Schedule Planner

START
MY.PITT.EDU>
Student Center>
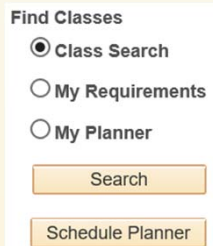log in

Student Center
Access your PeopleSoft student center.
Learn More
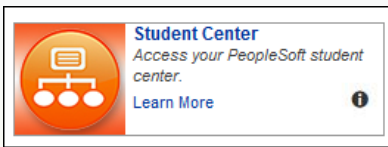
STEP ONE

TWO WAYS TO ACCESS IN PEOPLESOFT

1 Self Service >
Student Center >
Schedule Planner
link
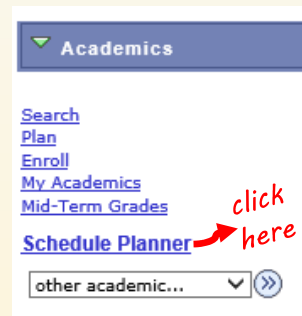
2 Enrollment >
Enrollment: Add
Classes > Schedule
Planner button

▼ **Academics**

Search
Plan
Enroll
My Academics
Mid-Term Grades
Schedule Planner *click here*
other academic... ⟫

Find Classes
◉ Class Search
○ My Requirements
○ My Planner
Search
Schedule Planner *click here*

STEP TWO

You will be prompted for your Term and Campus when Schedule Planner opens. You can also edit them from the main page.

Select Term

Term
◉ Summer Term 2016-2017

Select Campus

☐	**Select All Campuses**
☐	Bradford Campus
☐	Greensburg Campus
☐	Johnstown Campus
☑	Pittsburgh Campus
☐	Titusville Campus

STEP THREE

On the Schedule Planner main page, navigate to Courses and click Add Course. Search for the courses you want to take or import them from the My Planner tab.

Courses ➤ + Add Course

On the main page, navigate to Breaks and click Add Break.

Breaks ➤ + Add Break

Select your desired courses and breaks and click Generate Schedules.

Schedules ➤ ⟳ Generate Schedules

If you have already registered for a class, it will display in the Current Schedule section on the main page. Check classes to include or exclude them from your schedule. THIS DOES NOT UN-ENROLL YOU FROM THE CLASS.

Click View to see a schedule's details. ➤ View 1

To choose a schedule, click Send to Shopping Cart from the View screen. ➤ 🛒 Send to Shopping Cart

STEP FOUR

Choose the class Grading Basis, enter any Permission Numbers, and click Finish. ➤ Finish

Click Register to enroll in the classes from your Shopping Cart. ➤ Register

You will receive a message showing your enrollment status for each of the classes.

⊘ You have been successfully registered for the following courses.

SOC 0010 - 1200 - 10706
• Success: This class has been added to your schedule.

⚠ You are **not** registered for the following courses.

CHE 0613 - 1000 - 16803
• Unable to add this class - requisites have not been met., Description: PREQ: CHE 0300 and 0400; PROG: Swanson School of Engineering