

Drop 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 drop a class through your Student Center.

Note: Before you can self-enroll, you must complete the steps in the document *Preparing for Self-Enrollment with PeopleSoft Student Center*, which is located on the my.pitt.edu 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.

Drop a Class

Once you have enrolled in a class, you will need to use the following steps to drop that class.

1. Click the **Drop a Class** link in the upper left portion of the **Student Center** page.



University of Pittsburgh
PeopleSoft Campus Solutions

PILOT INUSA89

Pitt's Student Center

Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Deadlines URL

This Week's Schedule		
	Class	Schedule
	FP 0001-1050 LEC (11240)	Mo 2:00PM - 2:50PM B09 Thaw Hall

- Select the term in which you would like to drop a class and click the **Continue** button.

Pitt Student go to ...

my class schedule | class search | add | drop | edit

Drop Classes 1 | 2 | 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall Term 2008-2009	Undergraduate	University of Pittsburgh
<input checked="" type="radio"/>	Spring Term 2008-2009	Undergraduate	University of Pittsburgh

CONTINUE

- Click the boxes next to the class or classes you would like to drop, then click the **Drop Selected Classes** button.

Select the classes to drop and click Drop Selected Classes.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh change term

✔ Enrolled ✖ Dropped

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	BIOL 0101-2010 (31532)	INTRO TO CELL & MOLECULAR BIOL (Lecture)	MoWeFr 11:00AM - 11:50PM	TBA	M. Mulcahy	4.00	✔
	BIOL 0101-2015 (31534)	INTRO TO CELL & MOLECULAR BIOL (Laboratory)	Th 9:00AM - 12:00PM	TBA	M. Mulcahy		✔
<input type="checkbox"/>	HIST 1499-2020 (35010)	INTERNSHIP: HISTORY (Internship)		TBA	R. Frederick	1.00	✔
<input checked="" type="checkbox"/>	MATH 0098-2010 (33410)	COLLEGE ALGEBRA 2 (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	A. Robbins	3.00	✔

DROP SELECTED CLASSES

Note: When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar's Office on your campus.

- Review the information on the **Confirm your selection** screen. Click the **Finish Dropping** button to drop the classes you have selected.

Pitt Student go to ... >>

my class schedule class search add drop edit

Drop Classes 1 2 3

2. Confirm your selection

A change to less than full-time enrollment may cause scholarships, grants or loans to be canceled, as some programs of financial aid are only available to full-time students.

Full-time enrollment for undergraduate students is a minimum of 12 credits per term and half-time is a minimum of 6 credits per term. Most University undergraduate scholarship and grant programs require that you enroll as a full-time student each semester to be eligible. Students eligible for a federal Pell Grant may receive limited Pell Grant assistance for less than half-time study.

For graduate students, full-time enrollment is 9 or more credits per term. Half-time enrollment is a minimum of 4.5 credits per term.

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

Enrolled
 Dropped

Class	Description	Days/Times	Location	Instructor	Units	Status
MATH 0098-2010 (33410)	COLLEGE ALGEBRA 2 (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	A. Robbins	3.00	✔

- On the **View results** screen, a green checkmark will display next to the classes that have successfully been dropped.

Pitt Student go to ... >>

my class schedule class search add drop edit

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

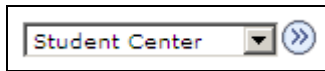
Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

Success: dropped
 Error: unable to drop class


Class	Message	Status
MATH 0098	Success: This class has been removed from your schedule.	✔

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 (>>).



Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the **trashcan** icon . Refer to the document *Adding a Class Using PeopleSoft Student Center* for details.

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 412 624-**HELP** [4357].