

Students:Schedule BuilderUser Guide

1. Access the PeopleSoft/HighPoint CX Task [myPitt](#).
2. From the left-hand side menu under Enrollment click Schedule Builder

3. Select View Tips.

4. Select a term.

5. Search for courses using the filter (which can be expanded) or by importing courses (click Import Courses) on the Schedule Builder landing page. Please note the following tips about this feature

x Multiple filter options can be is fea3.3(< 6 0 Td [(M)-4ap(It)-2(le)]Ti(r)]Td 0 Tc 0 Tw 3.424d ()Tj -0.001 Tc

8. Click **Build Schedule** to see your possible schedule. The following are **build schedule tips**:
- x If you see an error message display when you are building a course schedule, it may be a result of courses sharing the same time slot, courses that are closed, or courses that conflict with any unavailable times you set. To prevent this, adjust your filters, select other courses, or select the course from the schedule building page.
 - x Sort schedule options by earliest start time, latest start time, most days scheduled, and least days scheduled.
 - x Favorite generated schedules: t120/TT0 1 Tf 7 - t120/Ta Tc 0.006 (t)-2.9 0.0.2(a)2.2-- c 0.dTc 0 Tw 3.598 0 _