

Searching for Classes and Course Information Online

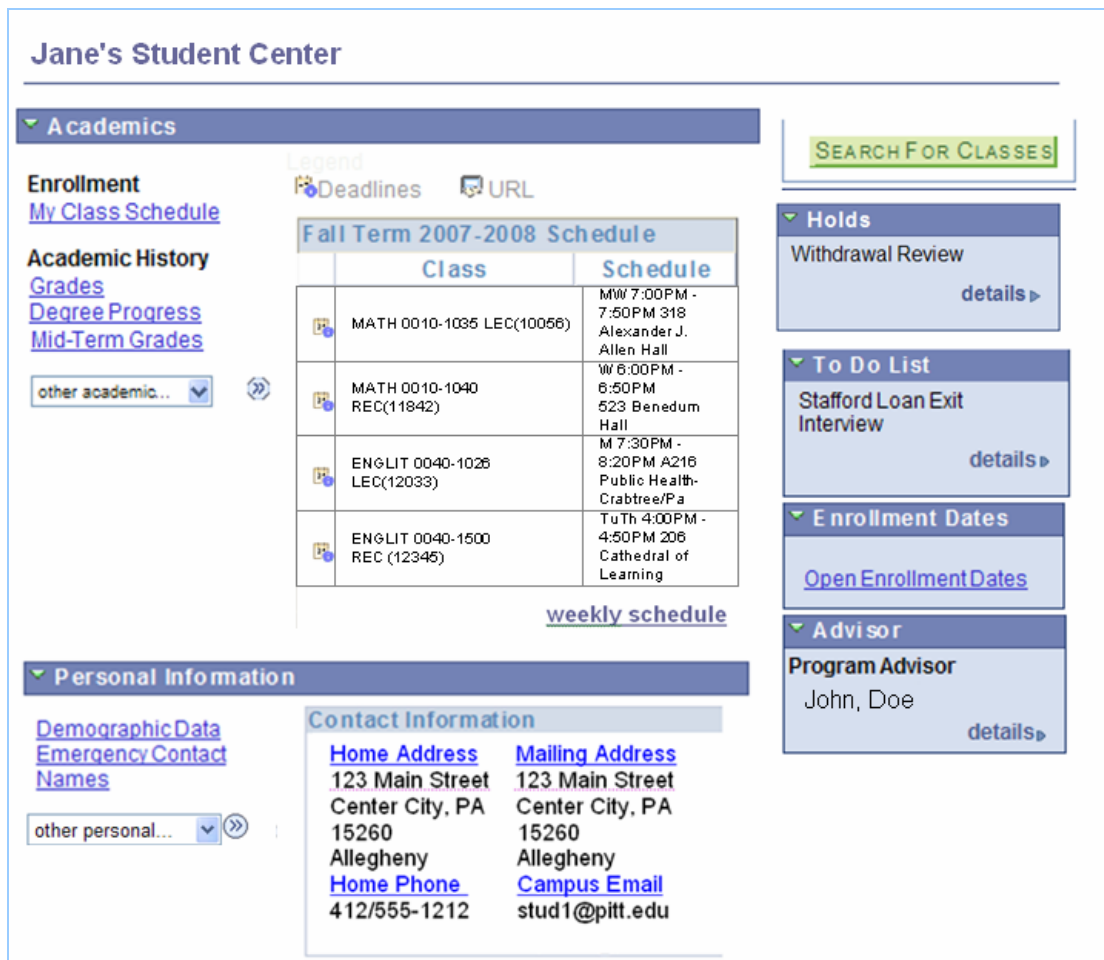
With PeopleSoft Student Center

Introduction

The recent PeopleSoft upgrade now provides increased functionality and an enhanced user interface. Through the PeopleSoft Student Center, students can easily search, view, and print the schedule of classes and course descriptions for University of Pittsburgh classes.

Accessing PeopleSoft

1. 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](#)

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

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 >](#)

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

Search for Classes

The **Search for Classes** function enables you to search the schedule of classes offered during a specific term or browse the Course Catalog. The Course Catalog, available only online, provides descriptions of all courses that are 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 subject or course number, or more advanced criteria such as instructor name, 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.

A term code is needed to perform a search and view University course information. It 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 always 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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Basic Class Search


To begin a search:

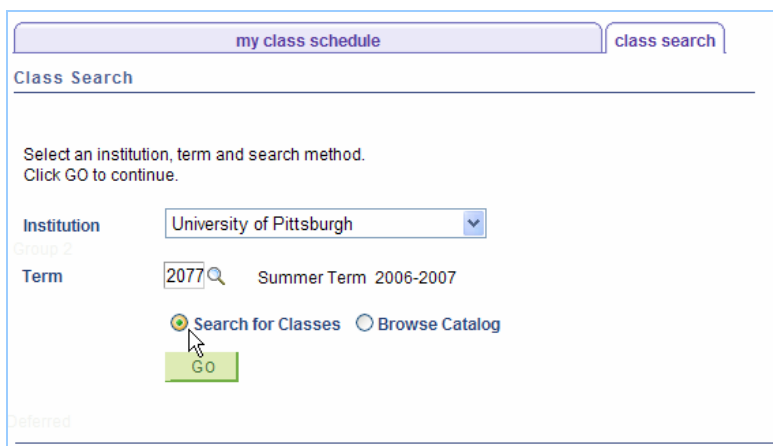
1. Click on the **Search for Classes** button.



2. If not already selected by default, select University of Pittsburgh as the institution from the drop-down menu.

Next, enter the term or perform a lookup by selecting the spyglass icon . Note that the current term will display by default.

3. Select the **Search for Classes** search type and click **Go**  to continue.



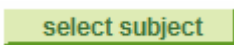
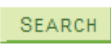
A screen will display that allows you to enter class search criteria.

A summary of search criteria options follows:

Criteria	Description
Course Subject	Subject code for specific course
Course Number	Catalog number as listed in the University's course catalog
Course Career	Level type: Undergraduate, Graduate, Continuing Education, etc.
Show Open Classes Only	Selected = search limited to classes containing open seats. Un-selected = includes closed classes in search results
Meeting Time	Specific to range of class times (leave the second field blank to get all courses)
Day of Week	Include specific days of the week (after meeting start time)
Instructor Last Name	Instructor Name
Class Nbr	Class section number as listed in the University's course catalog
Course Title Keyword	Keyword contained in the course title
Course Component	Class format: Lecture, Laboratory, and others
Session	Specific academic time period during which class is offered (e.g. Six-week – First)
Campus	University of Pittsburgh campus
Location	Surrounding Pittsburgh area locations

Important: Always select the correct campus from the **Campus** field before performing a search.

Tip: An effective basic search method is to enter a **Course Subject** or a keyword in the **Course Title Keyword** field and select a campus from the drop-down menu.

4. Type the subject code or click **select subject**  to select a **Course Subject** for entry.
5. Next, select additional search criteria, and then select applicable campus from the drop-down menu.
6. Click **Search**  to view a list of matching results as shown in the example below:

Class Search Results

When available, click View All Sections to see all sections of the course.

University of Pittsburgh | Summer Term 2006-2007

The following classes match your search criteria Course Subject: **Mathematics**, Course Career: **Undergraduate**, Show Open Classes Only: **Y**, Campus: **Pittsburgh Campus**

Open Closed Wait List

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

▼ **MATH 0010 - COLLEGE ALGEBRA PART 1**

Groups

[View All Sections](#) First 1-2 of 2 Last

Section 1010-LEC(10132)		Status	
Session Twelve Wk			
Days & Times	Room	Instructor	Meeting Dates
MW 6:00PM - 7:45PM	820 Benedum Hall	Staff	5/14/2007 - 8/4/2007

Section 7910-LEC(11259)		Status	
Session Sum Term			
Days & Times	Room	Instructor	Meeting Dates
Sa 1:00PM - 4:00PM	627 Thackeray Hall	Beverly Michael	5/19/2007 - 5/19/2007
Sa 1:00PM - 4:00PM	627 Thackeray Hall	Staff	6/23/2007 - 6/23/2007
Sa 1:00PM - 4:00PM	627 Thackeray Hall	Staff	7/21/2007 - 7/21/2007

Note: To perform a new class search, click **Start a New Search** [START A NEW SEARCH](#). To return to Class Search main menu, click the **class search** [class search](#) tab.

7. From the Search Results screen, click the **Section** hyperlink to view additional section details.

Section [1010-LEC\(10132\)](#)
Session Twelve Wk

Class Detail

MATH 0010 - 1010 COLLEGE ALGEBRA PART 1
University of Pittsburgh | Summer Term 2006-2007 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	Open	Career	Undergraduate
Class Number	10132	Dates	5/14/2007 - 8/4/2007
Session	Twelve Week	Grading	LG/SNC Elective Basis
Units	1.5 units	Location	Pittsburgh Campus
Class Components	Lecture Required	Campus	Pittsburgh Campus

MEETING INFORMATION

Days & Times	Room	Instructor	Meeting Dates
MW 6:00PM - 7:45PM	820 Benedum Hall	Staff	5/14/2007 - 8/4/2007

CLASS AVAILABILITY

Class Capacity	50	Wait List Capacity	0
Enrollment Total	2	Wait List Total	0
Available Seats	48		

DESCRIPTION

FIRST OF A TWO COURSE SEQUENCE WHICH COVERS THE TOPICS OF LINEAR EQUATIONS AND INEQUALITIES AND THEIR GRAPHS, QUADRATIC EQUATIONS AND THEIR GRAPHS, AND SYSTEMS OF EQUATIONS AND THEIR GRAPHS. THIS COURSE IS INTENDED FOR STUDENTS WHO NEED TO LEARN ELEMENTARY ALGEBRA OVER AN EXTENDED PERIOD OF TIME.

[RETURN TO RESULTS](#)

Note: To return to search results at any time, click **Return to Results** [RETURN TO RESULTS](#).


Browse the Course Catalog


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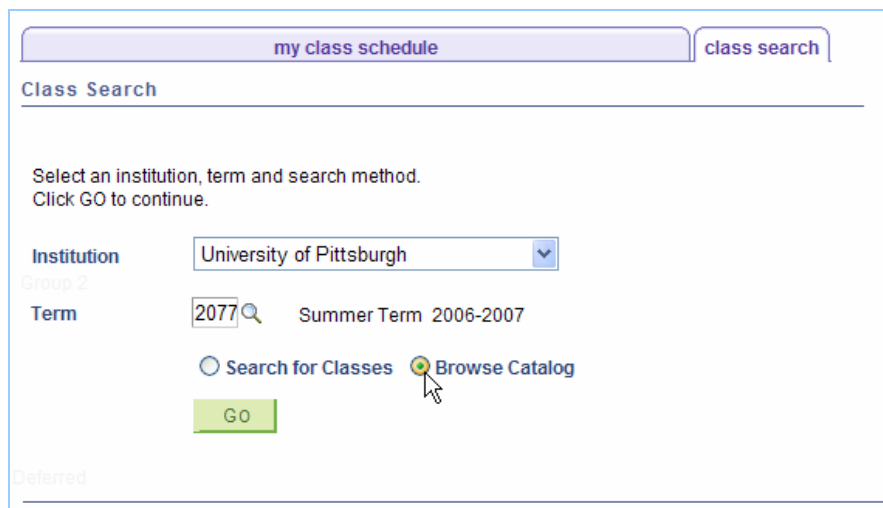
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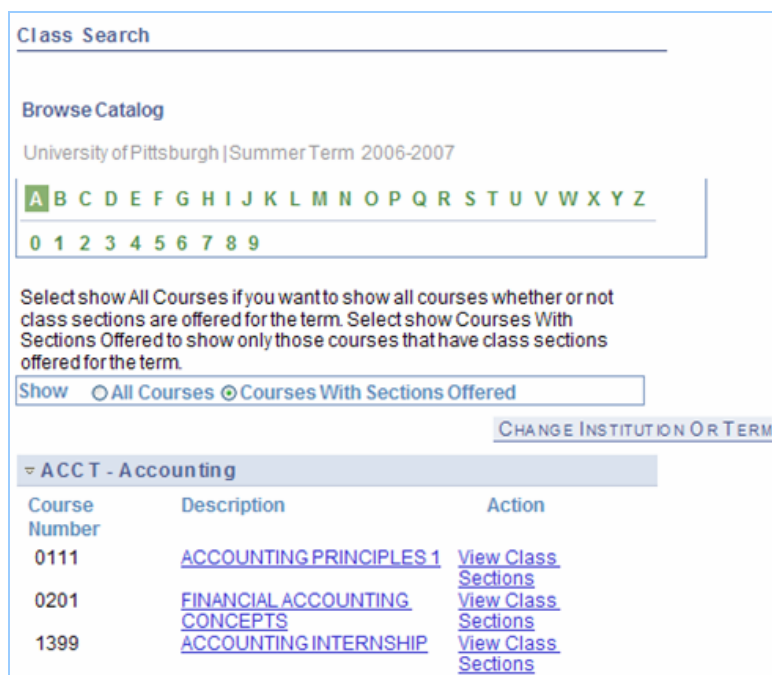
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3. Next, enter the term or perform a lookup by selecting the spyglass icon . Note that the current term will display by default.

4. Select the **Browse Catalog** search type and click **Go**  to continue.

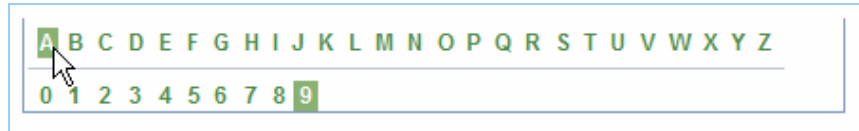


5. A list of courses offered for the term requested will display by default. Select **All Courses** to include classes not offered for the term.

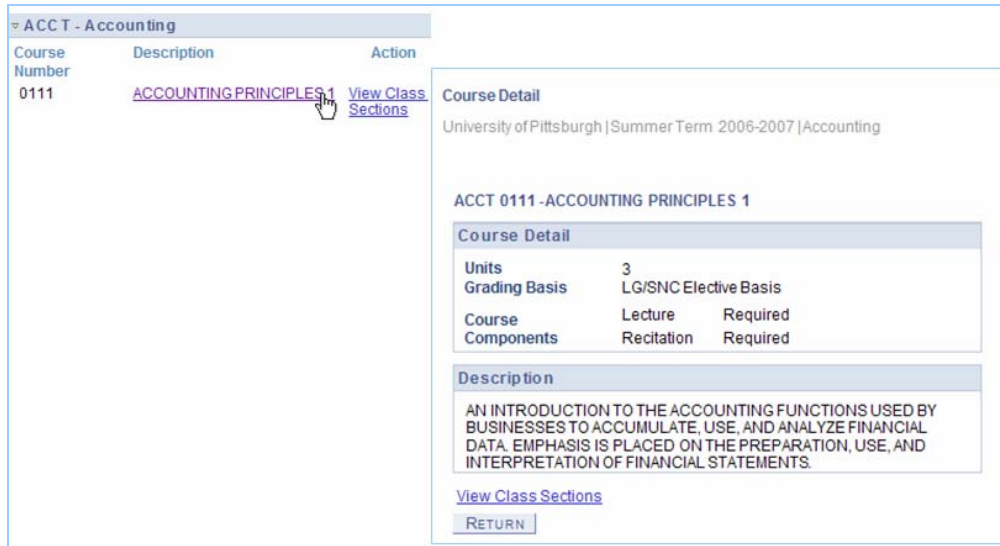


Course Number	Description	Action
0111	ACCOUNTING PRINCIPLES 1	View Class Sections
0201	FINANCIAL ACCOUNTING CONCEPTS	View Class Sections
1399	ACCOUNTING INTERNSHIP	View Class Sections

6. Select the first letter of the course from the alphabetic list. **Note:** Do not select numbers.



7. Click on the course name to view course detail and description information.



8. Click on **View Class Sections** to view section information.



Note: To perform a new class search, click [Start a New Search](#). To return to Class Search main menu, click the [class search](#) tab.

Need Help?

For technical assistance, 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.