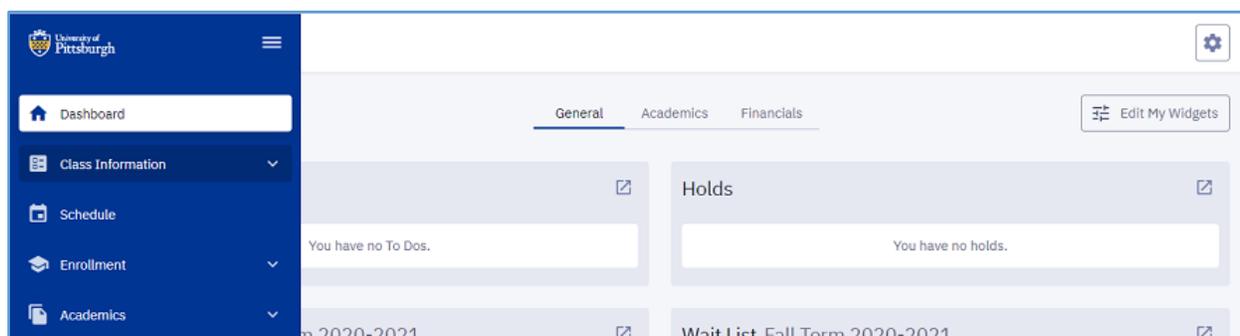# Students: PeopleSoft/HighPoint CX User Guide

Log in to the PeopleSoft/HighPoint CX Dashboard

Access the PeopleSoft/HighPoint CX task through myPitt.

Dashboard

Selecting **Dashboard** from the left-hand menu in the Student Center (HighPoint Campus Experience), displays the default widgets for your account.

To add or remove widgets:

1. Click **Edit my Widgets**.
2. Select or deselect widgets to customize your dashboard.
   Note: Some widgets like **Grades** and **Financial Aid** contain potentially sensitive information. Use discretion when customizing dashboard widgets.

Class Information and Enrollment

In the Student Center, students can add, drop, edit, and swap their course selections. These Enrollment activities are detailed in this section.

Note: You can also search for courses and generate possible schedules using the left-hand side drop-down navigation to click **Enrollment**, then **Schedule Builder**. For detailed information about these options, please refer to the **Schedule Builder Student User Guide** on the Student Training page of the Registrar's Office website.

Add Courses

1. From the left-hand menu, click **Class Information**, then **Class Search** to search for a course.
2. Select your desired section.
3. Send the course to Schedule Builder (to generate possible schedules and enroll) *or* to your Planner.
4. Enroll in the course:
   a. From the left-hand menu, click **Enrollment,** then **Planner**.
   b. Select the course.
   c. Click **Add to Cart**.

OR

You can also enroll in a course from your **Shopping Cart**:

a. Open the **Shopping Cart**.
b. Select the course.
c. Click **Enroll**.

To switch recitations or labs for a course, use **Edit Enrollment**.

To set up a **waitlist swap** such that an enrolled course will be dropped upon successfully moving into a different course from off of the waitlist:

1. Search for the course with the waitlist using the **Class Search** function.
2. Select the **Enroll** button once you've found the correct section.
3. A modal will present where you can select the **Waitlist if class is full** checkbox. Once you check that checkbox, a dropdown menu of your currently enrolled classes will appear. From this menu, you can select the section of the course in which you're currently enrolled, and **Save** to set up a waitlist swap.

Drop Courses

1. From the left-hand menu, click **Enrollment**, then **Drop Classes**.
   Note: Make sure you select the correct term.
2. Select the checkboxes for the courses to be dropped, then click **Drop**.
3. Confirm your drop decision and view the dropped course information.

To switch recitations or labs for a course, use **Edit Enrollment**.

Edit Enrollment

Use **Edit Enrollment** to select different labs or recitations while keeping the same lecture, change a course's grade basis after enrolling in the course, or adjust credits for variable credit courses.

1. From the left-hand menu, click **Enrollment**, then **Edit Enrollment**.
2. Locate a course, then click **Edit**.
3. Make your changes, including grading basis change*, variable credit value change, and select new lab/recitation.
   *Note: To verify a previously change to a course's grading basis, navigate to **Grades** under the **Academics** menu option, then view your course list and grading basis for each course.
4. Click **Continue**, then confirm your changes.

Edit enrollment may also be utilized to set up a "drop if enroll" transaction for a class for which you are on the waitlist. This can be used for waitlisted classes that may present time conflicts, take you over the maximum credits for a term, or a different section of a class that is already on your class schedule.

1. From the left-hand menu, click **Enrollment**, then **Edit Enrollment.**
2. Locate a waitlisted course, then click **Edit.**
3. From the **Drop Class** dropdown, select a course for which you are already enrolled to be dropped if you end up with a successful enrollment for your waitlisted class. This does not

guarantee your placement in the waitlisted course. The course selected will not be dropped if you do not have a successful enrollment in your waitlisted course.

4. Click **Continue**, then confirm your changes.
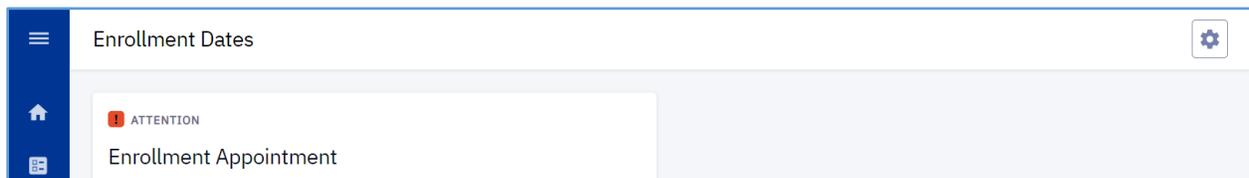

Swap Courses

Use the swap function to add and drop a course at the same time. Consider using this function in situations involving course scheduling conflicts *or* in situations where adding a course exceeds the allowable credits for the term.

1. From the left-hand menu, click **Enrollment**, then **Swap Classes**.
2. Select a course you are enrolled in, then click **Swap this class** drop-down menu.
   Note 1: You have several choices. Selecting **With Class from Search** takes you to the main course search where you can locate a section of a course that is not already in your Planner or Shopping Cart.
   Note 2: If there are no courses assigned to the term, you will see an error message.
3. Select a course, then confirm the swap.

To switch recitations or labs for a course, use **Edit Enrollment**.

View Enrollment Dates

If assigned, open enrollment dates for a current or future term are shown on the **Enrollment Dates** page. An assigned enrollment appointment for a future term will also appear here.

Academics

In the Student Center, select **Academics** from the left-hand menu to review the following types of personal academic information:

- **Programs**–Program, Plan, and Sub Plan information for a given career
- **Test Scores**–Personal Test Results (For example, SAT and GRE scores)
- **Degree Progress**–This feature allows you to collapse or expand sections to review which requirements have been satisfied, not satisfied, or are in-progress. Sections with no completed requirements are marked **Not Satisfied** in red.

- **What-If Report**–View the requirements you need to complete if you want to:
  - Find out what your outstanding requirements are for a major, minor, or certificate.
  - Change your major and see what additional coursework you would need to complete.

- o   Find out if you have room for a double or triple major.
- o   Find out if you can fit in a minor and/or certificate.

To run a What-If Report:

a.   From the left-hand menu select click Academic, then **What-If**
b.   Click **Create Report**
c.   Select the **Career**, **Program**, and **Plan** you want to explore
d.   Click **Submit Report**

- **Course List**–Shows all the courses you have taken, transferred, planned, have in your cart, or that are in progress and the grade you received, if applicable. Results can be filtered by **Class Status** and/or **Grade**.
- **View Unofficial Transcript**–Select this to run a copy of your Academic Record. Use the **Career** dropdown to change careers, if applicable.
- **Grades**–Select **Grades** to view your grades for a given term. You can change from term to term using the **Term** drop-down list. A **Midterm Grade** column is present if you were given a grade for that term.
- **Transfer Credit**–Contains all information about course credits transferred to the University of Pittsburgh, credits based on your test scores/results, and other credits.

My Profile

You can change the following **My Profile** information for your Student Center account:

- Gender Identity (found in **Biographical Info**)
- Addresses, phone numbers, and e-mail addresses (found in **Contact Info**)
- Emergency Contacts

For other changes to My Profile information, please contact the Office of the Registrar at 412-624-7649 if you have any questions.

Get Help

Please contact the Office of the Registrar at 412-624-7649 if you have any questions regarding this information.