



Drop a Class

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.

This document explains how to drop classes using your Student Center.

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 the **my.pitt.edu** Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor

For details, refer to the help sheet: *Preparing for Self-Enrollment*, available in **My Pitt** (my.pitt.edu).

Access Your Student Center

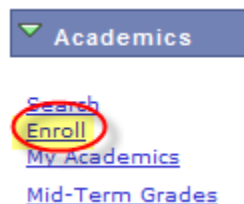
Log in to **My Pitt** with your University Computing Account username and password. Next, click the **Student Center** pass-through link to your right. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed.

The screenshot displays the 'Pitt's Student Center' interface. On the left, the 'Academics' section is expanded, showing links for 'Search', 'Enroll', 'My Academics', and 'Mid-Term Grades'. The 'Enroll' link is circled in red. Below this is a search box containing 'other academic...' and a dropdown arrow. The 'Finances' section is also expanded, showing 'My Account' with links for 'Account Inquiry' and 'View Financial Aid', and another search box with 'other financial...'. A central message box states 'You are not enrolled in classes.' and 'You have no outstanding charges at this time.' On the right, the 'Holds' section is expanded, showing 'No Holds.' and is circled in red. Below it is the 'To Do List' with 'Final High School Transcript' and a 'details' link. At the bottom right, the 'Enrollment Dates' section is highlighted with a red box and contains the text: 'Enrollment Appointment You may begin enrolling for the Fall Term 2010-2011 Academic Term session on March 31, 2010 4:15PM.'

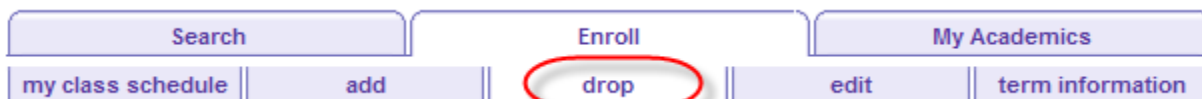
Drop a Class

Once you have enrolled in a class, you will need to use the following steps to drop that class.

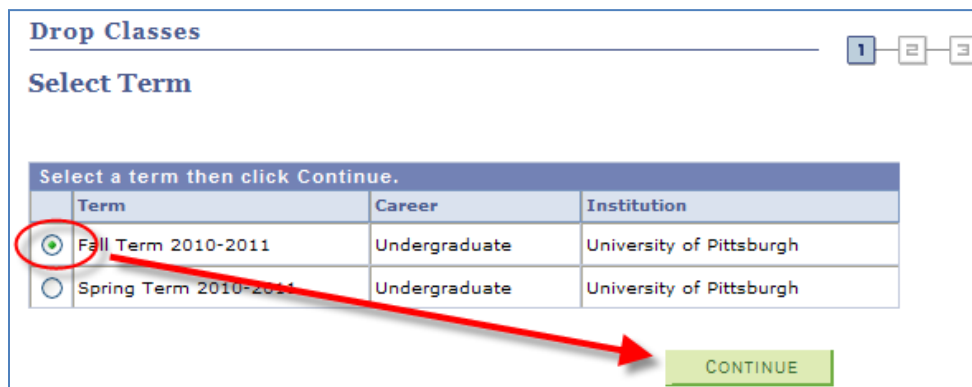
1. Click the **Enroll** link in the upper left portion of the **Student Center** page.



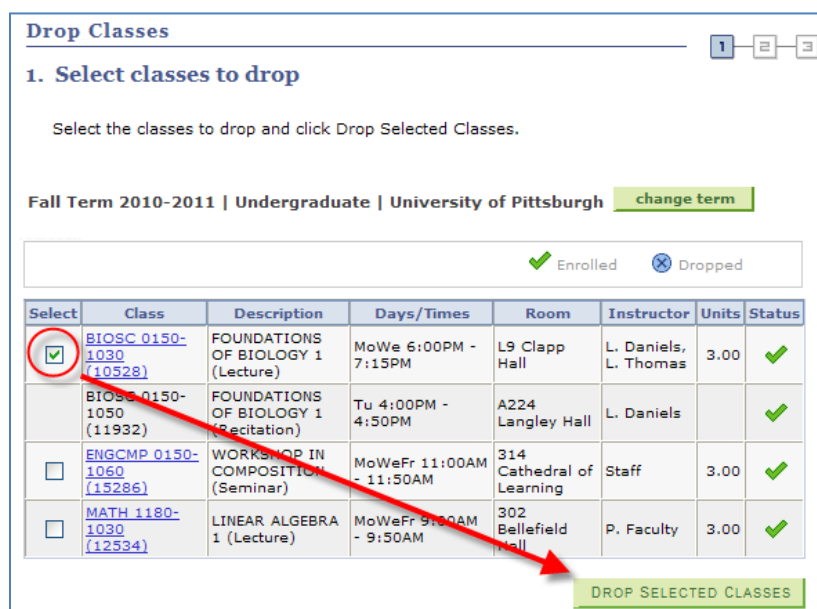
2. Under the **Enroll** tab, click the **Drop** subtab.



3. Select the term in which you would like to drop a class and click **Continue**.



4. Click the boxes next to the class or classes you would like to drop, then click **Drop Selected Classes**.





Note: When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar's Office on your campus.

5. Review the information on the **Confirm your selection** screen. Here is a copy of the text:

A change to less than full-time enrollment may cause scholarships, grants or loans to be canceled, as some programs of financial aid are only available to full-time students.

Full-time enrollment for undergraduate students is a minimum of 12 credits per term and half-time is a minimum of 6 credits per term. Most University undergraduate scholarship and grant programs require that you enroll as a full-time student each semester to be eligible. Students eligible for a federal Pell Grant may receive limited Pell Grant assistance for less than half-time study.

For graduate students, full-time enrollment is 9 or more credits per term. Half-time enrollment is a minimum of 4.5 credits per term.

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

6. Click the **Finish Dropping** button to drop the classes you have selected.

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--|---------------------------------------|----------------------|-------------------|-----------------------|-------|--------|
| BIOOSC 0150-1030 (10528) | FOUNDATIONS OF BIOLOGY 1 (Lecture) | MoWe 6:00PM - 7:15PM | L9 Clapp Hall | L. Daniels, L. Thomas | 3.00 | ✓ |
| BIOOSC 0150-1050 (11932) | FOUNDATIONS OF BIOLOGY 1 (Recitation) | Tu 4:00PM - 4:50PM | A224 Langley Hall | L. Daniels | | ✓ |

7. On the **View results** page, a green checkmark displays next to the classes that have been dropped.

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

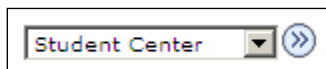
Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

✓ Success: dropped ✗ Error: unable to drop class


| Class | Message | Status |
|-------------|---|--------|
| BIOOSC 0150 | Success: This class has been removed from your schedule. | ✓ |

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 (>>).



Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the **trashcan** icon . Refer to the document *Add a Class Using PeopleSoft Student Center* for details.

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 412 624-**HELP** [4357].