

## Edit a Class

### Using PeopleSoft Student Center

#### Overview

Students can self-enroll using the PeopleSoft Student Center beginning with the Spring 2009-10 academic term. Students will have online access to add classes, drop classes, and edit class enrollments.

Online self-enrollment for the spring term begins in October 2009. This document explains how to edit a class through your Student Center.



Before self-enrolling, complete the steps in the document *Preparing for Self-Enrollment with PeopleSoft Student Center*, located on the my.pitt.edu Student Services community.

#### Access Your Student Center

Log in to **my.pitt.edu** with your University Computing Account username and password. Next, click the **Student Services** tab at the top of the page, and then click **Link to Student Center**. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed.

#### Edit a Class—Overview

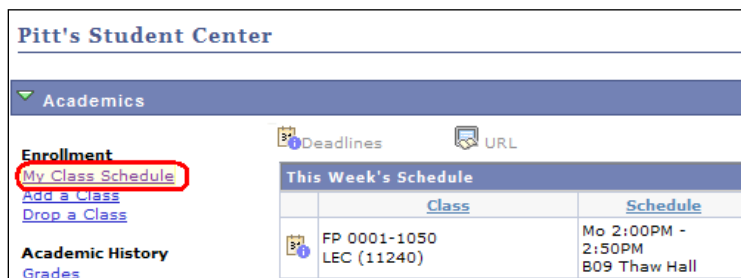
There are three options that you can edit within a class: **Grading**, **Units**, and **Instructor**.

<b>Grading</b>	Letter Grade
<b>Units</b>	1.00
<b>Instructor</b>	Doe, John

#### Edit a Class—Change How a Class is Graded

Once you have enrolled in a class, you can use the following steps to change how a class is graded.

1. Click the **My Class Schedule** link in the upper left portion of the **Student Center** page.



Pitt's Student Center

Academics

Enrollment

**My Class Schedule**

Add a Class

Drop a Class

Academic History

Grades

Deadlines

URL

This Week's Schedule

	Class	Schedule
	FP 0001-1050 LEC (11240)	Mo 2:00PM - 2:50PM B09 Thaw Hall

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

**My Class Schedule**

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall Term 2008-2009	Undergraduate	University of Pittsburgh
<input checked="" type="radio"/>	Spring Term 2008-2009	Undergraduate	University of Pittsburgh

**CONTINUE**

3. The **My Class Schedule** page appears. Click the **edit** tab at the top of the page.

Pitt Student go to ...

my class schedule class search add drop **edit**

**My Class Schedule**

4. Click the drop-down arrow and select the class you wish to edit. Click the **Proceed to Step 2 of 3** button.

**Edit Class Enrollment Options** 1 2 3

**1. Select a class to edit**

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh **change term**

Classes you are allowed to edit

Select from your schedule

MATH 0098: COLLEGE ALGEBRA 2 ▼

HIST 1499: INTERNSHIP: HISTORY

MATH 0098: COLLEGE ALGEBRA 2

**PROCEED TO STEP 2 OF 3**

5. Click the **Grading** drop-down menu and select your preferred grading option. Click the **Next** button.

**Edit Class Enrollment Options** 1 2 3

**1. Select a class to edit - Enrollment Preference**

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

**MATH 0098 - COLLEGE ALGEBRA 2**

**Class Preferences**

MATH 0098-2010 Lecture ● Open

**Grading** Letter Grade ▼

**Units** Letter Grade

Satisfactory/No Credit

**Session** Full Term Session

**Career** Undergraduate

**CANCEL** PREVIOUS **NEXT**



Consult with your advisor before selecting a grade option other than **Letter Grade**.

6. The **Confirm your selections** screen displays. Click the **Finish Editing** button.

**Edit Class Enrollment Options** 1 2 3

**2. Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

Class Attribute	Original Value	New Value
Grade Option	Letter Grade	Satisfactory/No Credit

CANCEL FINISH EDITING

7. The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

**Edit Class Enrollment Options** 1 2 3

**3. View results**

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

✓ Success: Class updated      ✗ Error: Unable to update class

Class	Message	Status
MATH 0098	Success: This class has been updated.	✓

MY CLASS SCHEDULE

## Return to Your Student Center

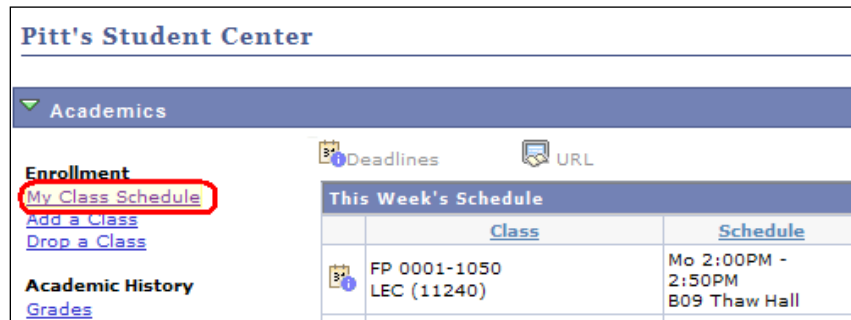
Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).

Student Center >>

## Edit a Class—Adjust a Variable Credit Class

Once you have enrolled in a class, you can use the following steps to adjust a variable credit class. A variable credit class allows you to select the number of credits you wish to take.

1. Click the **My Class Schedule** link in the upper left portion of the **Student Center** page.



Pitt's Student Center

Academics

Enrollment  
**My Class Schedule**  
Add a Class  
Drop a Class

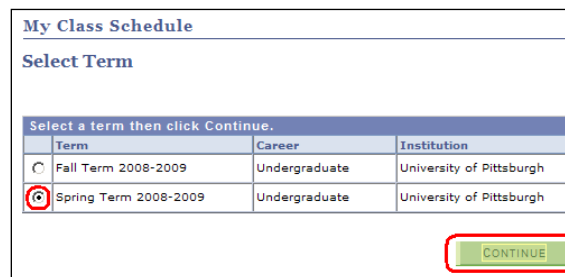
Academic History  
Grades

Deadlines URL

This Week's Schedule

	Class	Schedule
	FP 0001-1050 LEC (11240)	Mo 2:00PM - 2:50PM B09 Thaw Hall

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



My Class Schedule

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall Term 2008-2009	Undergraduate	University of Pittsburgh
<input checked="" type="radio"/>	Spring Term 2008-2009	Undergraduate	University of Pittsburgh

CONTINUE

3. The **My Class Schedule** page appears. Click the **edit** tab at the top of the page.

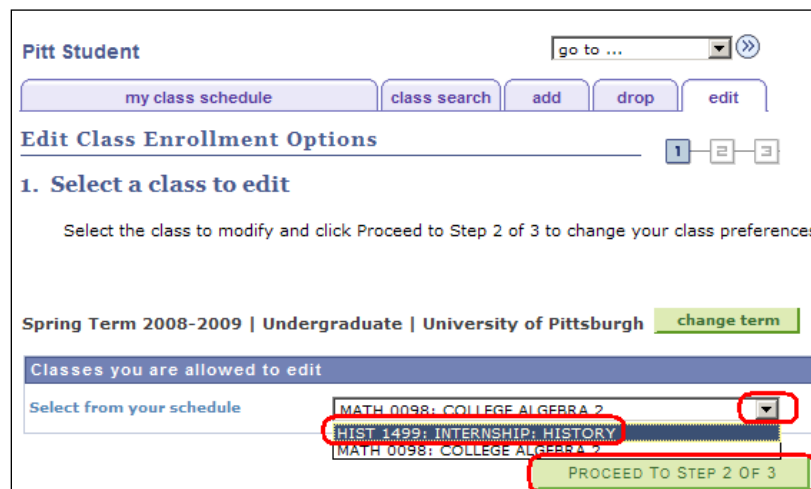


Pitt Student

my class schedule class search add drop **edit**

My Class Schedule

4. Click the drop-down menu and select the variable credit class you wish to edit. After you have selected your class, click the **Proceed to Step 2 of 3** button.



Pitt Student

my class schedule class search add drop edit

Edit Class Enrollment Options

1

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh **change term**

Classes you are allowed to edit

Select from your schedule

MATH 0098: COLLEGE ALGEBRA 2  
**HIST 1499: INTERNSHIP: HISTORY**  
MATH 0098: COLLEGE ALGEBRA 2

**PROCEED TO STEP 2 OF 3**

- Click the drop-down menu next to **Units** and select the number of credits you wish to take. Click the **Next** button.

**Edit Class Enrollment Options** 1 2 3

**1. Select a class to edit - Enrollment Preference**

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

**HIST 1499 - INTERNSHIP: HISTORY**

**Class Preferences**

HIST 1499-2020 Internship ● Open

Grading Letter Grade

Units **4.00**

Instructor

Session Academic Term

Career Undergraduate

Enrollment Information

- Department Consent Required

CANCEL PREVIOUS **NEXT**



You must work with the faculty member offering the class to determine the appropriate number of credits to select.

- Confirm your selection and then click the **Finish Editing** button.

**Edit Class Enrollment Options** 1 2 3

**2. Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

Class Attribute	Original Value	New Value
Units	1.00	4.00

CANCEL **FINISH EDITING**

- The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

**Edit Class Enrollment Options** 1 2 3

**3. View results**

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh

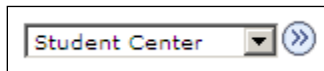
✔ Success: Class updated
 ✘ Error: Unable to update class

Class	Message	Status
HIST 1499	Success: This class has been updated.	<b>✔</b>

MY CLASS SCHEDULE

## 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 (>>).



## 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 the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].