Edit 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.

There are three steps you need to take before self-enrolling. This document explains how to edit class enrollments 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 My Pitt (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.

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-hand side of your portal home page. Next, click Self Service and then click Student Center. Your Student Center information will be displayed.
**Edit a Class—Overview**

Depending on the class, there may be up to four items that you can change while in Edit mode: record a class permission number or select a different grading basis, variable credit (units) options, and/or an independent study instructor.

**Edit a Class—Change How a Class is Graded**

Once you have enrolled in a class, use the following steps to change how a class is graded.

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

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

3. Select a **term**, and click **Continue**.

4. Click the drop-down arrow and select the class you wish to edit, and then click **Proceed to Step 2 of 3**.
5. Click the **Grading** drop-down menu and select your preferred grading option. Click **Next**.

![Grading Drop-Down Menu](image)

Consult with your advisor before selecting a grade option other than **Letter Grade**.

6. The **Confirm your selections** screen displays. Click the **Finish Editing** button.

![Confirm Your Selections Screen](image)

The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

**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 (>>).

![Go To Options List](image)

**Edit a Class—Adjust a Variable Credit Class**

Once you have enrolled in a class, use the following steps to adjust a variable credit class. A variable credit class allows you to select the number of credits you wish to take.

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

![Enroll Link](image)

2. Under the **Enroll** tab, click the **Edit** subtab.
3. Select a term, and click Continue.

1. Click the drop-down menu and select the variable credit class you wish to edit. After you have selected your class, click Proceed to Step 2 of 3.

2. Click the drop-down menu next to Units, select the number of credits you wish to take, and click Next.

You must work with the faculty member offering the class to determine the appropriate number of credits to select.
3. Confirm your selection and then click the **Finish Editing** button.

4. The **View Results** screen displays. A green checkmark will display next to your class to indicate that it has been successfully updated.

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**Return to Your Student Center**

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**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. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].