

Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Use Schedule Planner to:

- Search for open courses for the upcoming term
- Add your breaks, work schedule, study time, and any other activities
- Generate schedule options that fit your specifications
- Register for classes
- Add and Drop (enroll and unenroll) classes

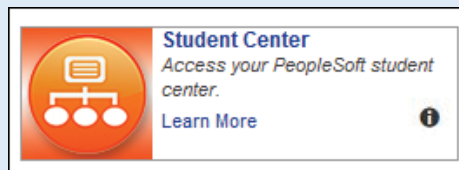
Schedule Planner is different from My Planner in PeopleSoft. My Planner is a list made with your advisor to plan your college career and graduation requirements.

You can use Schedule Planner and My Planner in conjunction with the Academic Advising Report. The Academic Advising Report helps track your progress to see which requirements you've completed and which are still unfulfilled.

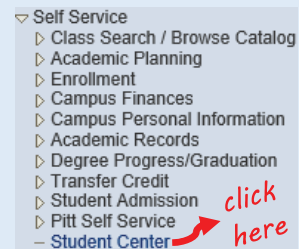
USING SCHEDULE PLANNER

- Set My Options – pg. 2
- Add a Course – pg. 3
 - By Subject/Number
 - From My Planner
 - By Attribute
- View Class Information – pg. 4
- Search by Instructor – pg. 4
- Add a Break - pg. 5
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- View Your Current Enrollment – pg. 5
- Generate Schedules – pg. 6
- View Schedules – pg. 7
- Lock a Class Section – pg. 8
- Send a Schedule to the Shopping Cart – pg. 8
- Register for Classes– pg. 8

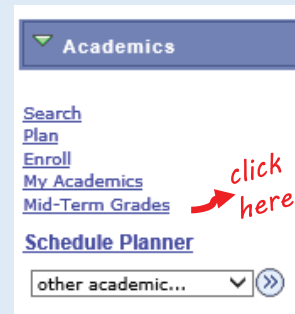
ACCESS SCHEDULE PLANNER



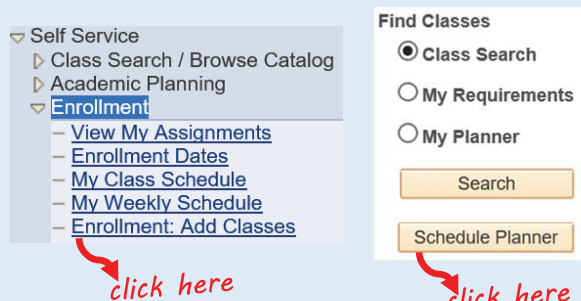
- Log on to my.pitt.edu and click the Student Center link.



- Navigate to Self Service and click Student Center.



- From the Student Center page, click the link for Schedule Planner on the left hand side.



Or, navigate to Enrollment and click Enrollment: Add Classes. From the Enrollment: Add Classes page, click the Schedule Planner button under Find Classes.