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.
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.
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.
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
- **Days**: (3): Fr, Mo, We
- **Start Time**: 11:00 AM
- **End Time**: 12:00 PM
- **Location**
- **Requirement Designation**
- **Academic Organization**

**Search**

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.

[Image of class search interface]

INTRODUCTION TO MICROECONOMIC THEORY | ECON 0100

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>SECTION</th>
<th>TOPIC</th>
<th>SESSION</th>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pittsburgh</td>
<td>1400-LEC (10672)</td>
<td>-</td>
<td>AT</td>
<td>MoWe</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>120 Lawrence Hall</td>
<td>08/27 - 12/10</td>
<td>Marguerite Zabelina</td>
<td>169/220</td>
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</tbody>
</table>

PROFESSIONAL DEVELOPMENT FOR ECONOMISTS | ECON 0900

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<tr>
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<th>INSTRUCTOR</th>
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<td>08/27 - 12/10</td>
<td>Jane Caldwell</td>
<td>7/50</td>
</tr>
</tbody>
</table>

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