Edit 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 edit 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.

Edit a Class—Overview
There are three options that you can edit within a class: Grading, Units, and Instructor.

Edit a Class—Change How a Class is Graded
Once you have enrolled in a class, you can use the following steps to change how a class is graded.

1. Click the My Class Schedule link in the upper left portion of the Student Center page.
2. Select the term in which you would like to edit a class and click the Continue button.

3. The My Class Schedule page appears. Click the edit tab at the top of the page.

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

5. Click the Grading drop-down menu and select your preferred grading option. Click the Next button.
   Note: Selecting a grade option other than Letter Grade should be done only after consulting with your advisor.
6. The **Confirm your selections** screen displays. Click the **Finish Editing** button.

   ![Confirm your selections](image1.png)

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

   ![View Results](image2.png)

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**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](image3.png)

**Edit a Class—Adjust a Variable Credit Class**

Once you have enrolled in a class, you can 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 **My Class Schedule** link in the upper left portion of the **Student Center** page.
2. Select the term in which you would like to edit a class and click the **Continue** button.

![Select Term](image)

3. The **My Class Schedule** page appears. Click the **edit** tab at the top of the page.

![Edit Tab](image)

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

![Edit Class Enrollment Options](image)

5. Click the drop-down menu next to **Units** and select the number of credits you wish to take. Click the **Next** button.

**Note:** You must work with the faculty member offering the class to determine the appropriate number of credits to select.
6. Confirm your selection and then click the **Finish Editing** button.

![Edit Class Enrollment Options](image)

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

![Edit Class Enrollment Options](image)

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**Return to Your Student Center**

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![Student Center](image)

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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 the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].