

Technology Help Desk 412 62**4-HELP** [4357] technology.pitt.edu

Edit 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 edit class enrollments 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 on the right-hand side of your portal home page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed.

Pitt's Student Center	r		
Academics			SEADON FOD CLASSES
Search			SEARCH FOR CEASSES
Enroll	(i) You are not enrolled in classes.		Holds
My Academics Mid-Term Grades			No Holds.
		<	To Do List
other academic 💌 🛞			Final High School Transcript
			details 🕨
▼ Finances			
My Account		- (-	Enrollment Dates
Account Inquiry	(1) You have no outstanding charges at this time	E	inrollment Appointment
Financial Aid	une.		You may begin enrolling for the Fall Term 2010-
View Financial Aid			2011 Academic Term session on March 31, 2010
		V	4:15PM.
other financial 💌 🤍			

Edit a Class—Overview

Depending on the class, there may be up to four items that you can change while in Edit mode: record a class permission number or select a different grading basis, variable credit (units) options, and/or an independent study instructor.

Edit a Class—Change How a Class is Graded

add

Once you have enrolled in a class, use the following steps to change how a class is graded.

Click the Enroll link in the upper left portion of the Student Center page.
 Academics
 Mid-Term Grades

 Under the Enroll tab, click the Edit subtab.
 Search Enroll My Academics

drop

3. Select a **term**, and click **Continue**.

my class schedule

Edit Class Enrollment	1-2-3		
Select Term			
Select a term then click Con	itinue.		
Term	Career	Institution	
l Term 2010-2011	Undergraduate	University of Pittsburgh	
O Spring Term 2010 2011	Undergraduate	University of Pittsburgh	
		CONTINUE	

edit

term information

4. Click the drop-down arrow and select the class you wish to edit, and then click **Proceed to Step 2 of 3**.

Edit Class Enrollment (Options
1. Select a class to edit	
Select the class to modify an	d click Proceed to Step 2 of 3 to change your class preferences.
Fall Term 2010-2011 Under	graduate University of Pittsburgh
Classes you are allowed to ea	dit
Select from your schedule	BIOSC 0150: FOUNDATIONS OF BIOLOGY 1
	ENGCMP 0150: WORKSHOP IN COMPOSITION MATH 1180: LINEAR ALGEBRA 1

5. Click the Grading drop-down menu and select your preferred grading option. Click Next.





Consult with your advisor before selecting a grade option other than Letter Grade.

6. The **Confirm your selections** screen displays. Click the **Finish Editing** button.

2. Confirm your selections						
Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel. Fall Term 2010-2011 Undergraduate University of Pittsburgh						
Fall Term 2010-2011	Undergraduate University of Pitt	sburgh				
Fall Term 2010-2011 Class Attribute	Undergraduate University of Pitt Original Value	sburgh New Value				

The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

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 (>>).

Student Center	•>

Edit a Class—Adjust a Variable Credit Class

Once you have enrolled in a class, use the following steps to adjust a variable credit class. A variable credit class allows you to select the number of credits you wish to take.

- 1. Click the Enroll link in the upper left portion of the Student Center page.
- 2. Under the **Enroll** tab, click the **Edit** subtab.

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

3. Select a term, and click Continue.

Edit Class Enrollment	1-2-	Э		
Select Term				
Select a term then click Con	tinue.			
Term	Career	Institution		
l Term 2010-2011	Undergraduate	University of Pittsburgh		
O Spring Term 2010 2011	Undergraduate	University of Pittsburgh		
		CONTINUE		

1. Click the drop-down menu and select the variable credit class you wish to edit. After you have selected your class, click **Proceed to Step 2 of 3**.



2. Click the drop-down menu next to Units, select the number of credits you wish to take, and click Next.

1. Select a class to edit - Enrol	llment Pre	ference	
Fall Term 2010-2011 Undergraduate Univ	versity of Pittsb	urgh	
FR 1902 - DIRECTED STUDY			
Class Preferences			
FR 1902-1015 Dir Study Open	Permission	Nbr	
Session Academic Term Career Undergraduate Enrollment Information • Department Consent Required to enroll in this class • West European Studies	Grading Units	Letter Grade	V



You must work with the faculty member offering the class to determine the appropriate number of credits to select.

3. Confirm your selection and then click the **Finish Editing** button.

Edit Class Enrol	lment Options		n_e -3
2. Confirm your			
Click Finish Editing class, click Cancel. Fall Term 2010-2011	to process your edit request. To e Undergraduate University of Pittsb	xit without making changes urgh	s to this
Class Attribute	Original Value	New Value	
Units	1.00	3.00	
		CANCEL FINISH E	

4. The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

Edit Class Enro	ollment Options	
3. View results	s	
View the results problems listed b	of your enrollment request. Click fix errors to try an below.	d correct the
Fall Term 2010-2011	Undergraduate University of Pittsburgh	
	Success: Class updated	r: Unable to update class
Class	Message	Status
FR 1902	Success: This class has been updated.	
		MY CLASS SCHEDULE

Return to Your Student Center

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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 the Student Center link. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].