1. Access the PeopleSoft/HighPoint CX Task in myPitt.
2. From the left-hand side menu under Enrollment, click Schedule Builder.

3. Select View Tips.
4. Select a term.
5. Search for courses using the filters (which can be expanded) or by importing courses (click Import Courses) on the Schedule Builder landing page. Please note the following tips about this feature:
   - Multiple filter options can be applied at once to yield a narrower course search.
   - The Class Status filter is Open by default but you can select other options to see waitlisted and closed courses.
   - If you are unable to find a specific subject or specific course about a subject, it is possible that the course is not offered during the specified term or that other filters are affecting search results.
   - Search filters may be saved at any time for future use.
6. Click Add Course.
7. Click Select Sections, then include or exclude sections in the schedule building process.
   
   **Note**: To see all sections of a course, make sure Apply Global Filters is set to Off.
8. Click Build Schedule to see your possible schedules. The following are build schedule tips:

- If you see an error message display when you are building a course schedule, it may be a result of courses sharing the same time slot, courses that are closed, or courses that conflict with any unavailable times you set. To prevent this, adjust your filters, select other courses, or deselect the course from the schedule building process.
- Sort schedule options by earliest start time, latest start time, most days scheduled, and least days scheduled.
- Favorite generated schedules and pin sections of courses you prefer.

**Note:** Your advisor can also create schedules for you and save them as favorites, which will be marked with their name.

9. To enroll in class sections, click Enroll, then follow the prompts to verify your course selections and details.

**Note:** You will be able to validate your course enrollment eligibility. This applies to course requisites, course repeats, and unit limits. Validation does not look at your eligibility to enroll in seats that are restricted.

**Get Help**

Please contact the Office of the Registrar at 412-624-7649 if you have any questions regarding this information.