



What's New in PeopleSoft Student Center?

A guide for students at the University of Pittsburgh

What's New?

The PeopleSoft Student Center is the central online location to access your student information. Student Center enables you to add and drop class enrollments, view your academic history, update contact information, view your financial account, search for classes and more.

PeopleSoft will be upgraded to version 9.0 from July 2 through July 6, 2010. Updates to the Student Center will include the following:

- New convenient links to [search](#), [enroll](#), and view [your academics](#)
- Pages reorganized with tabs and subtabs to put the information you use most at your fingertips
- Enhancements to Search and Browse tools to make classes easier to find
- New Book Center links to help you find the resources you will need for class

Accessing PeopleSoft Student Center

You will continue to use the Student Services portal community at my.pitt.edu to link to your Student Center. Your information will be displayed as shown in the example below.

The screenshot shows the 'Pittsburgh's Student Center' interface. It features a top navigation bar with a 'SEARCH FOR CLASSES' button. The main content area is divided into several sections:

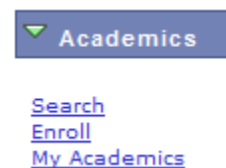
- Academics:** Includes a 'Search' tab, 'Enroll', 'My Academics', and 'Mid-Term Grades'. A 'NEW' sticker is placed over the '2010-2011 Schedule' table. The table lists classes such as DSC 0150-1030, BIOSC 0150-1040, ENGCMP 0150-1060, and MATH 1180-1030.
- Finances:** Includes 'My Account', 'Account Inquiry', and 'Financial Aid'. A message states: 'You have no outstanding charges at this time.'
- Personal Information:** Includes 'Demographic Data', 'Emergency Contact', and 'Names'. A 'Contact Information' section shows home and mailing addresses and phone numbers.
- Right Sidebar:** Contains 'Holds', 'To Do List', 'Enrollment Dates' (with an appointment for March 31, 2010), 'Advisor', and 'Book Ctr' links for various campuses.

Note: To return to the Student Services community in [my.pitt.edu](#), sign out or minimize the PeopleSoft navigation window.

New Academics Links

The **Academics** area contains four new links:

- 1) **Search** allows you to find classes and browse courses
- 2) **Enroll** replaces the old Add a Class and Drop a Class links
- 3) **My Academics** offers convenient access to your degree progress report and transfer credit summary



Search

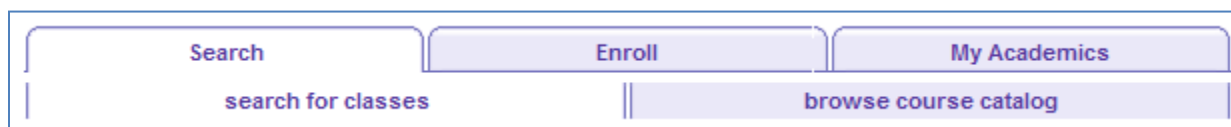
The **Search** function enables you to find classes offered during a specific term or browse a list of courses. The Course Catalog, available only online, provides details of courses offered at all campus locations.


Note: The instructions below provide a general overview of using the Search for Classes and Browse Catalog tools inside Student Center. For more detailed instructions, please refer to the **Searching for Classes and Course Information Online** help sheet, which is located in the Student Services portal community.

All courses contained in the Course Catalog may not be available each term; consult the schedule of classes by term to view what is currently offered.

search for classes

To search for classes by term, click the **Search** link or the **Search for Classes** button. Notice that the **search for classes** subtab is automatically selected. All searches must specify a campus. This page allows you to narrow your search with basic criteria, such as subject or course number, or more advanced criteria such as instructor name, meeting time, and/or date.



1. Enter a term or click  to look up a valid academic term code. An academic term code is required to search course/class information in your Student Center. The current term and the next two terms are displayed below the term field for your reference. Each code is a unique four-digit number that identifies the century, academic year, and term:

The first digit indicates the century :	1 for 1900 through 1999 and 2 for years 2000-2099
The second and third digits indicate the academic year :	11 for the academic year 2010-2011
The fourth digit indicates the term :	1 for fall, 3 for spring, and 7 for summer.

Note: The new class search tool combines the term and the search criteria pages:

Enter Search Criteria

Institution

Term  Fall Term 2010-2011

Current & Upcoming Terms	
Term	Description
2107	Summer Term 2009-2010
2111	Fall Term 2010-2011
2114	Spring Term 2010-2011

2. Enter at least two search criteria.

Note: *Campus is required.*

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time (example: 1:00PM)

Meeting End Time

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 11360)

Course Title Keyword (example: statistics)

Minimum Units

Maximum Units

Course Component

Session

***Campus** * Required Field

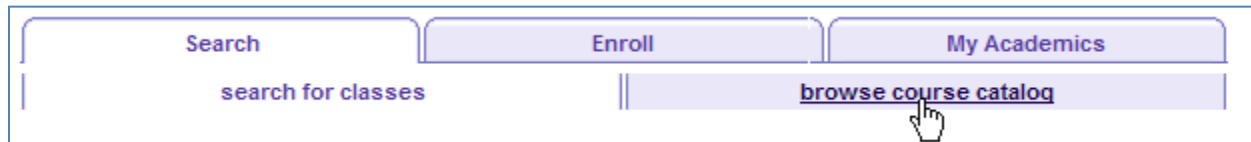
Location

3. Click **Search** to review your results.

Note: *For more detailed instructions, please refer to the [Searching for Classes and Course Information Online help sheet](#) located in the Student Services portal community.*

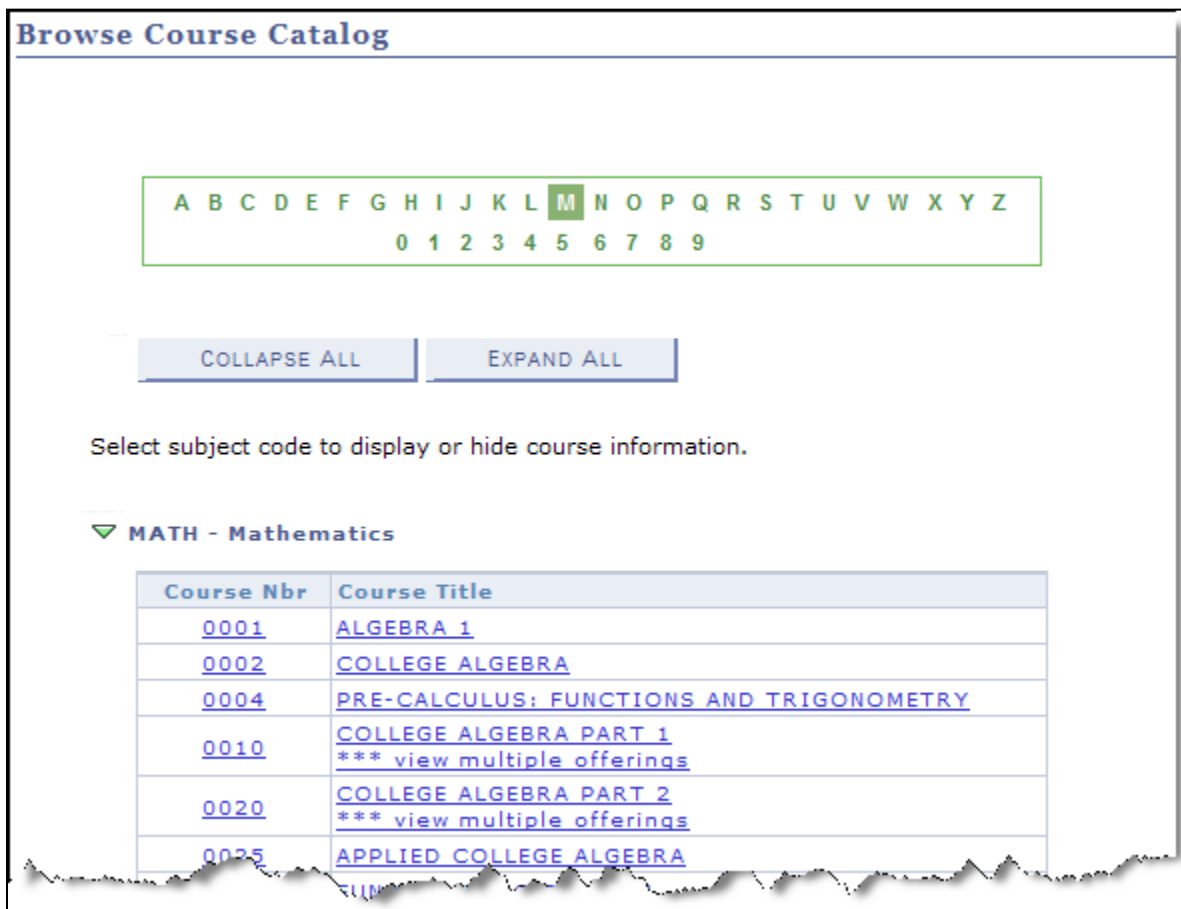
browse course catalog

The **browse course catalog** tool allows you to display course details for courses offered during a specific term you have selected or for all courses in the catalog. To search for classes by term, click the **Search** tab, and then click **browse course catalog**.



The Course Catalog displays in alphabetical order by subject area, beginning with Accounting and ending with Writing.

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



Browse Course Catalog

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▼ **MATH - Mathematics**

Course Nbr	Course Title
0001	ALGEBRA 1
0002	COLLEGE ALGEBRA
0004	PRE-CALCULUS: FUNCTIONS AND TRIGONOMETRY
0010	COLLEGE ALGEBRA PART 1 *** view multiple offerings
0020	COLLEGE ALGEBRA PART 2 *** view multiple offerings
0025	APPLIED COLLEGE ALGEBRA

2. Click the **course number** or the **course title** to view details about that course.

0031	ALGEBRA *** view multiple offerings
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3. If the course has more than one offering, this *Select Course Offering* page is displayed:

Browse Course Catalog


Select Course Offering

[Return to Browse Course Catalog](#)


MATH0031 - ALGEBRA

Career	Campus	Academic Group	Academic Organization
Undergraduate	Pittsburgh Campus	School of Arts & Sciences	Math
Undergraduate	Greensburg Campus	UPITT - Greensburg	UPG - Natural Science
Undergraduate	Titusville Campus	UPITT - Titusville	UPT - Natural Science
Undergraduate	Pittsburgh Campus	School of Arts & Sciences	Math

[Return to Browse Course Catalog](#)

4. 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  to change the term.

Course Schedule

Terms Offered  Fall Term 2010-2011 show sections

Open
 Closed

Enroll

The new **Enroll** link replaces the old *Add a Class* and *Drop a Class* links. The enroll link is displayed after your enrollment appointment begins and continues to be displayed through the end of the Add/Drop period (when your appointment ends). The Enroll feature includes these five subtabs: **my class schedule**, **Add**, **Drop**, **Edit**, and **Term Information**.

my class schedule

Click the **my class schedule** subtab to view your enrollment summary for the selected term. This subtab replaces the *My Class Schedule* link that was previously located on the Student Center page. You can change your schedule from **List** to **Calendar** view using the option buttons at the top of the page.

Search

Enroll

My Academics

my class schedule

add

drop

edit

term information

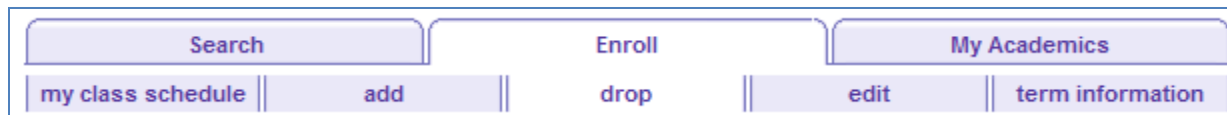
add

Click the **add** subtab to enroll in a class. This subtab replaces the *Add a Class* link that was previously located on Student Center. **Enter** a class number to add it to your enrollment shopping cart or use the **search** button to search for classes.

Note: When you click the *Enroll* link from Student Center, *Add* is automatically your active page.

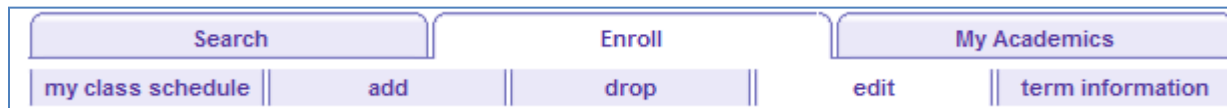
drop

Click the **drop** subtab to unenroll in a class. This subtab replaces the Drop a Class link that was previously located on Student Center. Select a class from Your Class Schedule and click **Drop selected classes**.



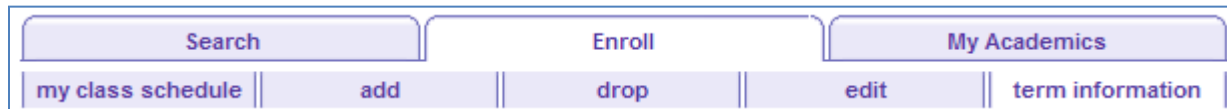
edit

Click the **edit** subtab to change a class you are already enrolled in. Select a class from Your Class Schedule and click **Proceed** to make changes to that class enrollment record.



term information

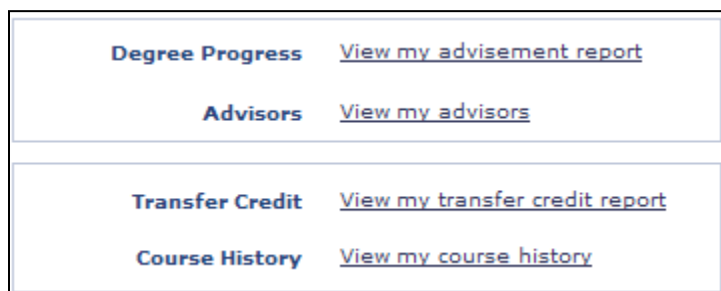
Click the **term information** subtab to view details about your enrollment appointments by term.



Note: The instructions above provide a general overview of the Enroll feature inside Student Center. For more detailed instructions, please refer to the **Self Service Enrollment** help sheets and videos located in the **Student Services** portal community.

My Academics

The **My Academics** link provides convenient access to your academic advisor's contact information, your degree progress report, your transfer credit summary (if applicable), and a list of the courses you have already completed.



Book Center Links

The new book center links on the right hand side of your Student Center allow you to find resources that you will need for upcoming classes.

Need Help?

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