Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Schedule Planner is a tool to help students create a schedule by:
- Searching for open courses for the upcoming term
- Adding their breaks, work schedule, study time, and any other activities
- Generating schedule options that fit their specifications

When they've built a schedule that works for them, they send it to PeopleSoft to complete their enrollment.

After the schedule is imported, students will need to validate their schedules to check for prerequisites and then complete enrollment within PeopleSoft.

Any time you return to Schedule Planner, click “Generate Schedules” again to update the schedules with the most recent information.

ACCESS SCHEDULE PLANNER

- Log on to my.pitt.edu and click the PeopleSoft link.

Set Student Options – pg. 2
Add a Course – pg. 3
  • By Subject/Number
  • From My Planner
  • By Attribute
View Class Information – pg. 4
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YOU MUST HAVE POP-UP BLOCKER DISABLED TO OPEN SCHEDULE PLANNER

YOU MUST HAVE TO OPEN SCHEDULE PLANNER

- Navigate to Self Service and click Advisor Center, then My Advisees or Advisee Student Center. Or, navigate to Campus Community and click Student Services Center.

- Choose a student and go to the Student Center tab. Click on the Schedule Planner link in the left-hand side.

- Disable pop-up blocker for your browser. Schedule Planner will not open if pop-ups cannot display.
- Click the Open Schedule Planner button.
Set Student Options on the Schedule Planner main page

You will be prompted to choose a Term and Campus when you login. You can edit them from the main page, and also set Course Status, Sessions, Academic Groups, and Careers.

**SELECT COURSE STATUS**
Choose the type of classes you would like to search for.

**Select Course Status**
- Course Status
  - Open Classes Only
  - Open & Full w/Wait List Open
  - Open & Full

**SELECT YOUR CAMPUS**
Choose the Campus where the student is enrolling.

**Select Campus**
- Select All Campuses
- Bradford Campus
- Greensburg Campus
- Johnstown Campus
- Pittsburgh Campus
- Titusville Campus

**SELECT YOUR SESSIONS**
The default is to search by all sessions. You can also search specifically for:
- Summer sessions
- Specific graduate sessions
- Night classes, which are listed as "Full Term Session"

**Select Session**
- Select All Sessions
- Academic Term
- DMED Session 1

**SELECT YOUR TERM**
Choose the Term you want to build a schedule for.

**Select Term**
- Term
  - Summer Term 2016-2017
  - Fall Term 2017-2018

**SELECT ACADEMIC GROUPS**
Choose the academic group you would like to search for.

**Select Academic Group**
- Select All Academic Groups
- College of Business Admin
- College of General Studies
- Cooperative Education
- Dietrich Sch Arts and Sciences
- Grad Sch of Pub & Int'l Affairs

**SELECT CAREER**
Choose the academic career that matches the student's current standing. For example, undergraduate students should choose "Undergraduate" to view only those courses.

**Select Career**
- Select All Careers
- Dental Medicine
- Graduate
- Law
Add Course

On the Schedule Planner main page, navigate to Courses and click Add Course

If you have added classes for the selected term in PeopleSoft's My Planner, you will be prompted to add them from the Courses section on the main page (this message will only display if you have not yet added classes for the selected term in Schedule Planner).

NOTE: Seat availability will update every minute.
View Class Information

on the
Course options page

On the Schedule Planner main page, navigate to Courses and click Options

Search by Instructor

on the
Advanced filters page

On the Course Options page, click on Advanced Filters

- Click the blue information point to show class details.
- Click in the Instructor field to see a list of instructors for the course. Searching by name will refresh so that only sections with that instructor display below. You can search for multiple instructors at one time. Click Save Filters and the excluded classes will now show in the Disabled tab. Click Back to return to the main page.
Add a Break

- On the Add New Break page, navigate to Breaks and click Add Break.

Add New Break

Break Name: Gym
Start Time: 7:30 AM
End Time: 9:30 AM
Days: Select Weekdays
- Enter a name in Break Name, and then set the time and days. Click Add Break to save your changes or Back to return to the main page without saving. To add additional breaks, click Add Break from the main page.

NOTE: IF YOU EXIT SCHEDULE PLANNER AND RETURN, MAKE SURE TO RE-SELECT ANY BREAKS YOU CREATED.

Add Class Padding

- On the Schedule Planner main page, navigate to Schedules and click Advanced Options.

Schedules

Class Padding: 15 minutes
- You can add time between classes in 5 minutes increments to allow time for travel. Once applied, this time will be added in between all classes.

View Current Enrollment

- On the Schedule Planner main page, navigate to Breaks and click Add Break.

Current Schedule

Class # | Status | Section | Subject | Course | Instructor | Day(s) & Location(s) | Credits | Campus
--- | --- | --- | --- | --- | --- | --- | --- | ---
10466 | Enrolled | 1265 | FP | 0001 | Russell Clark | 2:00pm - 2:50pm | 1 | Pittsburgh Campus

- If the student is currently enrolled for any classes, they will display on the main page under Current Schedule. You may un-check them if you don’t want them included in the schedule.

UN-CHECKING COURSES FROM THE CURRENT SCHEDULE IN SCHEDULE PLANNER WILL NOT AFFECT THE STUDENT’S ENROLLMENT
**Generate Schedules**

On the main page, navigate to Schedules and click Generate Schedules.

**Generated 5 Schedules**

<table>
<thead>
<tr>
<th>View</th>
<th>Gym, ADMJ-060</th>
<th>PAN-0001-1050</th>
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</thead>
<tbody>
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<td>4</td>
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<td>5</td>
<td>Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1220</td>
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</tbody>
</table>

- Select schedules by clicking the checkbox and click Compare to view larger thumbnails side by side.

**Compare**

- Hover over the magnifying glass to view a thumbnail of a sample week for that schedule.
On the main page, navigate to Schedules and click View next to a schedule. The View Schedules page shows Class View, Term View by Week, and a Detailed Schedule for the week selected.

### Class View

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Subject</th>
<th>Course</th>
<th>Seats Open</th>
<th>Day(s) &amp; Location(s)</th>
<th>Campus</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>12679</td>
<td>1030</td>
<td>ADMJ</td>
<td>0600</td>
<td>1</td>
<td>W 6:00pm - 8:30pm - 5130 Wesley W Posvar Hall</td>
<td>Pittsburgh Campus</td>
<td>3</td>
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<tr>
<td>25391</td>
<td>7510</td>
<td>ANTH</td>
<td>0501</td>
<td>1</td>
<td>WEB Based Class</td>
<td>Pittsburgh Campus</td>
<td>3</td>
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</tbody>
</table>

**Reserve Caps**

3 of 6 reserved seats filled for requirement: College of General Studies students only.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Subject</th>
<th>Course</th>
<th>Seats Open</th>
<th>Day(s) &amp; Location(s)</th>
<th>Campus</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>26148</td>
<td>1050</td>
<td>SPAN</td>
<td>0001</td>
<td>2</td>
<td>MTWTHF 2:00pm - 2:50pm - 231 Lawrence Hall</td>
<td>Pittsburgh Campus</td>
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### Term View by Week

Week 1 (01/02/2017 - 01/08/2017)

<table>
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<th>Week</th>
<th>ASTRON 0089</th>
<th>ASTRON 0089</th>
<th>HIST 1610</th>
<th>MATH 0120</th>
<th>MATH 0120</th>
<th>SPAN 0001</th>
<th>STAT 0200</th>
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### Detailed Schedule

**SPAN 0001 - ELEMENTARY SPANISH 1**

- Click on the course to show course details.

**Day(s) & Location(s):**

MTWTHF 12:00pm - 12:50pm - 349 Cathedral of Learning

**Dates:** 01/04/2017 - 04/21/2017

**Description:** This course is designed to develop the student's communicative proficiency through an integrated approach to the teaching of all four language skills: listening, speaking, reading, and writing. Grammatical structures, vocabulary, and readings are presented as tools for developing good communication skills. The course also aims to foster cultural awareness of the Spanish-speaking world.
Lock a Class Section

- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

- Schedule Planner will instantly update the available schedules when you lock a class.

Send a Schedule to PeopleSoft

Choose a schedule to send to PeopleSoft and click the Send to Shopping Cart button. Clicking Send to Shopping Cart closes Schedule Planner.

Import Schedule in PeopleSoft

Students should click the Import Cart button to import the courses from the schedule you sent. They may set their grading basis, permission numbers, waitlist selections, etc. from this screen.

To finish importing courses, they should click the Next button and then complete their enrollment within PeopleSoft.

Is the student enrolled in a lab or recitation and wants to change sections? They will need to drop the lab/recitation and its lecture in PeopleSoft before clicking Send to Shopping Cart in Schedule Planner, otherwise the Import Cart button will not display.

For Schedule Planner training videos and other resources visit: www.registrar.pitt.edu/schedule_planner.html