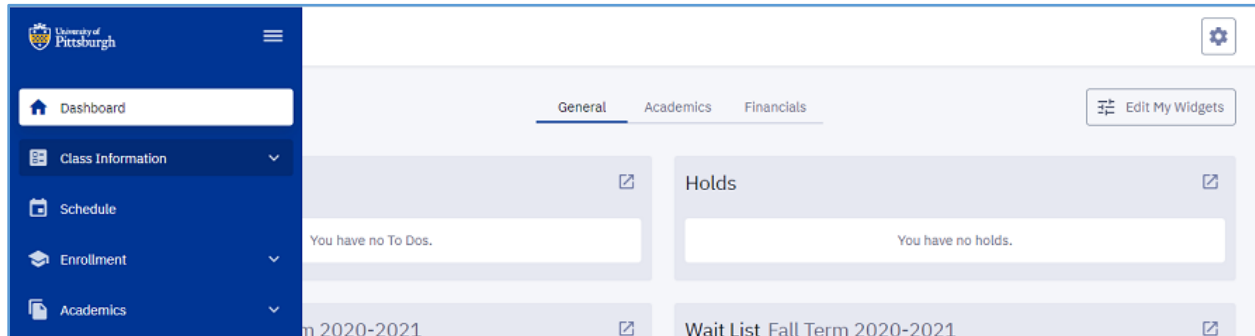


# Students: PeopleSoft/HighPoint CX User Guide

## Log in to the PeopleSoft/HighPoint CX Dashboard

Access the PeopleSoft/HighPoint CX task through [myPitt](#).



## Dashboard

Selecting **Dashboard** from the left-hand menu in the Student Center (HighPoint Campus Experience), displays the default widgets for your account.

To add or remove widgets:

1. Click **Edit my Widgets**.
2. Select or deselect widgets to customize your dashboard.

**Note:** Some widgets like **Grades** and **Financial Aid** contain potentially sensitive information. Use discretion when customizing dashboard widgets.

## Class Information and Enrollment

In the Student Center, students can add, drop, edit, and swap their course selections. These Enrollment activities are detailed in this section.

**Note:** You can also search for courses and generate possible schedules using the left-hand side drop-down navigation to click **Enrollment**, then **Schedule Builder**. For detailed information about these options, please refer to the **Schedule Builder Student User Guide** on the Student Training page of the Registrar's Office website.

### Add Courses

1. From the left-hand menu, click **Class Information**, then **Class Search** to search for a course.
2. Select your desired section.
3. Send the course to Schedule Builder (to generate possible schedules and enroll) *or* to your Planner.
4. Enroll in the course:
  - a. From the left-hand menu, click **Enrollment**, then **Planner**.
  - b. Select the course.
  - c. Click **Add to Cart**.

**OR**

You can also enroll in a course from your **Shopping Cart**:

- a. Open the **Shopping Cart**.
- b. Select the course.
- c. Click **Enroll**.

To switch recitations or labs for a course, use **Edit Enrollment**.

### **Drop Courses**

1. From the left-hand menu, click **Enrollment**, then **Drop Classes**.  
**Note:** Make sure you select the correct term.
2. Select the checkboxes for the courses to be dropped, then click **Drop**.
3. Confirm your drop decision and view the dropped course information.

To switch recitations or labs for a course, use **Edit Enrollment**.

### **Edit Enrollment**

Use **Edit Enrollment** to select different labs or recitations while keeping the same lecture, change a course's grade basis after enrolling in the course, or adjust credits for variable credit courses.

1. From the left-hand menu, click **Enrollment**, then **Edit Enrollment**.
2. Locate a course, then click **Edit**.
3. Make your changes, including grading basis change\*, variable credit value change, and select new lab/recitation.  
**\*Note:** To verify a previously change to a course's grading basis, navigate to **Grades** under the **Academics** menu option, then view your course list and grading basis for each course.
4. Click **Continue**, then confirm your changes.

### **Swap Courses**

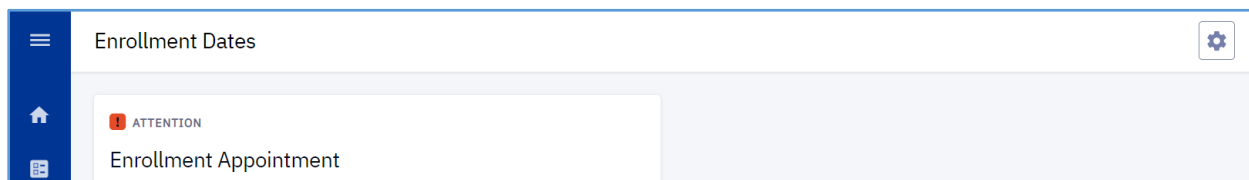
Use the swap function to add and drop a course at the same time. Consider using this function in situations involving course scheduling conflicts *or* in situations where adding a course exceeds the allowable credits for the term.

1. From the left-hand menu, click **Enrollment**, then **Swap Classes**.
2. Select a course you are enrolled in, then click **Swap this class** drop-down menu.  
**Note 1:** You have several choices. Selecting **With Class from Search** takes you to the main course search where you can locate a section of a course that is not already in your Planner or Shopping Cart.  
**Note 2:** If there are no courses assigned to the term, you will see an error message.
3. Select a course, then confirm the swap.

To switch recitations or labs for a course, use **Edit Enrollment**.

## View Enrollment Dates

If assigned, open enrollment dates for a current or future term are shown on the **Enrollment Dates** page. An assigned enrollment appointment for a future term will also appear here.



## Academics

In the Student Center, select **Academics** from the left-hand menu to review the following types of personal academic information:

- **Programs**—Program, Plan, and Sub Plan information for a given career
- **Test Scores**—Personal Test Results (For example, SAT and GRE scores)
- **Degree Progress**—This feature allows you to collapse or expand sections to review which requirements have been satisfied, not satisfied, or are in-progress. Sections with no completed requirements are marked **Not Satisfied** in red.

General Education Requirements **NOT SATISFIED**

- **What-If Report**—View the requirements you need to complete if you want to:
  - Find out what your outstanding requirements are for a major, minor, or certificate.
  - Change your major and see what additional coursework you would need to complete.
  - Find out if you have room for a double or triple major.
  - Find out if you can fit in a minor and/or certificate.

To run a What-If Report:

- a. From the left-hand menu select click Academic, then **What-If**
  - b. Click **Create Report**
  - c. Select the **Career, Program, and Plan** you want to explore
  - d. Click **Submit Report**
- **Course List**—Shows all the courses you have taken, transferred, planned, have in your cart, or that are in progress and the grade you received, if applicable. Results can be filtered by **Class Status** and/or **Grade**.
  - **View Unofficial Transcript**—Select this to run a copy of your Academic Record. Use the **Career** dropdown to change careers, if applicable.
  - **Grades**—Select **Grades** to view your grades for a given term. You can change from term to term using the **Term** drop-down list. A **Midterm Grade** column is present if you were given a grade for that term.
  - **Transfer Credit**—Contains all information about course credits transferred to the University of Pittsburgh, credits based on your test scores/results, and other credits.

## **My Profile**

You can change the following **My Profile** information for your Student Center account:

- Gender Identity (found in **Biographical Info**)
- Addresses, phone numbers, and e-mail addresses (found in **Contact Info**)
- Emergency Contacts

For other changes to My Profile information, please contact the [Office of the Registrar](#) at [412-624-7649](tel:412-624-7649) if you have any questions.

## **Get Help**

Please contact the [Office of the Registrar](#) at [412-624-7649](tel:412-624-7649) if you have any questions regarding this information.