1. Go to my.pitt.edu and log in using your University username and password.

2. From the Student Center main page, click the plan link.
3. Click the **Browse Course Catalog** button.

4. Click the first letter in a subject name.

5. Select the subject link to display courses for that subject.
6. Select courses to add to your planner by placing a check in the Select course check box then click the Add to Planner button.

The Typically Offered field displays the campus where a course is typically offered. When adding courses to your planner, make sure the intended campus is selected.

A message will inform you that the courses have been added to your planner.

7. After you have added all of the courses you want to your planner, select the my planner tab.
8. You can now begin to move selected courses to a specific term. This allows you to indicate which term you intend to take the planned courses. Follow steps 1 – 3 below:

Step 1
Select courses

Step 2
Select Term

Step 3
Click Move button

A message will inform you that the selected courses have been moved to the specified term.

9. Once you have completed editing your planner, you are ready to use the Shopping Cart to add classes.