Add a Class

Using PeopleSoft Student Center

Overview of the Self-Enrollment Pilot

Students at the regional campuses and graduate students in the Swanson School of Engineering at the Pittsburgh campus are participating in the self-enrollment pilot for spring term. The self-enrollment pilot will enable these students to enroll in classes online through their Student Center at **my.pitt.edu**. Students will have the ability to add classes, drop classes, and edit class enrollments.

Online self-enrollment for the spring term begins in October 2008. This document explains how to add a class through your Student Center.
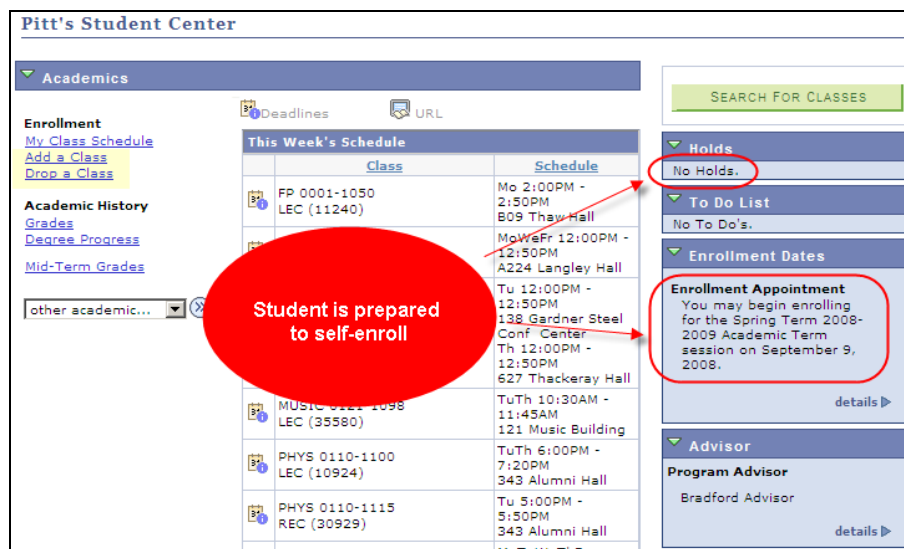
Are You Prepared to Self-Enroll?

Students participating in the pilot must complete the following steps before they can self-enroll:

1. Log in to your Student Center through the **my.pitt.edu** Web portal

2. View details about your enrollment appointment

3. Meet with your academic advisor **before** your enrollment appointment begins

For details, refer to the help sheet *Preparing for Self-Enrollment with PeopleSoft Student Center*, available in the Student Services community.

Access your Student Center

Log in to **my.pitt.edu** with your University Computing Account username and password. Next, click the **Student Services** tab at the top of the page, and then click **Link to Student Center**. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.

New Student Center Items

If you are participating in the pilot, new items will display in your Student Center. These items will help you prepare for online self-enrollment for the spring 2008-09 academic term:

- Links to **Add a Class** and **Drop a Class**. These links display at the top left of your Student Center below **Academics**. After you have completed the self-enrollment preparation steps, you will use these links to register for classes.

- Academic Advisement Required Hold. All students participating in the pilot have an **advisement** (ADV) **hold** placed on their student record. "Academic Advising Required" will display at the top right of your **Student Center** as long as this hold is in place. You must meet with your academic advisor to have this hold removed before you can register for classes.

- Enrollment Appointment. The start date of your **enrollment appointment** displays on the right side of your Student Center. Once your appointment begins, you can continue self-enrolling through the add/drop period.

    Click **details >** to open the **Enrollment Dates** page and view the exact time your appointment begins.

> **Remember: To prevent delays in your ability to self-enroll, arrange to meet with your academic advisor *before* your enrollment appointment begins.**

Add a Class Overview

Self-enrollment enables students to add, drop, and edit class enrollments. From your Student Center, click the **Add a Class** link below **Academics**. The **Select Term** page displays.
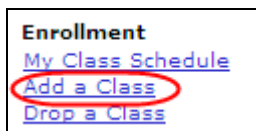
Term Selection

The pilot gives selected students the opportunity to self-enroll for the spring 2008-2009 term. Select the **term** for which you wish to enroll, and then click **Continue**.

Steps to Add a Class

The **Select Classes to Add** page displays after you have selected your term. The procedure for adding a class using Student Center involves three steps:

1. Add all classes to your enrollment shopping cart.
2. Review and confirm your cart.
3. Accept the terms and finish enrolling.

Step 1—Add Classes to Your Enrollment Shopping Cart

1. Enter the **class number** or use the **class search** options on the **Select Classes to Add** page.

   Note: For more instructions on using **Class Search**, refer to the *Searching for Classes and Course Information Online* help sheet in the **Student Services** community.
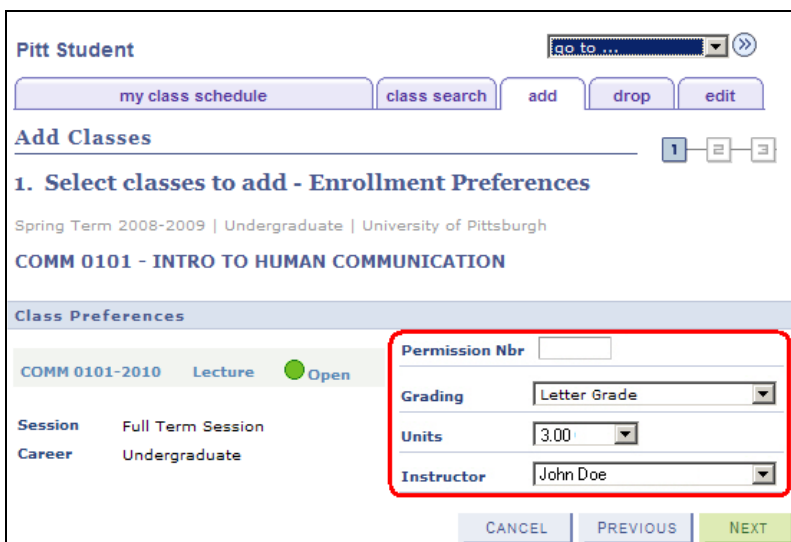
Enter class number If you know it	Use Class Search To find a class number
Enter Class Nbr [ ] enter Action a. Enter the **class number***. b. Press **Enter** to display Enrollment Preferences.	Search for Classes [▼] search Action a. Click **Search.** b. Find a class number by **course subject**, **campus**, etc. c. Click **Select Class*** from the search results. d. Then press **Enter** to display Enrollment Preferences.

   * Note: If you are enrolling in a group of classes (such as a lecture-recitation combination), enter the **class number for the lecture** in the class number field or select the **lecture portion** of the class from the Class Search results list.

   Class numbers are five digits in length and are recycled each term. *For example, 28402 represents the lecture portion of a Communications 0101 class offered by the Bradford campus during the spring 2009 term. However, that same class number for the previous 2008 fall term represented an Information Sciences dissertation section in Pittsburgh.*

2. After you press **Enter** from the **Select Classes to Add** page, adjust your Enrollment Preferences as available. These may include **class permission**, **grading basis**, **units**, and **instructor**.

- o **Class permission:** If permission is required, enter the Class permission number. Permission to enter a Closed or Restricted Class or those requiring Department Consent is granted by the department offering the class.

- **Grading**: If the class has a grade option available, then you may select your option using the drop-down menu. This should only be done after consulting with your advisor.

- **Units**: If this class is a variable credit class, you will have the option of selecting the number of credits using the drop-down menu.

- **Instructor**: If multiple instructors are available, please select your instructor from the drop-down menu.

3. When you have completed setting your enrollment preferences (if any), click **Next.**

4. Repeat these steps to add another class. If you are finished adding classes, proceed to step two to review your cart.

Step 2—Review and Confirm Your Cart

Review the classes listed in your shopping cart. To remove a class, click the **trashcan** 🗑. To add another class, repeat step one on the previous page. When you are ready to proceed, click **Proceed to step 2 of 3** to confirm all of the classes in your cart.

	Spring Term 2008-2009 Enrollment Shopping Cart						
					🟢 Open	🟦 Closed	
Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
🗑	BIOL 0101-2010 (31532)	INTRO TO CELL & MOLECULAR BIOL (Lecture)	MoWeFr 11:00AM - 11:50PM	TBA	M. Mulcahy	4.00	🟢
	BIOL 0101-2020 (31536)	INTRO TO CELL & MOLECULAR BIOL (Laboratory)	Th 2:30PM - 5:30PM	TBA	M. Mulcahy		🟢
🗑	COMM 0101-2010 (28402)	INTRO TO HUMAN COMMUNICATION (Lecture)	TuTh 2:30PM - 3:45PM	TBA	R. Moritz	3.00	🟢
			View All Classes in Cart		First ◄ 1-3 of 3 ► Last		

PROCEED TO STEP 2 OF 3

Step 3—Register and Agreement to Pay

1. The **Promissory Note** displays above the shopping cart. After you are finished reading the agreement to pay, click **Accept Terms and Register**.

2. Check the status of each class. A **green checkmark** means that you have successfully enrolled, while a **red X** shows there were errors during the enrollment process.

Note: If you receive an error, a message will display on this page explaining the reason. Click **Fix Errors** to resolve any issues. If you need help, contact the Office of the Registrar at your campus.

3. Once all classes show a successful enrollment, click **My Class Schedule** to view a list of successful enrollments by term, or return to your **Student Center**.

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 (**>>**).
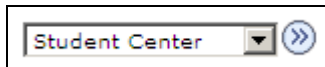
Need Help?

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 the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 62**4-HELP** [4357].