Student Planner - How it Works

My Planner provides you with a tool to plan courses for an individual term, multiple terms or for your entire academic career

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

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

3. Click the **Browse Course Catalog** button.
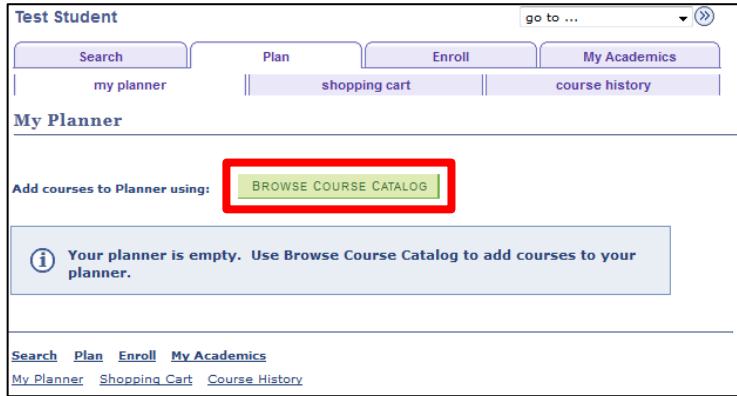
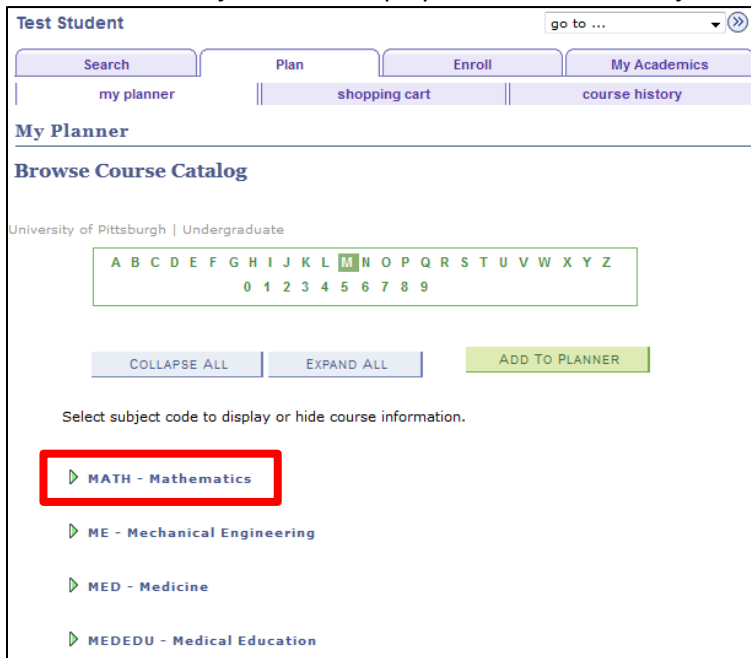4. Click the first letter in a subject name.
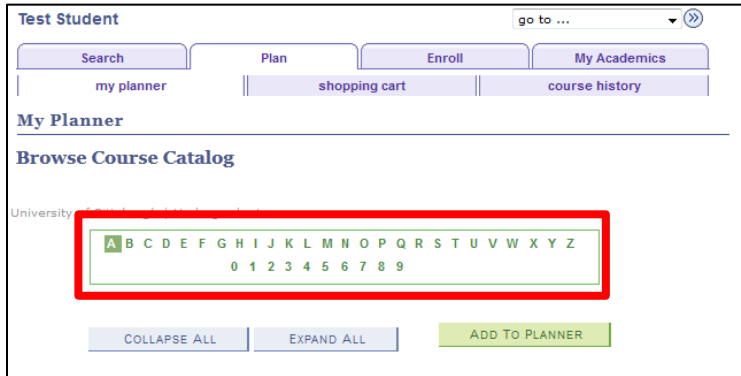
5. Select the subject link to display courses for that subject.

6. Select courses to add to your planner by placing a check in the **Select** course check box then click the **Add to Planner** button.

The **Typically Offered** field displays the campus where a course is typically offered. When adding courses to your planner, make sure the intended campus is selected.

A message will inform you that the courses have been added to your planner.

7. After you have added all of the courses you want to your planner, select the **my planner** tab.

8. You can now begin to move selected courses to a specific term. This allows you to indicate which term you intend to take the planned courses. Follow steps 1 – 3 below:

Step 1
Select courses

Step 2
Select Term

Step 3
Click Move button

A message will inform you that the selected courses have been moved to the specified term.

9. Once you have completed editing your planner, you are ready to use the Shopping Cart to add classes.

To learn how to enroll in classes from the courses you put into your planner, read the tutorial titled **Student Self – Service Enrolling Using My Planner**