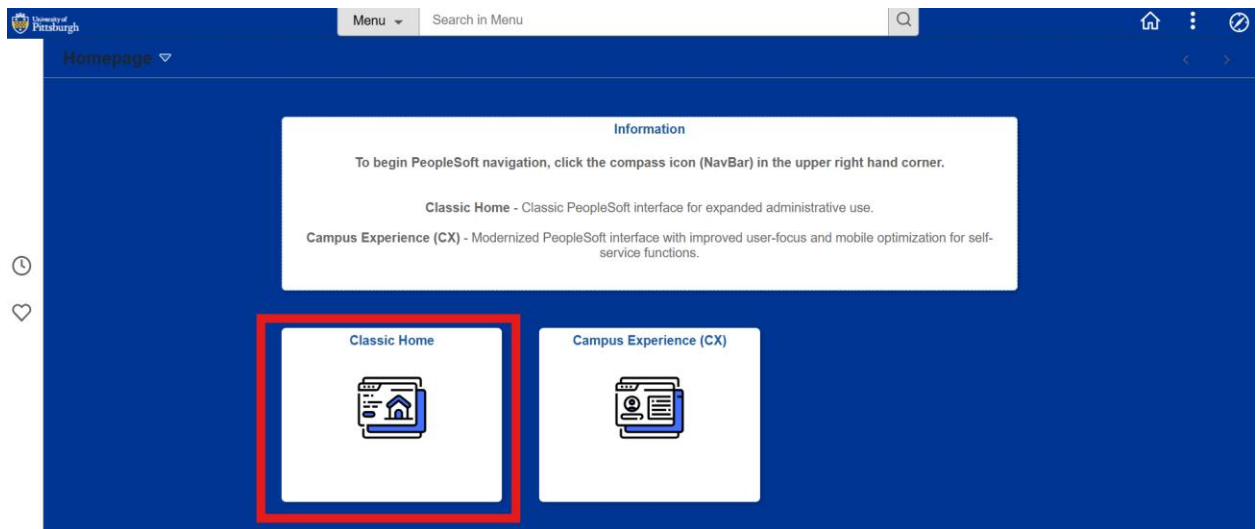
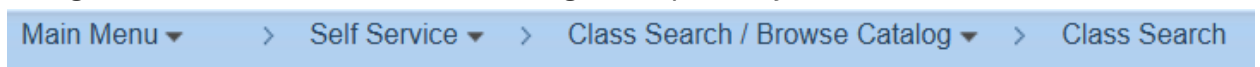


1. Open PeopleSoft Classic:



2. Navigate to Class Search via the following menu pathway:



3. Input your search criteria. You'll always need to include the term and the campus, and can include as much or as little additional information as you have.

Search for Classes

Institution

Term

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

▼ Class Search

Campus

Subject Education

Course Number

Class Nbr ?

☐ Show Open Classes Only

Course Career

Course Attribute

Course Attribute Value

Course Keyword ?

4. Scroll down and click search.

5. You may see multiple class sections available. Note the status symbol for each; some may be filled or on a wait list. Be sure to verify that the day, time, instructor, and status information is correct and then click select for the appropriate section.

Open

Closed

Wait List

New Search

Modify Search

3 class section(s) found

EDUC 3001 - PRACTITIONER INQUIRY 1: THE SCIENCE OF IMPROVEMENT

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
19204	1000-LEC Sum Term	TBA Sa 1:00PM - 5:00PM MoTuWeThFr 1:00PM - 5:00PM Sa 1:00PM - 5:00PM	WEB Based Class 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall	Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai Francois Guilleux, Esohe Osai	05/07/2025 - 08/12/2025 05/10/2025 - 05/10/2025 06/23/2025 - 06/27/2025 07/12/2025 - 07/12/2025 08/02/2025 - 08/02/2025	Unrstr - 0; Rstr - 0; Wait - 0		Select

Notes: This is a combined section class

6. You'll then be brought to your shopping cart where you can elect to be added to the wait list if necessary or enter a permission code if necessary. Do these if needed and then click next to finish adding to your shopping cart.

Add to Shopping Cart - Enrollment Preferences

Summer Term 2024-2025 | Graduate | University of Pittsburgh
EDUC 3001 - PRACTITIONER INQUIRY 1

Class Preferences

EDUC 3001-1100 Lecture

Open

Session Summer Term

Career Graduate

Enrollment Information

Hybrid

Wait List ☐ Wait list if class is full

Permission Nbr

Grading Grad Letter Grade

Units 3.00

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
1100	Lecture	TBA	WEB Based Class	Francois Guilleux, Esohe Osai	05/07/2025 - 08/12/2025

7. Now click Enroll and select the term for the class you just added to your shopping cart.

Search

Plan

Enroll

My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes

123

Select Term

Select a term then select Continue.

	Term	Career	Institution
☒	Summer Term 2024-2025	Graduate	University of Pittsburgh
☐	Fall Term 2025-2026	Graduate	University of Pittsburgh

Continue

8. Verify that the class information is correct, then click Proceed.

Add Classes

123

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer Term 2024-2025 | Graduate | University of Pittsburgh

Change Term

Open

Closed

Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

Search

Summer Term 2024-2025 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	EDUC 3001-1100 (19390)	TBA Sa 1:00PM - 5:00PM MoTuWeThFr 1:00PM - 5:00PM Sa 1:00PM - 5:00PM Sa 1:00PM - 5:00PM	WEB Based Class 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall 5601 Wesley W Posvar Hall	F. Guilleux, E. Osai	3.00	

Proceed to Step 2 of 3

9. Click finish enrolling, then you'll see the following screen. It'll show whether you have successfully enrolled in the course or not. If not, you will receive a specific

error message that you can use to determine how to proceed.

3. View results

View the following status report for enrollment confirmations and errors

Summer Term 2024-2025 | Graduate | University of Pittsburgh

 Success: enrolled  Error: unable to add class		
Class	Message	Status
EDUC 3001	Success: This class has been added to your schedule.	

[My Class Schedule](#)

[Add Another Class](#)