Viewing Class Schedules and Class Rosters
Using PeopleSoft’s Faculty Self Service

Introduction
The PeopleSoft Student Administration System enables students, faculty, and staff to view up-to-the-minute online course information.

University of Pittsburgh faculty members can view their class schedules, weekly schedules, and class rosters online through the my.pitt.edu Web portal’s PeopleSoft Self Service feature.

Viewing Your Class Schedule and Class Roster Online

Using PeopleSoft Self Service
To view your class schedules and class rosters online, complete the following steps.

1. Log in to the my.pitt.edu Web portal using your University Computer Account username and password.

2. Click the Faculty Services tab on the main menu, or select Faculty Services from the Communities drop-down menu.

3. Click the link for viewing courses and classes located in the PeopleSoft Self Service window.


5. To view your class schedule, click View My Class Schedule and select the applicable term. To view your classes for the current week, click View My Weekly Schedule. To view your roster for a specific class, click Access Class Rosters and select the applicable term. These options are described in more detail below.

View My Class Schedule
1. Complete steps one through four in the Using PeopleSoft Self Service section of this document.

2. Click the View My Class Schedule link to display a list of terms. Click the term for which you would like to see your class schedule.

3. After you select a term, an Instructor Schedule window will display information about the class. Click the Instructor Schedule 2 tab to display additional details, such as the start date and end date of the class.
**View My Weekly Schedule**

1. Complete steps one through four in the *Using PeopleSoft Self Service* section of this document.

2. Click the View My Weekly Schedule link to display your class schedule for the current week.

3. You can customize the view of your weekly schedule in a number of ways. Enter a new date in the As of Date field and click the Go button to view a new week. You can view specific days of the week by selecting the appropriate checkboxes at the bottom of the screen and clicking the Go button. To view your schedule in military time, uncheck the Show AM/PM checkbox and click the Go button.

**Access Class Rosters**

1. Complete steps one through four in the *Using PeopleSoft Self Service* section of this document.

2. Click the Access Class Rosters link to display a list of terms. You can view both regular class rosters and independent study rosters. Select a roster type and then click the term for which you would like to view the roster.

**Class Rosters**

Class rosters display the course title, catalog number, section number, and class number. To view additional information, including class section information and course components, click on an individual course title.

**Independent Study Rosters**

Independent study rosters display the names of the students and the independent study courses in which they are enrolled. You can sort your roster in a variety of ways by selecting an option from the Sort Option menu. To view additional information, including seat reservations and meeting times, click the Class Details link.
Viewing the University’s Course Catalog and Schedule of Classes

Faculty members can also use the my.pitt.edu Web portal to search the University’s courses offerings for a given term, as well as view online course descriptions from the University’s course catalog, by completing the following steps.

1. Log in to the my.pitt.edu Web portal using your University Computer Account username and password.

2. Click the Faculty Services tab on the main menu, or select Faculty Services from the Communities drop-down menu.

3. Click the link for viewing courses and classes located in the PeopleSoft Self Service window.


Note: You can also access the Course Catalog and Schedule of Classes option by clicking on SA Self Service, Community Access, and Tasks.

5. To view course catalog descriptions, click View Course Catalog, enter the applicable criteria, and click the Search button. To search the classes being offered during a given term, click View Schedule of Classes, enter the appropriate institution and term, and click either Basic Search or Advanced Search.