

Preparing for the 2094 Self-Enrollment Pilot

Using PeopleSoft Student Center

Overview of the Self-Enrollment Pilot

Students at the regional campuses and graduate students in the Swanson School of Engineering at the Pittsburgh campus are participating in the self-enrollment pilot for spring term (2094). The self-enrollment pilot will enable these students to enroll in classes online through their Student Center at **my.pitt.edu**. Students will have the ability to add classes, drop classes, and edit class enrollments.

Online self-enrollment for the spring term begins in October 2008, but there are important steps that students participating in the pilot need to take before they can self-enroll. This document explains those steps.

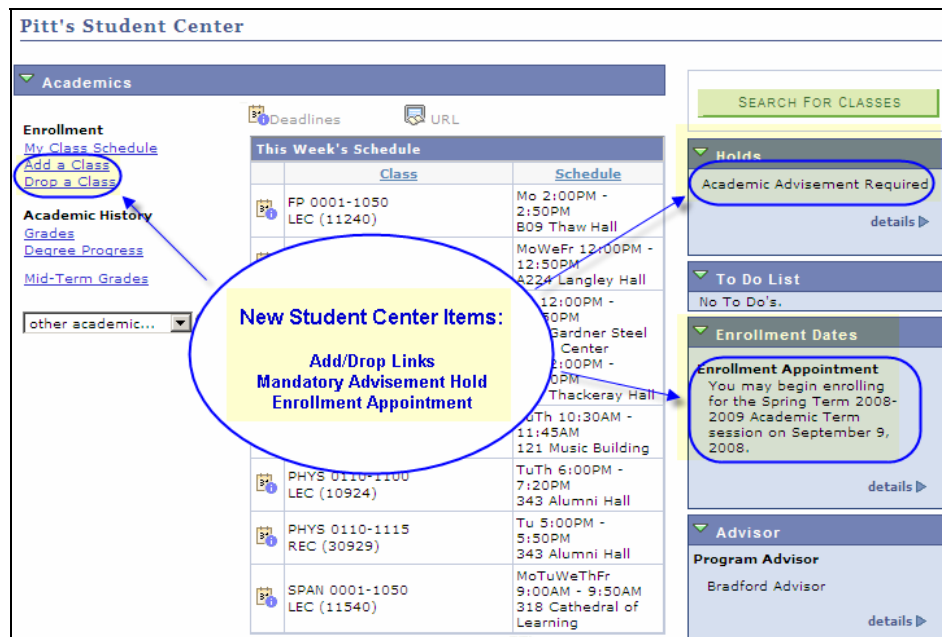
What You Need to Do Before You Can Self-Enroll

In preparation for the self-enrollment pilot, students participating in the pilot should complete the following steps:

1. Log in to your Student Center through the **my.pitt.edu** Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor **before** your enrollment appointment begins

Step 1—Access your Student Center

Log in to **my.pitt.edu** with your University Computing Account username and password. Next, click the **Student Services** tab at the top of the page, and then click **Link to Student Center**. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.



Pitt's Student Center

Academics

Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades
Degree Progress
Mid-Term Grades

other academic...

New Student Center Items:
Add/Drop Links
Mandatory Advisement Hold
Enrollment Appointment

Class	Schedule
FP 0001-1050 LEC (11240)	Mo 2:00PM - 2:50PM B09 Thaw Hall
	MoWeFr 12:00PM - 12:50PM A224 Langley Hall
	12:00PM - 1:00PM Gardner Steel Center
	1:00PM - 2:00PM Thackeray Hall
	Th 10:30AM - 11:45AM 121 Music Building
PHYS 0110-1100 LEC (10924)	TuTh 6:00PM - 7:20PM 343 Alumni Hall
PHYS 0110-1115 REC (30929)	Tu 5:00PM - 5:50PM 343 Alumni Hall
SPAN 0001-1050 LEC (11540)	MoTuWeThFr 9:00AM - 9:50AM 318 Cathedral of Learning

SEARCH FOR CLASSES

Holds
Academic Advisement Required
details ▶

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the Spring Term 2008-2009 Academic Term session on September 9, 2008.
details ▶

Advisor
Program Advisor
Bradford Advisor
details ▶

New Student Center Items

If you are participating in the pilot, new items will display in your Student Center. These items will help you prepare for online self-enrollment for the spring 2008-09 academic term:

- [Links to Add a Class and Drop a Class](#). These links display at the top left of your Student Center below **Academics**. After you have completed the self-enrollment preparation steps outlined in this guide, you will use these links to register for classes.
- [Academic Advisement Required Hold](#). All students participating in the pilot have an **advisement (ADV) hold** placed on their student record. “Academic Advising Required” will display at the top right of your **Student Center** as long as this hold is in place. You must meet with your academic advisor to have this hold removed before you can register for classes.
- [Enrollment Appointment](#). The start date of your **enrollment appointment** displays on the right side of your Student Center. Once your appointment begins, you can continue self-enrolling through the add/drop period.

Click [details >](#) to open the **Enrollment Dates** page and view the exact time your appointment begins.



Remember: To prevent delays in your ability to self-enroll, arrange to meet with your academic advisor *before* your enrollment appointment begins.

Step 2—View Details about Your Enrollment Appointment

From your Student Center, click the [details >](#) link in the **Enrollment Dates** box. A new page displays the exact time your appointment begins. Although it appears that your appointment ends before regular enrollment begins (October 23, 2008), you may continue to add, drop, and edit class enrollments through the spring add/drop period.

Pitt Student go to ...

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Spring Term 2008-2009 | Undergraduate | University of Pittsburgh change term

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Academic Term	September 9, 2008 8:30AM	October 22, 2008 11:59AM	17.00	17.00	17.00	
Full Term Session	September 9, 2008 8:30AM	October 22, 2008 11:59AM	17.00	17.00	17.00	

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Academic Term	September 9, 2008	January 16, 2009
Full Term Session	September 9, 2008	January 16, 2009
CHS	October 23, 2008	January 16, 2009
Freshman Program	October 23, 2008	January 16, 2009
Film Studies	October 23, 2008	January 16, 2009

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
17.00	17.00	17.00	

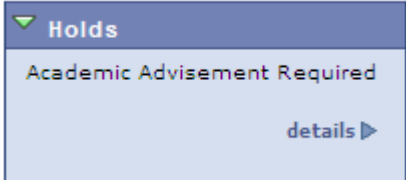
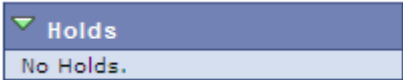
ADD CLASSES

go to ...

Step 3— You Must Meet with Your Academic Advisor Before You Can Enroll

According to University policy, you must meet with your academic advisor before you can register for classes, online or otherwise. Even if you have already met with your advisor, only he/she has the access to remove the new advisement hold from your student record, which will allow you to self-enroll after your appointment begins.

Holds are displayed at the top right of your **Student Center**, below the **Search for Classes** button. There are more than 100 types of holds (for example, financial, immunization, academic, etc.). The example below shows only an active advisement (ADV) hold. Once this hold has been released, it disappears from your **Student Center**.

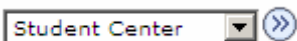
Advisement hold is active You cannot self-enroll	Advisement hold has been released You can self-enroll when your appointment begins
	

After your advisement hold has been released, you are ready to self-enroll. You just need to wait until your enrollment appointment begins to add classes, drop classes, and edit classes online.

Note: Other holds may also affect your ability to enroll in classes. Please make sure to resolve these issues prior to enrolling.

Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).



Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].