

Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Schedule Planner is a tool to help students create a schedule by:

- Searching for open courses for the upcoming term
- Adding their breaks, work schedule, study time, and any other activities
- Generating schedule options that fit their specifications

When they've built a schedule that works for them, they send it to PeopleSoft to complete their enrollment.

After the schedule is imported, students will need to validate their schedules to check for prerequisites and then complete enrollment within PeopleSoft.

Any time you return to Schedule Planner, click "Generate Schedules" again to update the schedules with the most recent information.

USING SCHEDULE PLANNER

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- By Subject/Number
- From My Planner
- By Attribute

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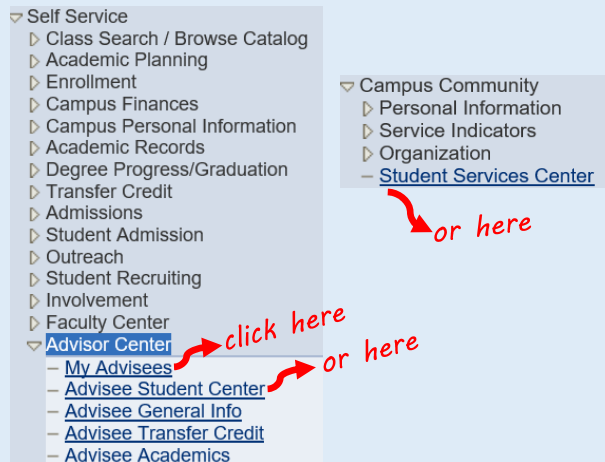
Send a Schedule to PeopleSoft – pg. 8

Import Schedule in PeopleSoft – pg. 8

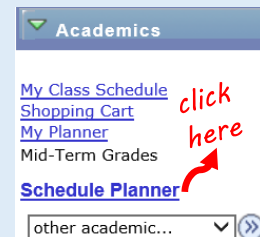
ACCESS SCHEDULE PLANNER



- Log on to my.pitt.edu and click the PeopleSoft link.



- Navigate to Self Service and click Advisor Center, then My Advisees or Advisee Student Center. Or, navigate to Campus Community and click Student Services Center.



- Choose a student and go to the Student Center tab. Click on the Schedule Planner link in the left-hand side.

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 Student Options

on the

Schedule Planner main page

You will be prompted to choose a Term and Campus when you login. You can edit them from the main page, and also set Course Status, Sessions, Academic Groups, and Careers.

Schedule Planner Text Only ? Help Sign out

University of Pittsburgh

Course Status	Open Classes Only	Change	Term	Spring Term 2016-2017	Change
Campuses	1 of 5 Selected	Change	Academic Groups	All Academic Groups Selected	Change
Sessions	All Sessions Selected	Change	Careers	All Careers Selected	Change

Course Status	Open Classes Only	Change	Term	Spring Term 2016-2017	Change
Campuses	1 of 5 Selected	Change	Academic Groups	All Academic Groups Selected	Change
Sessions	All Sessions Selected	Change	Careers	All Careers Selected	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 the student is 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 the student's 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

Subject Select Subject

Desired Courses

Current Schedule

i ADMJ 0500
INTRO TO ADMIN OF JUSTICE

Desired Courses

Current Schedule

i ADMJ 0500
INTRO TO ADMIN OF JUSTICE

Add Course

By Subject

My Planner

Search By Section Attribute

Search By Instructor

- 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)

Advanced Filters

Back

Save & Close

<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)

Back

Save & Close

<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

Save Filters

Enabled (3 of 3)

Disabled (8)

Back

Save & Close

<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 time for travel. Once applied, this time will be added in between all classes.

View 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 the student is 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 the schedule.

UN-CHECKING COURSES FROM THE CURRENT SCHEDULE IN SCHEDULE PLANNER WILL NOT AFFECT THE STUDENT'S 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

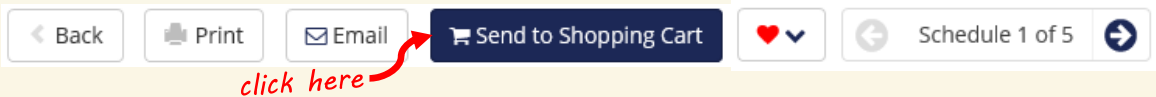


- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✓ Your schedule results have narrowed from 31 to 7

- Schedule Planner will instantly update the available schedules when you lock a class.

Send a Schedule to PeopleSoft



Choose a schedule to send to PeopleSoft and click the Send to Shopping Cart button. Clicking Send to Shopping Cart closes Schedule Planner.

Import Schedule in PeopleSoft

Students should click the Import Cart button to import the courses from the schedule you sent. They may set their grading basis, permission numbers, waitlist selections, etc. from this screen.

To finish importing courses, they should click the Next button and then complete their enrollment within PeopleSoft.

A screenshot of the "Add Classes" screen in PeopleSoft. The "import cart" button is highlighted with a red arrow and the text "Click here to import cart". The screen displays a message: "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 message is a yellow button that says "Click import cart to continue with registration." The screen also shows a "Spring 2014 Shopping Cart" section with a message: "Your enrollment shopping cart is empty." There are also fields for "Add to Cart" and "Find Classes".

Is the student enrolled in a lab or recitation and wants to change sections? They will need to 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