



## Edit a Class

### With PeopleSoft Student Center

#### Overview

Students can self-enroll using the PeopleSoft Student Center, which provides online access to add classes, drop classes, and edit class enrollments.

There are three steps you need to take before self-enrolling. This document explains how to edit class enrollments using your Student Center.

#### Are You Prepared to Self-Enroll?

Students must complete the following steps before they can self-enroll:

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

For details, refer to the help sheet *Preparing for Self-Enrollment*, available in My Pitt.

#### Access Your Student Center

Log in to **My Pitt** with your University Computing Account username and password. Next, click the **Student Center** pass-through link on the right-hand side of your portal home page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed.

The screenshot displays the 'Pitt's Student Center' interface. On the left, there are two main sections: 'Academics' and 'Finances'. Under 'Academics', there are links for 'Search', 'Enroll', 'My Academics', and 'Mid-Term Grades'. A red circle highlights the 'Enroll' link. Below these links is a dropdown menu with 'other academic...' and a right-pointing arrow. Under 'Finances', there are links for 'My Account', 'Account Inquiry', 'Financial Aid', and 'View Financial Aid'. A red circle highlights the 'Account Inquiry' link. Below these links is a dropdown menu with 'other financial...' and a right-pointing arrow. In the center, there is a message box with an information icon and the text 'You are not enrolled in classes.' To the right, there is a 'SEARCH FOR CLASSES' button. Below that, there are two sections: 'Holds' with 'No Holds.' and 'To Do List' with 'Final High School Transcript' and a 'details' link. At the bottom right, there is a section for 'Enrollment Dates' with a message: 'Enrollment Appointment You may begin enrolling for the Fall Term 2010-2011 Academic Term session on March 31, 2010 4:15PM.' This section is also circled in red.

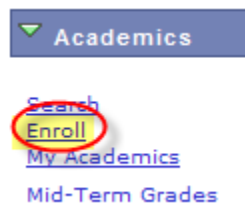
## Edit a Class—Overview

Depending on the class, there may be up to four items that you can change while in Edit mode: record a class permission number or select a different grading basis, variable credit (units) options, and/or an independent study instructor.

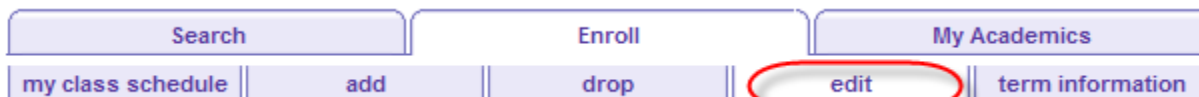
## Edit a Class—Change How a Class is Graded

Once you have enrolled in a class, use the following steps to change how a class is graded.

1. Click the **Enroll** link in the upper left portion of the **Student Center** page.



2. Under the **Enroll** tab, click the **Edit** subtab.

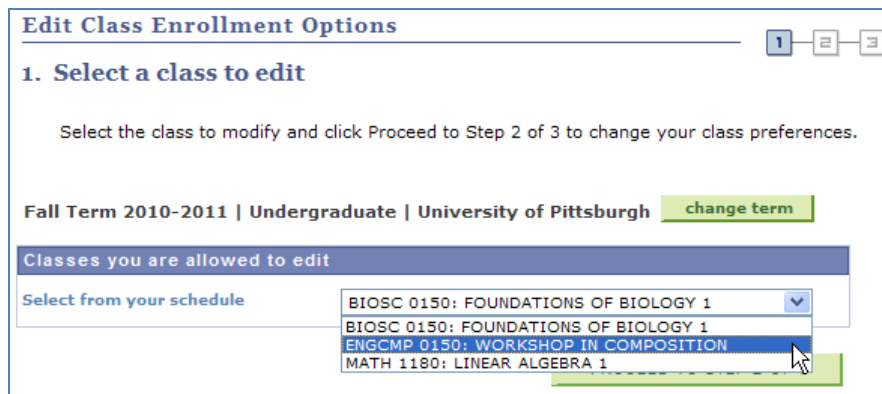


3. Select a **term**, and click **Continue**.



Term	Career	Institution
<input checked="" type="radio"/> Fall Term 2010-2011	Undergraduate	University of Pittsburgh
<input type="radio"/> Spring Term 2010-2011	Undergraduate	University of Pittsburgh

4. Click the drop-down arrow and select the class you wish to edit, and then click **Proceed to Step 2 of 3**.



1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh [change term](#)

Classes you are allowed to edit

Select from your schedule

- BIOSC 0150: FOUNDATIONS OF BIOLOGY 1
- BIOSC 0150: FOUNDATIONS OF BIOLOGY 1
- ENGCOMP 0150: WORKSHOP IN COMPOSITION
- MATH 1180: LINEAR ALGEBRA 1

- Click the **Grading** drop-down menu and select your preferred grading option. Click **Next**.

ENGCOMP 0150 - WORKSHOP IN COMPOSITION

**Class Preferences**

ENGCOMP 0150-1060 Seminar ● Open Permission Nbr

**Grading** Letter Grade Letter Grade  
Satisfactory/No Credit

**Units**

Session Academic Term

Career Undergraduate



Consult with your advisor before selecting a grade option other than **Letter Grade**.

- The **Confirm your selections** screen displays. Click the **Finish Editing** button.

**Edit Class Enrollment Options** 1 2 3

**2. Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

Class Attribute	Original Value	New Value
Grade Option	Letter Grade	Satisfactory/No Credit

CANCEL **FINISH EDITING**

The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

## Return to Your Student Center

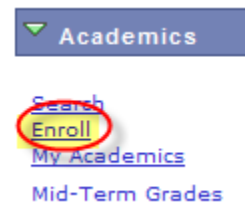
Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).

Student Center >>

## Edit a Class—Adjust a Variable Credit Class

Once you have enrolled in a class, use the following steps to adjust a variable credit class. A variable credit class allows you to select the number of credits you wish to take.

- Click the **Enroll** link in the upper left portion of the **Student Center** page.



- Under the **Enroll** tab, click the **Edit** subtab.

Search Enroll My Academics

my class schedule add drop **edit** term information

3. Select a **term**, and click **Continue**.

**Edit Class Enrollment Options**

**Select Term**

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> Fall Term 2010-2011	Undergraduate	University of Pittsburgh
<input type="radio"/> Spring Term 2010-2011	Undergraduate	University of Pittsburgh

**CONTINUE**

1. Click the drop-down menu and select the variable credit class you wish to edit. After you have selected your class, click **Proceed to Step 2 of 3**.

**Edit Class Enrollment Options**

**1. Select a class to edit**

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh **change term**

Classes you are allowed to edit

Select from your schedule

- BIOSC 0150: FOUNDATIONS OF BIOLOGY 1
- BIOSC 0150: FOUNDATIONS OF BIOLOGY 1
- ENGCOMP 0150: WORKSHOP IN COMPOSITION
- FR 1902: DIRECTED STUDY**
- MATH 1180: LINEAR ALGEBRA 1

2. Click the drop-down menu next to **Units**, select the number of credits you wish to take, and click **Next**.

**Edit Class Enrollment Options**

**1. Select a class to edit - Enrollment Preference**

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

**FR 1902 - DIRECTED STUDY**

**Class Preferences**

FR 1902-1015 Dir Study  Open

Permission Nbr

Grading Letter Grade

Units

Enrollment Information

- Department Consent Required to enroll in this class
- West European Studies

**CANCEL PREVIOUS NEXT**



You must work with the faculty member offering the class to determine the appropriate number of credits to select.

3. Confirm your selection and then click the **Finish Editing** button.

**Edit Class Enrollment Options** 1 2 3

### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

Class Attribute	Original Value	New Value
Units	1.00	3.00

CANCEL FINISH EDITING

4. The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

**Edit Class Enrollment Options** 1 2 3

### 3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

Success: Class updated Error: Unable to update class

Class	Message	Status
FR 1902	Success: This class has been updated.	✓

MY CLASS SCHEDULE

## 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 (>>).

Student Center >>

## 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 My Pitt. Click **Learn More** just below the Student Center link. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].