

Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Use Schedule Planner to:

- Search for open courses for the upcoming term
- Add your breaks, work schedule, study time, and any other activities
- Generate schedule options that fit your specifications
- Register for classes
- Add and Drop (enroll and unenroll) classes

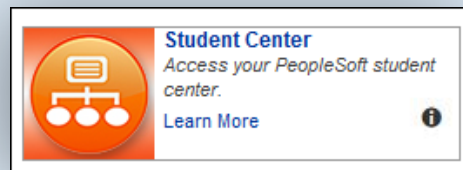
Schedule Planner is different from My Planner in PeopleSoft. My Planner is a list made with your advisor to plan your college career and graduation requirements.

You can use Schedule Planner and My Planner in conjunction with the Academic Advising Report. The Academic Advising Report helps track your progress to see which requirements you've completed and which are still unfulfilled.

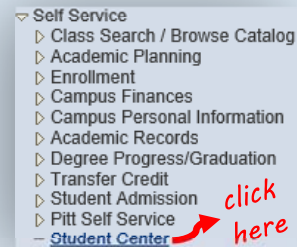
USING SCHEDULE PLANNER

- Set My 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 Your Current Enrollment – pg. 5
- Generate Schedules – pg. 6
- View Schedules – pg. 7
- Lock a Class Section – pg. 8
- Send a Schedule to the Shopping Cart – pg. 8
- Register for Classes– pg. 8

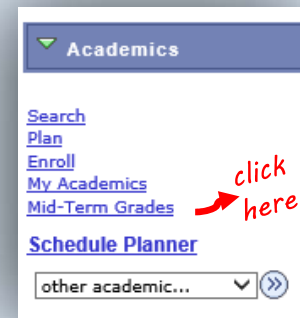
ACCESS SCHEDULE PLANNER



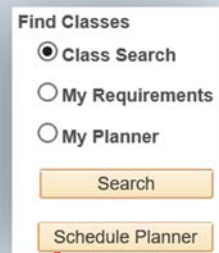
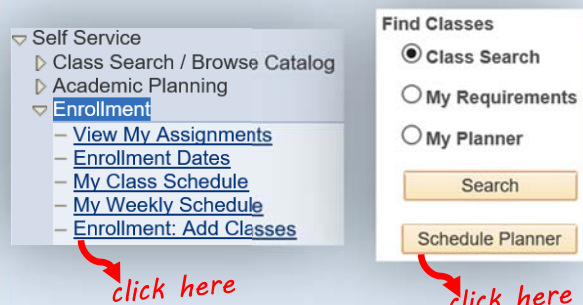
- Log on to my.pitt.edu and click the Student Center link.



- Navigate to Self Service and click Student Center.



- From the Student Center page, click the link for Schedule Planner on the left hand side.



Or, navigate to Enrollment and click Enrollment: Add Classes. From the Enrollment: Add Classes page, click the Schedule Planner button under Find Classes.

Set My Options

on the

Schedule Planner main page

You will be prompted for your Term and Campus when you login. You can edit them from the main page, and also set your 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
<input checked="" type="radio"/> Open Classes Only
<input type="radio"/> Open & Full w/Waitlist Open
<input type="radio"/> Open & Full

SELECT YOUR CAMPUS

Choose the Campus where you are 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
<input checked="" type="radio"/> Summer Term 2016-2017
<input type="radio"/> 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 your 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**

If you have 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 you have not yet added classes for the selected term in Schedule Planner).

Courses

+ Add Course

click here

Courses

+ Add Course

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

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

ADMJ 0500
INTRO TO ADMIN OF JUSTICE

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

Desired Courses

Current Schedule

Shopping Cart

LEGLST 1140
INTRODUCTION TO CRIMINAL LAW

- 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 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

Course options page

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

<input checked="" type="checkbox"/>	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	24757	1020	SPAN	LEC	Farrah Neumann	MTWThF 8:00am - 8:50am - 318 Cathedral of Learning
<input checked="" type="checkbox"/>	26148	1050	SPAN	LEC	Manuel Garzon	MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall

Enabled (9 of 9)

Disabled (2)

Back

Save & Close

<input checked="" type="checkbox"/>	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	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

Advanced filters page

On the Course Options page, click on Advanced Filters

Advanced Filters

Instructors:

Section Attributes:

Your advanced filters have disabled 6 classes

Save Filters

Enabled (3 of 3)

Disabled (8)

Back

Save & Close

<input checked="" type="checkbox"/>	Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	26148	1050	SPAN	LEC	Manuel Garzon	MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall
<input checked="" type="checkbox"/>	11381	1145	SPAN	LEC	Brenda Solkez	MTWThF 9:00am - 9:50am - 318 Cathedral of Learning
<input checked="" type="checkbox"/>	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

Start Time :

End Time :

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:



Restore Default Scheduling Options

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

View Your Current Enrollment

on the

Schedule Planner main page

Current Schedule

<input checked="" type="checkbox"/>	Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
<input checked="" type="checkbox"/>	10466	Enrolled	1265	FP	0001	Russell Clark	Th 2:00pm - 2:50pm - 324 Thackeray Hall	1	Pittsburgh Campus

- If you are 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 your schedule.

UN-CHECKING CLASSES FROM YOUR CURRENT SCHEDULE IN SCHEDULE PLANNER WILL NOT UN-ENROLL YOU FROM THE CLASS.

Generate Schedules

on the

Schedule Planner main page

On the main page, navigate to Schedules and click Generate Schedules

Schedules

Generate Schedules

click here

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

Generate Schedules

Generated 5 Schedules

Compare Select at least 2 schedules to compare side by side

	M	T	W	Th	F
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

- View 1 Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1050
- View 2 Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1170
- View 3 Gym, ADMJ-0600-1030, ANTH-0501-7510, 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

Generated 5 Schedules

Compare

click here

	M	T	W	Th	F
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Open #1

	M	T	W	Th	F
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Open #4

View Schedules

on the

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
12679	1030	ADMJ	0600	1	W 6:00pm - 8:30pm - 5130 Wesley W Posvar Hall	Pittsburgh Campus	3
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.							
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	[Green bar]																
ASTRON 0089	[Green bar]																
HIST 1610	[Blue bar]																
MATH 0120	[Red bar]																
MATH 0120	[Red bar]																
SPAN 0001	[Yellow bar]																
STAT 0200	[Pink bar]																
STAT 0200	[Pink bar]																

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

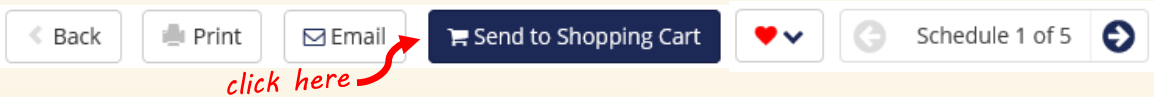


- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

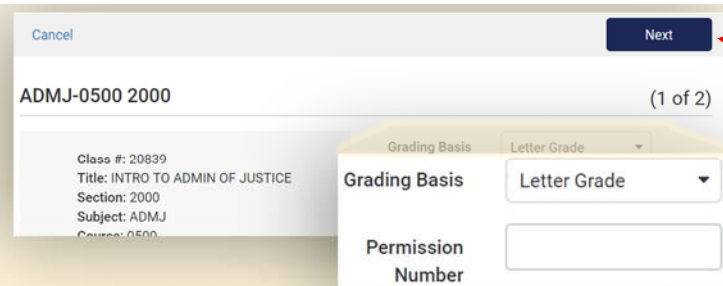
✓ Your schedule results have narrowed from 31 to 7

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

Send a Schedule to the Shopping Cart

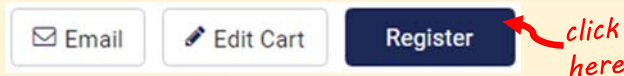


Choose a schedule and click the Send to Shopping Cart button. You will be prompted to choose a Grading Basis (Letter Grade, Satisfactory/No Credit, etc.) and to enter a Permission Number if needed.



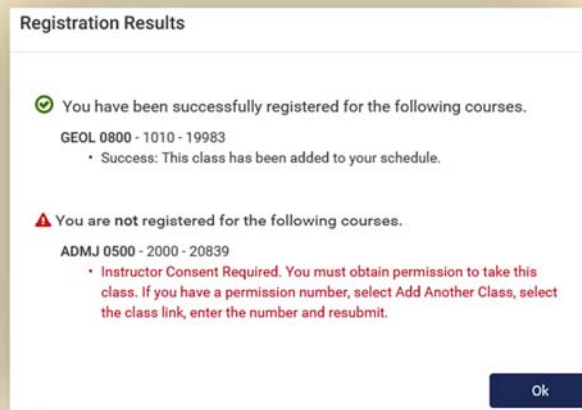
Click Next to continue adding classes to your cart and click Finish when you are done.

Register for Classes



From the Shopping Cart page, click the Register button.

When your registration is completed, you will receive a message showing your enrollment status for each class.



FOR SCHEDULE PLANNER TRAINING VIDEOS AND OTHER RESOURCES VISIT:
WWW.REGISTRAR.PITT.EDU/SCHEDULE_PLANNER.HTML