Preparing to Self-Enroll

With PeopleSoft Student Center

Overview

Students can self-enroll using the PeopleSoft Student Center, which provides online access to add classes, drop classes, and edit class enrollments.

There are three steps you need to take before self-enrolling. This document explains those steps.

Are You Prepared to Self-Enroll?

Students must complete the following steps before they can self-enroll:

1. Log in to your Student Center through My Pitt (the **my.pitt.edu** Web portal)

2. Wait until your enrollment appointment begins

3. Meet with your academic advisor

Step 1—Access your Student Center

Log in to **My Pitt** with your University Computing Account username and password. Next, click the **Student Center** pass through link on the right of your portal home page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.

Just before the add/drop period for each term begins, these items will display in your Student Center to help you prepare for online self-enrollment:

- Academic Advisement Required **Hold**. Students who have an **advisement** (ADV) **hold** placed on their student record will see an "Academic Advising Required" hold displayed at the top right of the **Student Center**. 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.

> **Note:** *For more instructions on using **Class Search**, refer to the Searching for Classes and Course Information Online help sheet. Click **Learn More** under your Student Center link.*

- Enroll Link. This link displays at the top left of your Student Center below **Academics**. After you have completed the self-enrollment preparation steps, you will use this link to register for classes.
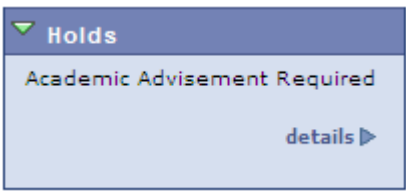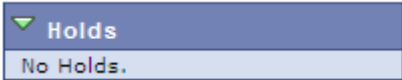
Step 2—Wait Until Your Enrollment Appointment Begins

After your appointment begins, you may continue to add, drop, and edit class enrollments until the end of the add/drop period.

Step 3—Meet with Your Academic Advisor

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**.

Advisement hold is active You cannot self-enroll	Advisement hold has been released You can self-enroll when your appointment begins
▼ Holds Academic Advisement Required details ▶	▼ Holds No Holds.

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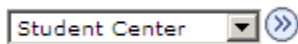
> **Note:** *Other holds may also affect your ability to enroll in classes. Please make sure to resolve these issues prior to self-enrolling.*

Click **details** to view the term and the start and end dates for each hold:

Your Holds

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Academic Advisement Required		USD	University of Pittsburgh	Fall Term 2010-2011	Fall Term 2010-2011	03/22/2010	09/10/2010	University Registrar's Office

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 (**>>**).

Student Center ▼ ⓥ

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 My Pitt. Click **Learn More** just below the Student Center link on your portal home page. For technical assistance, contact the Technology Help Desk at 412 62**4-HELP** [4357].