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 your 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 a Schedule into PeopleSoft

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

- 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.

Enrolled in a lab or recitation and want to change sections? 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