



College of General Studies **Group Advising Session**

Registration for
Spring 2008 Term 2084



Agenda

- Why Group Advising?
- Responsibilities of Advisors & Students
- Overview of Colleges and Schools at University of Pittsburgh
- Student Planning Tools for College of General Studies (CGS), School of Arts and Sciences (A&S) and Pre-professional Students
- Accessing and Reviewing the Academic Advisement Transcript (AAT)
- Creating a Schedule
- Searching for Available Classes in PeopleSoft
- Understanding Search Results
- Getting Registered
- Further Assistance



Why Group Advising?

- Prepare students for future student online registration via PeopleSoft.
- Educate you, the student, on your resources for creating your course schedule.
- Creates accountable, responsible, and active student participation in student's academic planning and success at the University of Pittsburgh.
- Advisors are available to guide and assist students in their academic journey at the University of Pittsburgh.



Responsibilities of the Advisor

- To understand the University's academic policies and procedures and relay that information to students.
- To discuss suitable educational objectives as demonstrated by student abilities and interests.
- To assist the student in planning a course of study.
- To help the student become an independent, self confident, educated decision maker.
- To refer student to other resources when appropriate.



Responsibilities of the Student

- To acquire the skills needed to assume final responsibility for course scheduling, program planning, and graduation requirements.
- To become knowledgeable about University policies, procedures, and academic programs.
- To be actively engaged in seeking the information needed to meet educational and career goals.
- To make satisfactory academic progress.
- To access important updates, University email, resources, and course information via my.pitt.edu



Overview of Colleges and Schools at the University of Pittsburgh

- All colleges at the University of Pittsburgh
 - College of General Studies
 - School of Arts and Sciences
 - Professional Undergraduate Schools
 - College of Business Administration
 - School of Education
 - School of Engineering
 - School of Health & Rehab Sciences
 - School of Information Sciences
 - School of Nursing
 - School of Social Work
 - School of Pharmacy



CGS Majors

- Administration of Justice
- Dental Hygiene
- Health Services
- Humanities
- Legal Studies
- Liberal Studies
- Media and Professional Communications
- Natural Sciences
- Public Service
- Self-Designed
- Social Sciences



School of Arts and Sciences Majors

- Africana Studies
- Architectural Studies
- Anthropology
- Biology
- Chemistry
- Chinese
- Classics
- Communication & Rhetoric
- Computer Science
- Ecology/Evolution
- Economics
- English Literature
- English Writing
- Environmental Geology
- Environmental Studies
- Film Studies
- French
- Geology & Planetary Science
- German
- History of Art & Architecture
- History & Philosophy of Science
- Interdisciplinary Studies
- Italian
- Japanese
- Linguistics
- Mathematics
- Microbiology
- Molecular Biology
- Music
- Neuroscience
- Physics
- Physics & Astronomy
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Scientific Computing
- Slavic Studies
- Statistics
- Sociology
- Spanish
- Studio Arts
- Theater
- Urban Studies

Pre-Professional Schools

- College of Business Administration
- School of Education
- School of Engineering
- School of Health & Rehabilitation Sciences
- School of Information Sciences
- School of Nursing
- School of Social Work
- School of Pharmacy



Student Planning Tools for College of General Studies (CGS) Students

- CGS General Education Requirements
- CGS Major Requirements
- CGS Minors
- CGS Certificates

Student Planning Tools for Arts and Sciences and Pre-Professional Students

- Arts and Sciences Majors
 - [Arts and Sciences General Education Requirements](#)
 - [Arts and Sciences Major Requirements](#)
 - [Courses that satisfy Arts and Sciences Requirements](#)
 - [Arts and Sciences Minors](#)
 - [Arts and Sciences Certificates](#)
 - When do I transfer?
 - Need to complete ½ of major and last 30 credits in A & S
- Pre-professional Majors
 - General Education Requirements ([visit department website](#))
 - [Pre-Professional Major Requirements](#)
 - Courses that satisfy Pre-Professional Requirements ([visit department website](#))
 - When do I transfer?

Accessing the Academic Advisement Transcript (AAT)

- The Academic Advising Transcript (AAT) is a tool to help you understand your degree progress. To access your AAT:
 - Login to my.pitt.edu in PeopleSoft.
 - Click on the Student Services tab at the top of the page.
 - Click “Link to Student Center” in the middle of the page in the Student Toolbox.
 - Click on Self Service in the menu on the left-hand side of the page.
 - Click on Student Center
 - Click on Degree Progress in the Academics Section at the top of the page.
 - Choose University of Pittsburgh for “Academic Institution” and Academic Advisement Transcript for “Report Type.”
 - Click the yellow “go” button.

Reviewing the AAT

- The top portion of the transcript will show your name, PeopleSoft ID number, Academic Program History, any transfer credits, and then your Undergraduate Record.
- Your Undergraduate Record lists all courses you've attempted since beginning at the University of Pittsburgh.
 - All courses passed, failed, withdrawn, incomplete, or in-progress will be listed.
 - All grades and quality points for CUM and TERM GPA

Reviewing the AAT (con'd)

- Scroll down until you see “Academic Advisement Report.”
- This report will list all requirements that still need to be satisfied according to your degree program.
 - CGS Students majoring in Humanities, Natural Sciences, Social Sciences, or any non-CGS degree program should consult with their academic advisor prior to registering for classes.

Reviewing the AAT (con'd)

- To determine what requirements still need to be satisfied, take note of all sections that indicate “Requirement Not Satisfied” in red lettering.

Literature: Complete one course from an approved list. (RQL 1030-10)

Requirement Not Satisfied -

Courses (required/actual/needed): 1.00/0.00/1.00

History: Complete one course from an approved list. (RQL 1031-10)

Requirement Not Satisfied -

Courses (required/actual/needed): 1.00/0.00/1.00

Complete two international perspectives courses from an approved list.

(RQL 1032-10)

Requirement Not Satisfied -

Courses (required/actual/needed): 2.00/0.00/2.00

Complete three approved courses in humanities from three different departments, one course being upper level. (RQ 959)

Creating a Schedule

- Once you have determined what requirements still need to be satisfied, consult an approved list of courses that satisfy these requirements.
- Use this list to decide what courses you should take to fulfill unsatisfied requirements.

Creating a Schedule (con'd)

- For CGS students pursuing a CGS Major:
 - View [Courses that satisfy CGS Requirements](#)
 - View [Spring 2008 Courses that satisfy CGS Requirements](#)

- For CGS students pursuing an Arts and Sciences Major:
 - View [Courses that satisfy Arts and Sciences Requirements](#)

Creating a Schedule (con'd)

- For CGS students pursuing a Pre-Professional program, such as Pre-Business or Pre-Engineering:
 - View [Pre-professional program requirements](#)
 - You can also check with an advisor from the program.

Creating a Schedule (con'd)

The next step in creating your schedule is to view [Course Descriptions](#) online

- You can search by department or by Arts and Sciences requirement fulfilled.
- Check the Prerequisites!

Searching for Available Classes

- Once you have determined what courses you want, and you've checked the prerequisites, you will need to:
 - View open classes in PeopleSoft
 - Go to my.pitt.edu and login
 - Click on Student Services tab
 - Click “Link to Student Center”
 - Click Self-Service, and then “Class Search/Browse Catalog”




Searching for Available Classes

The screenshot shows the University of Pittsburgh PeopleSoft Campus Solutions Self Service portal. The page title is "VAH7". The navigation bar includes "Home", "Add to Favorites", and "Sign out". The left sidebar contains a "Menu" with a search box and a list of options: "My Favorites", "Self Service" (expanded), "Enrollment", "Campus Finances", "Campus Personal Information", "Academic Records", "Degree Progress/Graduation", "Transfer Credit", "Student Center", "Class Search/Browse Catalog", and "Worklist". The main content area is titled "Self Service" and contains a grid of service tiles. The "Class Search/Browse Catalog" tile is circled in red. The tiles include:

- Student Center**: Use the student center to manage school related activities.
- Class Search/Browse Catalog**: Use search criteria to find a class or browse the course catalog.
- Enrollment**: View appointments, plan and enroll in classes, view student and exam schedules. Links: View My Assignments, Enrollment Dates, My Class Schedule, 8 More...
- Campus Finances**: View your account, make an electronic payment, view and accept your financial aid awards. Link: View Financial Aid.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record. Links: Addresses, Names, Phone Numbers, 5 More...
- Academic Records**: View grades and advisors and request transcripts and verification reports. Links: View My Grades, View My Advisors.
- Degree Progress/Graduation**: View your degree progress report and apply for graduation. Link: View Degree Progress Report.
- Transfer Credit**: Evaluate classes for transfer and view your transfer credit report. Link: View Transfer Credit Report.

Searching for Available Classes

- Enter the Term Code
 - Use the “Lookup” icon () if you are unsure of the term code.
- The “Search for Classes” button will be selected by default. This will list only the courses being offered in a given term.
- Click the yellow GO button.



Searching for Available Classes

The screenshot shows the 'Class Search' page in the PeopleSoft Campus Solutions system. The page header includes the University of Pittsburgh logo and 'PeopleSoft Campus Solutions' on the left, and 'VAH7' and navigation links ('Home', 'Add to Favorites', 'Sign out') on the right. A 'Menu' sidebar on the left lists various self-service options, with 'Class Search/Browse Catalog' highlighted. The main content area is titled 'Class Search' and contains instructions: 'Select an institution, term and search method. Click GO to continue.' Below this, there is a dropdown menu for 'Institution' set to 'University of Pittsburgh', a search box for 'Term' with a magnifying glass icon, and two radio buttons for 'Search for Classes' (selected) and 'Browse Catalog'. A green 'GO' button is positioned below the search options.

Searching for Available Classes

- Subject and Campus fields are required.
- Subject Field: This is the Department code.
 - To locate the correct Department code, refer to the course descriptions website and utilize the code in parenthesis behind each department.
 - Or, utilize the PeopleSoft Department Code reference sheet (handout)
- Course Number is the 4-digit catalog number, not required.



Searching for Available Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Pittsburgh | Fall Term 2007-2008

Class Search Criteria

Course Subject select subject History

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

***Campus** Pittsburgh Campus * Required Field

Location

Basic Search Tips

- Search for all open classes in a department by leaving the Course Number blank.
- Basic Search results defaults to “Open Classes Only.” Uncheck “Open Classes Only” to view if any closed sections exist and their times.
- To register for closed or restricted class, must obtain permission from instructor or department.

Searching for Available Classes (con'd)

- You may use Additional Search Criteria
 - Meeting Time
 - Evening courses begin at 6:00PM
 - MWF courses are on the hour
 - T/TH courses are at 9:30AM, 11:00 AM, 1:00PM, 2:30 PM, 4:00 PM
 - Day of the Week
 - Search by Instructor Name
 - 5-digit Class Number



Searching for Available Classes (con'd)

University of Pittsburgh
PeopleSoft Campus Solutions

VAH7

Home Add

Menu

Search:

My Favorites

Self Service

- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Center
- Class Search/Browse Catalog**
- Worklist

Class Search Criteria

Course Subject HIST History

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

***Campus** Pittsburgh Campus * Required Field

Location

CHANGE INSTITUTION OR TERM | CLEAR CRITERIA | **SEARCH**



Example Search Results

Orange
Solutions

▼ HIST 0500 - COLONIAL LATIN AMERICA

Section		Status	
1030-LEC(20349)		<input checked="" type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
MW 11:00AM - 11:50AM	G24 Cathedral of Learning	Lara Putnam	8/27/2007 - 12/7/2007
Section 1080-REC(20354)		Status <input type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Th 1:00PM - 1:50PM	3701 Wesley W Posvar Hall	Staff	8/27/2007 - 12/7/2007
Section 1090-REC(20355)		Status <input type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Th 2:00PM - 2:50PM	3701 Wesley W Posvar Hall	Staff	8/27/2007 - 12/7/2007
Section 1100-REC(20356)		Status <input checked="" type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Th 3:00PM - 3:50PM	3701 Wesley W Posvar Hall	Staff	8/27/2007 - 12/7/2007
Section 1110-REC(20357)		Status <input type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Th 4:00PM - 4:50PM	3701 Wesley W Posvar Hall	Staff	8/27/2007 - 12/7/2007

▼ HIST 0501 - MODERN LATIN AMERICA

Section		Status	
1050-LEC(12191)		<input checked="" type="checkbox"/>	
Session Acad Term			
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
TuTh 11:00AM - 11:50AM	125 Frick Fine Arts Building	Alejandro De la Fuente Garcia	8/27/2007 - 12/7/2007
Section 1060-REC(12358)		Status <input type="checkbox"/>	

Understanding Search Results

- A green circle (●) indicates an open section. A blue square (■) indicates that a section is closed.
- Look closely at the search results to determine whether a section is a Lecture, Recitation, or Lab.
- In the Section Heading, the letters after the 4-digit number indicate whether the section is a Lecture (LEC), Recitation (REC) or a Lab (LAB).
- The 5-digit number in parenthesis is the Class Number you will need in order to register.
- Only recitations and labs listed directly below the lecture sections are associated with that particular lecture. You will also need the 5-digit Class Number of any recitations or labs.



Understanding Search Results (cont)

- Click the Section hyperlink for Class Details, Meeting Information, Enrollment Information, Class Availability, and Description.

HIST 0500 - 1030 COLONIAL LATIN AMERICA
University of Pittsburgh | Fall Term 2007-2008 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS			
Status	Open	Career	Undergraduate
Class Number	20349	Dates	8/27/2007 - 12/7/2007
Session	Academic Term	Grading	LG/SNC Elective Basis
Units	3 units	Location	Pittsburgh Campus
Class Components	Lecture	Required	
	Recitation	Required	
Campus			Pittsburgh Campus

MEETING INFORMATION			
Days & Times	Room	Instructor	Meeting Dates
MW 11:00AM - 11:50AM	G24 Cathedral of Learning	Lara Putnam	8/27/2007 - 12/7/2007

ENROLLMENT INFORMATION	
Class Attributes	Global Studies Latin American Studies

CLASS AVAILABILITY			
Class Capacity	80	Wait List Capacity	0
Enrollment Total	79	Wait List Total	0
Available Seats	1		

DESCRIPTION
HISTORY OF LATIN AMERICA DURING THE PERIOD OF SPANISH AND PORTUGUESE COLONIAL RULE, FROM 1500 TO 1825.

[RETURN TO RESULTS](#)



Review of Student Planning Tools

- General Education Requirements
 - CGS, Arts and Sciences, Pre-Professional
- Major, Minor, Certificate Information Sheets
- Reviewing the Academic Advisement Transcript
- Requirements Fulfilled
 - Courses that satisfy CGS Requirements
 - Courses that satisfy Arts and Sciences Requirements
 - Courses that satisfy Pre-Professional Requirements
- Course Descriptions
- PeopleSoft via my.pitt.edu

Getting Registered

Registration Checklist:

- ☑ Recitation/Lab required?
- ☑ Courses and any related components do not conflict
- ☑ Courses fulfill requirements needed
- ☑ Course descriptions are what you are looking for
- ☑ Have met all course pre-requisites
- ☑ Courses and recitation/labs are open in PeopleSoft
- ☑ No academic or financial holds on record to prevent registration (Check my.pitt.edu, Student Services, View My Holds)

Getting Registered

- **eRegistration** via CGS website
 - Able to submit registration request via web
 - Processing of eRegistration within two business days, not real time
 - Advisor does not review course selections
 - Student responsible to check registration confirmation

Getting Registered

- **In-Person Registration:** CGS reception desk, 4th floor Cathedral of Learning
 - Registration forms available at the CGS front desk, above computers in the McCarl Center, and [the Registration Related Forms section of the CGS website.](#)
 - Be sure to include:
 - Your complete name
 - Your PeopleSoft ID number
 - The 5 digit class number
 - The subject
 - The 4 digit catalog number
 - The number of units
 - The 5 digit class number for any related recitations or labs.

For Further Assistance

- Email general advising questions to eadvisor@cgs.pitt.edu
- Advising Information Sessions
 - Advisors are available Monday through Friday from 12:00 NOON – 2:00 PM in the McCarl Center, and 12:00 NOON – 1:00PM during Group Advising weeks.
 - Sign up at the 4th Floor Cathedral of Learning information desk, first come first serve
 - Session limited to 15 minutes with advisor
- Career Services for career and major choice
 - CGS Career Counselor: Michelle Talbert-Horsey (412-624-6600)



For Further Assistance

- Reasons to make an appointment with your advisor
 - New student appointments
 - Graduation appointments
 - Major or Degree Change
 - Internships
 - Students with Academic Holds
 - Personal Issues affecting Grades/Schedule
 - Late Add/Drop, Withdraw, and Resignation Decisions
 - Career/Major decisions
- Advising appointments are NOT for registering students
- To make appointment, call the CGS front desk at 412-624-6600

Next Steps

- Create a schedule utilizing information and tools in this Group Advising presentation:
 - To view or print presentation, go to the [Creating a Schedule](#) link from the Academic Advising menu on the CGS main page.
- Visit the [Registration Checklist](#)
- Process your registration via [eRegistration](#) or by visiting the CGS reception desk.
- Once registered, you can check in with an advisor during Advising Information Session hours, by emailing eadvisor@cgs.pitt.edu, or making an appointment with your advisor via the CGS Front Desk (412-624-6600)



QUESTIONS???