



Getting Started with PeopleSoft Faculty Center

A guide for faculty at the University of Pittsburgh

Overview

The PeopleSoft Faculty Center with Advisor Center is the central online location for accessing course management and academic advising information. The **Faculty Center** tab enables you to view your teaching schedule, check class rosters, record grades, and much more. **Advisor Center** presents contact information and quick access to your advisee's academic record. The **Search** page provides access to teaching schedules for fellow faculty members and course information for University classes.

What's New?



Student photos now appear on your My Advisees list. *See Advisor Center, below.*

Access Your Faculty Center

To access your Faculty Center, follow these steps:

1. Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password
2. Click **Faculty Center Login**

The left navigation menu automatically collapses when you select any link from your PeopleSoft Home Page.

Click **Self Service**, and then *under Faculty Center* click **My Schedule**.



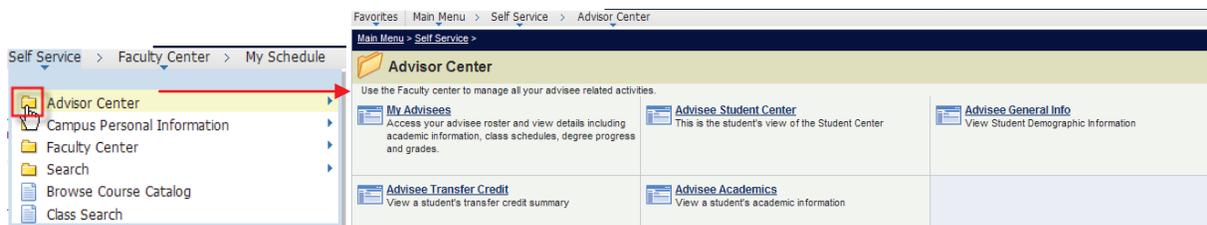
Note: To return to My Pitt, click **Sign out** or *minimize this browser window.*

Breadcrumb Trail

The top left of your screen displays a breadcrumb trail, where the navigation selections you make are pinned to the page. Use these to quickly move from folder to folder and page to page, back and forth through the menu. Each level separated by a > provides a dropdown list of selections that you have access to:



Click any *folder icon* to display the folder's contents on your main page, as shown below. Click any *folder name* to expand that folder and display its contents to the right of the breadcrumbs dropdown list.



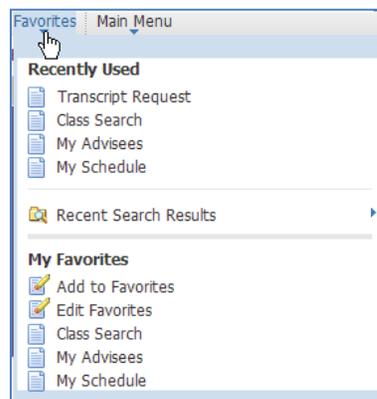
Your Favorites

When you click the Favorites link at the root of your breadcrumb trail, a dropdown list includes pages you have recently navigated to, a link to results lists for which you have recently searched, and your favorite pages that you previously bookmarked.

Use these page links to quickly navigate too!

Once you navigate to a page, click **Add to Favorites** in this box or in the navigation header to create a bookmark.

Click **Edit Favorites** to change the sort order, rename a bookmark, or delete bookmarked pages.



Your Faculty Center

The **Faculty Center** is organized by three subtabs: **my schedule**, **class roster**, and **grade roster**. Subtabs make it easy to navigate to the area that you wish to view. Active tabs are shown in white, while inactive tabs are shaded. Below, the **Faculty Center – my schedule** page is active.



Note: The Advisor Center tab only displays if you have been assigned to academically advise a student in PeopleSoft.

Viewing Schedules

When you click the Faculty Center tab, the **my schedule** tab becomes the active page by default. This page contains your teaching schedule and your final exam schedule.

My Teaching Schedule

My Teaching Schedule contains your scheduled class enrollment information—such as course ID, session, and enrollment information—as well as links to class and grade rosters where available. Refer to the *Viewing Rosters* section below for details.

My Teaching Schedule > Fall Term 2011-2012 > University of Pittsburgh						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	MATH 0010-7010 (12167)	COLLEGE ALGEBRA PART 1 (Lecture)	13	Tu 6:00PM - 8:30PM	TBA	Aug 29, 2011- Dec 17, 2011
	MATH 0025-1050 (11168)	APPLIED COLLEGE ALGEBRA (Recitation)	12	Mo 6:00PM - 6:50PM	A522 Public Health-Crabtree/Pa	Aug 29, 2011- Dec 17, 2011
	MATH 0031-1010 (10008)	ALGEBRA (Lecture)	5	TuTh 9:00AM - 9:50AM	627 Thackeray Hall	Aug 29, 2011- Dec 9, 2011
	MATH 0031-1025 (12002)	ALGEBRA (Recitation)	0	We 8:00AM - 8:50AM	1020 Benedum Hall	Aug 29, 2011- Dec 9, 2011
	MATH 0413-1060 (11797)	INTRO THEORETICAL MATHEMATICS (Lecture)	26	TuTh 6:00PM - 7:15PM	627 Thackeray Hall	Aug 29, 2011- Dec 17, 2011

Note: In most cases, if you cannot view your schedule, your department has not yet assigned you to the class or classes. Please contact your departmental administrator.

My Exam Schedule

If final exams have been scheduled for your classes, they are displayed in Faculty Center below your Teaching Schedule for the current term. Use the **Change Term** button at the top of the page to view exams for another term.

My Exam Schedule > Fall Term 2010-2011 > University of Pittsburgh					
Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
MATH 1180-1030 (12534)	LINEAR ALGEBRA 1 (Lecture)	12/18/2010, Saturday	12:00PM - 1:50PM	627 Thackeray Hall	1
MATH 1180-1050 (14198)	LINEAR ALGEBRA 1 (Lecture)	12/19/2010, Sunday	8:00AM - 9:50AM	A215 Public Health-Crabtree/Pa	18

[View Weekly Exam Schedule](#) [Go to top](#)

Note: Hold down the Ctrl key and click  to display your Teaching and Exam Schedules in Excel.

Viewing Rosters

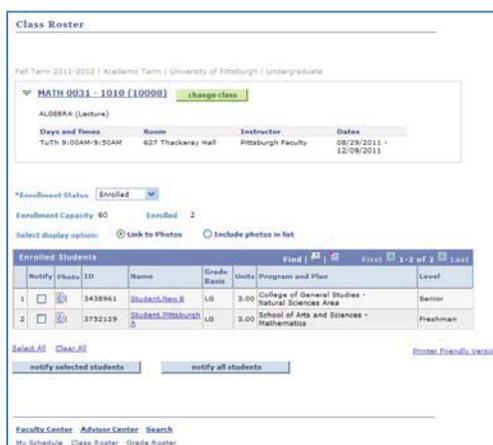
Rosters appear as subtabs under the Faculty Center tab. Class rosters become available as soon as students register in the class. Grade rosters are available as identified on the calendar which is available on the Academic Resources portal page.

Note: If you have trouble accessing a roster, contact your departmental administrator.

Class Rosters

As students enroll into your classes, the class roster icon appears to the left of the class on your Faculty Center. You can zoom in on the list of enrolled students, as shown in step 6, below, or view photographs of the students registered for your class. See *Viewing Student Photos in the next section*.

1. To view a roster, click the **Class Roster** icon  next to a class displayed in your Teaching Schedule or click the **class roster** subtab under Faculty Center.



The screenshot shows the 'Class Roster' interface for the class MATH 0031 - 1010 (10000). It displays enrollment status as 'Enrolled' with a capacity of 40 and 2 enrolled students. Below this is a table of enrolled students with columns for Name, Grade Basis, Units, Program and Plan, and Level. Two students are listed: Student Jess B (Senior) and Student Pittsburgh A (Freshman).

Enrolled Students	Name	Grade Basis	Units	Program and Plan	Level
1	Student Jess B	UG	3.00	College of General Studies - Natural Sciences Area	Senior
2	Student Pittsburgh A	UG	3.00	School of Arts and Sciences - Mathematics	Freshman

Note: If your Class Roster does not appear, that most likely means that your department has not yet assigned you to your class or classes. Please contact your departmental administrator.

2. Click **change class** to return to Faculty Center. Then click  to view another roster.
3. If any students have dropped this class, select the **Dropped** option from the **Enrollment Status** dropdown menu to view them.
4. To sort the roster in ascending order by any column title, click that column header such as **Name**. Click **Name** again to sort the roster in descending order by student name.
5. Display the roster in Excel by holding down the Ctrl key and clicking **Download** .

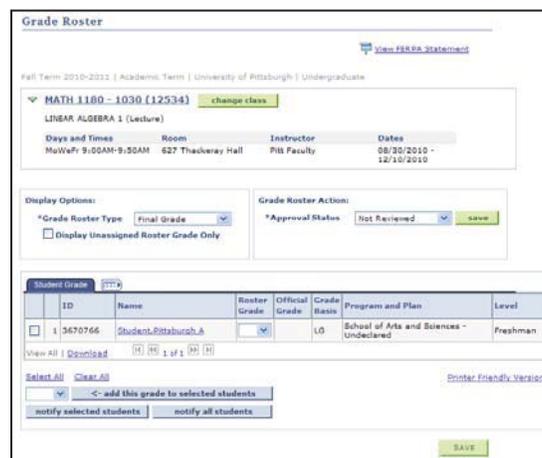
- Click  to zoom in on the list of enrolled students. This feature shades out the roster page and enlarges the student list prominently on the page. Click **Return** at the bottom left of the roster to close the zoom list and return to the Class Roster page.
- To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

Grade Rosters

Grade Rosters are generated near the end of the term. You must be assigned to the class as primary instructor, secondary instructor, special, or teaching assistant by your departmental administrator in order for the **grade roster** to appear.

Access grade rosters from your Teaching Schedule or the **grade roster** subtab.

- To view a grade roster, click  next to the class you wish to grade in your Teaching Schedule or click the **grade roster** subtab under Faculty Center.



The screenshot shows the 'Grade Roster' interface for the class 'MATH 1180 - 1030 (12534)'. It includes a table for 'Days and Times' with columns for Days and Times, Room, Instructor, and Dates. Below this are 'Display Options' and 'Grade Roster Action' sections. At the bottom, there is a 'Student Grade' table with columns for ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains one student entry with ID 13670766 and Name Student.Pittsburgh.A.

- Click **change class** to return to Faculty Center, and then click  next to a different class to access that roster.
- To view the list of enrolled students in ascending or descending order specific to student detail, click the column header above the detail type.
- Click **View All** to see all students in a long roster.
- View your grade roster in Excel by holding down the **Ctrl** key and clicking **Download**.
- To print your grade roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

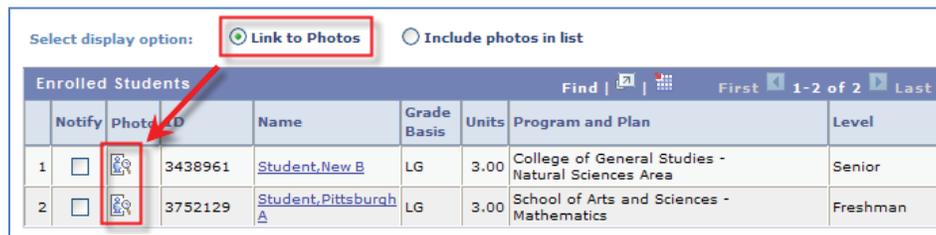
Recording Grades

Refer to the updated *Recording Final Student Grades Online* document and video in My Pitt. Click **Learn More** just below [Faculty Center Login](#) .

Viewing Student Photos

Student photographs display on the class and advisee rosters. The Class Roster includes a section for **Enrolled Students**, where you have the option to view links to student photos next to each student ID number or to expand the list to include thumbnail images (where available) of each student.

- When the **Link to Photos** (default) option is selected, click  to view a thumbnail image (if available) of that student.



- Select **Include photos in list** for the student photos to appear in the roster list. Click View All to see all student thumbnails on the page or click the right and left arrows to scroll from student to student.



Notes:

- Student Photos come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.
- Photographs are also available from the advisee roster by clicking the Advisor Center tab at the top of your Faculty Center or navigating to Self Service, Advisor Center, and My Advisees.

A Word about Student Privacy

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student’s record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

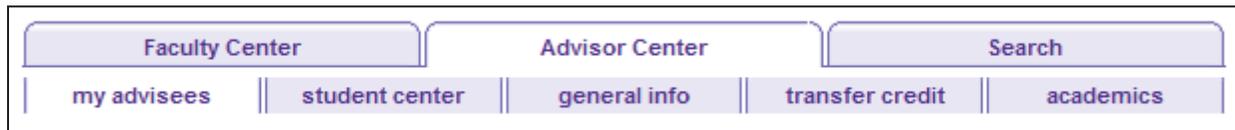
More FERPA Info: For guidelines governing student photos in the class roster and educational records, please visit <http://www.registrar.pitt.edu/ferpa.html> and <http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html>. Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.

Advisor Center

Your **Advisor Center** is available for faculty members who are also academic advisors in PeopleSoft. This tool puts student and academic records at your fingertips.

Access your Advisor Center from within your Faculty Center, or navigate there directly by clicking *Self Service*, then *My Advisees*.

From Faculty Center, click the **Advisor Center** tab for one-click access to your advisees and many of the pages from the previous *Student Services Center* page. Advisor Center has five subtabs: **my advisees**, **student center**, **general info**, **transfer credit**, and **academics**.



my advisees

The **My Advisees** page inside the **Advisor Center** gives academic advisors a way to gather contact and academic information about students they are advising from one convenient place.

The screenshot shows the 'My Advisees' page. At the top, there is a 'Select display option:' section with two radio buttons: 'Link to Photos' (selected) and 'Include photos in list'. Below this is a table with the following data:

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		Student, Jocelyn N	3625392	View Student Details
2	<input type="checkbox"/>		Student, Pittsburgh A	3752129	View Student Details
3	<input type="checkbox"/>		Student, Thomas M	3658480	View Student Details

Below the table are two buttons: 'notify selected advisees' and 'notify all advisees'. At the bottom of the table area is a green button labeled 'VIEW DATA FOR OTHER STUDENTS'. The page footer includes navigation links: 'Faculty Center', 'Advisor Center', 'Search', 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'.



- To view a list of students whom you have been assigned to advise, click the **Advisor Center** tab. Notice that the **my advisees** subtab is automatically selected.
- Click the **Name** or **ID** column headers to sort your advisees by that item.
- To email all your advisees or a selected group of advisees, use the **notify** buttons at the bottom of the page.
- **View Student Details** is a convenient link to that advisee's Student Center page.
- Hold the Ctrl key and click  to download the list of your advisees into Excel.
- If available, click **View Data for Other Students** to view new or drop-in advisees.

- To see a picture of your student, click the photo icon to the left of the student's name. If no icon displays, no photo is available. To view the entire advisee roster with photographs included, click on any student photo or select the **Include photos in list** option above the roster and then select **View 100**.

Select display option: Link to Photos Include photos in list

Find View 1 First 1-3 of 3 Last

No Photo On File	ID 3625392 Name Student, Jocelyn N	<input type="checkbox"/> Notify View Student Details
No Photo On File	ID 3752129 Name Student, Pittsburgh A	<input type="checkbox"/> Notify View Student Details
No Photo On File	ID 3658480 Name Student, Thomas M	<input type="checkbox"/> Notify View Student Details



Notes:

- Student Photos come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.
- Photographs are also available from the class roster by clicking the Faculty Center tab at the top of your page or navigating to Self Service, Faculty Center, and My Schedule.

A Word about Student Privacy

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student's record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

More FERPA Info: For guidelines governing student photos in the class roster and educational records, please visit <http://www.registrar.pitt.edu/ferpa.html> and <http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html>. Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.

student center

The **student center** page provides advisors with access to what a student sees in his or her Student Center. If you have used **Student Services Center**, this page will look familiar to you. The available sections are as follows: Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

Note: The contact information on the **Advisor – student center** page is display-only for the advisor.

1. To view an advisee’s Student Center, click the **student center** tab.
2. Click the down arrow to select another student, and then click **change**.

Advisee Student Center

Pittsburgh Student [View FERPA Statement](#)

*Change Advisee Student, Pittsburgh A change

Academics

[My Class Schedule](#)

Mid-Term Grades

other academic... v >>

[Deadlines](#) [URL](#)

Fall Term 2010-2011 Schedule	
Class	Schedule
BIOSC 0150-1030 LEC (10528)	MoWe 6:00PM - 7:15PM L9 Clapp Hall
BIOSC 0150-1040 REC (11928)	Mo 7:30PM - 8:20PM L9 Clapp Hall
ENGCOMP 0150-1060 SEM (15286)	MoWeFr 11:00AM - 11:50AM 314 Cathedral of Learning
MATH 1180-1030 LEC (12534)	MoWeFr 9:00AM - 9:50AM 627 Thackeray Hall

[weekly schedule >](#)

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Pitt Faculty

[details >](#)

Personal Information

[Demographic Data](#)

[Emergency Contact](#)

Contact Information

Home Address	Mailing Address
123 Main St Pittsburgh, PA 15217 Allegheny	None
Home Phone	Campus Email
None	student@pitt.edu

[Return to Search](#)
[Notify](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

general info

The **general info** page provides advisors with access to the student's holds, groups, and contact information. If you have used **Student Services Center**, this page will look familiar to you. The available sections are: Service Indicators, Initiated Checklists, Student Groups, Personal Data, National ID, Names, Addresses, Phone, and Email Addresses.

1. To view your advisee's personal information, click the **general info** tab.
2. To change the advisee, click the down arrow to select another advisee, and then click **change**.
3. Click the **Collapse All** and **Expand All** buttons to hide and display all sections of the page at once.
4. Click **Edit Service Indicators** to release an advisement hold so your student can register for classes in an upcoming term.

Note: Name, birth date, and SSN cannot be changed on this page. Most information is display-only for advisors.

Advisee General Info

Pittsburgh Student [View FERPA Statement](#)

*Change Advisee [change](#)

Service Indicators	Initiated Checklists	COLLAPSE ALL
Student Groups	Personal Data	
National ID	Names	
Addresses	Phones	
Email Addresses		

▶ Service Indicators	edit service indicators
▶ Initiated Checklists	
▶ Student Groups	
▶ Personal Data	edit personal data
▶ National ID	edit national ids
▶ Names	edit names
▶ Addresses	edit addresses
▶ Phones	edit phones
▶ Email Addresses	edit email addresses

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

transfer credit

The **transfer credit** page provides advisors with access to the student’s course, test, and other (for life or work experience) credits transferred into the University of Pittsburgh. If you have used **Student Services Center**, this page will look familiar to you.

1. To view an advisee’s transfer credit, click the **transfer credit** tab.
2. To change the advisee, click the down arrow to select another advisee, and then click **change**.
3. Click the **Statistics** tab to view the amount of credit posted to your advisee’s academic record. Or click  to expand the data from all columns, which collapses the tabs.

Advisee Transfer Credit

Pittsburgh Student

 [View FERPA Statement](#)

*Change Advisee  change

Course Credits

Model Statistics 

Source	Career	Institution	Program	Articulation Term	Model Status
Comm Coll of Allegh Co	Undergraduate	University of Pittsburgh	School of Arts and Sciences	Fall Term 2010-2011	Posted

Test Credits

Model Statistics 

Career	Institution	Program	Articulation Term	Model Status
Undergrad	University of Pittsburgh	School of Arts and Sciences	Fall Term 2010-2011	Posted

Other Credits

No other credits found.

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

academics

The **academics** page puts the advisee's academic record at your fingertips! If you have used **Student Services Center**, this page will look familiar to you. There are two parts to this page: **Institution/Career/Program** and **Term Summary**.

1. To view an advisee's academic record, click the **academics** tab.
2. To change the advisee, click the down arrow to select another advisee, and then click **change**.

Institution/Career/Program

The top of the page provides at-a-glance information about your advisee's career track. This information includes when and where the student was admitted, where he or she intends to graduate from, what the student's current major is, what the student's current academic load is, and whether the student has an area of concentration or emphasis within that track.

1. Click **edit program data** to view or update the student's career track, depending on your access.
2. If multiple programs (school or campus division) are displayed, click that term to view the student's academic record and cumulative progress through that term end date. *Below, this advisee's primary program UA-S represents the undergraduate School of Arts and Sciences on the Pittsburgh campus.*

Advisee Academics

Pittsburgh Student

 [View FERPA Statement](#)

*Change Advisee 

Institution / Career / Program	edit program data		
UPITT - University of Pittsburgh	Program:	UA-S	School of Arts and Sciences
UGRD - Undergraduate	Student Career Nbr:	0	
UA-S - School of Arts and Sciences	Status:	Active	as of 05/06/2010
	Admit Term:	2111	Fall Term 2010-2011
	Expected Graduation:	2154	Spring Term 2014-2015
	Approved Load:	Full-Time	
	Load Determination:	Base On Units	
	Level Determination:	Base On Units	
	Plan:	UNDCAS-UNK	Undeclared
	Requirement Term:	2111	Fall Term 2010-2011
	Sub-Plan:	MATH-IM	Mathematics
	Requirement Term:	2111	Fall Term 2010-2011

Term Summary

The lower part of the page provides at-a-glance information about your advisee's academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average. There are three sub-sections on this part of the page, which can be collapsed by clicking on these headers: Level/Load, Classes, and Statistics.

1. Click **edit term data** to view or update the student's term activation record, depending on your access.
2. If multiple terms are displayed, click that term to view the student's academic record and cumulative progress through that term end date.

3. Click any class title to view the **Class Detail** page for that section.
4. Click **Quick Enrollment** to register your student into classes for an upcoming term.
5. Click **Term History** to review your advisee's grade point average, term resignations, and academic standing.

Term Summary

edit term data

- ↳ UPITT - University of Pittsburgh
- ↳ UGRD - Undergraduate
- ↳ **2111 - Fall Term 2010-2011**

Fall Term 2010-2011

Eligible to Enroll: Yes

Primary Program: UA-S School of Arts and Sciences

Academic Standing Status: Data unavailable

▼ **Level / Load**

Academic Level - Projected: Freshman

Academic Level - Term Start: Freshman

Academic Level - Term End: Freshman

Approved Academic Load: Full-Time

Academic Load: Three Quarter Time

▼ **Classes**

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Units	Grading	Grade	Status
BIOSC 0150-1030 (10528)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	3.00	Letter Grade		✔
BIOSC 0150-1040 (11928)	FOUNDATIONS OF BIOLOGY 1 (Recitation)		Non-Graded Component		✔
ENGCMP 0150-1060 (15286)	WORKSHOP IN COMPOSITION (Seminar)	3.00	Letter Grade		✔
MATH 1180-1030 (12534)	LINEAR ALGEBRA 1 (Lecture)	3.00	Letter Grade		✔

▼ **Statistics**

Fall Term 2010-2011	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Units Toward GPA:				
Taken				
Passed				
In Progress	9.000		9.000	9.000
Units Not for GPA:				
Taken				
Passed				
In Progress				
Transfer Units		15.000	15.000	15.000
GPA Calculation				
Total Grade Points				
/ Units Taken Toward GPA				
= GPA				

Search

The **Search** tab conveniently combines three subtabs within your Faculty Center: **search for classes**, **browse course catalog**, and **faculty search** allowing you to conveniently find classes and colleagues in the student system.

Note: For more detailed instructions, please refer to the *Searching for Classes and Course Information Online* help sheet located in My Pitt. Click **Learn More** just below [Faculty Center Login](#)  .

search for classes

To search for classes by term, click the **Search** tab. Notice that the **search for classes** subtab is automatically selected. You must select a campus to and at least one other criterion to start your search. Narrow your search to basic criteria, such as subject and course number, or to more advanced criteria such as instructor name, meeting time, and/or date.

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	faculty search

1. Select an **academic term**. The current term and the next two terms are displayed below the term field for your reference. An academic term code is required to search course/class information in your Faculty Center. Each code is a unique four-digit number that identifies the century, academic year, and term:

The first digit indicates the century :	1 for 1900 through 1999 and 2 for years 2000-2099
The second and third digits indicate the academic year :	11 for the academic year 2010-2011
The fourth digit indicates the term :	1 for fall, 3 for spring, and 7 for summer.

Note: The class search tool includes a *Term* and the *Search Criteria* section:

Enter Search Criteria

Institution University of Pittsburgh

Term Fall Term 2010-2011

Current & Upcoming Terms	
Term	Description
2107	Summer Term 2009-2010
2111	Fall Term 2010-2011
2114	Spring Term 2010-2011

2. Enter at least two search criteria.

Note: *Campus is required.*

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject select subject

Course Number is exactly

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

Meeting Start Time greater than or equal to (example: 1:00PM)

Meeting End Time less than or equal to

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 11360)

Course Title Keyword (example: statistics)

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

***Campus** * Required Field

Location

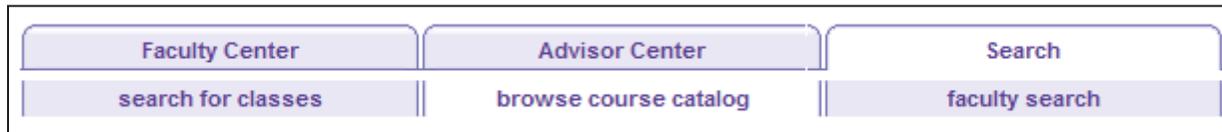
CLEAR CRITERIA SEARCH

3. Click **Search** to review your results.

Note: For more detailed instructions, please refer to the [Searching for Classes and Course Information Online help sheet](#) located in My Pitt. Click [Learn More](#) just below [Faculty Center Login](#) .

browse course catalog

The **browse course catalog** tool allows you to display course details from the catalog for courses offered in the term you have selected or for all courses in the catalog. To search for classes by term, click the **Search** tab, and then click **browse course catalog**.



The Course Catalog displays in alphabetical order by subject area, beginning with Accounting and ending with Writing.

1. Click a letter in the green box to skip to that subject area; such as **M**.

The screenshot shows the 'Browse Course Catalog' page. At the top, there is a green box containing the alphabet (A-Z) and numbers (0-9). The letter 'M' is highlighted in a darker green. Below this are two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'. A text prompt reads 'Select subject code to display or hide course information.' Underneath, a dropdown menu is open, showing 'MATH - Mathematics' with a green arrow icon. Below the dropdown is a table of course listings.

Course Nbr	Course Title
0001	ALGEBRA 1
0002	COLLEGE ALGEBRA
0004	PRE-CALCULUS: FUNCTIONS AND TRIGONOMETRY
0010	COLLEGE ALGEBRA PART 1 *** view multiple offerings
0020	COLLEGE ALGEBRA PART 2 *** view multiple offerings
0025	APPLIED COLLEGE ALGEBRA

2. Click the **course number** or the **course title** to view details about that course.

0031	ALGEBRA *** view multiple offerings
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3. If the course has more than one offering, this *Select Course Offering* page is displayed:

Browse Course Catalog

Select Course Offering

[Return to Browse Course Catalog](#)

MATH0031 - ALGEBRA

Career	Campus	Academic Group	Academic Organization
Undergraduate	Pittsburgh Campus	School of Arts & Sciences	Math
Undergraduate	Greensburg Campus	UPITT - Greensburg	UPG - Natural Science
Undergraduate	Titusville Campus	UPITT - Titusville	UPT - Natural Science
Undergraduate	Pittsburgh Campus	School of Arts & Sciences	Math
Undergraduate	Pittsburgh Campus	School of Arts & Sciences	University of Pittsburgh

[Return to Browse Course Catalog](#)

4. Any link on this page will take you to the Course Detail page for that offering or campus. Click any column title to sort the offerings by that item.

Browse Course Catalog

Course Detail

[Return to Select Course Offering](#)

MATH 0031 - ALGEBRA

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	LG/SNC Elective Basis	
Course Components	Lecture Required Recitation Required	
Campus	Greensburg Campus	
Academic Group	UPITT - Greensburg	
Academic Organization	UPG - Natural Science	

Enrollment Information

Enrollment Requirement	Test Score High Total > 1300
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Description

THIS COURSE IS DESIGNED TO HELP STUDENTS WITH WEAK MATHEMATICAL BACKGROUNDS LEARN ALGEBRA SO THAT THEY MAY CONTINUE ON TO CALCULUS AND MAJORS IN THE SCIENCES AND BUSINESS/ECONOMICS.

[Return to Select Course Offering](#)

5. Click **view class sections** to locate scheduled class meetings with available seats by specific term.

faculty search

Search for other faculty members using the **faculty search** tool in your **Faculty Center**.

1. To locate a faculty member, click the **faculty search** tab and then select **Search by Name** to begin.
2. Enter personal data about that faculty member (such as last and first name, PeopleSoft ID, and/or campus ID) to find their term schedule.

Pitt Faculty

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	faculty search

Faculty Search

Select the search by name button to start the search process.

[search by name](#) Using Personal Data

[Faculty Center](#) [Advisor Center](#) [Search](#)

[Search For Classes](#) [Browse Course Catalog](#) [Faculty Search](#)

Need Help?

For technical assistance, contact the Technology Help Desk at 412 624-**HELP** [4357] or via email at helpdesk@pitt.edu. For questions concerning policies or important dates, contact the Office of the Registrar at your campus.