Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

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

When you’ve built a schedule that works for you, send it to PeopleSoft to complete your enrollment.

Schedule Planner is different from My Planner in PeopleSoft. My Planner is a list made with your advisor to plan your college career and graduation requirements.

You can use Schedule Planner and My Planner in conjunction with the Academic Advising Report which helps track your progress to see which requirements you’ve completed and which are still unfulfilled.

ACCESS SCHEDULE PLANNER

- Log on to my.pitt.edu and click the Student Center link.
- Navigate to Self Service and click Student Center. From the Student Center page, click the link for Schedule Planner on the left hand side.

Or, navigate to Enrollment and click Enrollment: Add Classes. From the Enrollment: Add Classes page, click the green schedule planner button.

TIP: LOOK FOR IMPORTANT INFORMATION IN THE ORANGE BOXES THROUGHOUT

YOU MUST HAVE
POP-UPS ENABLED
TO OPEN SCHEDULE PLANNER

USING SCHEDULE PLANNER

- Set My Options – pg. 2
- Add a Course – pg. 3
  - By Subject/Number
  - From My Planner
  - By Attribute
- View Class Information – pg. 4
- Search by Instructor – pg. 4
- Add a Break - pg. 5
- Add Class Padding (time between classes) – pg. 5
- View Your Current Enrollment – pg. 5
- Generate Schedules – pg. 6
- View Schedules – pg. 7
- Lock a Class Section – pg. 8
- Send a Schedule to PeopleSoft – pg. 8
- Import Schedule in PeopleSoft – pg. 8
on the Schedule Planner main page

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

Set My Options

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

**Campuses**
- 1 of 5 Selected

**Sessions**
- All Sessions Selected

**Term**
- Spring Term 2016-2017

**Academic Groups**
- All Academic Groups Selected

**Careers**
- All Careers Selected

**Select Course Status**
Choose the type of classes you would like to search for.

**Select Campus**
Choose the Campus where you are enrolling.

**Select Term**
Choose the Term you want to build a schedule for.

**Select Academic Group**
Choose the academic group you would like to search for.

**Select Session**
Select the sessions you are interested in.

**Select Career**
Choose the academic career that matches your current standing.
on the Add Course page

- Select the Subject from the alphabetical list.
- Select the Course from the numerical list. The list also shows the Course title.
- A brief description will appear below after the course is selected.
- Click Add Course to Continue or Done to return to the main page.

- The course will now display under the Desired Courses tab.

- Search by Subject, view course from PeopleSoft’s My Planner, or Search by Section attribute such as online or honors courses.

- Choose a Course and click Add Course

- When you add a course, it will be listed under Desired Courses. Current Schedule shows the classes in which you are currently enrolled. If you are not enrolled in any classes, it will be blank.

- The My Planner tab shows courses that were added to My Planner in PeopleSoft.
- Choose a term from the Plan Term dropdown, or Unassigned for courses that do not have an associated term.
- Select the course(s) you wish to schedule.
- Click Add Course to Continue or Done to return to the main page.

- Choose an Attribute to search by; for example, Instructional Delivery Method.
- Choose a Value; for example, World Wide Web.
- Select the Subject and then the Course.
- A brief description will appear below after the course is selected.
- Click Add Course to Continue or Done to return to the main page.

- Search by Subject, view course from PeopleSoft’s My Planner, or Search by Section attribute such as online or honors courses.

- Seat availability will update every minute.

NOTE: Seat availability will update every minute.
On the Schedule Planner main page, navigate to Courses and click Options.

- Click on the blue information point to show class details.

On the Course Options page, click on Advanced Filters.

- 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

Add New Break

- 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.

Add Class Padding

on the Schedule Planner main page

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

Viewing Your Current Enrollment

on the Schedule Planner main page

- If you are 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 your schedule.

UN-CHECKING COURSES FROM YOUR CURRENT SCHEDULE IN SCHEDULE PLANNER WILL NOT AFFECT YOUR ENROLLMENT
Generate Schedules on the Schedule Planner main page

- Hover over the magnifying glass to view a thumbnail of a sample week for that schedule.

<table>
<thead>
<tr>
<th>View</th>
<th>Gym, ADMJ-060</th>
<th>PAN-0001-1050</th>
</tr>
</thead>
<tbody>
<tr>
<td>View 1</td>
<td>Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1210</td>
<td></td>
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<tr>
<td>View 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.
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>#</th>
<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>1</td>
<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>2</td>
<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>
</tr>
<tr>
<td>3</td>
<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>
<td>5</td>
</tr>
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</table>

**Reserve Caps**

3 of 0 reserved seats filled for requirement: College of General Studies students only.

### Term View by Week

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

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<tr>
<th>Week</th>
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### Detailed Schedule

**SPAN 0001 - ELEMENTARY SPANISH 1**

- Click on the course to show course details.

### Description

This course is designed to develop the student's communicative proficiency through an integrated approach to the teaching of four language skills: listening, speaking, reading, and writing. Grammar and 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.

Check: 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

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

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