



## Student Self-Service - Enroll Using Student Planner

This tutorial will show you how to enroll in classes using the courses that you placed in your planner.

1. Go to my.pitt.edu and log in using your University username and password.

**Welcome to My Pitt**  
My Pitt is your personal guide to the Pitt

Enter your University Username and Password.

Students, Faculty, & Staff

Username

Password

[Log In](#)

[Forgot Password?](#)

[New Account Activation](#)

Student Applicants

Username

Password

[Log In](#)

2. From the Student Center main page, click the **plan** link

**Test's Student Center**

Academics

Search

[Plan](#)

[Enroll](#)

[My Academics](#)

[Mid-Term Grades](#)

other academic...

[enrollment shopping cart](#)

**You are not enrolled in classes.**

You can also click on the **Enrollment Shopping Cart Link**

3. From the My Planner page click on the **shopping cart** Link

The screenshot shows the 'My Planner' interface for a 'Test Student'. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my planner', 'shopping cart' (highlighted with a red box), and 'course history'. A 'go to ...' dropdown menu is visible in the top right. Below the navigation, there are buttons for 'BROWSE COURSE CATALOG' and 'DELETE ALL'. A table titled 'Summer Term 2013-2014' lists three courses:

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ENGCOMP 0200	<a href="#">SEMINAR IN COMPOSITION</a>	yes	3.00	Pittsburgh Campus	
<input type="checkbox"/>	MATH 0031	<a href="#">ALGEBRA</a>		3.00	Pittsburgh Campus	
<input type="checkbox"/>	MATH 0032	<a href="#">TRIGONOMETRY AND FUNCTIONS</a>		2.00	Pittsburgh Campus	

4. Select a term and click the **Continue** button

The screenshot shows the 'Select Term' page. It has a header 'Select Term' and a sub-header 'Select a term then click Continue.'. Below this is a table with three columns: 'Term', 'Career', and 'Institution'. Two rows are visible, both for 'University of Pittsburgh'.

Term	Career	Institution
<input checked="" type="radio"/> Spring Term 2013-2014	Undergraduate	University of Pittsburgh
<input type="radio"/> Summer Term 2013-2014	Undergraduate	University of Pittsburgh

At the bottom right, a green 'CONTINUE' button is highlighted with a red box.

5. Click the **My Planner** button under find classes and click the **Search** button

The screenshot shows the 'My Planner' page for 'Summer Term 2013-2014 | Undergraduate | University of Pittsburgh'. At the top right is a 'change term' button. Below this are status indicators for 'Open', 'Closed', and 'Wait List'. A section titled 'Add to Cart:' contains an 'Enter Class Nbr' input field and an 'enter' button. To the right, a 'Summer Term 2013-2014 Shopping Cart' box displays 'Your enrollment shopping cart is empty.'. Below this is a 'Find Classes' section with radio buttons for 'Class Search' (selected) and 'My Planner', and a 'search' button.

6. Click the **Select** button to view class sections.

**Shopping Cart**

Search from My Planner

Summer Term 2013-2014 | Undergraduate | University of Pittsburgh

[Return to Add Classes to Shopping Cart](#)

Summer Term 2013-2014				
Course	Description	Units	Term Status	Select
MATH 0031	<a href="#">ALGEBRA</a>	3.00	Classes available this term.	<input type="button" value="select"/>
MATH 0032	<a href="#">TRIGONOMETRY AND FUNCTIONS</a>	2.00	Not offered in Summer Term 2013-2014.	<input type="button" value="select"/>
ENGCMP 0200	<a href="#">SEMINAR IN COMPOSITION</a>	3.00	Classes available this term.	<input type="button" value="select"/>

If a course is not offered for the selected term you will see the following message

7. Click the **Select** button next to the class section you want to take.

sections for Summer Term 2013-2014

Section	Session	Campus	Status	Select
<a href="#">1025-LEC (10502)</a>	12W	Pittsburgh Campus	<span style="color: green;">●</span>	<input type="button" value="select"/>

Days	Start	End	Room	Instructor	Dates
TuTh	9:00AM	10:25AM	TBA	Staff	05/12/2014 - 08/02/2014

8. Click the **Next** button to add the class to your shopping cart.

**MATH 0031 - ALGEBRA**

Class Preferences

MATH 0031-1025 Lecture ● Open

MATH 0031-1030 Recitation ● Open

Session: Twelve Week

Career: Undergraduate

Wait List:  Wait list if class is full

Permission Nbr:

Grading: Letter Grade

Units: 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
1025	Lecture	TuTh 9:00AM - 10:25AM	TBA	Staff	05/12/2014 - 08/02/2014
1030	Recitation	TuTh 8:00AM - 8:50AM	TBA	Staff	05/12/2014 - 08/02/2014

9. Continue following the same process until all classes have been added to your shopping cart

**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.

✓ **MATH 0031 has been added to your Shopping Cart.**

Summer Term 2013-2014 | Undergraduate | University of Pittsburgh change term

Open     Closed     Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search

My Planner

search

Summer Term 2013-2014 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	MATH 0031-1025 (10502)	TuTh 9:00AM - 10:25AM	TBA	Staff	3.00	<span style="color: green;">●</span>
<input type="checkbox"/>	MATH 0031-1030 (10503)	TuTh 8:00AM - 8:50AM	TBA	Staff		<span style="color: green;">●</span>

for selected: delete enroll

10. Once you have completed adding your classes to your shopping cart you are ready to enroll. Place a check in the **Select** check box next to the class you want to enroll and click the **Enroll** button.

Summer Term 2013-2014 | Undergraduate | University of Pittsburgh change term

Open     Closed     Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search

My Planner

search

Summer Term 2013-2014 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ENGCMP 300-1200 (10581)	MoWe 12:00PM - 3:15PM	TBA	F. Olinbant	3.00	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	MATH 0031-1025 (10502)	TuTh 9:00AM - 10:25AM	TBA	Staff	3.00	<span style="color: green;">●</span>
<input type="checkbox"/>	MATH 0031-1030 (10503)	TuTh 8:00AM - 8:50AM	TBA	Staff		<span style="color: green;">●</span>

for selected: delete enroll

Select the classes you want to enroll in for the specified term and click the Enroll button.

11. After you have read the Registration Agreement click the Accept Terms and Register button.

Summer Term 2013-2014 | Undergraduate | University of Pittsburgh

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGCMP 0200-1200 (10581)	SEMINAR IN COMPOSITION (Seminar)	MoWe 12:00PM - 3:15PM	TBA	E. Oliphant	3.00	●
MATH 0031-1025 (10502)	ALGEBRA (Lecture)	TuTh 9:00AM - 10:25AM	TBA	Staff	3.00	●
MATH 0031-1030 (10503)	ALGEBRA (Recitation)	TuTh 8:00AM - 8:50AM	TBA	Staff		●

CANCEL    PREVIOUS    **ACCEPT TERMS AND REGISTER**

12. The View Results page will notify you if you have been enrolled in the selected class or if an issue has prevented you from being enrolled.

### 3. View results

View the following status report for enrollment confirmations and errors:

Summer Term 2013-2014 | Undergraduate | University of Pittsburgh

✓ Success: enrolled    ✗ Error: unable to add class

Class	Message	Status
ENGCMP 0200	<b>Success:</b> This class has been added to your schedule.	✓
MATH 0031	<b>Success:</b> This class has been added to your schedule.	✓

MY CLASS SCHEDULE    ADD ANOTHER CLASS



For more student videos visit the Office of the Registrars website at [registrar.pitt.edu/training](http://registrar.pitt.edu/training)