What's New in PeopleSoft Student Center?

A guide for students at the University of Pittsburgh

What's New?

The PeopleSoft Student Center is the central online location to access your student information. Student Center enables you to add and drop class enrollments, view your academic history, update contact information, view your financial account, search for classes and more.

After the PeopleSoft technical upgrade on July 5, 2011, Student Center will include the following improvements:

- Dynamic navigation options let you move more quickly from page to page

- New breadcrumb trail allows you to jump back and forth through the menus

- Favorites folder was expanded to include a recently-used list

Same Access

To access your Student Center, follow these steps:

1. Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password

2. Click **Student Center Login**

To give you more work space on the page, the left menu collapses after you select any link from your PeopleSoft Home Page.
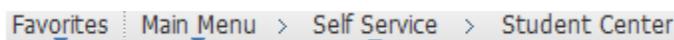
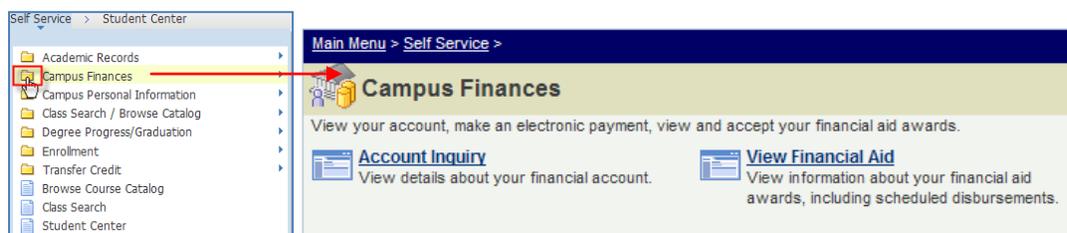Click **Self Service,** and then click **Student Center**.

Note: *To return to My Pitt, click Sign out or minimize this browser window.*

New Breadcrumb Trail

The updated navigation came with a new breadcrumb trail, where the navigation selections you make are pinned above the page. Use these to quickly move from folder to folder and page to page, back and forth through the menu. Each level separated by a > provides a dropdown list of selections that you have access to:

Favorites | Main Menu > Self Service > Student Center

Click any *folder icon* to display the folder's contents on your main page, as shown below. Click any *folder name* to expand that folder and display its contents to the right of the breadcrumbs dropdown list.

Main Menu > Self Service >

Campus Finances

View your account, make an electronic payment, view and accept your financial aid awards.

Account Inquiry
View details about your financial account.

View Financial Aid
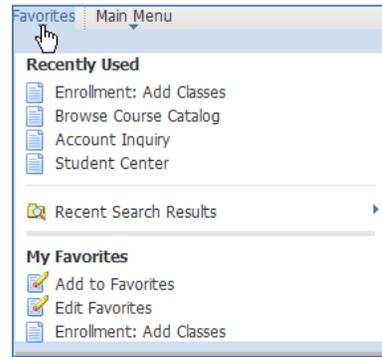View information about your financial aid awards, including scheduled disbursements.

Your Favorites

When you click the Favorites link at the root of your breadcrumb trail, a new dropdown list includes pages you have recently navigated to, a link to results lists for which you have recently searched, and your favorite pages that you previously bookmarked.

Use these page links to quickly navigate too!

Once you navigate to a page, click **Add to Favorites** in this box or in the navigation header to create a bookmark.

Click **Edit Favorites** to change the sort order, rename a bookmark, or delete bookmarked pages.

Your Student Center

Click **Student Center Login** ⬚ 🖨   UPDATE!   to access your Student Center. Your information will be displayed as shown in the example   below.

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

Academics Links

The **Academics** area contains three links:

1) **Search** allows you to find classes and browse courses
2) **Enroll** replaces the old Add a Class and Drop a Class links
3) **My Academics** offers convenient access to your degree progress report and transfer credit summary

Search

The **Search** function enables you to find classes offered during a specific term or browse a list of courses. The Course Catalog, available only online, provides details of courses offered at all campus locations.

Note: *The instructions below provide a general overview of using the Search for Classes and Browse Catalog tools inside Student Center. For more detailed instructions, please refer to the **Searching for Classes and Course Information Online** help sheet, which is located in My Pitt. Click **Learn More** below* Student Center Login .

All courses contained in the Course Catalog may not be available each term; consult the schedule of classes by term to view what is currently offered.

search for classes

To search for classes by term, click the **Search** link or the **Search for Classes** button. Notice that the **search for classes** subtab is automatically selected. All searches must specify a campus. This page allows you to narrow your search with basic criteria, such as subject or course number, or more advanced criteria such as instructor name, meeting time, and/or date.

Search	Enroll	My Academics
search for classes	browse course catalog	

1. Select a term. The class search tool combines the term and the search criteria pages:

Enter Search Criteria

Institution	University of Pittsburgh
Term	Fall Term 2010-2011

Current & Upcoming Terms

Term	Description
2107	Summer Term 2009-2010
2111	Fall Term 2010-2011
2114	Spring Term 2010-2011

2. 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**

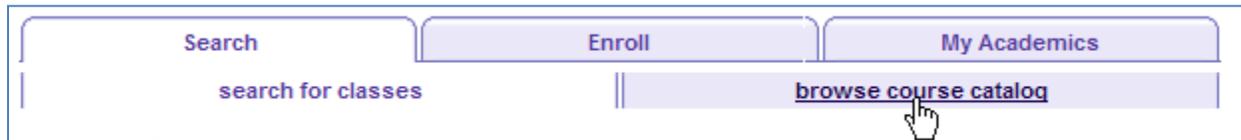|	
Meeting Start Time	greater than or equal to (example: 1:00PM)
Meeting End Time	less than or equal to
Day of Week	include only these days
	☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
Instructor Last Name	is exactly
Class Nbr	(example: 11360)
Course Title Keyword	(example: statistics)
Minimum Units	greater than or equal to
Maximum Units	less than or equal to
Course Component	
Session	
*Campus	* Required Field
Location	

CLEAR CRITERIA   SEARCH

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

Note: *For more detailed instructions, please refer to the **Searching for Classes and Course Information Online** help sheet located in My Pitt. Click **Learn More** just below* Student Center Login ⊠🔒 .

browse course catalog

The **browse course catalog** tool allows you to display course details for courses offered during a specific term you have selected or for all courses in the catalog. To search for classes by term, click the **Search** tab, and then click **browse course catalog**.

Search	Enroll	My Academics
search for classes	browse course catalog	

The Course Catalog displays in alphabetical order by subject area, beginning with Accounting and ending with Writing.

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

3. If the course has more than one offering, this *Select Course Offering* page is displayed:

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.

Enroll

The **Enroll** link is displayed after your enrollment appointment begins and continues to be displayed through the end of the Add/Drop period (when your appointment ends). The Enroll feature includes these five subtabs: **my class schedule**, **Add**, **Drop**, **Edit**, and **Term Information**.

my class schedule

Click the **my class schedule** subtab to view your enrollment summary for the selected term. This subtab replaces the *My Class Schedule* link that was previously located on the Student Center page. You can change your schedule from **List** to **Calendar** view using the option buttons at the top of the page.
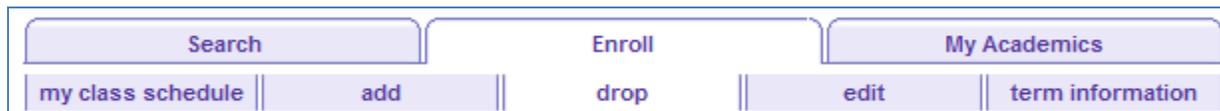

add

Click the **add** subtab to enroll in a class. This subtab replaces the *Add a Class* link that was previously located on Student Center. **Enter** a class number to add it to your enrollment shopping cart or use the **search** button to search for classes.

Note: *When you click the Enroll link from Student Center, Add is automatically your active page.*
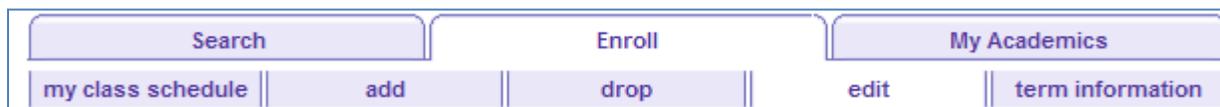
drop

Click the **drop** subtab to unenroll in a class. This subtab replaces the Drop a Class link that was previously located on Student Center. Select a class from Your Class Schedule and click **Drop selected classes**.

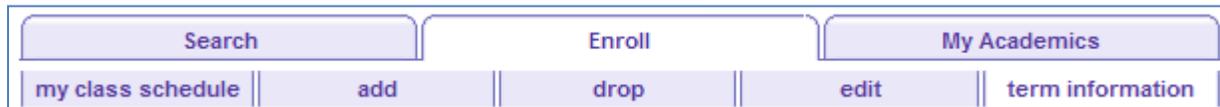| Search	Enroll	My Academics
my class schedule	add	drop	edit	term information

edit

Click the **edit** subtab to change a class you are already enrolled in. Select a class from Your Class Schedule and click **Proceed** to make changes to that class enrollment record.
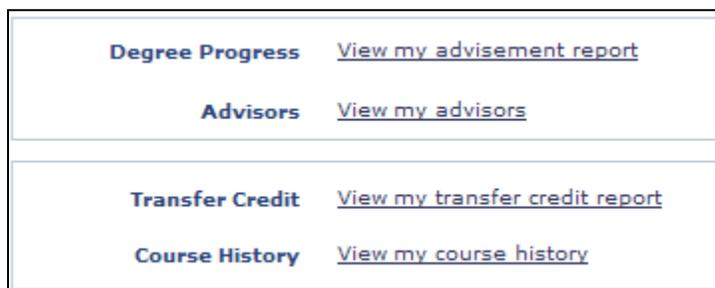
Search	Enroll	My Academics
my class schedule	add	drop	edit	term information

term information

Click the **term information** subtab to view details about your enrollment appointments by term.

Search	Enroll	My Academics
my class schedule	add	drop	edit	term information

Note: *The instructions above provide a general overview of the Enroll feature inside Student Center. For more detailed instructions, please refer to the* **Self Service Enrollment** *help sheets and videos located in My Pitt. Click*

Learn More *just below* Student Center Login ⬀🔒 .

My Academics

The **My Academics** link provides convenient access to your academic advisor's contact information, your degree progress report, your transfer credit summary (if applicable), and a list of the courses you have already completed.

Degree Progress	View my advisement report
Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history

Book Center Links

The book center links on the right hand side of your Student Center allow you to find resources that you will need for upcoming classes.

Need Help?

For technical assistance with Student Center, contact the Technology Help Desk at 412 62**4-HELP** [4357] or via email at helpdesk@pitt.edu. For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.