Shopping Cart Validation

Pitt | Office of the University Registrar
@PittRegistrar

Navigations:

▷ Self Service

Student Center
Use the student center to manage school related activities.

enrollment shopping cart ▶

This tutorial will walk through the steps necessary to "Validate" classes that students have placed into their Enrollment Shopping Cart in PeopleSoft.

1. Log in to my.pitt.edu with your University Computing Account username and search for "Student Center".

1. Select Self Service then Student Center

Menu

Search:

▷ My Favorites
▽ Self Service
    ▷ Class Search / Browse Catalog
    ▷ Academic Planning
    ▷ Enrollment
    ▷ Campus Finances
    ▷ Campus Personal Information
    ▷ Academic Records
    ▷ Degree Progress/Graduation
    ▷ Transfer Credit
    ▷ Pitt Self Service
    — Student Center
    — Class Search
    — Browse Course Catalog

2. Click on the enrollment shopping cart link

Test's Student Center

▼ Academics

Search
Plan
Enroll
My Academics
Mid-Term Grades

ⓘ You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▾ ⧉

3. Select term and click the Continue button

Shopping Cart

Select Term

Select a term then click Continue.

	Term	Career	Institution
◉	Spring Term 2014-2015	Undergraduate	University of Pittsburgh
◉	Summer Term 2014-2015	Undergraduate	University of Pittsburgh
◉	Fall Term 2015-2016	Undergraduate	University of Pittsburgh

CONTINUE

4. Place a check in the Select checkbox and click the Validate button

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Click Validate to have the system check for possible conflicts prior to enrolling.

● Open   ■ Closed   ▲ Wait List

Add to Cart:

Enter Class Nbr

[ ] enter

Find Classes
◉ Class Search
○ My Planner

search

Fall Term 2015-2016 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
☐	HIST 0010-1010 (28539)	We 10:00AM - 10:50AM	3701 Wesley W Posvar Hall	A. Novosel	1.00	●
☐	HIST 0100-1300 (20213)	TuTh 12:00PM - 12:50PM	TBA	B. Hagerty	3.00	●
	HIST 0100-1310 (20880)	Fr 10:00AM - 10:50AM	TBA	Staff		●
☐	MATH 0235-1040 (11169)	MoWeFr 10:00AM - 10:50AM	704 Thackeray Hall	C. Lennard	4.00	●
	MATH 0235-1060 (11526)	TuTh 10:00AM - 10:50AM	704 Thackeray Hall	T. Gallagher		●
☐	SOC 0339-1010 (28021)	MoWeFr 10:00AM - 10:50AM	2200 Wesley W Posvar Hall	Staff	3.00	●

for selected: delete   validate   enroll

Please Note: The validation process will inform students of potential issues that may arise with classes in their shopping cart before their enrollment appointment begins. Only Time Conflicts, Enrollment Requirements, Career, Repeats, and Holds are checked during the validation process.

Validation **DOES NOT** enroll students in classes.

Validation **DOES NOT** hold seats for students in classes.

It's simple a way for students to proactively address anticipated class schedule issues before enrollment appointments begin for a given term.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

✔ OK to Add	✖ Potential Problem

Description	Message	Status
MATH 0235	Enrollment Requisites are not met. MIN CUM GPA: 3.25	✖
HIST 0100	OK to Add.	✔
SOC 0339	There is a time conflict for class number 20880 and class number 28021. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✖
HIST 0010	This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.	✖

SHOPPING CART

Videos/Additional Training