Preparing for the 2094 Self-Enrollment Pilot
Using PeopleSoft Student Center

Overview of the Self-Enrollment Pilot
Students at the regional campuses and graduate students in the Swanson School of Engineering at the Pittsburgh campus are participating in the self-enrollment pilot for spring term (2094). The self-enrollment pilot will enable these students to enroll in classes online through their Student Center at my.pitt.edu. Students will have the ability to add classes, drop classes, and edit class enrollments.

Online self-enrollment for the spring term begins in October 2008, but there are important steps that students participating in the pilot need to take before they can self-enroll. This document explains those steps.

What You Need to Do Before You Can Self-Enroll
In preparation for the self-enrollment pilot, students participating in the pilot should complete the following steps:

1. Log in to your Student Center through the my.pitt.edu Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor before your enrollment appointment begins

Step 1—Access your Student Center
Log in to my.pitt.edu with your University Computing Account username and password. Next, click the Student Services tab at the top of the page, and then click Link to Student Center. Next, click Self Service and then click Student Center. Your Student Center information will be displayed as shown in the example below.
**New Student Center Items**

If you are participating in the pilot, new items will display in your Student Center. These items will help you prepare for online self-enrollment for the spring 2008-09 academic term:

- **Links to Add a Class and Drop a Class.** These links display at the top left of your Student Center below Academics. After you have completed the self-enrollment preparation steps outlined in this guide, you will use these links to register for classes.

- **Academic Advisement Required Hold.** All students participating in the pilot have an advisement (ADV) hold placed on their student record. “Academic Advising Required” will display at the top right of your Student Center as long as this hold is in place. You must meet with your academic advisor to have this hold removed before you can register for classes.

- **Enrollment Appointment.** The start date of your enrollment appointment displays on the right side of your Student Center. Once your appointment begins, you can continue self-enrolling through the add/drop period.

Click details > to open the Enrollment Dates page and view the exact time your appointment begins.

> **Remember:** To prevent delays in your ability to self-enroll, arrange to meet with your academic advisor before your enrollment appointment begins.

**Step 2—View Details about Your Enrollment Appointment**

From your Student Center, click the details > link in the Enrollment Dates box. A new page displays the exact time your appointment begins. Although it appears that your appointment ends before regular enrollment begins (October 23, 2008), you may continue to add, drop, and edit class enrollments through the spring add/drop period.
Step 3—You Must Meet with Your Academic Advisor Before You Can Enroll

According to University policy, you must meet with your academic advisor before you can register for classes, online or otherwise. Even if you have already met with your advisor, only he/she has the access to remove the new advisement hold from your student record, which will allow you to self-enroll after your appointment begins.

Holds are displayed at the top right of your Student Center, below the Search for Classes button. There are more than 100 types of holds (for example, financial, immunization, academic, etc.). The example below shows only an active advisement (ADV) hold. Once this hold has been released, it disappears from your Student Center.

<table>
<thead>
<tr>
<th>Advisement hold is active</th>
<th>Advisement hold has been released</th>
</tr>
</thead>
<tbody>
<tr>
<td>You cannot self-enroll</td>
<td>You can self-enroll when your appointment begins</td>
</tr>
<tr>
<td>Holds</td>
<td>Holds</td>
</tr>
<tr>
<td>Academic Advisement Required</td>
<td>No Holds.</td>
</tr>
</tbody>
</table>

After your advisement hold has been released, you are ready to self-enroll. You just need to wait until your enrollment appointment begins to add classes, drop classes, and edit classes online.

Note: Other holds may also affect your ability to enroll in classes. Please make sure to resolve these issues prior to enrolling.

Return to Your Student Center

Use the Go To options list at the top right or bottom left of any details page to return to your Student Center. Click the drop-down menu to select Student Center, then click the double arrows (>>).

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].