Search Results: Tasks' and contains four task cards: 'PeopleSoft/HighPoint CX HighPoint Campus Experience (A...)', 'PeopleSoft Student Information System PeopleSoft (All Campuses)', 'Student Center PeopleSoft (All Campuses)', and 'PeopleSoft Mobile PS Mobile (All Campuses)'. The first card, 'PeopleSoft/HighPoint CX', is highlighted with a blue border. A blue arrow points from the search bar to this card.

2. From your Dashboard, click **Class Information** and then click **Class Search**.



3. First, select the **appropriate term** and **Pittsburgh Campus**. Then, select the **More Filters** button.

Class Search



Select all the required (*) search criteria and at least 2 additional search criteria.

Term: *
Fall Term 2021-2022

Campus: *
Pittsburgh Campus

Acad Career:
Undergraduate

Subject

Catalog #

Class Number

Course Attribute

Course Attribute Value

More Filters 3

Search

Reset Filters

Show Open Classes Only

4. Use the **Days** drop-down menu to select specific days of the week that you are interested in. For your reference, most classes will run Monday/Wednesday/Friday or Tuesday/Thursday, but Pitt also offers classes that meet once a week or on a different sequence of days. Your search may not generate all results.

Class Search

Select all the required (*) search criteria and at least 2 additional search criteria.

Term: * Fall Term 2021-2022	Campus: * Pittsburgh Campus	Acad Career: Undergraduate	Subject	Catalog #	Class Number
Course Attribute	Course Attribute Value	Fewer Filters 3			
Days: ^	Start Time	End Time	Location	Requirement Designati...	Academic Organization

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Reset Filters

Select search criteria to view classes.

5. Use the **Start Time** and **End Time** to look for courses within a specific time frame. Keep in mind that the earliest classes begin is 8:00 AM and the latest end time is typically no later than 10:00 PM.

Class Search



Select all the required (*) search criteria and at least 2 additional search criteria.

Term: * Fall Term 2021-2022	Campus: * Pittsburgh Campus	Acad Career: Undergraduate	Subject	Catalog #	Class Number
Course Attribute	Course Attribute Value	Fewer Filters 4			
Days: (3): Fr, Mo, We	Start Time: 09:00 AM 09:30 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM 12:00 PM	End Time	Location	Requirement Designati...	Academic Organization

Show Open Classes Only

Select search criteria to view classes.

6. You will also need to select additional search criteria either by **Subject** or **Course Attribute**.

Class Search



Select all the required (*) search criteria and at least 2 additional search criteria.

Term: * Fall Term 2021-2022	Campus: * Pittsburgh Campus	Acad Career: Undergraduate	Subject: ECON - Economics	Catalog #	Class Number
Course Attribute	Course Attribute Value	Fewer Filters 7			
Days: (3): Fr, Mo, We	Start Time: 11:00 AM	End Time: 12:00 PM	Location	Requirement Designati...	Academic Organization
Search		Reset Filters			

Show Open Classes Only

7. Here is an example of the results that are generated with the search criteria for **Monday, Wednesday, Friday** with a **Start Time of 11:00 AM** and an **End Time of 12:00 PM** offered by the **ECON** dept.

Class Search ⚙️

Select all the required (*) search criteria and at least 2 additional search criteria.

Term:*	Campus:*	Acad Career:	Subject:	Catalog #	Class Number
Fall Term 2021-2022	Pittsburgh Campus	Undergraduate	ECON - Economics		
Course Attribute	Course Attribute Value	Fewer Filters 7			
Days:	Start Time:	End Time:	Location	Requirement Designation	Academic Organization
(3): Fr, Mo, We	11:00 AM	12:00 PM			

Show Open Classes Only

INTRODUCTION TO MICROECONOMIC THEORY | ECON 0100

CAMPUS	SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> Pittsburgh Campus	1400-LEC (10672)	-	AT	MoWe	11:00 am	11:50 am	120 Lawrence Hall	08/27 - 12/10	Margarita Zabelina	0 169/230 ⚠️

PROFESSIONAL DEVELOPMENT FOR ECONOMISTS | ECON 0900

CAMPUS	SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> Pittsburgh Campus	1050-LEC (25562)	-	AT	MoWe	11:00 am	11:50 am	1501 Wesley W Pos...	08/27 - 12/10	Jane Caldwell Katherine Wolfe	0 7/50

8. You may click on the > to view the Class Details and follow the steps for enrollment.