

Lock a Class Section



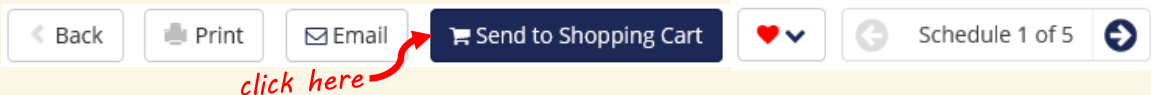
- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✓ Your schedule results have narrowed from 31 to 7

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

Send a Schedule to PeopleSoft

NOTE: THIS IS NOT ENROLLMENT



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

Import a Schedule into PeopleSoft

From PeopleSoft, navigate to the Student Center and click on the Enrollment page.

A screenshot of the "Add Classes" page in PeopleSoft. The page has a title "Add Classes" and a sub-header "1. Select classes to add". Below this is a message: "To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3." There is an information icon and a message: "You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart." Below this is a yellow button that says "Click import cart to continue with registration." A red arrow points from the text "Click here to import cart" to this button. Below the button are three status indicators: "Open", "Closed", and "Wait List". At the bottom, there is a section titled "Add to Cart:" with a sub-header "Spring 2014 Shopping Cart". It contains a form with "Enter Class Nbr" and an "enter" button. Below this is a "Find Classes" section with a "Class Search" input and "search" and "schedule planner" buttons.

Click the Import Cart button to import the courses from the schedule you selected. You may set your grading basis, permission numbers, waitlist selections, etc. from this screen. Click the Next button to continue importing courses. You will complete your enrollment within PeopleSoft.

**FOR SCHEDULE PLANNER TRAINING VIDEOS AND OTHER RESOURCES VISIT:
WWW.REGISTRAR.PITT.EDU/SCHEDULE_PLANNER.HTML**