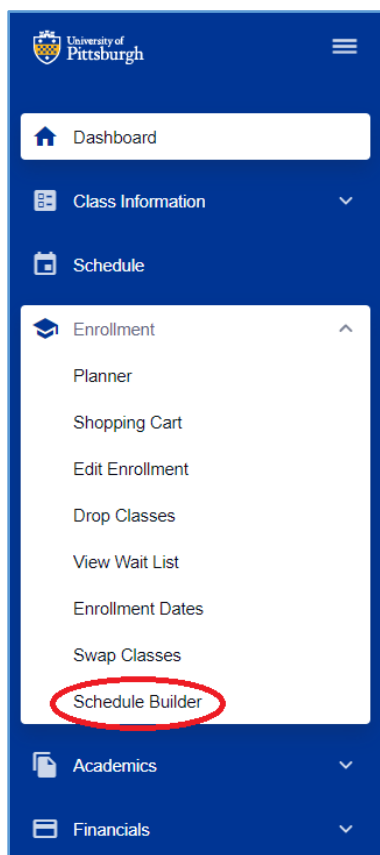


## Students: Schedule Builder User Guide

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**.



Schedule Builder > Select Sections

CS 0007 - INTRO TO COMPUTER PROGRAMMING

**DETAILS**  
This is a first course in computer science programming. It is recommended for those students intending to major in computer science who do not have the required background for cs 0401. It may also be of interest to students majoring in one of the social sciences or humanities. The focus of the course is on problem analysis and the development of algorithms and computer programs in a modern high-level language.

Course Attribute:  Course Attribute Value:

**SELECT CLASS SECTIONS**  
Please select the classes you wish to include. One or more enrollment sections must be selected. These are denoted with an asterisk (\*) beside the section number. When the Apply Filters button is toggled off, all sections will display including any sections that were filtered out previously. These filters will still apply when the schedules are generated.

Apply Global Filters ☒

SECTION	TOPIC	UNRESERVED SEATS OPEN	RESERVED SEATS OPEN	WAIT LIST OPEN	INSTRUCTOR	DAYS	START	END	ROOM	STATUS
> 1050-LEC* (11364)	-	26/50	0/0	17/20	Staff	MoWe	9:25 am	10:40 am	TBA	<input checked="" type="checkbox"/>
> 1060-REC (10708)	-	8/28	0/0	19/20	Staff	Mo	1:30 pm	2:20 pm	TBA	<input checked="" type="checkbox"/>
> 1090-REC (18815)	-	24/28	0/0	18/20	Staff	Mo	2:35 pm	3:25 pm	TBA	<input checked="" type="checkbox"/>
> 1300-LEC* (24368)	-	26/50	0/0	20/20	Staff	Th	7:00 pm	9:30 pm	TBA	<input checked="" type="checkbox"/>
> 1310-REC (24371)	-	15/28	0/0	20/20	Staff	Tu	6:20 pm	7:10 pm	TBA	<input checked="" type="checkbox"/>

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](tel:412-624-7649) if you have any questions regarding this information.