



Getting Started with PeopleSoft Student Center

A guide for students at the University of Pittsburgh

Overview

The PeopleSoft Student Center is the central online location to access your student information. Student Center enables you to view your academic history, update contact information, view your class schedule, search for University classes, and more from one location. Student Center features include:

- Clickable links and drop-down menus provide easy navigation and quick launch views
- Schedules which include your registered classes, exam dates, and University registration enrollment dates
- The ability to register for upcoming classes and update personal information

Accessing PeopleSoft Student Center

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password. Next, click the **Student Center** pass-through link at the right of the page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.

Pittsburgh's Student Center

[SEARCH FOR CLASSES](#)

Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[Mid-Term Grades](#)

other academic... [dropdown] [arrow]

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](#)

Finances

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)

other financial... [dropdown] [arrow]

Account Summary

You owe 5,193.00.

- Due Now 5,193.00
- Future Due 0.00

Currency used is US Dollar.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... [dropdown] [arrow]

Contact Information

Home Address	Mailing Address
123 Main St Pittsburgh, PA 15217 Allegheny	123 Main St Pittsburgh, PA 15217 Allegheny
Home Phone 412/555-1212	Campus Email student@pitt.edu

Holds
Academic Advisement Required
[details](#)

To Do List
Final High School Transcript
[details](#)

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the Fall Term 2010-2011 Academic Term session on March 31, 2010 4:15PM.

Advisor
Program Advisor
Pittsburgh Faculty
[details](#)

Book Ctr -PIT Campus
[Textbooks - Pittsbqrh Campus](#)

Book Ctr -UPB,UPT Campus
[Textbooks - Bradford Campus](#)
[Textbooks - Titusville Campus](#)

Book Ctr -UPG,UPJ Campus
[Textbooks - Greensburg Campus](#)
[Textbooks - Johnstown Campus](#)

Note: To return to My Pitt, sign-out or minimize the PeopleSoft window.

Student Center Overview

The **Student Center** is organized by the information you will use most.

Academics

The **Academics** area contains your academic history and enrollment information as recorded in the student system. Once you have registered for classes, your schedule for the current term will display or can be accessed upon selecting *Enroll > Class Schedule*. Click **weekly schedule** to view your schedule in calendar format. Click **My Academics** view your course history and degree progress. Select from the **Other Academic...** drop-down menu to view exam schedules and final grades.

Academics		
Fall Term 2010-2011 Schedule		
	Class	Schedule
	BIOSC 0150-1030 LEC (10528)	MoWe 6:00PM - 7:15PM L9 Clapp Hall
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To view or print more detailed academic information, click on a link or select an option from the drop-down menu and click the **double arrows** to continue.

Personal Information

The **Personal Information** area contains your contact information. Your preferred mailing and email addresses and phone numbers will display as they exist in your student record. To change your Contact Information, click on the link for the address or phone information you wish to change and then update the information as needed. Select Emergency Contact or Names to update that information. Note that your **Demographic Data** is read-only.

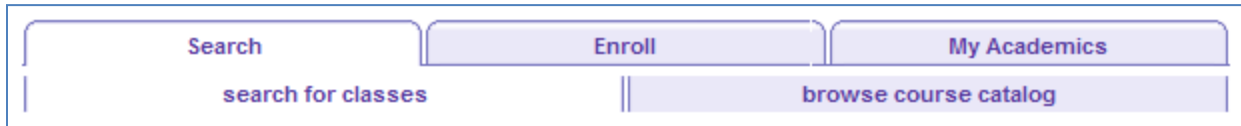
Personal Information	
Contact Information	
Demographic Data	Home Address
Emergency Contact	Mailing Address
Names	Home Phone
Addresses	Campus Email
Email Addresses	
Phone Numbers	
other personal...	

To view more detailed information, click on the link or select an option from the drop-down menu and click the **double arrows** to continue.

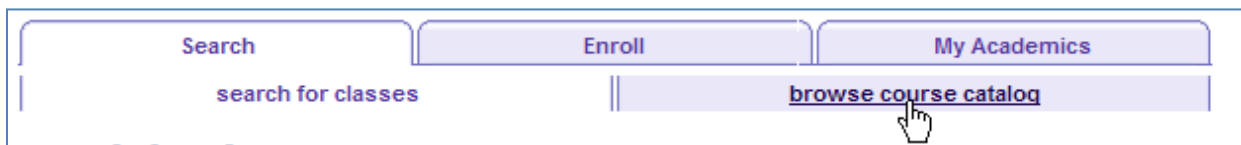
Search for Classes

The **Search for Classes** button enables you to search the schedule of classes offered during a specific term or to browse the *Course Catalog*. The *Course Catalog* offers descriptions of all courses offered at the University. Please note that all courses contained in the Catalog may not be available each term; consult the schedule of classes to be certain. A search can be performed based on specific criteria as follows:

Search for Classes: Must be performed specific to campus and allows you to narrow your search to basic criteria, such as course subject or course number, or more advanced criteria such as instructor name, and meeting time, and/or date.

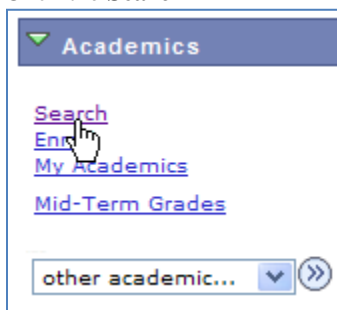


Browse Catalog: Allows you to display course details from the Catalog for either courses offered in the term selected or for all courses in the catalog.



To begin a class search:

1. Click the **Search** link



or click the **Search for Classes** button



2. Select an academic term from the drop-down list.

Enter Search Criteria

Institution

Term

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

3. 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

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

To browse for courses:

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

Browse Course Catalog

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▼ **MATH - Mathematics**

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

[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.
5. Click **view class sections** to locate scheduled class meetings with available seats by specific term. If needed, click the down arrow to change the term.

Course Schedule

Terms Offered

Open Closed

Note: For more detailed information about searching for classes and browsing the course catalog, please refer to the help sheet titled *Searching for Classes and Course Information Online*. Click Learn More just below your Student Center link.

Need Help?

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