

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.

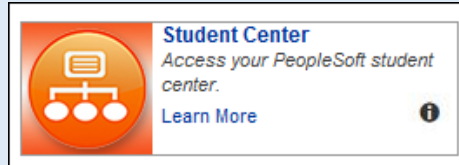
You can use Schedule Planner and My Planner in conjunction with the Academic Advising Report which helps track your progress to see which requirements you've completed and which are still unfulfilled.

USING SCHEDULE PLANNER

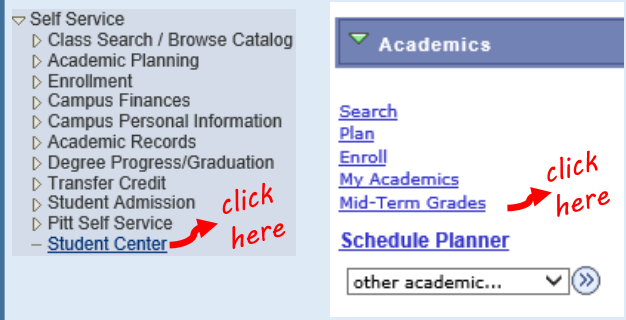
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 - From My Planner
 - By Attribute
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TIP: LOOK FOR IMPORTANT INFORMATION IN THE ORANGE BOXES THROUGHOUT

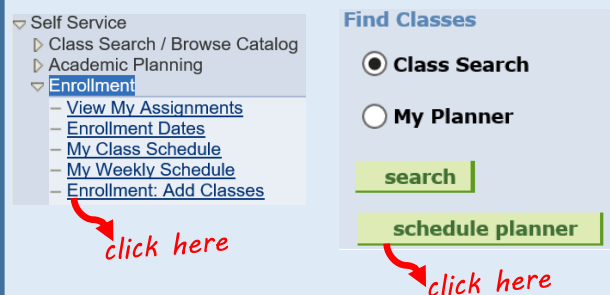
ACCESS SCHEDULE PLANNER



- 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.

OPEN SCHEDULE PLANNER

- 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

Set My Options

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.

Schedule Planner Text Only ? Help Sign out

University of Pittsburgh

| | | | | | |
|----------------------|-----------------------|---------------------------------------|------------------------|------------------------------|---------------------------------------|
| Course Status | Open Classes Only | <input type="button" value="Change"/> | Term | Spring Term 2016-2017 | <input type="button" value="Change"/> |
| Campuses | 1 of 5 Selected | <input type="button" value="Change"/> | Academic Groups | All Academic Groups Selected | <input type="button" value="Change"/> |
| Sessions | All Sessions Selected | <input type="button" value="Change"/> | Careers | All Careers Selected | <input type="button" value="Change"/> |

| | | | | | |
|----------------------|-----------------------|---------------------------------------|------------------------|------------------------------|---------------------------------------|
| Course Status | Open Classes Only | <input type="button" value="Change"/> | Term | Spring Term 2016-2017 | <input type="button" value="Change"/> |
| Campuses | 1 of 5 Selected | <input type="button" value="Change"/> | Academic Groups | All Academic Groups Selected | <input type="button" value="Change"/> |
| Sessions | All Sessions Selected | <input type="button" value="Change"/> | Careers | All Careers Selected | <input type="button" value="Change"/> |

SELECT COURSE STATUS

Choose the type of classes you would like to search for.

Select Course Status

| Course Status |
|--|
| <input checked="" type="radio"/> Open Classes Only |
| <input type="radio"/> Open & Full w/Waitlist Open |
| <input type="radio"/> Open & Full |

SELECT YOUR CAMPUS

Choose the Campus where you are enrolling.

Select Campus

| |
|---|
| <input type="checkbox"/> Select All Campuses |
| <input type="checkbox"/> Bradford Campus |
| <input type="checkbox"/> Greensburg Campus |
| <input type="checkbox"/> Johnstown Campus |
| <input checked="" type="checkbox"/> Pittsburgh Campus |
| <input type="checkbox"/> 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

| |
|---|
| <input checked="" type="checkbox"/> Select All Sessions |
| <input checked="" type="checkbox"/> Academic Term |
| <input checked="" type="checkbox"/> DMED Session 1 |

SELECT YOUR TERM

Choose the Term you want to build a schedule for.

Select Term

| Term |
|--|
| <input checked="" type="radio"/> Summer Term 2016-2017 |
| <input type="radio"/> Fall Term 2017-2018 |

SELECT ACADEMIC GROUPS

Choose the academic group you would like to search for.

Select Academic Group

| |
|--|
| <input checked="" type="checkbox"/> Select All Academic Groups |
| <input checked="" type="checkbox"/> College of Business Admin |
| <input checked="" type="checkbox"/> College of General Studies |
| <input checked="" type="checkbox"/> Cooperative Education |
| <input checked="" type="checkbox"/> Dietrich Sch Arts and Sciences |
| <input checked="" type="checkbox"/> Grad Sch of Pub & Int'l 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

| |
|--|
| <input checked="" type="checkbox"/> Select All Careers |
| <input checked="" type="checkbox"/> Dental Medicine |
| <input checked="" type="checkbox"/> Graduate |
| <input checked="" type="checkbox"/> Law |

Add a Course

on the

Add Course page

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

Courses

+ Add Course

click here

If you have added classes for the selected term in PeopleSoft's My Planner, you will be prompted to add them from the Courses section on the main page (this message will only display if you have not yet added classes for the selected term in Schedule Planner).

Courses

+ Add Course

i Add the courses you wish to take for the upcoming term.

i Your degree plan shows 1 course for Summer Term 2016-2017, [click here](#) to load them into your course list.

Schedule Planner Text Only Help Sign out

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

Desired Courses

Current Schedule

Subject Select Subject

Course Select Course

i ADMJ 0500
INTRO TO ADMIN OF JUSTICE

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

Desired Courses

Current Schedule

i **ADMJ 0500**
INTRO TO ADMIN OF JUSTICE

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

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

BY SUBJECT

- 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.

View Class Information

on the

Course options page

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

SPAN 0001 *click here* Options

ELEMENTARY SPANISH 1

Spanish 0001

ELEMENTARY SPANISH 1

Please select the classes you wish to include.

Enabled (9 of 9) Disabled (2)

| <input checked="" type="checkbox"/> | Class # | Section | Subject | Component | Instructor | Day(s) & Location(s) |
|-------------------------------------|---------|---------|---------|-----------|----------------|--|
| <input checked="" type="checkbox"/> | 24757 | 1020 | SPAN | LEC | Farrah Neumann | MTWThF 8:00am - 8:50am - 318 Cathedral of Learning |
| <input checked="" type="checkbox"/> | 26148 | 1050 | SPAN | LEC | Manuel Garzon | MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall |

Enabled (9 of 9) Disabled (2)

| <input checked="" type="checkbox"/> | Class # | Section | Subject | Component | Instructor | Day(s) & Location(s) |
|-------------------------------------|---------|---------|---------|-----------|----------------|--|
| <input checked="" type="checkbox"/> | 24757 | 1020 | SPAN | LEC | Farrah Neumann | MTWThF 8:00am - 8:50am - 318 Cathedral of Learning |

click here

Class #: 24757
Title: ELEMENTARY SPANISH 1
Section: 1020
Subject: SPAN
Component: LEC
Seats Open: 6
Session: Academic Term
Instructor: Farrah Neumann
Campus: Pittsburgh Campus
Credits: 5
Waitlist Open: 10

Day(s) & Location(s):
 MTWThF 8:00am - 8:50am - 318 Cathedral of Learning
 Dates: 08/29/2016 - 12/09/2016

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

Search by Instructor

on the

Advanced filters page

On the Course Options page, click on Advanced Filters

Advanced Filters ✕

Instructors

Section Attributes

Your advanced filters have disabled 6 classes

Enabled (3 of 3) Disabled (8)

| <input checked="" type="checkbox"/> | Class # | Section | Subject | Component | Instructor | Day(s) & Location(s) |
|-------------------------------------|---------|---------|---------|-----------|----------------|--|
| <input checked="" type="checkbox"/> | 26148 | 1050 | SPAN | LEC | Manuel Garzon | MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall |
| <input checked="" type="checkbox"/> | 11381 | 1145 | SPAN | LEC | Brenda Solkez | MTWThF 9:00am - 9:50am - 318 Cathedral of Learning |
| <input checked="" type="checkbox"/> | 28273 | 1180 | SPAN | LEC | Virginia Terán | MTWThF 3:00pm - 3:50pm - G18 Cathedral of Learning |

- 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

On the main page, navigate to Breaks and click Add Break.

Breaks

click here

+ Add Break

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

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

on the

Schedule Planner main page

On the main page, navigate to Schedules and click Advanced Options.

Schedules

Advanced Options

View Schedules

Class Padding:



Restore Default Scheduling Options

- 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

Current Schedule

| <input checked="" type="checkbox"/> | Class # | Status | Section | Subject | Course | Instructor | Day(s) & Location(s) | Credits | Campus |
|-------------------------------------|---------|----------|---------|---------|--------|---------------|---|---------|-------------------|
| <input checked="" type="checkbox"/> | 10466 | Enrolled | 1265 | FP | 0001 | Russell Clark | Th 2:00pm - 2:50pm - 324 Thackeray Hall | 1 | Pittsburgh Campus |

- 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

On the main page, navigate to Schedules and click Generate Schedules

Schedules

click here

Generate Schedules

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

Generate Schedules

Generated 5 Schedules

Compare

Select at least

side by side

| | M | T | W | Th | F | |
|------|---|---|---|----|---|---------------|
| 7am | | | | | | |
| 8am | | | | | | |
| 9am | | | | | | |
| 10am | | | | | | |
| 11am | | | | | | |
| 12pm | | | | | | |
| 1pm | | | | | | PAN-0001-1050 |
| 2pm | | | | | | |
| 3pm | | | | | | |
| 4pm | | | | | | PAN-0001-1170 |
| 5pm | | | | | | |
| 6pm | | | | | | |
| 7pm | | | | | | PAN-0001-1180 |
| 8pm | | | | | | |

| | | | | |
|--------|--|--------------------------|---|--|
| View 1 | | <input type="checkbox"/> | Gym, ADMJ-060 | |
| View 2 | | <input type="checkbox"/> | Gym, ADMJ-060 | |
| View 3 | | <input type="checkbox"/> | Gym, ADMJ-060 | |
| View 4 | | <input type="checkbox"/> | Gym, ADMJ-0600-1030, ANTH-0501-7510, SPAN-0001-1210 | |
| View 5 | | <input type="checkbox"/> | 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.

Generate Schedules

Generated 5 Schedules

Compare

click here

| | M | T | W | Th | F | |
|------|---|---|---|----|---|--|
| 7am | | | | | | |
| 8am | | | | | | |
| 9am | | | | | | |
| 10am | | | | | | |
| 11am | | | | | | |
| 12pm | | | | | | |
| 1pm | | | | | | |
| 2pm | | | | | | |
| 3pm | | | | | | |
| 4pm | | | | | | |
| 5pm | | | | | | |
| 6pm | | | | | | |
| 7pm | | | | | | |
| 8pm | | | | | | |

| | | | | |
|--------|--|--------------------------|--|--|
| View 1 | | <input type="checkbox"/> | | |
| View 2 | | <input type="checkbox"/> | | |
| View 3 | | <input type="checkbox"/> | | |

| | M | T | W | Th | F | |
|------|---|---|---|----|---|--|
| 7am | | | | | | |
| 8am | | | | | | |
| 9am | | | | | | |
| 10am | | | | | | |
| 11am | | | | | | |
| 12pm | | | | | | |
| 1pm | | | | | | |
| 2pm | | | | | | |
| 3pm | | | | | | |
| 4pm | | | | | | |
| 5pm | | | | | | |
| 6pm | | | | | | |
| 7pm | | | | | | |
| 8pm | | | | | | |

| | | | | |
|---------|--|--|--|--|
| Open #1 | | | | |
| Open #4 | | | | |

View Schedules

on the

View Schedule page

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

| | Class # | Section | Subject | Course | Seats Open | Day(s) & Location(s) | Campus | Credits |
|--|---------|---------|---------|--------|------------|---|-------------------|---------|
| | 12679 | 1030 | ADMJ | 0600 | 1 | W 6:00pm - 8:30pm - 5130 Wesley W Posvar Hall | Pittsburgh Campus | 3 |
| | 25391 | 7510 | ANTH | 0501 | 1 | WEB Based Class | Pittsburgh Campus | 3 |
| Reserve Caps 3 of 0 reserved seats filled for requirement: College of General Studies students only. | | | | | | | | |
| | 26148 | 1050 | SPAN | 0001 | 2 | MTWThF 2:00pm - 2:50pm - 231 Lawrence Hall | Pittsburgh Campus | 5 |
| | | | | | | | | 11 |

Term View by Week

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

| Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|-------------|--------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| ASTRON 0089 | [Green bar] | | | | | | | | | | | | | | | | |
| ASTRON 0089 | [Green bar] | | | | | | | | | | | | | | | | |
| HIST 1610 | [Blue bar] | | | | | | | | | | | | | | | | |
| MATH 0120 | [Red bar] | | | | | | | | | | | | | | | | |
| MATH 0120 | [Red bar] | | | | | | | | | | | | | | | | |
| SPAN 0001 | [Yellow bar] | | | | | | | | | | | | | | | | |
| STAT 0200 | [Pink bar] | | | | | | | | | | | | | | | | |
| STAT 0200 | [Pink bar] | | | | | | | | | | | | | | | | |

Detailed Schedule

SPAN 0001 - ELEMENTARY SPANISH 1

Class #: 27393
Section: 1030
Subject: SPAN
Course: 0001
Seats Open: 1
Component: LEC
Session: Academic Term
Campus: Pittsburgh Campus
Credits: 5
Waitlist: 1
Waitlist Open: 19

Day(s) & Location(s):
 MTWThF 12:00pm - 12:50pm - 349 Cathedral of Learning
 Dates: 01/04/2017 - 04/21/2017

Description: This course is designed to develop the students communicative proficiency through an integrated approach to the teaching of all four language skills: listening, speaking, reading and writing. Grammatical 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.

- Click on the course to show course details.

Lock a Class Section



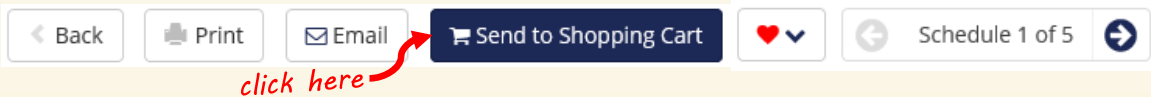
- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✓ 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.

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.

A screenshot of the 'Add Classes' page in PeopleSoft. The page title is 'Add Classes' with a page number '1' and navigation icons. Below the title is the heading '1. Select classes to add' and a note: '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 followed by the text: '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 red arrow pointing to a yellow button labeled 'Click import cart to continue with registration.' There are also radio buttons for 'Open', 'Closed', and 'Wait List'. At the bottom, there is a section 'Add to Cart:' with a text input field 'Enter Class Nbr:' and an 'enter' button. Below that is a 'Find Classes' section with a 'Class Search' radio button, a 'search' button, and a 'schedule planner' button.

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**