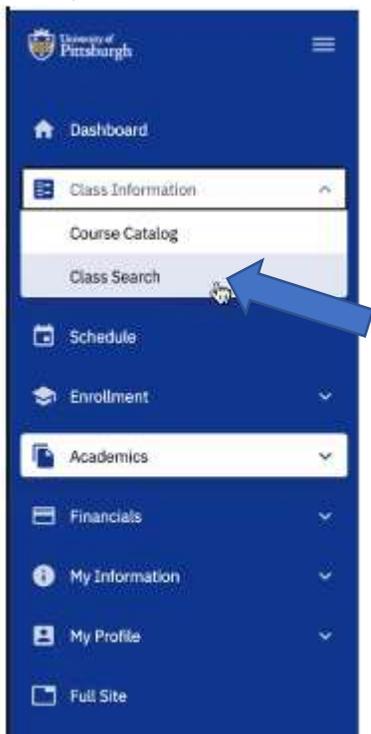


How to Waitlist for a Course Using Highpoint CX

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. In the 'Search Results: Tasks' section, four task cards are displayed: '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 task card is highlighted with a blue border. A blue arrow points from the search bar to the highlighted task card.

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



3. Select the **appropriate term** and the **Pittsburgh Campus**. To search for courses that are already full, you need to uncheck the **Show Open Classes Only** box. This example shows a search for SOC 0446.

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		SOC - Sociology	0446	
Course Attribute	Course Attribute Value	More Filters 5			
Search		Reset Filters			

Show Open Classes Only

4. Once your search results generate, the Status column on the right will indicate if the course is open, waitlisted, or closed. In this example, the red W indicates that the course is on a waitlist.

SOCIOLOGY OF GENDER | SOC 0446

CAMPUS	SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> Pittsburgh Campus	1000-LEC (30615)	-	AT	MoWe	4:30 pm	5:45 pm	2200 Wesley ...	08/27 - 12/10	Staff	W 19/20 O 0/49 Wait List

5. You can click on the > to view the Class Details, including how many students are currently on the waitlist. To add yourself to the waitlist, click on Enroll.

▼ Pittsburgh Campus 1000-LEC (30615) - AT MoWe 4:30 pm 5:45 pm 2200 Wesley W ... 08/27 - 12/10 Staff W 19/20
O 0/49

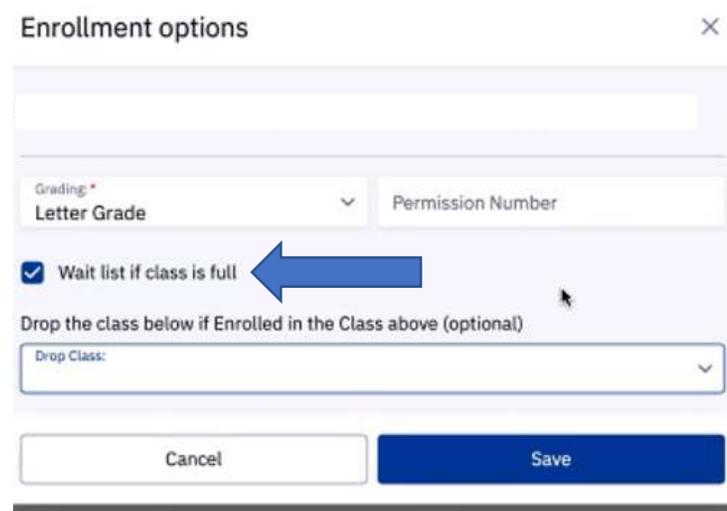
INFORMATION Class Number: 30615 Career: Undergraduate Session: Academic Term Units: 3 units Grading: LG/SNC Elective Basis Description: This course will analyze the various processes and institutions through which gender roles are defined and shaped in our society. It will analyze the interaction between individual conceptions of gender and larger social institutions such as the family, the workforce, the media, religion, etc. The current changes in these roles will be related to changes in other social institutions. We will also examine the multiple forms of inequality in our society--based on sex, race, class, and sexual preference--and see how they interact. Class Attributes: DSAS Social Science General Ed. Requirement Gender, Sexuality & Women's St SCI Polymathic Contexts: Soc/Behav. GE. Req.	DETAILS Instructor: Staff Dates: 08/27/2021 - 12/10/2021 Meets: MoWe 4:30pm - 5:45pm Room: 2200 Wesley W Posvar Hall Campus: Pittsburgh Campus Location: Pittsburgh Campus Components: Lecture Required See Location
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TEXTBOOKS
Textbooks to be determined

AVAILABILITY
Status: Wait List
Seats Open: 0/49
Wait List Open: 19/20

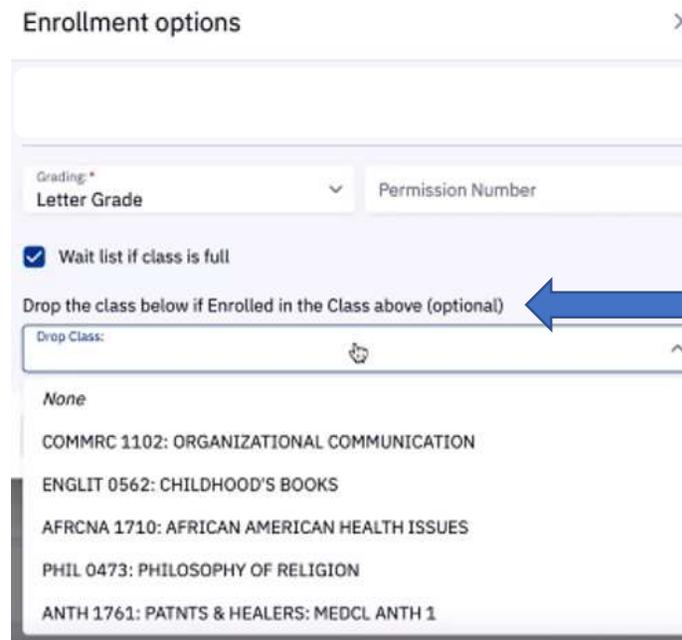
[Add To Planner](#) [Add To Schedule Builder](#) [Add To Cart](#) [Enroll](#)

6. This will open an Enrollment Options window. Check the Wait list if class is full box.



The screenshot shows the 'Enrollment options' dialog box. At the top, there is a search bar. Below it, the 'Grading*' dropdown is set to 'Letter Grade' and the 'Permission Number' field is empty. The checkbox 'Wait list if class is full' is checked, with a blue arrow pointing to it. Below this, the text 'Drop the class below if Enrolled in the Class above (optional)' is followed by a 'Drop Class:' dropdown menu. At the bottom, there are 'Cancel' and 'Save' buttons.

7. If desired, you may also select to be automatically dropped from one of the courses in which you are currently enrolled in the event that a spot on the waitlist would open.



This screenshot shows the 'Enrollment options' dialog box with the 'Drop Class:' dropdown menu open. The 'Wait list if class is full' checkbox is checked. The dropdown menu lists several course options: 'None', 'COMMRC 1102: ORGANIZATIONAL COMMUNICATION', 'ENGLIT 0562: CHILDHOOD'S BOOKS', 'AFRCNA 1710: AFRICAN AMERICAN HEALTH ISSUES', 'PHIL 0473: PHILOSOPHY OF RELIGION', and 'ANTH 1761: PATNTS & HEALERS: MEDCL ANTH 1'. A blue arrow points to the dropdown menu.

8. Once finished with the Enrollment Options box, click Save and proceed through the rest of the steps for enrollment.