

PeopleSoft Class Section Update: *Documentation*

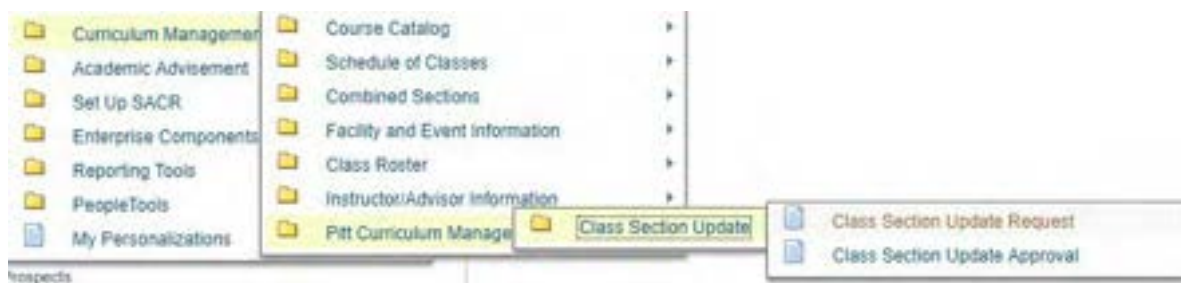
To be taken directly to a specific section, click on the topic in the Table of Contents:

Table of Contents

How to Search for Class Sections Using the <i>Class Section Update Request Form</i> in PeopleSoft	1
ADD FORM	2
CHANGE FORM	6
CANCEL FORM	9
Adding New Class Sections.....	12
Changing Class Sections	21
Adding a Combined Section	25
Changing or Cancelling a Combined Section	29
Approving Combined Sections.....	36

How to Search for Class Sections Using the *Class Section Update Request Form* in PeopleSoft

To Navigate to the **Class Section Update Request**, you will first go to **Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request**. This navigation is shown below:



The above navigation will bring you to the Search page for the Class Section Update Submit Form. This form allows you to either **Add, Change, or Cancel** a class section. The *default* option is the Change form, but you can switch forms by selecting the appropriate radio button.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel

Term Class Mbr

ADD FORM

Once you have selected the form you would like to search with (here we have selected the **Add form**) you can begin searching using the required criteria. For the **Add form** the required fields are Term, Subject, Catalog Number, and Offering Number indicates the campus the class is being held on.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Search

Term Subject Catalog Offer Nbr Clear

For each of these required fields you can either type directly into the text box, or use the magnifying glass icon to search for the available options for each field. For example if you know the numerical name for the term you can type that out (2201), but if you know you want Fall 2019 but cannot remember the code, you can search for it.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Search

Term Subject Catalog Offer Nbr Clear

The term search will give you the description and number/code for the term if you leave the search blank and just hit 'look up' you will be shown all of the available terms that you can search. The most current 3 terms will be available to search.

Class Section Update Submit Form

Select one of the action items and other parameters

Select Option: Add Change Cancel

Term: 2201 Subject: Catalog: Other Nbr:

Look Up Term

Term: [dropdown]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First Last

Term	Description
2201	Summer Term 2019-2020
2204	Spring Term 2019-2020
2205	Fall Term 2019-2020

Next, you can search for the subject. Subjects will be limited by department. For example, if you work for the English department you will only have access to search for English subjects. Here ENGLIT is selected.

Class Section Update Submit Form

Select one of the action items and other parameters

Select Option: Add Change Cancel

Term: 2201 Subject: Catalog: Other Nbr:

Look Up Subject

Term: 2201

Subject Area (begins with): [dropdown]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First Last

Subject Area	Description
ENOCMP	English Composition
ENOFLM	English Film Studies
ENGLIT	English Literature
ENOWRT	English Writing

After selecting the subject, you can search all active catalog numbers available under the subject for the specified term or you can type in a specific catalog number.

The screenshot shows the 'Look Up Catalog' window with the following details:

- Term: 2201
- Subject Area: ENGLIT
- Search Results Table:

View	100	First	5-115 of 115	Last
Catalog Course	Nbr	ID	Description	
	0040	184399	ESL READING SKILLS	
	0055	107547	SURVEY OF ENGLISH LITERATURE	
	0088	107554	INTRODUCTION TO LITERATURE	
	0300	107556	INTRODUCTION TO LITERATURE	
	0310	107557	THE DRAMATIC IMAGINATION	
	0315	107559	READING POETRY	
	0316	107560	READING POETRY	
	0321	171631	ESSAYS AND MEMOIRS	
	0325	107562	THE SHORT STORY	
	0326	107563	SHORT STORY IN CONTEXT	
	0354	107566	WORDS AND IMAGES	
	0355	183542	DIGITAL HUMANITIES	
	0365	107569	IMAGINING SOCIAL JUSTICE	
	0370	107676	LITERATURE AND IDEAS	

Once the Catalog Number is selected, you will see the offer number fill in. This field indicates which of Pitt's five campuses the class is held on. **The Oakland/Main campus is number 1.** The offer number will automatically fill in based on your PeopleSoft security. Once all of the search fields have been filled in you can hit the **Search** button to begin your **Add form**.

Class Section Update Submit Form

The screenshot shows the 'Class Section Update Submit Form' with the following details:

- Select one of the action item and other parameters
- Select Option: Add Change Cancel
- Search button (highlighted in yellow)
- Term: 2201
- Subject: ENGLIT
- Catalog: 6500
- Offer Nbr: 1
- Clear button

The request form will pop up with all catalog information such as Attributes, Course Component, Course ID, and Class Title filled in. All other information is left blank. You can then fill in the other appropriate information before submitting a new class section to be added.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel Combined Sections

Term: 2201 Subject: ENGLIT Catalog: 0500 Offer Nbr: 1

Class Section Find | View All | First 1 of 1 Last

Course ID: 107574 INTRO TO CRITICAL READING *Location: PGH Pittsburgh Campus
 Subject: ENGLIT English Literature *Session AT: Academic Term
 Catalog Nbr: 0500 *Start/End Date: 08/26/2019 12/06/2019
 *Class Type: Enrollment Schedule Print

*Course Component: SEM

Class Attributes Personalize | Find | View All | First 1-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature
SCGE	*SCI General Ed. Requirements	PMATHC HUM	Pmathc/Clelt Humanistic

Meeting Pattern Find | View All | First 1 of 1 Last

Facility ID: Capacity: Std Mtg Pattern: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 08/26/2019 12/06/2019

Topic ID: Free Format Topic:

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
		Primary Instructor	<input type="checkbox"/>	

CHANGE FORM

In order to change forms from **Add to Change** you can hit the **'Clear'** button and then switch your form selection to Change.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Search

Term 2201 Subject ENGLIT Catalog 0500 Offer Nbr 1 Clear

Once you have selected the **Change form** you can start your search. The search criteria are slightly different than the Add form. For the Change form you will input only *the Term and Class Number*. However, if you do not know the specific Class Number you can use the Class Number search to look up all the class sections under a subject and/or catalog number.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add **Change** Cancel Search

Term Class Nbr Clear

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add **Change** Cancel Search

Term 2201 Class Nbr Clear

In order to search for a specific class number, you can use the magnifying glass next to the text box field and type in your desired Subject Area and/or Catalog Number to see a list of all available class sections. Find the section you want to change and select it from the list.

The screenshot shows the 'Look Up Class Nbr' dialog box overlaid on the 'Class Section Update Submit Form'. The dialog box has the following fields:

- Term: 2201
- Class Nbr: [Empty]
- Subject Area: begins with ENGLIT
- Catalog Nbr: begins with [Empty]

Buttons: Look Up, Clear, Cancel, Basic

Search Results Table:

Subject Area	Catalog Nbr	Class Nbr	Course ID	Course Offering Nbr	Class Section
ENGLIT	0300	11355	107556	1	1070
ENGLIT	0300	11356	107556	1	1060
ENGLIT	0310	11225	107557	1	1050
ENGLIT	0315	11103	107559	1	1100
ENGLIT	0315	12222	107559	1	1040
ENGLIT	0315	15634	107559	1	1030
ENGLIT	0321	11680	171631	1	1150
ENGLIT	0325	11485	107562	1	1120
ENGLIT	0325	11711	107562	1	1020
ENGLIT	0325	16169	107562	1	1050
ENGLIT	0354	11486	107566	1	1070
ENGLIT	0354	11467	107566	1	1010
ENGLIT	0365	11226	107569	1	1050
ENGLIT	0365	11227	107569	1	1100
ENGLIT	0365	23552	107569	1	1200
ENGLIT	0365	30070	107569	1	1300
ENGLIT	0375	26753	188079	1	1100
ENGLIT	0500	10592	107574	1	1155

Hit the 'Search' button to begin your **Change** request.

The screenshot shows the 'Class Section Update Submit Form' with the following fields and buttons:

- Select Option: Add, Change (selected), Cancel
- Term: 2201
- Class Nbr: 10592
- Search button (highlighted in yellow)
- Clear button

Below is an example of what a **Change form** will look like. All of the information currently available in PeopleSoft will automatically be filled into the form. You can then make changes to the existing information, including making changes to the instructor information. There are some read-only fields in the change form that will not be editable, these include: General Education and Writing Attributes, Class Number, Class and Associated section Number, Course Component, and Reserve Capacities. If you would like to change one of the read-only fields you can make a comment in the 'Instructions/Explanations' field and the Registrar Office Staff will help with these changes if possible.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel

Term: 2201 Class Nbr: 10592

Class Section Find | View All | First 1 of 1 Last

Course ID: 107574 INTRO TO CRITICAL READING *Location: PGH Pittsburgh Campus
 Subject: ENOLIT English Literature *Session: AT Academic Term
 Catalog Nbr: 0500 *Start/End Date: 08/26/2019 12/09/2019
 Class Nbr: 10592 *Class Type: Enrollment
 Class Section: 1155 Associated Class: 1155 Schedule Print
 *Course Component: SEM

Class Attributes Personalize | Find | View All | First 1-2 of 11 Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature

Meeting Pattern Find | View All | First 1 of 1 Last

Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL00139	36	MWF	2:00PM	2:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/26/2019 12/09/2019

Topic ID: Free Format Topic:

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
2934668	Carol Bove	Primary Instructor	<input checked="" type="checkbox"/>	Approve

CANCEL FORM

The **Cancel form** looks very similar to the **Change form** for its search. The **Cancel form** has two search criteria: *Term* and *Class Number*.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters:

Select Option: Add Change Cancel

Search

Term Class Nbr

Clear

Like the Change form, you can search for a specific class section using the magnifying glass next to *Class Number*.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters:

Select Option: Add Change Cancel

Term Class Nbr

Look Up Class Nbr

Term: 2201

Class Nbr:

Subject Area: begins with ENGLIT

Catalog Nbr: begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View: 100 First 1-100 of 100 Last

Subject Area	Catalog Nbr	Class Nbr	Course ID	Course Offering Nbr	Class Section
ENGLIT	0300	11355	107556	1	1070
ENGLIT	0300	11256	107556	1	1060
ENGLIT	0310	11225	107557	1	1050
ENGLIT	0315	11103	107559	1	1100
ENGLIT	0315	12222	107559	1	1040
ENGLIT	0315	15634	107559	1	1030
ENGLIT	0321	11680	171631	1	1150
ENGLIT	0325	11465	107562	1	1120
ENGLIT	0325	11711	107562	1	1020
ENGLIT	0325	16189	107562	1	1050
ENGLIT	0354	11495	107566	1	1070
ENGLIT	0354	11467	107566	1	1010
ENGLIT	0365	11226	107569	1	1050
ENGLIT	0365	11227	107569	1	1100
ENGLIT	0365	23552	107569	1	1200
ENGLIT	0365	30070	107569	1	1300
ENGLIT	0375	26753	180079	1	1100
ENGLIT	0600	10682	107574	1	1155
ENGLIT	0506	29512	187351	1	1010

Once you have selected the class you would like to **Cancel**, you can hit the 'Search' button.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel

Term: 2201 Class Nbr: 10592

The most significant difference for the **Cancel** form from the other forms, is that all of the fields are read-only and you will not be able to edit any of the fields on the form except to write a comment at the bottom of the page. Since the class is being cancelled no changes should need to be made. This feature will also help avoid accidentally submitting a **Cancel** instead of a **Change** or vice versa.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel

Term: 2201 Class Nbr: 10592

Class Section Find | View All | First 1 of 1 Last

Course ID: 107674	INTRO TO CRITICAL READING	*Location: POH	Pittsburgh Campus
Subject: ENGLIT	English Literature	*Session: AT	Academic Term
Catalog Nbr: 0900		*Start/End Date: 09/26/2019	12/06/2019
Class Nbr: 10592		*Class Type: Enrollment	
Class Section: 1155		Associated Class: 1155	<input checked="" type="checkbox"/> Schedule Print
*Course Component: SEM			

Class Attributes Personalize | Find | View All | 1 of 2 First 1 of 2 Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSQE	*DSAS General Ed. Requirements	LIT	Literature

Meeting Pattern Find | View All | First 1 of 1 Last

Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL00139	36	MW*	2:00PM	2:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/26/2019
		Topic ID: <input type="text"/>			Free Format Topic: <input type="text"/>							
<input type="checkbox"/> Print Topic On Transcript												

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 First 1 of 1 Last

ID	Name	*Instructor Role	Post	Access
2934660	Carol Bove	Primary Instructor	<input checked="" type="checkbox"/>	Approve

Please note: If students are currently enrolled in the class, which you can see by looking at the **Total by Enrollment**, you will need to contact the Registrar’s Office to cancel the class. If there are no enrollments, the Cancel may be submitted.

Room Characteristics Personalize | Find | 1 of 1 | Last

*Room Characteristic	Description
25	PeopleSoft - Scheduled (PS)

Enrollment Control

*Add Consent: No Special Consent Required
 *Drop Consent: No Special Consent Required
 Auto Enroll from Wait List

Requested Room Capacity	22	Total
Enrollment Capacity	22	0
Wait List Capacity	20	0

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence: Enrollment Total

Reserve Capacity Requirement Group Personalize | Find | 1 of 1 | Last

*Start Date	*Requirement Group	Cap Enrt
		0

Instructions/Explanation (include Reserve Capacity information in this section)

Submit Request

Below is an example of a class that has enrollment. If you try to submit a cancel form for a class with enrollment the picture message will appear, and instead of submitting the cancellation via PeopleSoft you will need to send a **Registrar’s Office Staff** member an email with the class information and they will cancel the class for you.

Enrollment Control

*Add Consent: No Special Consent Required
 *Drop Consent: No Special Consent Required
 Auto Enroll from Wait List

Requested Room Capacity	15	Total
Enrollment Capacity	15	15
Wait List Capacity	10	0

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence: Enrollment Total

Reserve Capacity Requirement Group Personalize | Find | 1 of 1 | Last

*Start Date	*Requirement Group	Cap Enrt
08/1/2019		0
03/01/2019		13

Instructions/Explanation (include Reserve Capacity information in this section)

Submit Request

Message

Cancel Request for the Term: 2201 and Class Number: 10258 (20000.43)

You cannot submit the cancel request because students already is enrolled in the class. Please contact Office of the Registrar-Class Scheduling to process request.

OK

Adding New Class Sections

Navigation to **the Class Section Update Request Page**

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

Once you have searched for and selected the class you would like to add, the **Add Form** will appear with *Catalog* Information automatically loaded, and all other fields blank for you to add in the new class information.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Combined Sections

Term Subject Catalog Offer Nbr

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/25/2019 12/05/2019
 *Class Type Enrollment Schedule Print
 *Course Component SEM

Class Attributes Personalize | Find | View All First 1-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature
SCGE	*BCI General Ed. Requirements	PMATHC HUM	Pmathc Ctext Humanistic

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W T F S S *Start/End Date
 08/26/2019 12/05/2019
 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
<input type="text"/>		Primary Instructor	<input type="checkbox"/>	<input type="text"/>

In the top half of the Add Form page, you can find the Course Component and Class Type fields (highlighted below). These fields can be used to change the section to a *Recitation or Lab* component when applicable. Recitations and Labs are **Non-Enrollment** class types. *When adding a Non-enrollment type please add a comment indicating which lecture (enrollment class section) the recitation or lab will be linked to.*

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment Schedule Print

*Course Component SEM

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment Non-Enroll Schedule Print

*Course Component REC

In the first half of this page you can also change the **session** and/or the **start and end dates** of the class. When the session is changed the dates should change automatically in the Class Section and Meeting Pattern Section. But you can manually change these dates as well. Please note the session cannot be changed after enrollment in a class.

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment

*Course Component REC Schedule Print

Class Section Find | View All First 1 of 1 Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session SE3 Full Term Session
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/14/2019
 *Class Type Enrollment

*Course Component SEM Schedule Print

Class Attributes Personalize | Find | View All 1-2 of 3 Last

You can also view and change the **Class Attributes**. Two attributes will show automatically but you can select the **View All** link to see all of the attributes on the class. You can add and remove attributes here, but *General Education Requirement* related attributes will not be editable.

Class Section Find | View All First 1 of 1 Last



Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 *Class Type Enrollment

*Course Component SEM Schedule Print





Class Attributes Personalize | Find | View All 1-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature
SCGE	*SCI General Ed. Requirements	PMATHC HUM	Prmatic Cted: Humanistic

To add an attribute, you can hit the plus symbol to add a new row. The blank row will appear below, and you can either manually enter the attribute values in the text box or use the magnifying glass icons to the right of the text box to search for the options or abbreviations. Please note: You can only add IDM or SAB attributes.

Class Attributes		Personalize Find View All   First 1-4 of 4 Last	
*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature
SCGE	*SCI General Ed. Requirements	PMATHC HUM	Pmathc Ctext: Humanistic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below Class Attributes is the **Meeting Pattern** field. The *Start and End Dates* are also listed here. They should change automatically with the fields at the top of the page but they can also be changed manually if they do not fill in correctly or if you have individual days that the class is scheduled.

Meeting Pattern										Find View All First 1 of 1 Last		
Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/26/2019 - 09/12/14/2019
Topic ID		Free Format Topic										
Instructors For Meeting Pattern												
Personalize Find View All   First 1 of 1 Last												
ID	Name	*Instructor Role	Print	Access								
<input type="text"/>		Primary Instructor	<input type="checkbox"/>									
Room Characteristics												
Personalize Find   First 1 of 1 Last												
*Room Characteristic	Description	*Quantity										
<input type="text"/>		1										

For the meeting pattern information, you can either type in or use the search option for the **Facility ID** (classroom), and type in the **meeting start and meeting end times**. The **meeting end time** will automatically fill in but you can change it to the appropriate time manually. The **Free Format Topic** is also located in the meeting pattern area, this field should be all *capitalized* and has a *character limit of 30* – this field will appear on student transcripts.

Meeting Pattern

Find | View All | First | 1 of 1 | Last

Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL00235	31		1:00PM	2:15PM								08/26/2019 12/14/2019

Topic ID Free Format Topic

Instructors For Meeting Pattern

Personalize | Find | View All | First | 1 of 1 | Last

ID	Name	*Instructor Role	Print	Access
		Primary Instructor		

Room Characteristics

Personalize | Find | First | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
		1

When setting a class with Standard Meeting Patterns, please use the **Standard Meeting Pattern** field when applicable. Select the Standard Meeting Pattern in the look-up or type in the letters, enter the Start Time and the End Time and the Days will automatically be filled based on the University's standard meeting pattern you selected. Our current options are EVE (90 minutes, no day), MW (75 minutes, Monday and Wednesday), MWF (50 minutes, Monday, Wednesday, and Friday), and TH (75 minutes, Tuesday and Thursday).

Class Attributes

Personalize | Find | View All | First | 12 of 3 | Last

Look Up Std Mtg Pattern

Academic Institution: UPITT
Academic Group: ARTSC

Standard Meeting Pattern: begins with
Description: begins with

Buttons: Lock Up, Clear, Cancel, Basic Lookup

Search Results

View 100 | First | 14 of 4 | Last

Standard Meeting Pattern	Description
EVE	Evening
MW	Monday, Wednesday
MWF	Monday, Wednesday, Friday
TH	Tuesday, Thursday

Wait List Capacity: 20

Another feature of the Meeting Pattern field is the ability to *add multiple rows*. You can hit the **plus icon** to add a new row. You can see how many rows are currently on a class section with the numbering in the left-hand corner. And to see all current meeting patterns you can hit the **View All** link highlighted below. You can then use the **minus icon** to remove any rows that you no longer need for the class.

Meeting Pattern Find | View All | First 1 of 1 Last

Facility ID Capacity 31 Std Mtg Pattern Mtg Start 1:00PM Mtg End 2:15PM M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Print Topic On Transcript

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
<input type="text"/>		1

Meeting Pattern Find | View All | First 2 of 2 Last

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>

Meeting Pattern Find | View 1 | First 1 of 2 Last

Facility ID Capacity 31 Std Mtg Pattern Mtg Start 1:00PM Mtg End 2:15PM M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W Th F S S *Start/End Date 08/26/2019 12/06/2019 + -

Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>

Below meeting pattern, you can enter Instructor information directly into this form, similar to the Maintain Schedule of Classes page in PeopleSoft. We have also added a feature that will remind you to put in a grading access every time a new instructor is added.

ID	Name	*Instructor Role	Print	Access
<input type="text"/>	<input type="text"/>	Primary Instructor	<input checked="" type="checkbox"/>	<input style="background-color: yellow;" type="text"/>

Next there is the **Room Characteristics** field. This can include requests for Media, Board space, and other room features. The search is helpful if you are unsure of the specific numeric codes. *Please ignore the 25 code, this is for Registrar use only.*

ID	Name	*Instructor Role	Print	Access
<input type="text"/>	<input type="text"/>	Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>

*Room Characteristic	Description	*Quantity
<input type="text"/>	<input type="text"/>	1

Look Up Room Characteristic

Room Characteristic: begins with

Description: begins with

Basic Lookup

Search Results

View 100 First 10 of 25 Last

Room Characteristic	Description
01	Access - Handicap Instructor
02	Air Conditioning
03	Board - Chalk 50-99 Sq Ft
04	Board - Chalk -- 100 Sq Ft
05	Board - Dry Erase White Board
06	Data Port
07	Lighting - Dimmed
09	Media - DVD/Blue-ray
10	Media - Laser Dot
12	Media - Slide Projector
14	Media - Data Projector/Monitor
15	Seating - Movable
16	Seating - Tables and Chairs
17	Windows - No
18	Board - DryE White 50-99 Sq Ft
19	Board - DryE White --100 Sq Ft
20	Board - Handicap Accessible
21	Media - Instructor Computer
22	Seating - Active Learning
23	ITV (Interactive Television)
24	Service Wireless Technology
25	PepperSoft - Scheduled (PS)

The **Enrollment Control** field allows you to change the room capacity and add consent or drop consent. The **Requested Room Capacity** should always be the same as the **Enrollment Capacity** except in special cases. **Add** consent is used for *Department consent* to stop students from registering without a permission number. **Drop** consent is similar but it will stop students from dropping a course without a permission number.

Room Characteristics Personalize | Find | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
14	Media - Data Projector/Monitor	1

Enrollment Control

*Add Consent: No Special Consent Required

*Drop Consent: No Special Consent Required

Auto Enroll from Wait List

Requested Room Capacity: 35

Enrollment Capacity: 35

Wait List Capacity: 20

Reserve Capacity Find | View All | First | 1 of 1 | Last

The waitlist will automatically be updated when you change the Enrollment Capacity according to the University's waitlist policies.

Enrollment Control

*Add Consent: No Special Consent Required

*Drop Consent: No Special Consent Required

Auto Enroll from Wait List

Requested Room Capacity: 19

Enrollment Capacity: 19

Wait List Capacity: 10

The **Reserve Capacity Field** will be visible but not editable by administrators. If you would like to add a reserve capacity please leave a detailed description in the **Instructions/Explanation** field and the Registrar's office will add them manually into PeopleSoft.

Reserve Capacity Find | View All | First | 1 of 1 | Last

*Reserve Capacity Sequence: Enrollment Total:

Reserve Capacity Requirement Group Personalize | Find | 1 of 1 | Last

*Start Date	*Requirement Group	Cap Enrl
		0

Instructions/Explanation

The **Instructions/Explanations** field can be used for any comments or questions about the class section being added. Once you have filled out all of the appropriate information you can hit the **Submit Request** button to send your request to the Registrar's Office staff to approve.

Instructions/Explanation

Test

Submit Request

If your Class Section Add form was successfully requested you will see the below message giving you the request number and a message telling you that the request has been sent. You can click OK and continue adding more Class Sections.

Class Section Update Submit Form

Select one of the action items and other parameters:

Select Option: Add Change Cancel

Term: Subject: Catalog: Offer Num:

Search

Clear

Message

Request Number: 060000097 (20000,38)

You have successfully submitted Class section update request.

OK

Changing Class Sections

Navigation to the **Class Section Update Request Page**

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

Once you have searched for you Class Section using the **Change** search criteria, all of the available information currently in PeopleSoft will be displayed in the form. Any areas that are grayed-out and therefore *read-only* can be referenced in the **comments section** if a change is needed.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Search

Term 2201

Class Nbr 10592

Clear

Class Section

Find | View All | First | 1 of 1 | Last

Course ID 107574 INTRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 Class Nbr 10592 *Class Type Enrollment
 Class Section 1155 Associated Class 1155 Schedule Print
 *Course Component SEM

Class Attributes

Personalize | Find | View All | 1-2 of 11 | Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature

You can add or remove class attributes but remember that only the first two attributes display automatically so you can hit **View All** to see the entire list. General Education Requirement attributes will not be editable, as these are determined by the Dean's Office of a given school.

Class Section Find | View All First 1 of 1 Last

Course ID 107574 BITRO TO CRITICAL READING *Location PGH Pittsburgh Campus
 Subject ENGLIT English Literature *Session AT Academic Term
 Catalog Nbr 0500 *Start/End Date 08/26/2019 12/06/2019
 Class Nbr 10592 *Class Type Enrollment
 Class Section 1155 Associated Class 1155 Schedule Print
 *Course Component SEM

Class Attributes Personalize | Find | View All | 1-11 of 11 | Last

*Course Attribute	Description	*Course Attribute Value	Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature
FNL	Scheduled Final	HOURLY	Hourly Final
GSWS		GSWS	Gender, Sexuality & Women's St
SGGE	*SOI General Ed. Requirements	PMATHC HUM	Prmatic Ctext: Humanistic
UCIS	UC for International Studies	AFRST	African Studies
UCIS	UC for International Studies	EOC	European and Eurasian Studies
UCIS	UC for International Studies	GLBST	Global Studies
UCIS	UC for International Studies	REES	Russian & East European Stud
UCIS	UC for International Studies	TE	Transatlantic Studies
UCIS	UC for International Studies	WEB	West European Studies

Meeting Pattern Find | View All First 1 of 1 Last

The Meeting Pattern information that is currently entered in PeopleSoft will be displayed automatically, but you can make changes to all information including dates, times, days, facility, and instructor. *If you see the 25 room characteristic please ignore, the 25 characteristic is for Registrar Use Only.*

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID CL00139 Capacity 36 Std Mtg Pattern MWF Mtg Start 2:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 08/26/2019 12/06/2019
 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

ID	Name	*Instructor Role	Print	Access
2934668	Carol Bove	Primary Instructor	<input checked="" type="checkbox"/>	Approve

Room Characteristics Personalize | Find | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
25	PeopleSoft - Scheduled (PS)	1

Enrollment Contract

There may be multiple meeting patterns listed for a given class section. All the multiple meeting patterns can be viewed at once using the **View All** link. If there is more than one meeting pattern, make sure any necessary changes are made to both before submitting. You can also add or remove an extra/incorrect meeting pattern using the plus and minus buttons on the far left side of the meeting pattern area.

The screenshot shows two sections of a web application. The top section, titled "Meeting Pattern", contains a table with columns: Facility ID, Capacity, Std Mtg Pattern, Mtg Start, Mtg End, M, T, W, T, F, S, S, and *Start/End Date. The Facility ID is CL00139, Capacity is 36, Std Mtg Pattern is MWF, Mtg Start is 2:00PM, Mtg End is 2:50PM, and the dates are 08/26/2019 to 12/06/2019. Below this is a "Topic ID" field and a "Free Format Topic" field. The middle section, titled "Instructors For Meeting Pattern", has a table with columns: ID, Name, *Instructor Role, Print, and Access. The ID is 2934668, Name is Carol Böve, and the role is Primary Instructor. The bottom section is another "Meeting Pattern" form, identical in structure to the top one, with Facility ID and Capacity highlighted in yellow.

In the Enrollment Control tab you can add/remove department consent from the Add Consent or Drop Consent drop down menus. This will not allow students to either add the class, for add consent, or drop the class, for drop consent, without a permission number. You can also adjust the Enrollment Capacity, which should match the Requested Room Capacity except in special circumstances. The Waitlist will automatically be updated to the correct number based on our waitlist policy.

The screenshot shows the "Enrollment Control" tab. It includes several sections: "Enrollment Control" with dropdown menus for *Add Consent (No Special Consent Required) and *Drop Consent (No Special Consent Required), and input fields for Requested Room Capacity (22), Enrollment Capacity (22), and Wait List Capacity (26). There is a checkbox for "Auto Enroll from Wait List". Below this is the "Reserve Capacity" section with "Reserve Capacity Sequence" and "Enrollment Total" input fields. The "Reserve Capacity Requirement Group" section has a table with columns: *Start Date, *Requirement Group, and Cap Amt. The "Instructions/Explanation" section is a large text area. At the bottom is a "Submit Request" button.

If you would like to change the Reserve Capacity, please leave a comment with the changes and the Registrar's Office will make the changes on your behalf. Any other comments or concerns can be entered in the Instructions/Explanations textbox, and then the change can be submitted to be approved by the Registrar's Office team. The Request Number of your submitted change will be displayed and a message confirming that you have successfully submitted your request.

The screenshot displays the 'Class Section Update Submit Form' interface. At the top, it says 'Class Section Update Submit Form'. Below this, there is a section titled 'Select one of the action item and other parameters'. This section contains three radio buttons: 'Add', 'Change' (which is selected), and 'Cancel'. To the right of these buttons is a 'Search' button. Below the radio buttons, there are two input fields: 'Term' and 'Class Rbr', each with a magnifying glass icon. To the right of these fields is an 'OK' button. A message box is overlaid on the bottom right of the form, containing the following text: 'Message:', 'Request Number: 0000000000 (20000.36)', and 'You have successfully submitted Class section update request.' Below the message text is an 'OK' button.

Adding a Combined Section

Navigation to the **Class Section Update Request Page**

Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request

First navigate to the **Add** form in the Class Section Update Request page. You will then enter the information for the class section in **your department** that is being combined. Once the information is added you can **Search**.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel

Term Subject Catalog Offer Nbr

Once you have searched for your class section you will notice the **Combined Section** check box appears next to the search button. In order to add combined section information you will first check the box.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option Add Change Cancel Combined Sections

Term 2021 Subject ENOFLM Catalog 0400 Offer Nbr

Class Section Find | View All | First | 1 of 1 | Last

Course ID 10752 INTRODUCTION TO FILM *Location POH Pittsburgh Campus
 Subject ENOFLM English Film Studies *Session AT Academic Term
 Catalog Nbr 0400 *Start/End Date 08/25/2019 12/06/2019
 *Class Type Enrollment

*Course Component SEM

Class Attributes Personalize | Find | View All | First | 1 of 3 | Last

*Course Attribute	Description	*Course Attribute Value	Description
DGGE	*DSAS General Ed. Requirements	ART	The Arts
FILM	Film Studies	FILM	Film Studies

Once the combined section checkbox is checked, a field for combined section information will appear at the bottom of the page. Here you can put the class section information for the section your class will be combined with, including the enrollment capacity of the other section.

Meeting Pattern												
Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL0244A	36	TH	1:00PM	2:15PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/26/2019 - 12/09/2019
Topic ID		Free Format Topic										
Instructors For Meeting Pattern												
ID	Name	*Instructor Role		Print	Access							
		Primary Instructor		<input type="checkbox"/>								
Room Characteristics												
*Room Characteristic	Description											
Enrollment Control												
*Add Consent	No Special Consent Required				Requested Room Capacity		20					
*Drop Consent	No Special Consent Required				Enrollment Capacity		20					
<input checked="" type="checkbox"/> Auto Enroll from Wait List						Wait List Capacity		20				
Reserve Capacity												
*Reserve Capacity Sequence			Enrollment Total									
Reserve Capacity Requirement Group												
*Start Date	*Requirement Group								Cap End			
Combined Sections (Cross Listed)												
Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS								
Instructions/Explanation (Include Reserve Capacity information in this section)												
Submit Request												

The **Class Number** field, highlighted below, is *optional*. If you are combining your new class section with an **existing** class section you will enter the class number of the section you are combining with. However, if you are combining your section with another **new** section you will leave this field **blank**.

Combined Sections (Cross Listed)										
Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS						
FMST	0120		10							

If you are combining with an existing class section you can use the magnifying class to search for the class number, or enter it manually if you already know it.

The screenshot shows a 'Meeting Pattern' form with fields for Facility ID (CL0244A), Capacity (36), Std Mtg Pattern (7H), Mtg Start (1:00PM), Mtg End (2:15PM), and days of the week (M, T, W, T). Below these are sections for Instructors, Room Characteristics, Enrollment Control, and Reserve Capacity. A 'Look Up Class Nbr' dialog box is open, showing search criteria: Term (2204), Subject Area (FMST), and Catalog Nbr (0120). The dialog box has 'Look Up', 'Clear', and 'Cancel' buttons. Below the dialog box, a 'Search Results' table is visible:

Class Nbr	Description
30962	INTRODUCTION TO FILM
30964	INTRODUCTION TO FILM
30969	INTRODUCTION TO FILM
30970	INTRODUCTION TO FILM
30971	INTRODUCTION TO FILM
30972	INTRODUCTION TO FILM
30973	INTRODUCTION TO FILM
30974	INTRODUCTION TO FILM
30975	INTRODUCTION TO FILM
30978	INTRODUCTION TO FILM
30979	INTRODUCTION TO FILM
31509	INTRODUCTION TO FILM
31781	INTRODUCTION TO FILM

Another important feature is the check box labeled **CGS** -- this is only for use by the College of General Studies. If you are not part of the College of General Studies school please do not use this checkbox.

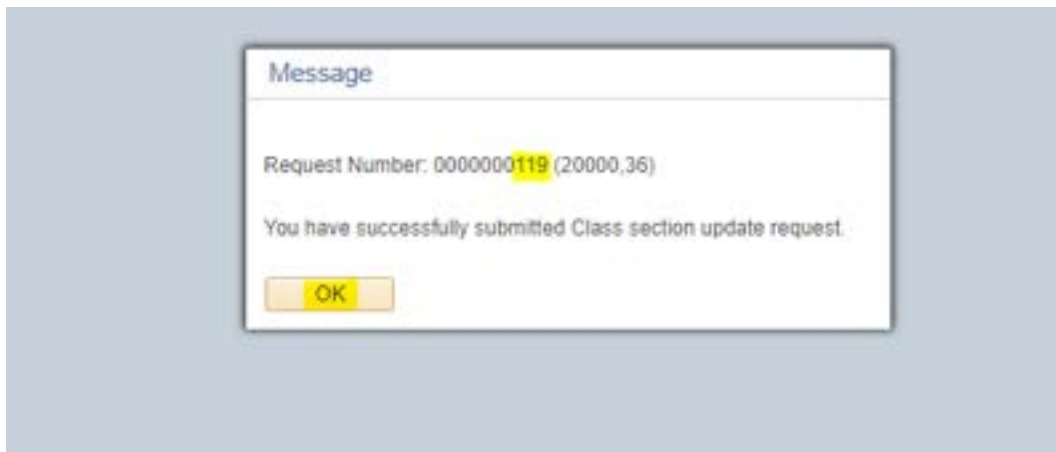
The screenshot shows the 'Combined Sections (Cross Listed)' section of the web application. It features a table with the following columns: Subject Area, Catalog Nbr, Class Nbr, Enrollment Capacity, and a checkbox labeled 'CGS'. The 'CGS' checkbox is highlighted in yellow. Below the table, there is a note: 'Instructions/Explanation (include Reserve Capacity information in this section)'.

Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS
FMST	0120	30962	10	<input checked="" type="checkbox"/>

Once you have filled out the information for the class section you are combining with, you can hit the Submit Request button to send the section to be approved by the other department involved in the combined section.

The screenshot shows a web interface for submitting a class section update request. At the top, there is a header "Combined Sections (Cross Listed)" and a navigation bar with "Personalize | Find | View All | First | 1 of 1 | Last". Below this is a table with columns: Subject Area, Catalog Nbr, Class Nbr, Enrollment Capacity, and CGS. The "Subject Area" field contains "FMST" and "Catalog Nbr" contains "0120". Below the table is a text area labeled "Instructions/Explanation (Include Reserve Capacity information in this section)". At the bottom of the form is a yellow "Submit Request" button.

When submitted you will receive a message with the Request Number, which is an easy way to keep track of your class section update.



Changing or Cancelling a Combined Section

Navigation to the Class Section Update Request Page

Main Menu + Curriculum Management + Pitt Curriculum Management + Class Section Update + Class Section Update Request

After navigating to the **Class Section Update Submit Form** use the search to find the section you would like to change. If the section is combined you will see the **Combined Section** link in the *meeting pattern tab*. In order to view the combined section information you can click on this link.

Class Section Update Submit

Class Section Update Submit Form

Select one of the action item and other parameters

Select Option: Add Change Cancel

Term: 2204 Class Nbr: 10855

Search Clear

Class Section Find | View All First 1 of 1 Last

Course ID: 107572 INTRODUCTION TO FILM *Location: PGH Pittsburgh Campus
 Subject: ENGFLM English Film Studies *Session: AT Academic Term
 Catalog Nbr: 0400 *Start/End Date: 01/09/2020 04/17/2020
 Class Nbr: 10855 *Class Type: Enrollment
 Class Section: 1030 Associated Class: 1030 Schedule Print
 *Course Component: SEM

Class Attributes Personalize | Find | View All First 1-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
DSGE	*DSAS General Ed. Requirements	ART	The Arts
FILM	Film Studies	FILM	Film Studies
SCGE	*SCI General Ed. Requirements	PMATHC HUM	Pmathc Clet: Humanistic

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Ssd Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL0244A	36		1:00PM	4:50PM	☑	☐	☐	☐	☐	☐	☐	01/06/2020 04/17/2020

Topic ID: Free Format Topic

Combined Section

Below is the *combined section information* for this class. This include the enrollment information and both class identifiers. If this is the correct section, can hit return to go back to the request form.

Combined Section

Title Name Part

Combined Section Detail

Academic Institution UPITT University of Pittsburgh
 Term 2204 Spring Term 2019-2020
 Session AT Academic Term
 Combined Sections ID 0043 FMST/0120/ENGLM/0400 Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.
 Enrollment restrictions may apply to open classes.

Combined Enrollment Capacities

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
36	36	0	36
Wait List Capacity	Wait List Total		
29	0		

Combined Sections						Personalize Find [F5]	1-2 of 2
Subject	Catalog	Section	Class Num	Description	Status	Enrollment Total	Wait Tot
ENGLM	0400	1030	10855	INTRODUCTION TO FILM	Open	0	0
FMST	0120	1105	30979	INTRODUCTION TO FILM	Open	0	0

[Return](#)

If the class information for the combined section is correct, you can make changes normally. For this example I will be changing the enrollment capacity.

Meeting Pattern Find | View All | First | 1 of 1 | Last

Facility ID: CL0344A Capacity: 36 Slot Mtg Pattern: 1.00PM-4.50PM M T W T F S S *Start/End Date: 01/06/2020 36 04/17/2020 36

Topic ID: Free Format Topic: Combined Section

Instructors For Meeting Patterns Personalize | Find | View All | [F5] | First | 1 of 1 | Last

ID	Name	*Instructor Role	Post	Access
		Primary Instructor		

Room Characteristics Personalize | Find | [F5] | First | 1-2 of 2 | Last

*Room Characteristics	Description
14	Media - Data Projector/Monitor
25	PeopleSoft - Scheduled (PS)

Enrollment Control

*Add Consent: No Special Consent Required Requested Room Capacity: 36 Total

*Drop Consent: No Special Consent Required Enrollment Capacity: 36 0

Auto Enroll from Wait List Wait List Capacity: 29 0

Reserve Capacity Find | View All | First | 1 of 1 | Last

*Reserve Capacity Sequence: Enrollment Total:

Reserve Capacity Requirement Group Personalize | Find | [F5] | First | 1 of 1 | Last

*Start Date: *Requirement Group: Cap End: 0

Instructions/Explanation (include Reserve Capacity information in this section)

[Submit Request](#)

Once all of your changes have been made you can submit your request. It may be beneficial to add a comment noting your change, to help the other approvers know what has been altered.

The screenshot shows a web form with the following sections:

- Enrollment Control:**
 - *Add Consent: No Special Consent Required
 - *Drop Consent: No Special Consent Required
 - Auto Enroll from Wait List
 - Requested Room Capacity: 15
 - Enrollment Capacity: 15
 - Wait List Capacity: 10
 - Total: 0
- Reserve Capacity:**
 - *Reserve Capacity Sequence: []
 - Enrollment Total: []
 - Reserve Capacity Requirement Group: []
 - *Start Date: []
 - *Requirement Group: []
 - Cap Ent: 0
- Instructions/Explanation (include Reserve Capacity information in this section):**
 - Updated enrollment capacity

A yellow **Submit Request** button is located at the bottom of the form.

Once you submit your request you will be given the **request number**, which can be a tool to help keep track of your different requests. To monitor your request after submission you can use the *approval page (shown before approved)* and *history page (shown after approved)*.

The screenshot shows the "Class Section Update Submit Form" with a success message displayed:

Select one of the action items and other parameters:

Select Option: Add Change Cancel

Search

Term: [] Class Mbr: []

Clear

Message:

Request Number: 000000135 (2000135)

You have successfully submitted Class section update request.

OK

To see the progress of your request you can go to the **Class Section Update Approval** Page, and select the request you would like to view. If it is not shown here, check the History page, which is where it shows once it is approved.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [PIT Curriculum Management](#) > [Class Section Update](#) > [Class Section Update Approval](#)

SEB171 Logged On PITC5T5T

Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Class Section Update ID begins with

Limit the number of results to (up to 300):

Search Results

View All First | Previous | Next | Last

Class Section Update ID	Course ID	Term	Catalog Nr	Subject Area	Option Type	Special Request	Back To Back	Submitted Update	Opnd	Created	Deleted
000000007	188435	2204	0815	ENGLIT	Change	No	No	SEB171		09/17/2019 1:59PM	
000000013	188027	2201	1793	ANTH	Change	No	No	SEB171		09/18/2019 9:20AM	
000000019	193790	2204	1776	HIST	Change	No	No	KMS164		09/19/2019 8:12AM	
000000029	150616	2204	3000	ANTH	Change	No	No	SEB171		10/03/2019 3:56PM	
000000066	187454	2201	1617	ANTH	Add	No	No	SEB171		10/10/2019 11:12AM	
000000098	107572	2201	6400	ENGFLLM	Add	No	No	SEB171		10/10/2019 11:13AM	
000000080	107572	2201	6400	ENGFLLM	Add	No	No	SEB171		10/16/2019 3:57PM	
000000084	107477	2204	8200	ENOCMP	Add	No	No	SEB171		10/18/2019 11:58AM	
000000067	119512	2204	6676	HIST	Add	No	No	KMS164		10/24/2019 11:15AM	
000000133	107477	2207	8200	ENOCMP	Change	No	No	SEB171		10/28/2019 8:57AM	
000000135	107572	2204	6400	ENGFLLM	Change	No	No	SEB171		10/28/2019 11:24AM	

As you can see, the change you made will be highlighted in red, and at the bottom of the page you will be able to see where in the approval workflow your request stands in the process. Here you can see that it has been sent to the second department approver but has not been approved or denied yet.

Enrollment Control

Add Consent: No Special Consent Required Requested Room Capacity: 15
 Drop Consent: No Special Consent Required Enrollment Capacity: 15
 Auto Enroll From Waitlist Wait List Capacity: 10

Reserve Capacity

Reserve Capacity Sequence: Enrollment Total: 0

Reserve Capacity Requirement Group: Personalize | Find | | First | 1 of 1 | Last

Start Date	Requirement Group	Enrollment Capacity
		0

Instructions/Explanation

Updated enrollment capacity



The process for **cancelling** a combined section is very similar to changing a combined section. Search for the class you would like to cancel, and like the change you will see **the combined section link** in the *Meeting Pattern* tab.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [PIT Curriculum Management](#) > [Class Section Update](#) > [Class Section Update Request](#)

SEB171 Logged On PITCSTST

[Class Section Update Submit](#)

Class Section Update Submit Form

Select one of the action item and other parameters:

Select Option: Add Change **Cancel**

Term: Class Nbr:

Class Section Find | View All | First | 1 of 1 | Last

Course ID: 107572 INTRODUCTION TO FILM *Location: POH Pittsburgh Campus
 Subject: ENGFLM English Film Studies *Session: AT Academic Term
 Catalog Nbr: 0400 *Start/End Date: 01/06/2020 04/17/2020
 Class Nbr: 10857 *Class Type: Enrollment
 Class Section: 1080 Associated Class: 1080 Schedule Print
 *Course Component: SEM

Class Attributes Personalize | Find | View All | First | 1-3 of 3 | Last

*Course Attribute	Description	*Course Attribute Value	Description
DSOE	*DSAS General Ed. Requirements	ART	The Arts
FILM	Film Studies	FILM	Film Studies
SCOE	*SCI General Ed. Requirements	FMATHG HUM	Prmatic Clert: Humanistic

Meeting Pattern Find | View All | First | 1 of 1 | Last

Facility ID	Capacity	Std Mtg Pattern	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL0244A	36		11:00AM	12:50PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/06/2020 04/17/2020

Topic ID: Free Format Topic:

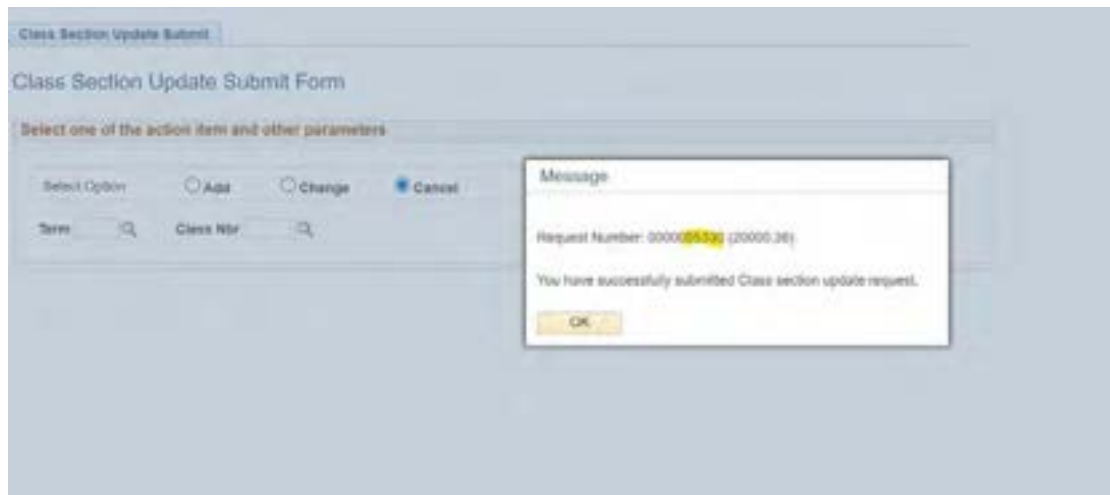
Print Topic On Transcript **Combined Section**

For the cancel form you **cannot make any changes**, except for comments. You can leave a comment about the reason for cancellation, and it may also be helpful to clarify here whether you want to cancel just *one* section of the combined class or *all* sections. Then you can submit your cancel request.

Instructions/Explanation (include Reserve Capacity information in this section)

low enrollment. Please cancel both combined sections.

Once submitted you will be notified of the Request Number, and you can go to your approval page to monitor the progress of your request.



The screenshot displays the 'Class Section Update Submit Form' interface. At the top, there is a tab labeled 'Class Section Update Submit'. Below the title, a section titled 'Select one of the action item and other parameters' contains three radio buttons: 'Add', 'Change', and 'Cancel', with 'Cancel' selected. Below these are two search fields labeled 'Term' and 'Class Nbr'. A modal message box is overlaid on the right side of the form, titled 'Message'. The message text reads: 'Request Number: 0000-0532 (20000.36)' and 'You have successfully submitted Class section update request.' An 'OK' button is located at the bottom of the message box.

In the approval page you will select your request, and as you can see below there is a column designating the type of request (add, change, or cancel).

000001942	110753	2211	1677	HIST	Change	No	No	PAL14	2025-03-16-10:44:05.000000	>
0000012793	191936	2214	0070	FR	Change	No	No	KBS47	2025-11-05-17:31:40.000000	>
0000012794	191936	2214	0070	FR	Change	No	No	KBS47	2025-11-05-17:36:41.000000	>
0000012795	191936	2214	0070	FR	Change	No	No	KBS47	2025-11-05-17:36:42.000000	>
0000034403	120320	2224	0040	SECRCO	Change	No	No	KBS47	2025-11-11-15:21:28.000000	>
0000051124	104788	2231	1700	CLASS	Add	No	No	KBS47	2022-10-17-11:33:34.000000	>
0000051833	178728	2234	1410	LATN	Change	No	No	KBS47	2022-10-24-16:50:54.000000	>
0000052226	186082	2231	0101	PORT	Change	No	No	KBS47	2022-12-01-10:30:49.000000	>
0000066644	181604	2234	1780	RUBS	Change	No	No	KBS47	2023-01-13-10:08:35.000000	>
0000067711	181604	2244	1050	LING	Cancel	No	No	DCH05	2023-10-17-14:03:25.000000	>
0000067806	180105	2251	0351	LCTL	Add	No	No	KBS47	2024-11-15-15:50:19.000000	>
0000069082	122353	2261	2110	RUBS	Add	No	No	KBS47	2025-03-21-12:20:34.000000	>
0000069118	122578	2261	0400	SLOVAK	Change	No	No	KBS47	2025-03-21-17:17:56.000000	>
0000069302	182481	2261	1030	HIST	Add	No	No	MLR08	2025-03-26-13:21:28.000000	>
0000069320	184534	2261	0007	JPNSE	Change	No	No	KBS47	2025-03-26-17:56:48.000000	>
0000069320	104788	2264	1220	CLASS	Cancel	No	No	KBS47	2025-07-22-14:00:56.000000	>

When your request is selected you will be able to see the step of approval it is on at the bottom of the page. In this example you can see that the other department has approved the request and it has been sent to the Registrar’s Office for final approval.

Instructions/Explanation

low enrollment. Please cancel both combined sections.



Approving Combined Sections

In order to monitor your Class Section Update form when it has been submitted you can go to the Class Section Update Approval Page. You can either search for a specific class section update or leave the search field blank and hit search to be given the full list of Class Sections waiting for approval.

KBS47 Logged On PITCSTST

Recent Searches: Save Searches:

Search by: begins with: [Show more options](#)

Search Results
4 results - Term "2201"

Class Section Update ID	Course ID	Term	Catalog No	Subject Area	Option Type	Special Request	Back To Back	Submitted Update Opnd	Created Date/Time
0000000002	122353	2201	2110	RU05	Add	No	No	KBS47	2025-03-21 12:25:24.000000
0000001118	122575	2201	3400	SL00M	Change	No	No	KBS47	2025-03-21 17:17:38.000000
0000001520	152451	2201	1030	H02T	Add	No	No	MLP06	2025-03-26 13:21:28.000000
0000001520	154534	2201	0207	JPH02	Change	No	No	KBS47	2025-03-26 17:36:45.000000

If you would like more search criteria you can use the advanced search function, shown below:

Recent Searches: Save Searches:

Search by: begins with:

Find an Existing Value
Search Criteria
Enter only information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Save Searches:

Class Section Update ID:

Course ID:

Term:

Catalog No:

Subject Area:

Option Type:

Special Request:

Back To Back:

Submitted Update Opnd:

Created Date/Time:

[Show fewer options](#)

Case Sensitive

Select the desired class section update, and you will be able to view all the information submitted by the other department. If you are looking at your own proposal, then you will be able to scroll to the bottom to view what stage of approval it is on.

If you are the originator of the combined section the approve and deny buttons will be greyed out, but you will be able to see what class it is combined with, and below the approval options is the workflow, which shows where in the approval process. The screenshot below shows a fully approved proposal – by both departments and the Registrar’s Office.

Stage 1



If you are the approver for the combined section, in this case for FMST 0120, then you will scroll to the bottom of the page and find that you can either **approve** or **deny** the proposal. If you deny the proposal an email will be sent to the originator to notify them of the denied request, and the form will be visible in your **History** page. If the information for the section is correct you will approve the proposal and it will be sent for final approval by the Registrar's Office.

Combined Sections (Cross Listed)				
Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS
FMST	0120		10	

Instructions/Explanation

Consent No Special Consent Required
Auto Enroll From Waitlist

Enrollment Capacity 20
Wait List Capacity 20

Capacity Sequence	Enrollment Total	City Requirement Group	Requirement Group	Enrollment Capacity	Wait List Capacity
				20	20

Find | View All | First 1 of 1 Last

Combined Sections (Cross Listed)

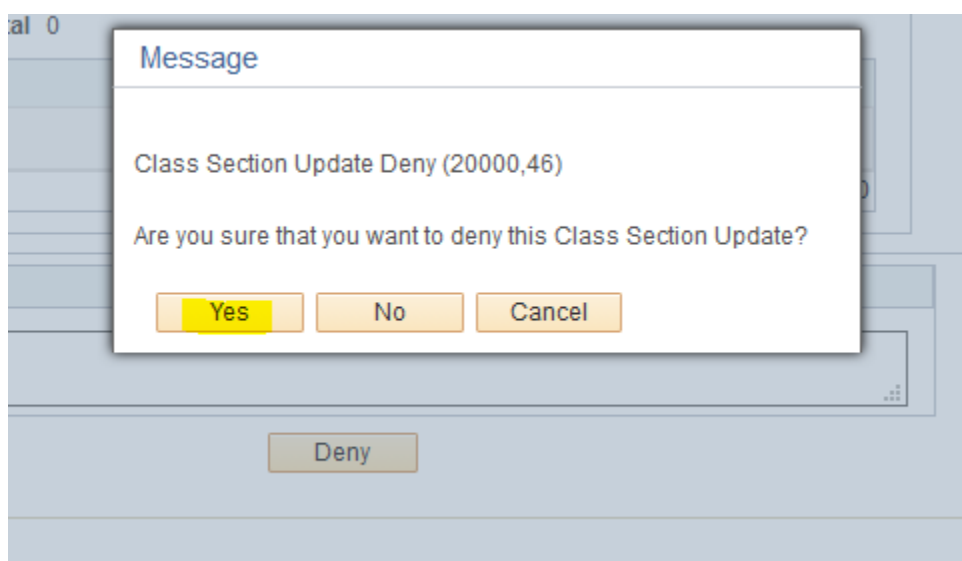
Catalog Nbr	Class Nbr
0120	

Message

Class Section Approval (20000,38)

Are you sure that you want to approve this class section update?

Below are the sequence of events for denying a request. Once you select deny and confirm that you want to deny, you will be able to leave a comment to explain why the request is being denied.



GCR Deny Secondary Page

*Reason for Deny: incorrect information

OK Cancel

Once the proposal has been approved by the *Registrar's Office* it will disappear from the **Class Section Update Approval** page. But will still be viewable on the **Class Section Update History** Page, where you can see the approval status and view what changes were made.