Searching for Classes and Course Information Online
With PeopleSoft Student Center

Overview
Through the PeopleSoft Student Center, students can easily search, view, and print the schedule of classes and course descriptions for University of Pittsburgh classes.

Accessing PeopleSoft
1. Log in to My Pitt (my.pitt.edu) with your University Computer Account username and password. Next, click the Student Center pass-through link at 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 as shown in the example below.

Note: To return to My Pitt, sign out or minimize the PeopleSoft window.
Search

The Search for Classes button and the Search link on your Student Center enable you to find course information online and classes offered during a specific term. The Search tab offers two subtabs:

- **Search for Classes** is automatically displayed. All class searches must be performed by academic term and for a specific campus.

- **Browse Course Catalog**: Allows you to display details from all active courses in the Course Catalog or just those with offered classes this term.

Search for Classes

To begin a search from your Student Center:

1. Click the Search link or the Search for Classes button.

Notice that the Search for Classes subtab is automatically highlighted:

2. Select the academic term. Note that the current term will display by default.

You must enter at least two search criteria, including the class campus requirement. This example shows an effective search method using **Course Subject** and **Course Number** with a **Campus**.

3. Enter a subject or click **select subject** to find a valid subject code.

4. Next, enter a **course number**. Course numbers are always four digits and may require you to enter leading zeros; such as 0150.
A summary of basic search options follows. You must complete institution and term at the top of the page, then enter at least two search criteria (one must be campus at the bottom of the page) before you click **Search**.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
<td>The only valid value in this field should display automatically. Select <strong>University of Pittsburgh</strong> if it is not displayed.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>The current term should display by default. Use the drop-down menu to select another term.</td>
</tr>
<tr>
<td><strong>Course Subject</strong></td>
<td><strong>Course Subjects</strong> make up the alpha portion of the course title; where BIOSC is the subject of course BIOSC 0150. There are over 300 subjects in the Catalog. Enter a valid code or click Select Subject to find a course subject.</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td><strong>Course Numbers</strong> make up the numeric portion of the course title; where 0150 is the course number of course BIOSC 0150. Course numbers must be four digits, with leading zeros, and range from 0000 through 9999. Enter a valid number for the selected subject when using the <em>is exactly</em> filter. Courses are numbered as follows, according to University policy: 0001 – 0999 lower level undergraduate 1000 – 1999 upper level undergraduate 2000 – 2999 master level graduate 3000 – 3999 doctoral level graduate 4000 – 4999 noncredit 5000 – 5999 first professional programs 6000 – 6999 undergraduate career development 9000 – 9999 graduate career development Select another filter; such as <em>contains</em>, <em>greater than or equal to</em>, or <em>less than or equal to</em> using the drop-down list. <strong>For example:</strong> To find all classes scheduled for lower-level students, use the <em>less than or equal to</em> filter with course number 0999.</td>
</tr>
<tr>
<td><strong>Course Career</strong></td>
<td>The <strong>Course Career</strong> is the academic level or professional school offering the course. The available choices display in alphabetical order: Continuing Education, Dental Medicine, Graduate, Law, Medical School, and Undergraduate.</td>
</tr>
<tr>
<td><strong>Show Open Classes Only</strong></td>
<td>By default, this box is checked to only search classes with open seats. Clear the box to find closed classes offered in the term selected.</td>
</tr>
</tbody>
</table>
More advanced search options are listed lower on the page. You must select a campus in this section and at least one other basic or advanced search option before you click **Search**.

<table>
<thead>
<tr>
<th>Advanced Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Start Time</strong></td>
<td>Enter a class time as 11:00am, and then specify if you want to find classes that start before, at, or after this time using the filters. Leave blank to get all class meeting times.</td>
</tr>
<tr>
<td><strong>Meeting End Time</strong></td>
<td>Enter a class time as 11:00am, and then specify if you want to find classes that end before, at, or after this time using the filters. Leave blank to get all class meeting times.</td>
</tr>
<tr>
<td><strong>Day of Week</strong></td>
<td>Include or exclude days of the week using this option.</td>
</tr>
<tr>
<td><strong>Instructor Last Name</strong></td>
<td>Enter a string of characters, and then use the <em>is exactly</em>, begins with, or contains filters to find classes taught by a specific instructor.</td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
<td>Class numbers are unique within a term and describe a particular class section and meeting time. They change from term to term. You will use class numbers to <em>add, drop, and edit</em> class enrollments. For more information, refer to the Self Service Enrollment help sheets located in My Pitt. Click <strong>Learn More</strong> below your Student Center pass-through link.</td>
</tr>
<tr>
<td><strong>Course Title Keyword</strong></td>
<td>Enter any keyword contained in the course title; such as writing.</td>
</tr>
<tr>
<td><strong>Course Component</strong></td>
<td>Select a class format; such as Lecture, Lab, Recitation, etc. Leave blank to display all classes by component (section) number.</td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Specific academic time period within a term during which a class can be offered. This helps you quickly find any class offered in the first or second six weeks of summer.</td>
</tr>
<tr>
<td><strong>Campus</strong>*</td>
<td>Select the campus where the class is being offered: Bradford, Greensburg, Johnstown, Pittsburgh, or Titusville. They are presented in alphabetical order. You must make a campus selection before you click <strong>Search</strong>.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Select the city associated with the campus (above) or use an off-campus location to quickly find college in high school or PCHE classes.</td>
</tr>
</tbody>
</table>

5. Select the appropriate **campus** offering the class from the drop-down menu.  
   **Note:** *Campus is required.*

6. Click **Search** to view a list of classes that match your criteria.
Note: To perform a new class search, click **Start a New Search**.

From the search results screen, click the **Section** link to view the Class Detail page, including the course description.

### Search for Classes

#### Class Detail

**BIOSC 0150 - 1010  FOUNDATIONS OF BIOLOGY 1**

University of Pittsburgh | Summer Term 2009-2010 | Lecture

**Class Details**

- **Status**: Open
- **Class Number**: 10368
- **Session**: Six Week - First
- **Units**: 3 units
- **Class Components**: Lecture Required, Recitation Required
- **Career**: Undergraduate
- **Dates**: 5/10/2010 - 6/19/2010
- **Grading**: LG/SLIC Elective Basis
- **Location**: Pittsburgh Campus
- **Campus**: Pittsburgh Campus

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWeFr 8:30AM - 10:45AM</td>
<td>A221 Langley Hall</td>
<td>Jacelyn Newman</td>
<td>05/10/2010 - 06/19/2010</td>
</tr>
</tbody>
</table>

**Class Availability**

- **Class Capacity**: 119
- **Enrollment Total**: 61
- **Available Seats**: 58
- **Unrestricted Seats**: 58
- **Restricted Seats**: 0
- **Wait List Total**: 0
- **Wait List Capacity**: 0

**Description**

THIS INTRODUCTORY COURSE IN BIOLOGY IS DIVIDED INTO TWO PARTS. THE FIRST PART COVERS THE CELLULAR BASIS OF LIFE INCLUDING A DISCUSSION OF SIMPLE CHEMISTRY; CELLS AS UNITS OF STRUCTURE AND FUNCTION; AND ENERGY TRANSFORMATIONS. THE SECOND PART INCLUDES AN EXAMINATION OF THOSE FUNCTIONS COMMON TO ALL ORGANISMS SUCH AS NUTRITION, GAS AND FLUID TRANSPORT, AND HORMONAL AND NEURONAL CONTROL. THROUGHOUT, THE EMPHASIS IS ON THE MECHANISMS USED TO ACCOMPLISH THESE BASIC FUNCTIONS.

**Note**: To return to the list of classes at any time, click **View Search Results**.
**Browse Course Catalog**

To browse for courses from your Student Center:

1. Click the **Search** link or the **Search for Classes** button.

2. Click the **browse course catalog** subtab.

3. Click a letter in the green box to skip to that subject area; such as **M** for mathematics.

   **Note:** Do not select numbers.

4. Click the **course number** or the **course title** to view details about that course.
If the course has more than one offering, this *Select Course Offering* page is displayed:

Any link on this page will take you to the Course Detail page for that offering or campus. Click any column title to sort the offerings by that item.
5. Click **view class sections** to locate scheduled class meetings with available seats by specific term. If needed, click the down arrow to change the term.

![Course Schedule]

**Notes:**
- To find more sections at another location or by special program, click **Return to Select Course Offering**.
- Click **View All** to display all section results.

**Need Help?**
For technical assistance, contact the Technology Help Desk at 412-624-HELP [4357] or via e-mail at helpdesk@pitt.edu. For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.