Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Schedule Planner is a tool to help students create a schedule by:

- Searching for open courses for the upcoming term
- Adding their breaks, work schedule, study time, and any other activities
- Generating schedule options that fit their specifications
- Registering for classes
- Adding and dropping (enrolling and unenrolling) classes

Note: Students may only enroll or unenroll through their own account in Schedule Planner. Advisors cannot enroll or unenroll a student on the student's behalf.

Any time you return to Schedule Planner, click "Generate Schedules" again to update the schedules with the most recent information.

USING SCHEDULE PLANNER

Set Student Options – pg. 2

Add a Course – pg. 3
- By Subject/Number
- From My Planner
- By Attribute

View Class Information – pg. 4

Search by Instructor – pg. 4

Add a Break - pg. 5

Add Class Padding (time between classes) – pg. 5

View Current Enrollment – pg. 5

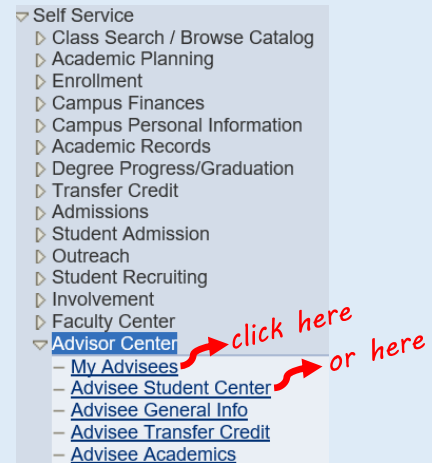Generate Schedules – pg. 6

View Schedules – pg. 7

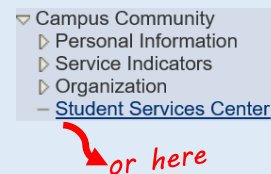Lock a Class Section – pg. 8

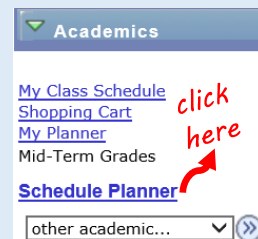Email a Schedule to a Student – pg. 8

ACCESS SCHEDULE PLANNER

PeopleSoft
Access the Student Information System

Learn More

- Log on to my.pitt.edu and click the PeopleSoft link.

▽ Self Service
  ▷ Class Search / Browse Catalog
  ▷ Academic Planning
  ▷ Enrollment
  ▷ Campus Finances
  ▷ Campus Personal Information
  ▷ Academic Records
  ▷ Degree Progress/Graduation
  ▷ Transfer Credit
  ▷ Admissions
  ▷ Student Admission
  ▷ Outreach
  ▷ Student Recruiting
  ▷ Involvement
  ▷ Faculty Center
  ▽ Advisor Center   *click here*
    – My Advisees   *or here*
    – Advisee Student Center
    – Advisee General Info
    – Advisee Transfer Credit
    – Advisee Academics

- Navigate to Self Service and click Advisor Center, then My Advisees or Advisee Student Center.

▽ Campus Community
  ▷ Personal Information
  ▷ Service Indicators
  ▷ Organization
  – Student Services Center   *or here*

- Or, navigate to Campus Community and click Student Services Center.

▽ **Academics**

My Class Schedule
Shopping Cart   *click here*
My Planner
Mid-Term Grades

Schedule Planner

other academic...   ⌄ ⊗

- Choose a student and go to the Student Center tab. Click on the Schedule Planner link in the left-hand side.

Set Student Options

on the

Schedule Planner main page

You will be prompted to choose a Term and Campus when you login. You can edit them from the main page, and also set Course Status, Sessions, Academic Groups, and Careers.

Schedule Planner	Text Only			❓ Help	➦ Sign out

University of Pittsburgh

Course Status	Open Classes Only	Change	**Term**	Spring Term 2016-2017	Change
Campuses	1 of 5 Selected	Change	**Academic Groups**	All Academic Groups Selected	Change
Sessions	All Sessions Selected	Change	**Careers**	All Careers Selected	Change

Course Status	Open Classes Only	Change	**Term**	Spring Term 2016-2017	Change
Campuses	1 of 5 Selected	Change	**Academic Groups**	All Academic Groups Selected	Change
Sessions	All Sessions Selected	Change	**Careers**	All Careers Selected	Change

SELECT COURSE STATUS

Choose the type of classes you would like to search for.

Select Course Status

Course Status

- ⦿ Open Classes Only
- ○ Open & Full w/Waitlist Open
- ○ Open & Full

SELECT YOUR CAMPUS

Choose the Campus where the student is enrolling.

Select Campus

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

SELECT YOUR SESSIONS

The default is to search by all sessions. You can also search specifically for:

- Summer sessions
- Specific graduate sessions
- Night classes, which are listed as "Full Term Session"

Select Session

- ☑ **Select All Sessions**
- ☑ Academic Term
- ☑ DMED Session 1

SELECT YOUR TERM

Choose the Term you want to build a schedule for.

Select Term

Term

- ⦿ Summer Term 2016-2017
- ○ Fall Term 2017-2018

SELECT ACADEMIC GROUPS

Choose the academic group you would like to search for.

Select Academic Group

- ☑ **Select All Academic Groups**
- ☑ College of Business Admin
- ☑ College of General Studies
- ☑ Cooperative Education
- ☑ Dietrich Sch Arts and Sciences
- ☑ Grad Sch of Pub & Int'l Affrs

SELECT CAREER

Choose the academic career that _matches the student's current standing_. For example, undergraduate students should choose "Undergraduate" to view only those courses.

Select Career

- ☑ **Select All Careers**
- ☑ Dental Medicine
- ☑ Graduate
- ☑ Law

Add a Course

on the

Add Course page

On the Schedule Planner main page, navigate to Courses and click Add Course

Courses

+ Add Course → *click here*

If the student has added classes for the selected term in PeopleSoft's My Planner, you will be prompted to add them from the Courses section on the main page (this message will only display if there have been no classes added yet for the selected term in Schedule Planner).

Courses

+ Add Course

ℹ Add the courses you wish to take for the upcoming term.

ℹ Your degree plan shows 1 course for Summer Term 2016-2017, click here to load them into your course list.   ✕

Schedule Planner   Text Only   ❓ Help   ⭢ Sign out

Add Course

| By Subject | My Planner | Search By Section Attribute | Search By Instructor | | Desired Courses | Current Schedule |

Subject   Select Subject ▾

Course   Select Course

Desired Courses | ℹ ADMJ 0500 INTRO TO ADMIN OF JUSTICE ⊗

Add Course

| By Subject | My Planner | Search By Section Attribute | Search By Instructor |

- Search by Subject, view course from PeopleSoft's My Planner, Search by Section attribute such as online or honors courses., or Search by Instructor.

| **Desired Courses** | Current Schedule | Shopping Cart |

ℹ **LEGLST 1140** ⊗
INTRODUCTION TO CRIMINAL LAW

- Desired Courses shows courses that have been added. Current Schedule shows the student's currently enrolled classes. Shopping Cart shows classes in the student's cart.

BY SUBJECT

- Select the Subject and Course to Search by.
- Click Add Course. The course will now display under the Desired Courses tab.
- Click Done to return to the main page or perform a new search to continue adding courses.

MY PLANNER

- The My Planner tab shows courses that were added to My Planner in PeopleSoft.
- Choose a term from the Plan Term dropdown, or Unassigned for courses without an associated term.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY SECTION ATTRIBUTE

- Choose an Attribute and a Value to search by.
- Select the Subject and then the Course and click Add Course.
- To search by multiple Attributes and Values at the same time, click in the dropdown boxes to select additional Attributes and Values.
- Search by Attribute and Value only to see all of the Courses available in different Subjects.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY INSTRUCTOR

- Choose an Instructor and a Course to search by.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

NOTE: Seat availability will update every minute.

View Class Information

on the	On the Schedule Planner main page, navigate to Courses and click Options
Course options page	

click here

☑ **SPAN 0001**
ELEMENTARY SPANISH 1   ⚙ Options ⓘ 🔓 ⊗

Spanish 0001
ELEMENTARY SPANISH 1

ⓘ Please select the classes you wish to include.

Enabled (9 of 9)	**Disabled (2)**			🔍 Advanced Filters	‹ Back	✔ Save & Close

☑	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
☑ ⓘ	24757	1020	SPAN	LEC	Farrah Neumann	MTWThF 8:00am - 8:50am - 318 Cathedral of Learning
☑ ⓘ	26148	1050	SPAN	LEC	Manuel Garzon	MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall

Enabled (9 of 9)	**Disabled (2)**		‹ Back	✔ Save & Close

☑	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
☑ ⓘ	24757	1020	SPAN	LEC	Farrah Neumann	MTWThF 8:00am - 8:50am - 318 Cathedral of Learning

Class #: 24757
Title: ELEMENTARY SPANISH 1
Section: 1020
Subject: SPAN
Component: LEC
Seats Open: 6
Session: Academic Term
Instructor: Farrah Neumann
Campus: Pittsburgh Campus
Credits: 5
Waitlist Open: 10

Day(s) & Location(s):
MTWThF 8:00am - 8:50am - 318 Cathedral of Learning
Dates: 08/29/2016 - 12/09/2016

click here

- Click on the blue information point to show class details.

Search by Instructor

on the	On the Course Options page, click on Advanced Filters
Advanced filters page	

Advanced Filters   ✖

Instructors   ✕ Brenda Solkez   ✕ Virginia TeráN   ✕ Manuel Garzon

Section Attributes   All Section Attributes Selected

ⓘ Your advanced filters have disabled 6 classes

✔ Save Filters

Enabled (3 of 3)	**Disabled (8)**		‹ Back	✔ Save & Close

☑	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
☑ ⓘ	26148	1050	SPAN	LEC	Manuel Garzon	MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall
☑ ⓘ	11381	1145	SPAN	LEC	Brenda Solkez	MTWThF 9:00am - 9:50am - 318 Cathedral of Learning
☑ ⓘ	28273	1180	SPAN	LEC	Virginia TeráN	MTWThF 3:00pm - 3:50pm - G18 Cathedral of Learning

- Click in the Instructor field to see a list of instructors for the course. Searching by name will refresh so that only sections with that instructor display below. You can search for multiple instructors at one time. Click Save Filters and the excluded classes will now show in the Disabled tab. Click Back to return to the main page.

Add a Break

on the

Add New Break page

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

Breaks

click here ← **+ Add Break**

Add New Break

ⓘ Breaks are times during the day that you do not wish to take classes.

Break Name   Gym

Start Time   7 ▾ : 30 ▾   **am** pm

End Time   9 ▾ : 30 ▾   **am** pm

Days   ✅ Select Weekdays

✅ **MON**   ✅ **TUE**   ✅ **WED**   ✅ **THU**   ✅ **FRI**   ⚪ **SAT**   ⚪ **SUN**

‹ Back   ✔ Add Break

NOTE: IF YOU EXIT SCHEDULE PLANNER AND RETURN, MAKE SURE TO RE-SELECT ANY BREAKS YOU CREATED.

- Enter a name in Break Name, and then set the time and days . Click Add Break to save your changes or Back to return to the main page without saving. To add additional breaks, click Add Break from the main page.

Add Class Padding

on the

Schedule Planner main page

On the main page, navigate to Schedules and click Advanced Options.

Schedules

⚙ Advanced Options   📅 View Schedules

Class Padding: 15 minutes ▾   ❓

↻ Restore Default Scheduling Options

- You can add time between classes in 5 minutes increments to allow time for travel. Once applied, this time will be added in between *all* classes.

View Current Enrollment

on the

Schedule Planner main page

Current Schedule

☑		Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
☑	ⓘ	10466	Enrolled	1265	FP	0001	Russell Clark	Th 2:00pm - 2:50pm - 324 Thackeray Hall	1	Pittsburgh Campus

- If the student is currently enrolled for any classes, they will display on the main page under Current Schedule. You may un-check them if you don't want them included in the schedule.

⬆

UN-CHECKING CLASSES FROM THE CURRENT SCHEDULE IN SCHEDULE PLANNER
WILL NOT UN-ENROLL THE STUDENT FROM THE CLASS

Generate Schedules

on the	On the main page, navigate to Schedules and click Generate Schedules
Schedule Planner main page	

Schedules

click here

🔁 Generate Schedules

- Hover over the magnifying glass to view a thumbnail of a sample week for that schedule.

🔁 Generate Schedules

ℹ️ Generated **5** Schedules

📋 Compare ℹ️ Select at least ... side by side

View	1	🔍	☐	Gym, ADMJ-060...	SPAN-0001-1050
View	2	🔍	☐	Gym, ADMJ-060...	SPAN-0001-1170
View	3	🔍	☐	Gym, ADMJ-060...	SPAN-0001-1180
View	4	🔍	☐	Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1210	
View	5	🔍	☐	Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1220	

- Select schedules by clicking the checkbox and click Compare to view larger thumbnails side by side.

🔁 Generate Schedules

ℹ️ Generated **5** Sch...

📋 Compare ℹ️

click here

View	1	🔍 ☐
View	2	🔍 ☐
View	3	🔍 ☐

Q Open #1   Q Open #4

View Schedules

View Schedule page

On the main page, navigate to Schedules and click View next to a schedule. The View Schedules page shows a class view, a term view by week, and a detailed schedule for the week selected.

Class View

		Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
🟩 ℹ 🔓		12679	1030	ADMJ	0600	1	W 6:00pm - 8:30pm - 5130 Wesley W Posvar Hall	Pittsburgh Campus	3
🟦 ℹ 🔓		25391	7510	ANTH	0501	1	WEB Based Class	Pittsburgh Campus	3
Reserve Caps									
3 of 0 reserved seats filled for requirement: College of General Studies students only.									
🟥 ℹ 🔓		26148	1050	SPAN	0001	2	MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall	Pittsburgh Campus	5
									11

Term View by Week

Week 1 (01/02/2017 - 01/08/2017)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ASTRON 0089																	
ASTRON 0089																	
HIST 1610																	
MATH 0120																	
MATH 0120																	
SPAN 0001																	
STAT 0200																	
STAT 0200																	

Detailed Schedule

SPAN 0001 - ELEMENTARY SPANISH 1

Class #: 27393
Section: 1030
Subject: SPAN
Course: 0001
Seats Open: 1
Component: LEC
Session: Academic Term
Campus: Pittsburgh Campus
Credits: 5
Waitlist: 1
Waitlist Open: 19

Day(s) & Location(s):
MTWThF 12:00pm - 12:50pm - 349 Cathedral of Learning
Dates: 01/04/2017 - 04/21/2017

Description: This course is designed to develop the students communicative proficiency through an integrated approach to the teaching of all four language skills: listening, speaking, reading and writing. Grammatical structures; vocabulary and readings are presented as tools for developing good communication skills. The course also aims to foster cultural awareness of the Spanish-speaking world.

- Click on the course to show course details.

Lock a Class Section

			27393	1030	SPAN	0001	1	MTWThF 12:00pm -

click here

- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✔ Your schedule results have narrowed from 31 to 7   ✕

- Schedule Planner will instantly update the available schedules when you lock a class.

Email a Schedule to a Student

Emailing from Schedule Planner will generate a message like the one below:

Subject: Your Potential Schedule

From Name: Test

From E-Mail: yourname@pitt.edu

Your recommended schedule for the Summer Term 2018-2019 term is below. You must log into your Student Center to place these courses in your cart and register. Class availability is subject to change depending on the time of your registration.

Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
Not Enrolled	18718	1040	AFRCNA	0120	24	MW 12:00pm - 3:15pm - 4165 Wesley W Posvar Hall	5/13/2019 - 6/19/2019	Pittsburgh Campus	3
Enrolled	20686	1010	AFRCNA	0127	9	MW 12:00pm - 3:15pm - 4165 Wesley W Posvar Hall	6/24/2019 - 7/31/2019	Pittsburgh Campus	3
Not Enrolled	10590	1010	ASTRON	0088	14	TTh 12:30pm - 3:10pm - 11 Thaw Hall	5/14/2019 - 6/20/2019	Pittsburgh Campus	3
Not Enrolled	11252	1015	ASTRON	0088	14	TTh 3:15pm - 3:50pm - 11 Thaw Hall	5/14/2019 - 6/20/2019	Pittsburgh Campus	0
Enrolled	19757	7510	LEGLST	1140	1	12:00pm - 12:00pm - WEB Based Class	5/6/2019 - 8/10/2019	Pittsburgh Campus	3
Not Enrolled	11419	7010	LEGLST	1315	43	TTh 6:00pm - 9:15pm - 205 Lawrence Hall	5/14/2019 - 6/20/2019	Pittsburgh Campus	3
									15

‹ Back   🖨 Print   ✉ Email

click here

Send Schedule via Email   ✕

ⓘ Enter a recipient email address and click "Email Schedule"

TO	student@pitt.edu
CC	Optional
From Name	Advisor Name
From Email	advisor@pitt.edu
Message	Optional

✉ Email Schedule

click here

To send a schedule, click the Email button at the upper left of the View Schedule page.

You will be prompted to enter the recipient's email address, your email address, and your name. You may also enter a CC email address and an additional custom message.

Click the Email Schedule button at the bottom of the Send Schedule via Email window. This will close the window and return you to the View Schedules page.

You will receive a confirmation message that your email was sent.

✔ Email sent to student@pitt.edu   ✕