

Lock a Class Section



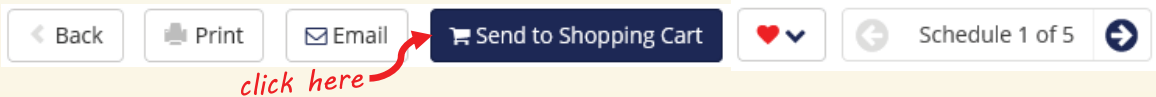
- For courses you are sure you want to keep, click the lock icon in the class information section. Any schedules you generate after locking the class will always keep that specific class section.

✓ Your schedule results have narrowed from 31 to 7

- Schedule Planner will instantly update your available schedules when you lock a class.

Send a Schedule to PeopleSoft

NOTE: THIS IS NOT ENROLLMENT



Choose a schedule to send to PeopleSoft and click the Send to Shopping Cart button. Clicking Send to Shopping Cart closes Schedule Planner.

Import a Schedule into PeopleSoft

From PeopleSoft, navigate to the Student Center and click on the Enrollment page.

Click the Import Cart button to import the courses from the schedule you selected. You may set your grading basis, permission numbers, waitlist selections, etc. from this screen.

Click the Next button to continue importing courses. You will complete your enrollment within PeopleSoft.

A screenshot of the 'Add Classes' page in PeopleSoft. The page title is 'Add Classes'. Below the title, it says '1. Select classes to add'. There is a message: 'You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.' Below this message, there is a button labeled 'Import Cart' with a red arrow pointing to it and the text 'Click here to import cart' above it. Below the button, there is a section for 'Add to Cart:' with a text input field for 'Enter Class Nbr' and an 'enter' button. Below that, there is a 'Find Classes' section with a 'Class Search' input field and a 'search' button. At the bottom, there is a 'schedule planner' button.

Enrolled in a lab or recitation and want to change sections? Drop the lab/recitation and its lecture in PeopleSoft before clicking Send to Shopping Cart in Schedule Planner, otherwise the Import Cart button will not display.

**FOR SCHEDULE PLANNER TRAINING VIDEOS AND OTHER RESOURCES VISIT:
WWW.REGISTRAR.PITT.EDU/SCHEDULE_PLANNER.HTML**