

Getting Started with the PeopleSoft Student Center

A guide for students at the University of Pittsburgh

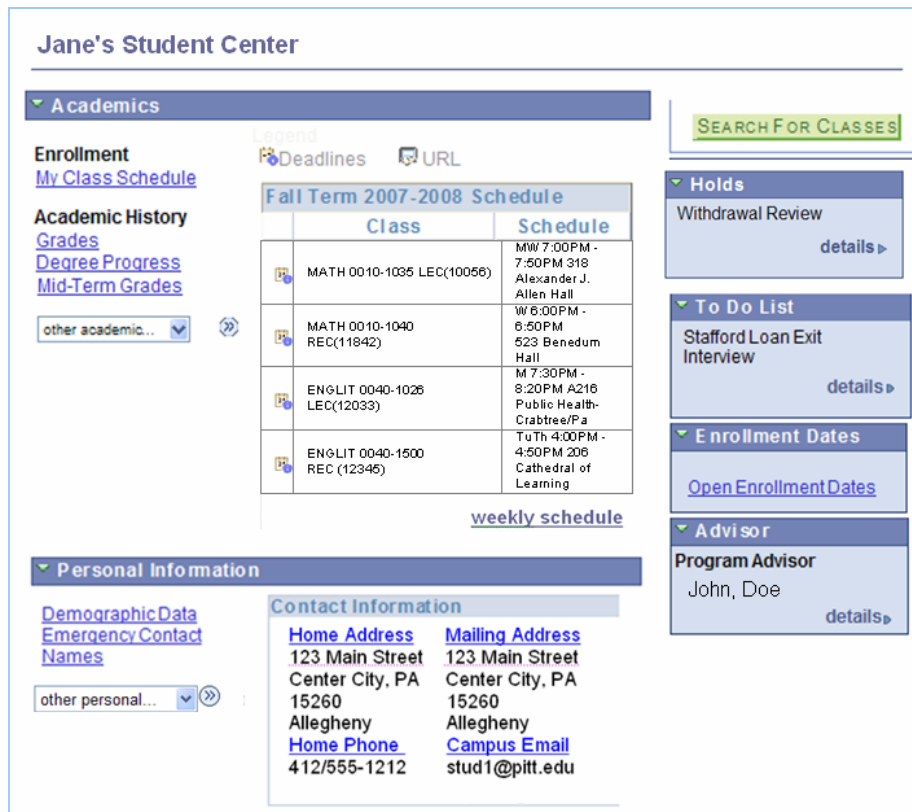
Overview

The PeopleSoft Student Center is the central online location to access your student information. Student Center enables you to view your academic history, update contact information, view your class schedule, search for University classes, and more from one location. Student Center features include:

- Clickable links and drop-down menus provide easy navigation and quick launch views
- Schedules which include your registered classes, exam dates, and University registration enrollment dates
- The ability to update personal information such as addresses and phone numbers

Accessing PeopleSoft Student Center

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



Jane's Student Center

Academics

Enrollment
[My Class Schedule](#)

Academic History
[Grades](#)
[Degree Progress](#)
[Mid-Term Grades](#)

other academic...

Legend
 Deadlines URL

Fall Term 2007-2008 Schedule

Class	Schedule
MATH 0010-1035 LEC(10056)	MW 7:00PM - 7:50PM 318 Alexander J. Allen Hall
MATH 0010-1040 REC(11842)	W 6:00PM - 6:50PM 523 Benedum Hall
ENGLIT 0040-1026 LEC(12033)	M 7:30PM - 8:20PM A216 Public Health-Crabtree/Pa
ENGLIT 0040-1500 REC (12345)	TuTh 4:00PM - 4:50PM 206 Cathedral of Learning

weekly schedule

SEARCH FOR CLASSES

Holds
 Withdrawal Review details ▶

To Do List
 Stafford Loan Exit Interview details ▶

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
 Program Advisor
 John, Doe details ▶

Personal Information

Demographic Data
 Emergency Contact
 Names

other personal...

Contact Information

Home Address	Mailing Address
123 Main Street Center City, PA 15260 Allegheny	123 Main Street Center City, PA 15260 Allegheny
Home Phone 412/555-1212	Campus Email stud1@pitt.edu

Note: To return to the Student Services community in **my.pitt.edu**, simply sign out or minimize the PeopleSoft navigation window.


Student Center Overview

The **Student Center** is organized by the information you will use most.

Academics

The **Academics** area contains your academic history and enrollment information as recorded in the student system. Once you have registered for classes, your schedule for the current term will display or can be accessed upon selecting *My Class Schedule*. Click the **weekly schedule** link to view your schedule for the week. Select from the *Academic History* list to view your grades and degree progress report. Select from the *Other Academic* drop-down menu to view exam schedules.


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To view or print more detailed academic information, click on a link or select an option from the drop-down menu and click the **double arrows**  to continue.

Personal Information

The **Personal Information** area contains your contact information. Your preferred mailing and e-mail addresses and phone numbers will display as they exist in your student record. To change your Contact Information, click on the link for the address or phone information you wish to change and then update the information as needed. Select Emergency Contact or Names to update that information. Note that your Demographic Data is read-only.

Contact Information	
Home Address	Mailing Address
123 Main Street Center City, PA 15260 Allegheny	123 Main Street Center City, PA 15260 Allegheny
Home Phone 412/555-1212	Campus Email stud1@pitt.edu

To view more detailed information, click on the link or select an option from the drop-down menu and click the **double arrows**  to continue.

Search for Classes

The **Search for Classes** button enables you to search the schedule of classes offered during a specific term or to browse the *Course Catalog*. The *Course Catalog*, only available online, offers descriptions of all courses offered at the University. Please note that all courses contained in the Course Catalog may not be available each term; consult the schedule of classes to be certain. A search can be performed based on specific criteria as follows:

- **Search for Classes:** Must be performed specific to campus and allows you to narrow your search to basic criteria, such as course subject or course number, or more advanced criteria such as instructor name, and meeting time, and/or date.
- **Browse Catalog:** Allows you to display course details from the catalog for either courses offered in the term selected or for all courses in the catalog.

To begin a search:

1. Click on the Search for Classes button.



A term code is required to perform a search and view University course information. A term code is a unique four-digit number that identifies an academic term. Using the term code for fall 2007, **2081**, the four digits are explained as follows:

- The first digit indicates the century: 2 for 21st century
- The second digit indicates the decade: 0 for the decade of 2000-2009
- The third digit indicates the academic year: 8 for the academic year of 2007-08
- The fourth digit indicates the term: 1 for fall term.

Each fall term is denoted with 1, each spring term is denoted with 4, and each summer term is denoted with 7. Using this formula, the codes for upcoming academic terms are as follows:

• fall 2007 = 2081	• spring 2008 = 2084	• summer 2008 = 2087
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2. Click on the **Search for Classes** button or the **Browse Catalog** button for the function you wish to use.

Note: For more detailed information about searching for classes and browsing the course catalog, please refer to the help sheet titled *Searching for Classes and Course Information Online*. This help sheet is available in the my.pitt.edu Student Services community.

Need Help?

For technical assistance with Student Center, contact the Technology Help Desk at 412-624-**HELP** [4357] or via e-mail at helpdesk@pitt.edu. For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.