



## Swap a Class

### With PeopleSoft Student Center

#### Overview

Students can self-enroll using the PeopleSoft Student Center, which provides online access to add, drop, and edit class enrollments.

This document explains how to use the swap tool to drop one class and replace it with (add) another using your Student Center.

#### Are You Prepared to Self-Enroll?

Students must complete the following steps before they can self-enroll:

1. Log in to your Student Center through the **my.pitt.edu** Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor

For details, refer to the help sheet: *Preparing for Self-Enrollment*, available in **My Pitt** (my.pitt.edu).

#### Access Your Student Center

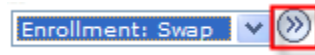
Log in to **My Pitt** with your University Computing Account username and password. Next, click the **Student Center** pass-through link to your right. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed.

The screenshot displays the 'Pitt's Student Center' interface. On the left, there are two main navigation sections: 'Academics' and 'Finances'. Under 'Academics', the 'Enroll' link is circled in red. Under 'Finances', the 'My Account' section is visible. In the center, a message box states 'You are not enrolled in classes.' and another below it says 'You have no outstanding charges at this time.' On the right side, there is a 'SEARCH FOR CLASSES' button, a 'Holds' section with 'No Holds.' circled in red, a 'To Do List' section with 'Final High School Transcript' and a 'details' link, and an 'Enrollment Dates' section with an 'Enrollment Appointment' box circled in red. The appointment box contains the text: 'Enrollment Appointment You may begin enrolling for the Fall Term 2010-2011 Academic Term session on March 31, 2010 4:15PM.'

## Swap a Class

Once you have enrolled in a class, you will need to use the following steps to swap another class for it.

1. Click the arrow to the right of **other academic...** to expand the drop-down list.  
Select **Enrollment: Swap**, and click >>.

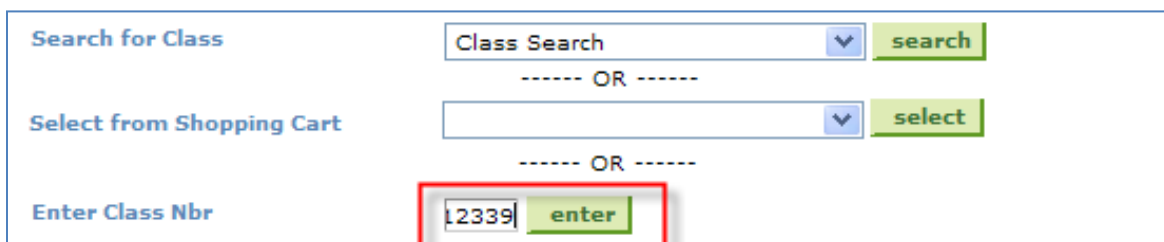


2. Select the term in which you would like to swap a class and click **Continue**.



	Term	Career	Institution
<input type="radio"/>	Fall Term 2010-2011	Undergraduate	University of Pittsburgh
<input checked="" type="radio"/>	Spring Term 2010-2011	Undergraduate	University of Pittsburgh

3. Select the class you would like to drop from the **Swap This Class** drop-down list.
4. Under **With This Class**:
  - a. Click **Search** to find a class number for the selected term using the Class Search tool. For more information, refer to the *Searching for Classes and Course Information Online* help sheet posted on the Student Center – Learn More page in My Pitt.
  - b. Click the down arrow to the right of **Select From Shopping Cart** to select a class already in your cart. This list is only populated if classes are stored in your enrollment shopping cart.
  - c. Enter the **class number**, and then click **Enter**.



**Note:** When you drop a class with an associated lab or recitation, that related class will be dropped when you process the lecture drop. To swap only a related class, add and drop the same lecture class but select an alternate lab or recitation on the next page.

- Depending on how the class is set up, Enrollment Preferences may include options to enter a **permission number** or select a **grading** option, **units** (credits) option, and/or select an independent study **instructor**.

<b>Permission Nbr</b>	<input type="text"/>
<b>Grading</b>	Letter Grade <input type="button" value="v"/>
<b>Units</b>	3.00

<b>Permission number</b>	If permission is required, enter the Class permission number. Class permission is required to enroll in any class that is outside a student's career of study, is closed, requires a requisite the student does not meet, or requires department/instructor consent.
<b>Grading</b>	If the class has a grade option available, then you may select your option using the drop-down menu. <b>This should only be done after consulting with your advisor.</b>
<b>Units</b>	If this is a variable credit class, select the number of credits using the drop-down menu. <b>Determine the appropriate credits with your class instructor.</b>
<b>Instructor</b>	If multiple instructors are available, select your instructor from the drop-down menu.

- Click **Next** to add the class to your enrollment shopping cart.
- Review the information on the **Confirm your selection** screen, comparing the class you are dropping (or replacing) with the new class you are adding.
- Click **Finish Swapping** to swap the selected classes.

**Swap a Class** 1 2 3

**2. Confirm your selection**

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Spring Term 2010-2011 | Undergraduate | University of Pittsburgh

**You are replacing this class**

Enrolled   
  Dropped   
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ANTH 0538-1070 (11249)</a>	THE ARCHELOGST LOOKS AT DEATH (Lecture)	TuTh 1:00PM - 1:50PM	120 Lawrence Hall	M. Bermann	3.00	✔
ANTH 0538-1080 (11490)	THE ARCHELOGST LOOKS AT DEATH (Recitation)	Th 11:00AM - 11:50AM	337 Cathedral of Learning	M. Bermann		✔

**With this class**

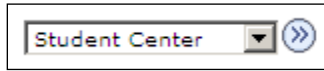
Open   
  Closed   
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ANTH 0630-1020 (12339)</a>	FORENSIC ANTHROPOLOGY (Lecture)	MoWe 4:00PM - 4:50PM	120 Lawrence Hall	K. Blake, M. Judd	3.00	●
ANTH 0630-1030 (12340)	FORENSIC ANTHROPOLOGY (Recitation)	Mo 2:00PM - 2:50PM	203 Lawrence Hall	K. Blake, M. Judd		●


- On the **View results** page, a green checkmark displays next to the class that was dropped.

## Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).



## Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the **trashcan** icon . Refer to the document *Add a Class Using PeopleSoft Student Center* for details.

## Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in My Pitt. Click **Learn More** just below the Student Center link on your portal home page. For technical assistance, contact the Technology Help Desk at 412 624-**HELP** [4357].