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.

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

TIP: LOOK FOR IMPORTANT INFORMATION IN THE ORANGE BOXES THROUGHOUT

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.

- Disable pop-up blocker for your browser. Schedule Planner will not open if pop-ups cannot display.
- Click the Open Schedule Planner button.

YOU MUST HAVE POP-UP BLOCKER DISABLED TO OPEN SCHEDULE PLANNER
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.

<table>
<thead>
<tr>
<th>Schedule Planner</th>
<th>Text Only</th>
</tr>
</thead>
</table>

**University of Pittsburgh**

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Term</th>
<th>Session Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Classes Only</td>
<td>Spring Term 2016-2017</td>
<td>All Sessions Selected</td>
</tr>
</tbody>
</table>

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

**Select Course Status**

- Open Classes Only
- Open & Full w/Wait List Open
- Open & Full

**SELECT YOUR CAMPUS**
Choose the Campus where you are 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**

- 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 & Intl Affrs

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

**Select Career**

- Select All Careers
- Dental Medicine
- Graduate
- Law
Add a Course

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

Desired Courses shows the courses you have added. Current Schedule shows the classes in which you are currently enrolled.

Add Course

BY SUBJECT
- Search by Subject, view course from PeopleSoft’s My Planner, Search by Section attribute such as online or honors courses, or Search by Instructor.
- Select the Subject and Course to Search by.
- Click Add Course. The course will now display under the Desired Courses tab.
- Click Done to return to the main page or perform a new search to continue adding courses.

MY PLANNER
- 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 without an associated term.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY SECTION ATTRIBUTE
- Choose an Attribute and a Value to search by.
- Select the Subject and then the Course and click Add Course.
- To search by multiple Attributes and Values at the same time, click in the dropdown boxes to select additional Attributes and Values.
- Search by Attribute and Value only to see all of the Courses available in different Subjects.
- Click Done to return to the main page or perform a new search to continue adding courses.

BY INSTRUCTOR
- Choose an Instructor and a Course to search by.
- Select the course(s) you wish to schedule and click Add Course.
- Click Done to return to the main page or perform a new search to continue adding courses.

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

- Click 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.

- Click on the blue information point to show class details.
**Add a Break**

**Add New Break page**

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

- 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**

**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**

**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

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

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

View 1  Gym, ADMJ-060
PAN-0001-1050

View 2  Gym, ADMJ-060
PAN-0001-1170

View 3  Gym, ADMJ-060
PAN-0001-1180

View 4  Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1210

View 5  Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1220

- 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>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>
</tr>
</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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</table>

**Reserve Caps**

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

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<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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<tbody>
<tr>
<td>26148</td>
<td>1050</td>
<td>SPAN</td>
<td>0801</td>
<td>2</td>
<td>MTWTHF 2:00pm - 2:30pm - 231 Lawrence Hall</td>
<td>Pittsburgh Campus</td>
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**Term View by Week**

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

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**Detailed Schedule**

SPAN 0001 - ELEMENTARY SPANISH 1

- Click on the course to show course details.
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.

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