

Lock a Class Section



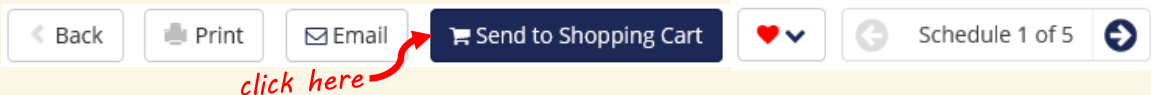
- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✓ 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. It includes a title bar, a step indicator "1. Select classes to add", instructions, an information box with a red arrow pointing to an "import cart" button, a "Click here to import cart" label, a "Spring 2014 Shopping Cart" section with an "enter" button, and a "Find Classes" section with "Class Search", "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**