



## Add a Class

### With PeopleSoft Student Center

#### Overview

Students can self-enroll using the PeopleSoft Student Center, which provides online access to add classes, drop classes, and edit class enrollments.

There are three steps you need to take before self-enrolling. This document explains how to add classes using your Student Center.

#### Are You Prepared to Self-Enroll?

Students must complete the following steps before they can self-enroll:

1. Log in to your Student Center through **My Pitt** (the **my.pitt.edu** Web portal )
2. View details about your enrollment appointment
3. Meet with your academic advisor

For details, refer to the help sheet *Preparing for Self-Enrollment*, available in My Pitt.

#### Access your Student Center

Log in to **My Pitt** with your University Computing Account username and password. Next, click the **Student Center** pass-through link to the right of this home page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.

**Pitt's Student Center**

**Academics**

Search  
**Enroll**  
[My Academics](#)  
[Mid-Term Grades](#)

other academic... >>

**Finances**

**My Account**  
[Account Inquiry](#)  
**Financial Aid**  
[View Financial Aid](#)

other financial... >>

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
Final High School Transcript  
[details ▶](#)

**Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling for the Fall Term 2010-2011 Academic Term session on March 31, 2010 4:15PM.

**You are not enrolled in classes.**

**You have no outstanding charges at this time.**

## Student Center Items

Just before the add/drop period for each term begins, these items will display in your Student Center to help you prepare for online self-enrollment:

- [Academic Advisement Required Hold](#). Students who have an **advisement (ADV) hold** placed on their student record will see an “Academic Advising Required” hold displayed at the top right of the **Student Center**. You must meet with your academic advisor to have this hold removed before you can register for classes.
- [Enrollment Appointment](#). The start date of your **enrollment appointment** displays on the right side of your Student Center. Once your appointment begins, you can continue self-enrolling through the add/drop period.

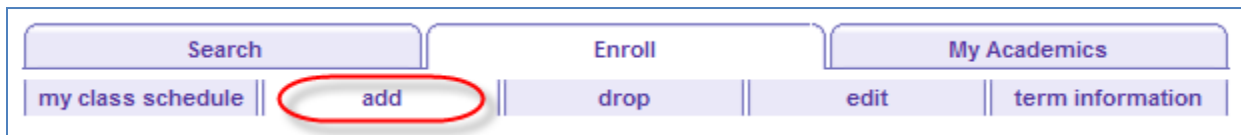


**Note:** To prevent delays in your ability to self-enroll, arrange to meet with your academic advisor *before* your enrollment appointment begins.

- [Enroll Link](#). This link displays at the top left of your Student Center below **Academics**. After you have completed the self-enrollment preparation steps, you will use this link to register for classes.

## Add a Class Overview

Self-enrollment enables students to add, drop, and edit class enrollments. From your Student Center, click the **Enroll** link.



## Term Selection

If this is your first term of enrollment, the system will select your admit term for you as the term for which you will enroll. In this case, skip to the next section: **Steps to Add a Class**.

When this is not your first term of enrollment, you are presented with a term selection page. Select the **term** for which you wish to enroll, and then click **Continue**.

The screenshot shows the 'Add Classes' page with a 'Select Term' section. A table lists two terms, with the first one selected. A red arrow points from the selected radio button to the 'CONTINUE' button.

Select a term then click Continue.		
Term	Career	Institution
<input checked="" type="radio"/> Fall Term 2010-2011	Undergraduate	University of Pittsburgh
<input type="radio"/> Spring Term 2010-2011	Undergraduate	University of Pittsburgh

## Steps to Add a Class

Once a term has been selected, add your first class. This procedure involves three steps:

1. Add classes to your enrollment shopping cart.
2. Review and confirm your cart.
3. Accept the terms and finish enrolling.

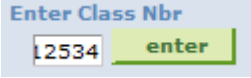
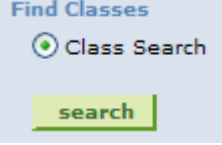
### Step 1—Add a Class to Your Shopping Cart

The **Select Classes to Add** page displays after you have selected your term. Use the top half of this page to add classes to your enrollment shopping cart and the bottom part of the page to view classes that you are already enrolled in for the selected term.

1. Enter the **class number** or click **Search** to find an appropriate class number.



**Note:** For more instructions on using **Class Search**, refer to the *Searching for Classes and Course Information Online help sheet*. Click **Learn More** just below the Student Center link.

<b>Enter class number</b> If you know it	<b>Use Class Search</b> To find a class number
 <p><u>Action</u></p> <ol style="list-style-type: none"><li>a. Enter the <b>class number</b>.</li><li>b. Click <b>Enter</b>.</li></ol>	 <p><u>Action</u></p> <ol style="list-style-type: none"><li>a. Click <b>Search</b>.</li><li>b. Find a class number by <b>course subject, campus</b>, etc.</li><li>c. Click <b>Select Class</b>. The system will populate that class number in the Enter Class Number field (at left).</li><li>d. Then press <b>Enter</b>.</li></ol>

If you are enrolling in a group of classes (such as a lecture-recitation combination), enter the **class number for the lecture** in the class number field or select the **lecture portion** of the class from the Class Search results list.



**Note:** *Class numbers are five digits in length and are recycled each term. For example, 12534 represents a Math 1180 class. However, that same class number was used by the previous fall term for a Statistics 0200 class.*


- If a related class is available (optional or required), you are presented with the Related Classes page. Select a related class for each type (such as a lab and a recitation). Then click **Next**.



- Depending on how the class is set up, the Enrollment Preferences may include options to enter a class **permission number** or select a **grading** option, **units** (credits) option, and/or independent study **instructor**.

<b>Permission number</b>	If permission is required, enter the Class permission number. Class permission is required to enroll in any class that is outside a student's career of study, is closed, is restricted, or requires department or instructor consent.
<b>Grading</b>	If the class has a grade option available, then you may select your option using the drop-down menu. <b>This should only be done after consulting with your advisor.</b>
<b>Units</b>	If this class is a variable credit class, you will have the option of selecting the number of credits using the drop-down menu. <b>Determine the appropriate credits with your class instructor.</b>
<b>Instructor</b>	If multiple instructors are available, please select your instructor from the drop-down menu.

- Click **Next** to add the class to your enrollment shopping cart.
- Repeat these steps to add more classes. When you are finished, continue.

## Step 2—Review and Confirm Your Cart

Review the classes listed in your shopping cart. To remove a class, click the **trashcan** . To add another class, repeat step one on the previous page. When you are finished reviewing the cart, click **Proceed to step 2 of 3** to confirm all of the classes in your cart.

Fall Term 2010-2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">BIOSC</a> <a href="#">0150-1030</a> <a href="#">(10528)</a>	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	L. Daniels, L. Thomas	3.00	
	BIOSC 0150-1050 <a href="#">(11932)</a>	Tu 4:00PM - 4:50PM	A224 Langley Hall	L. Daniels		
	<a href="#">ENGCOMP</a> <a href="#">0150-1060</a> <a href="#">(15286)</a>	MoWeFr 11:00AM - 11:50AM	314 Cathedral of Learning	Staff	3.00	
	<a href="#">MATH</a> <a href="#">1180-1030</a> <a href="#">(12534)</a>	MoWeFr 9:00AM - 9:50AM	302 Bellefield Hall	P. Faculty	3.00	

[PROCEED TO STEP 2 OF 3](#)

## Step 3—Register and Agreement to Pay

The third and final step in the Add a Class process is to review the promissory note and complete your class registration(s). Here is a copy of the note text that will appear on this page:

Once I register for a course, I become responsible for payment of the resulting tuition, fees and other associated financial obligations. By proceeding with my registration, in exchange for being permitted to register for and attend classes, I am entering into a Promissory Note ("Agreement") with the University obligating me to pay all outstanding monies owed to the University not paid by loans, scholarships, grants and/or other payments. Payments are due by the due date displayed in each Electronic Bill posted for me in PittPAY.

Should I fail to pay any outstanding balances in full when due, I agree that a monthly \$50 late fee will be assessed to my balance. I further agree that should my account become delinquent, the University will assess a collection fee of \$100 and may withhold future registration or schedule adjustments, the awarding of any degree(s) or diplomas, and/or grades and official transcripts. Further, if I am delinquent, the University may pursue litigation against me, transfer my account to a collection agency and/or report any delinquency to credit bureau(s). In addition to my balance, I agree to pay the University's costs and fees, including attorneys' fees, incurred in any litigation or collection activity resulting from my failure to pay under this Agreement.

My withdrawal effective date, if any, will determine the amount of credit that I may be eligible to receive pursuant to University policy 09-05-08 Termination of Registration, and the Resignation and Title IV Refund Policy links found at <http://bc.pitt.edu/students>.

I have read this Agreement and understand it. By clicking the ACCEPT TERMS AND REGISTER button, I affix my electronic signature, consent to this Agreement and agree to pay the University my outstanding balance, plus fees and costs as set forth above.

1. Click **Accept Terms and Register**.

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Open     Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOSC 0150-1030 (10528)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	L. Daniels, L. Thomas	3.00	<input checked="" type="radio"/>
BIOSC 0150-1050 (11932)	FOUNDATIONS OF BIOLOGY 1 (Recitation)	Tu 4:00PM - 4:50PM	A224 Langley Hall	L. Daniels		<input checked="" type="radio"/>
ENGCOMP 0150-1060 (15286)	WORKSHOP IN COMPOSITION (Seminar)	MoWeFr 11:00AM - 11:50AM	314 Cathedral of Learning	Staff	3.00	<input checked="" type="radio"/>
MATH 1180-1030 (12534)	LINEAR ALGEBRA 1 (Lecture)	MoWeFr 9:00AM - 9:50AM	302 Bellefield Hall	P. Faculty	3.00	<input checked="" type="radio"/>

2. Check the status of each class.

- a. A **green checkmark** means that you have successfully enrolled.

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

✔ Success: enrolled    ✘ Error: unable to add class

Class	Message	Status
BIOSC 0150	<b>Success:</b> This class has been added to your schedule.	<input checked="" type="checkbox"/>
ENGCOMP 0150	<b>Message:</b> You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	<input checked="" type="checkbox"/>
MATH 1180	<b>Success:</b> This class has been added to your schedule.	<input checked="" type="checkbox"/>

- b. A **red X** shows there were errors during the enrollment process. If errors appear, the enrollment was not successful and you are not enrolled in the class.

<span style="color: green;">✔</span> Success: enrolled <span style="float: right; color: red;">✘ Error: unable to add class</span>		
Class	Message	Status
CHEM 1420	<b>Error: Unable to add this class - prerequisites have not been met.</b> PREQ: CHEM 1410 or 1302 or 1342	✘

**Note:** Click the **Add** tab to return to your shopping cart. Empty your cart, and then select another class or click the class number from the cart to change your Related Class and/or Enrollment Preferences.

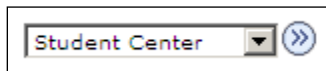


Search	Enroll	My Academics
my class schedule	add	drop
		edit
		term information

3. Once all classes show successful enrollment, click **My Class Schedule** to view a list of successful enrollments by term, click Add Another Class to continue enrolling, or return to your **Student Center**.

### Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).



### Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in My Pitt. Click **Learn More** just below your Student Center link. For technical assistance, contact the Technology Help Desk at 412 624-**HELP** [4357].