

Welcome to Schedule Planner

ABOUT SCHEDULE PLANNER

Schedule Planner is a tool to help you create a schedule by:

- Searching for open courses for the upcoming term
- Adding your breaks, work schedule, study time, and any other activities
- Generating schedule options that fit your specifications

When you've built a schedule that works for you, send it to PeopleSoft to complete your enrollment.

Schedule Planner is different from My Planner in PeopleSoft. My Planner is a list made with your advisor to plan your college career and graduation requirements.

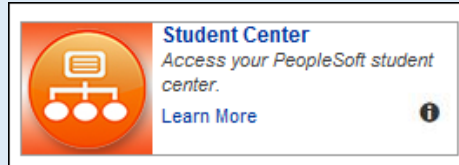
You can use Schedule Planner and My Planner in conjunction with the Academic Advising Report which helps track your progress to see which requirements you've completed and which are still unfulfilled.

USING SCHEDULE PLANNER

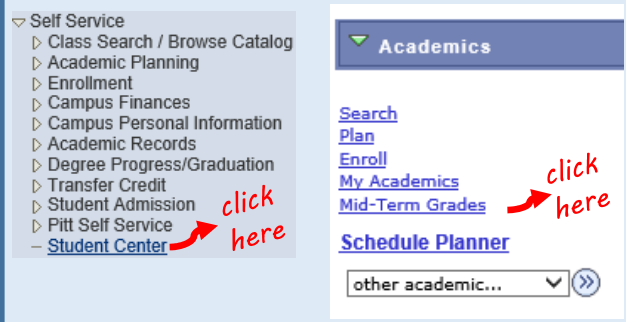
- Set My Options – pg. 2
- Add a Course – pg. 3
 - By Subject/Number
 - From My Planner
 - By Attribute
- View Class Information – pg. 4
- Search by Instructor – pg. 4
- Add a Break – pg. 5
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- View Your Current Enrollment – pg. 5
- Generate Schedules – pg. 6
- View Schedules – pg. 7
- Lock a Class Section – pg. 8
- Send a Schedule to PeopleSoft – pg. 8
- Import Schedule in PeopleSoft – pg. 8

TIP: LOOK FOR IMPORTANT INFORMATION IN THE ORANGE BOXES THROUGHOUT

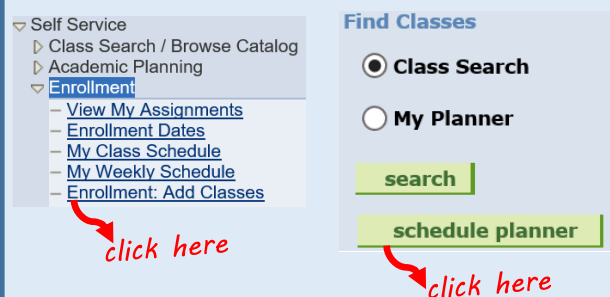
ACCESS SCHEDULE PLANNER



- Log on to my.pitt.edu and click the Student Center link.



- Navigate to Self Service and click Student Center. From the Student Center page, click the link for Schedule Planner on the left hand side.



Or, navigate to Enrollment and click Enrollment: Add Classes. From the Enrollment: Add Classes page, click the green schedule planner button.

OPEN SCHEDULE PLANNER

- Disable pop-up blocker for your browser. Schedule Planner will not open if pop-ups cannot display.
- Click the Open Schedule Planner button.

YOU MUST HAVE POP-UP BLOCKER DISABLED TO OPEN SCHEDULE PLANNER