# REGISTRATION INFORMATION

## Self-Service Enrollment Process

All Pitt-Johnstown students register for classes using the self-service enrollment process. Information and instructions for using the self-service enrollment process can be found at the **Johnstown Registrar's office** webpage and/or **PeopleSoft videos and documents** at the University Registrar's webpage.

## Schedule an Advising Appointment

All students are required to meet with their academic advisor prior to registration. Contact your advisor about scheduling an advising appointment. Your advisor will remove the advising hold on your account after your advising meeting. Remember, this advising hold (ADV) stops registration and must be removed before you can register for classes at any Pitt campus - it is term specific.

## Before your Advising Appointment

- ✓ **Print an Enrollment Worksheet**
  List your course selections on the enrollment worksheet to review with your advisor. Pay close attention to courses that have restrictions pre and/or co-requisites, and those that require instructor or department permission.
- ✓ **View Schedule of Classes (Registrar's Webpage) or Class Search in Student Center**
  Select Main Menu > Self-Service > Class Search/Browse Catalog > Class Search
- ✓ **Enrollment tools to Create a Schedule**
  These enrollment tools are optional to use in the course scheduling process, but serve as ways to assist you in planning your degree and creating a class schedule:

  **PeopleSoft/HighPoint CX** - **Schedule Builder** can be used to help you create your schedule using specifications that you choose. Add courses to your shopping cart or through Schedule Planner, and have the tool generate possible class schedules, doing the work for you!

  - Access Schedule Builder through the PeopleSoft/HighPoint CX Dashboard and opening the Enrollment menu.
  - You also have the ability to enroll right from Schedule Builder! Search for courses, build a schedule, validate your course options (for having met requisites or other requirements), and register for those courses all in one place!
  - More instructions for using Schedule Builder can be found on the Student Training page.

  **PeopleSoft Classic** - **My Planner/Plan by my Requirements** is a degree-planning tool that can be used to map out which courses you plan to take for future terms, based on your required courses. You also have the ability to enroll for courses directly from My Planner for a given term or build Schedule Planner schedules, based on what you have planned.

- Access My Planner through your Student Center, selecting the "Plan" tab or menu item.
- More instructions for using My Planner can be found on the Student Training page.

✓ **Make a list of any questions for your advisor**

## After your Advising Appointment

✓ **Check your account for any holds**
Many holds prevent you from registering for classes. Take care of the holds before your enrollment appointment date. The Business Office, 125 Blackington Hall, can assist with any Financial Hold.

✓ **Check Enrollment Appointment**
The enrollment appointment is the day and time when you can begin enrolling. View your appointment in your Student Center under Self Service > Student Center.

## (On or After) Enrollment Appointment Day/Time

✓ **Register for Classes**
- **Follow these directions in the Peoplesoft/HoghPoint CX User Guide to::**
  Add a Class, Drop a Class, Edit a Class or Swap a class.
- **Enter the courses number(s)**
  listed on your enrollment worksheet or Search for classes in your **Student Center**.
- **Put courses in your shopping cart**
  As you select your classes, they are added to your shopping cart.
- **Submit your course selections**
  In order to enroll, you **must complete all steps of the process** - adding a class to the shopping cart does not hold a seat for you.
- **Accept the terms for billing**
  You will be billed through PittPAY, the University's online billing system. Login to PittPAY to view and manage your student account. Contact the Student Payment Center with questions.

✓ **Add or Drop Classes / Waitlist**
- View Academic Calendars for the Add and Drop periods for your term
- Students receiving financial aid should ensure they are enrolled in the minimum number of units required to qualify for aid.
- If you choose to waitlist a class, be aware that **schedule conflicts, credit overloads, or enrollment in another section** may prevent you from being auto-enrolled. For more information, consult the Waitlist FAQ.

✓ **Courses requiring Instructor or Department permission**
Contact the Office of Registrar if any of your course selections require an override signature. All overrides on the Enrollment Worksheet must specify an override reason along with the appropriate instructor signature before the Registrar's Office can process the request.

## Planning Summer courses?

Discuss with your advisor any impact that the summer courses may/may not have on the courses you plan to take during the fall term.

✓ **Course at Pitt-Johnstown –** self-enrollment for summer is first-come/first serve

- ✓ **Course at another Pitt-campus –**Prior permission is required/recommended to ensure that an equivalent course was not already taken at Pitt-Johnstown and that the course satisfies the intended degree requirement as approved by Pitt-Johnstown. All Pre/Co Requisites, including program restrictions, must be met in order to self-enroll at another Pitt campus.
- ✓ **Course outside of Pitt-Johnstown –** Prior permission is required. Guidelines and Forms available under "Transfer Credit Guidelines" on the Office of Registrar's web page.

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**If at any time during your enrollment process you encounter a problem, contact your advisor or the Office of the Registrar (at upjreg@pitt.edu ). You can also view Student Resources** (PeopleSoft Videos and Documents) which are available online at https://www.registrar.pitt.edu/studenttraining.html