



Student Planner - How it Works

My Planner provides you with a tool to plan courses for an individual term, multiple terms or for your entire academic career

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

Welcome to My Pitt

My Pitt is your personal guide to the Pitt

Enter your University Username and Password.

Faculty, Staff, and Student Applicants

email, you'll find what you need quickly and easily.

Students, Faculty, & Staff

Username

Password

[Forgot Password?](#)

[New Account Activation](#)

Student Applicants

Username

Password

2. From the Student Center main page, click the **plan** link

Test's Student Center

Academics

[Search](#)

[Plan](#)

[Enroll](#)

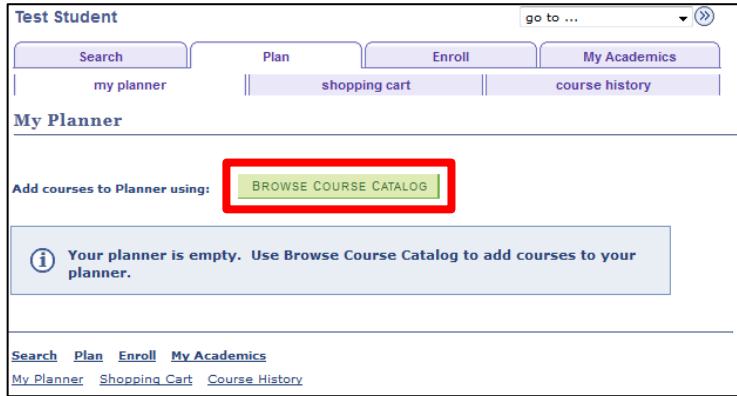
[My Academics](#)

[Mid-Term Grades](#)

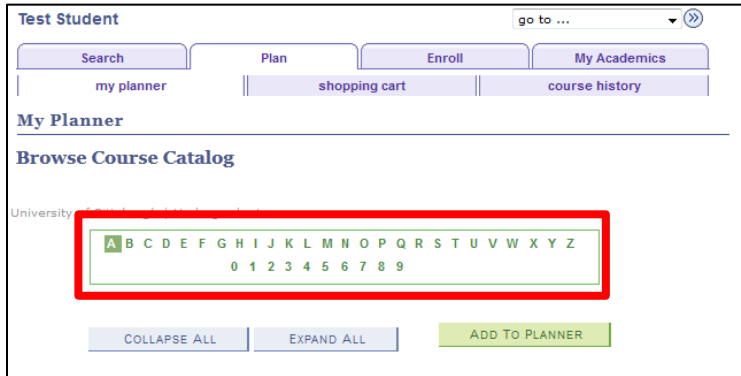
You are not enrolled in classes.

[enrollment shopping cart ▶](#)

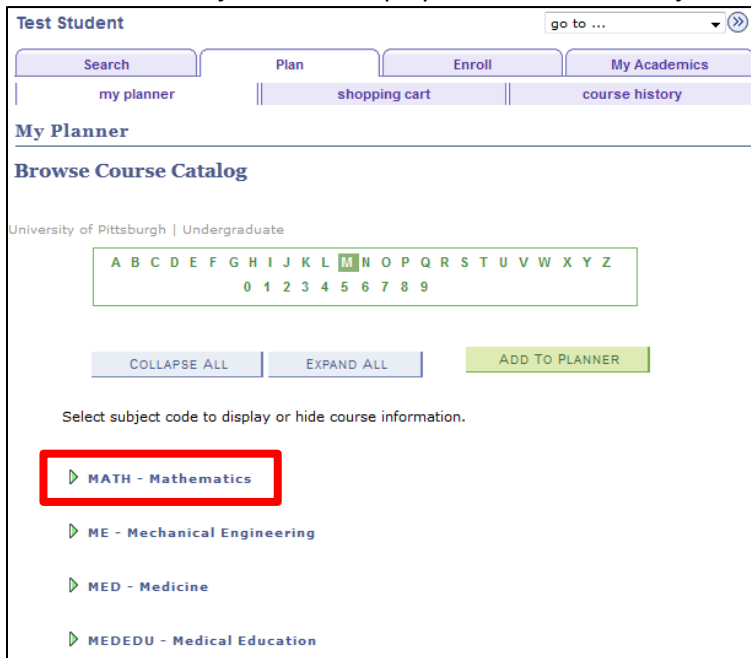
3. Click the **Browse Course Catalog** button.



4. Click the first letter in a subject name.



5. Select the subject link to display courses for that subject.



- Select courses to add to your planner by placing a check in the **Select** course check box then click the **Add to Planner** button.

Browse Course Catalog

University of Pittsburgh | Undergraduate

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL **ADD TO PLANNER**

Select subject code to display or hide course information.

▼ **MATH - Mathematics**

Select	Course Nbr	Course Title	Typically Offered
<input checked="" type="checkbox"/>	0031	ALGEBRA	Pittsburgh Campus
<input type="checkbox"/>	0031	ALGEBRA	Greensburg Campus
<input type="checkbox"/>	0031	ALGEBRA	Titusville Campus
<input checked="" type="checkbox"/>	0032	TRIGONOMETRY AND FUNCTIONS	Pittsburgh Campus
<input type="checkbox"/>	0032	TRIGONOMETRY AND FUNCTIONS	Greensburg Campus

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.

Browse Course Catalog

University of Pittsburgh | Undergraduate

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

✓ MATH 0031, MATH 0032 have been added to your Planner.

COLLAPSE ALL EXPAND ALL **ADD TO PLANNER**

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

- After you have added all of the courses you want to your planner, select the **my planner** tab.

Test Student go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

My Planner

Browse Course Catalog

University of Pittsburgh | Undergraduate

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL **ADD TO PLANNER**

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

Select	Course	Description	Units	Typically Offered	Delete
<input checked="" type="checkbox"/>	MATH 0031	ALGEBRA	3.00	Pittsburgh Campus	
<input checked="" type="checkbox"/>	MATH 0032	TRIGONOMETRY AND FUNCTIONS	2.00	Pittsburgh Campus	

Move selected courses to Term: **move**

Search Plan Enroll My Academics
My Planner Shopping Cart
go to ...

✓ MATH 0031, MATH 0032 have been moved to Fall Term 2015-2016.

Fall Term 2015-2016

Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	MATH 0031	ALGEBRA	3.00	Pittsburgh Campus	
<input type="checkbox"/>	MATH 0032	TRIGONOMETRY AND FUNCTIONS	2.00	Pittsburgh Campus	

Move selected courses to Term: **move**

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.

To learn how to enroll in classes from the courses you put into your planner, read the tutorial titled **Student Self – Service Enrolling Using My Planner**