UNIVERSITY OF PITTSBURGH

The **DIETRICH** School of
Arts & Sciences

ENROLLMENT GUIDE

This booklet is designed to guide you through the process of searching for and enrolling in courses. It is a tool that supplements individual interactions with your advisor and helps you to take an active role in planning your educational journey.

For instructional videos and information sheets related to enrollment, log in to **my.pitt.edu** and click on **Learn More** under the **Student Center Login** link.

GETTING STARTED

A. Launch an Internet browser and open two tabs.

B. Have your University of Pittsburgh user name and password readily accessible to log in to my.pitt.edu.

THE COURSE DESCRIPTIONS SITE

In the first tab of your Internet browser, go to www.courses.as.pitt.edu.

The Course Descriptions site is the first step in selecting your courses for the upcoming term. Take some time to read the course descriptions to gain a sense of what courses you might like to take.

There are two helpful ways to search for courses using the Course Descriptions site:

A. By **SUBJECT**

B. By **DIETRICH SCHOOL REQUIREMENT**

1. Use the drop-down menus to choose a **SUBJECT** or **DIETRICH SCHOOL REQUIREMENT** and click on the term tab (21X1 for fall, 21X4 for spring, and 21X7 for summer).

2. Click on the blue highlighted **five-digit Class Number** link for additional course information.

3. **Alternatively (to step 2)**, click on **VIEW ALL** *(Dept) Fall 20XX,* located in the top or bottom left-hand portion of the page, to view all of the offerings in a department on one scrollable page.

4. Create a list of the courses you find to be interesting. Pay special attention to the five-digit class numbers, subject abbreviations, catalog/course numbers, and titles for the courses, for example, **10646 ANTH 0780 Introduction to Cultural Anthropology**.

YOUR STUDENT CENTER

In the second tab, go to **my.pitt.edu** and log in using your **University of Pittsburgh user name and password** to access your **Student Center**. Once logged in to my.pitt.edu, click on **Student Center Login** along the right hand side. Click on **Self-Service** in the upper left-hand corner. Click on **Student Center** in the upper left-hand corner.

From your **Student Center**, click on **Enroll** along the left-hand side.

Your student center is a one-stop shop for accessing your academic, personal, and financial information. See screen shot of the **Student Center** on the following page.

From your Student Center, you can do the following:

- View holds
- View your schedule
- View your enrollment date/time
- Enroll in classes
- Drop, add, and swap classes
- Access the Class Search function
- View your advisor's name and contact information
- View and change your demographic information
- View your Degree Progress Report (Academic Advisement Transcript)

SEARCH FOR/ENROLL IN CLASSES

After reviewing the course offerings on the Course Descriptions site, you are ready to search for and enroll in courses.

There are two ways to search for classes:

- By typing in the blue-highlighted **five-digit Class Number** found on the Course Descriptions site

- By using the green search button

1. If using the Class Search method, the following two fields must be filled in for the class search to run properly: **Course Subject** abbreviation (for example, BIOSC) and **Campus** (Pittsburgh). **Do not use the green select subject button**. For your convenience, the Course Subject abbreviations are included in this booklet. To search for a specific course, include the four-digit course number. The example below shows a class search for **BIOSC** (Course Subject) **0150** (Course Number) for **Pittsburgh** (Campus). Click on the green **Search** button in the bottom right-hand corner.

2. Click on the green **Select** button along the right-hand side next to the Lecture **(LEC)** that you want. This automatically brings up the recitations that are available. Not all courses have recitations.

3. If applicable, choose a recitation **(REC)** by clicking in the circle next to it and then click on the green **NEXT** button to proceed to the review screen.

4. Click on the green **NEXT** button to proceed. This places the course in your enrollment shopping cart.

5. Click on the green **Proceed to Step 2 of 3** button.

6. Click on the green **Accept Terms and Register** button.

COURSE SUBJECT ABBREVIATIONS
Subject/Department Abbreviations

AFRCNA Africana Studies

ANTH Anthropology

ARTSC Arts and Sciences

ASTRON Astronomy

BIOSC Biological Sciences

CHEM Chemistry

CHIN Chinese

CLASS Classics

COMMRC Communication and Rhetoric

CS Computer Science

ECON Economics

ENGCMP English Composition

ENGFLM English Film

ENGLIT English Literature

ENGWRT English Writing

FILMST Film Studies

FP Freshman Programs

FR French

GEOL Geology

GER German

GREEK Greek

GSWS Gender, Sexuality, and Women's Studies

HIST History

HAA History of Art and Architecture

HPS History and Philosophy of Science

ITAL Italian

JPNSE Japanese

JS Jewish Studies

KOREAN Korean

LATIN Latin

LING Linguistics

MATH Mathematics

MUSIC Music

NROSCI Neuroscience

PEDC Physical Education

PHIL Philosophy

PHYS Physics

PS Political Science

POLISH Polish

PORT Portuguese

PSY Psychology

RELGST Religious Studies

RUSS Russian

SLAV Slavic

SLOVAK Slovak

SOC Sociology

SPAN Spanish

STAT Statistics

SA Studio Arts

THEA Theatre Arts

UKRAIN Ukrainian

URBNST Urban Studies

Other Programs

ADMJ Administration of Justice

BUSERV Business Service

EM Emergency Medicine

HPA Health and Physical Activity

IL Instruction and Learning

INFSCI Information Science

LEGLST Legal Studies

NUR Nursing

NUTR Nutrition

PUBSRV Public Service

REHSCI Rehabilitation Science

SOCWRK Social Work

THE WAITLIST FEATURE

The waitlist feature is available in PeopleSoft for most courses at the University of Pittsburgh. This feature allows students to put themselves on a waitlist for a class section that is full and be given a waitlist position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number. If the course requires a recitation, both the lecture and the recitation must be open to get enrolled. If enrolled from the waitlist, students will receive an e-mail notification regarding their enrollment status.

1. From your **Student Center**, click on the **Enroll** link.

2. Conduct a class search and uncheck the **Show Open Classes Only** box.

3. Click on the green **Select** button.

4. On the **Enrollment Preferences** page, check the **Waitlist If Class Is Full** box.

5. Click on the green **NEXT** button.

6. Review your shopping cart and select the green **Proceed to Step 2 of 3** button.

7. Click on the green **Accept Terms and Register** button.

8. Click on **My Class Schedule** to view your waitlist status and position number.

It is important to use the SWAP feature to waitlist a course if any of the following conditions exists:

• You are already enrolled in a different section of the waitlisted course.

• A class for which you are already enrolled has a time conflict with the waitlisted course.

• Adding the waitlisted course would put your total number of credits/units for the term above 18.

• Caution: The SWAP feature should not be used to attempt to get on a waitlist for a closed lab or recitation, if students are already enrolled in the lecture associated with that closed lab or recitation. Students will be dropped from their enrolled class and placed on the waitlist for the lecture until a seat opens in the closed lab/recitation, since students cannot be enrolled in a lecture section and waitlisted for that same lecture simultaneously.

Students may waitlist for up to a total of eight credits/units until the day before the add/drop enrollment period ends for any given term.

Please note: When you put yourself on the waitlist for a course you are not yet enrolled in the course for credit, and it does not count toward full time status.

ADD/DROP A COURSE

Schedule changes may need to be made for a number of reasons. Students can add/drop courses until the end of the add/drop period. If you are adding a class that has already met, be sure to check with the instructor regarding missed assignments and class attendance.

1. From your **Student Center**, click on the **Enroll** link.

2. Select the **Drop** tab at the top of the page.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

3. Click on the box next to the class you wish to drop.

4. Click on **Drop the Selected Classes** (green button).

5. Click on **Finish Dropping** (green button).

6. If you choose to add another course, click on the "**Add**" or "**Enroll**" tab.

STAYING IN TOUCH

UNIVERSITY E-MAIL ACCOUNT

Each student receives a computer account that includes a University of Pittsburgh e-mail address. This e-mail address is used for all official University communication, including notification of cancelled classes, emergency alerts, and eBills. **It also is the primary means of communication between you and your academic advisor.** It is important to check your University e-mail daily. While you may choose to have this e-mail forwarded to a personal account, you should be aware that doing so may cause you to miss important information and deadlines. It is your responsibility to maintain your e-mail account and be aware of the deadline dates available on the academic calendar each term. For additional calendar information, go to: **www.asundergrad.pitt.edu/calendars.html**.

COURSEWEB/BLACKBOARD

CourseWeb is a Web-based learning environment that more than 50 percent of the professors use as another means of communicating important information to their students. It is recommended that you check your CourseWeb organization regularly.

To access CourseWeb, go to **courseweb.pitt.edu** and log in using your University of Pittsburgh computer account user name and password.

For your convenience, there is a direct link to CourseWeb from the my.pitt.edu home page. Go to **My Organizations** and click on the course you want to view.

Note: Only courses for which the professors use CourseWeb will be listed under **My Courses**. Please know that the course list under **My Courses** is **not** your official schedule or a list of your registered courses. For a copy of your official schedule, visit your **Student Center**.

RESOURCES

For technical/computer-related issues, please contact:

Computer Help Desk
412-624-HELP (4357)
www.technology.pitt.edu

For registration, transcript, and enrollment verification questions, please contact:

University of Pittsburgh
Kenneth P. Dietrich School of Arts and Sciences
Enrollment Services
G-3 Thackeray Hall
139 University Place
Pittsburgh, PA 15260
E-mail: registration@registrar.pitt.edu
Phone: 412-624-7649
Fax: 412-624-4303

For advising-related questions, please contact:

Kenneth P. Dietrich School of Arts and Sciences
Advising Center
201 Thackeray Hall
139 University Place
Pittsburgh, PA 15260
Phone: 412-624-6444
Fax: 412-624-3707
asundergrad.pitt.edu/advising-center

University of Pittsburgh

Kenneth P. Dietrich School of Arts and Sciences
Advising Center
201 Thackeray Hall
139 University Place
Pittsburgh, PA 15260

412-624-6444

Web **asundergrad.pitt.edu/advising-center**

■ **Cathedral of Learning**
■ **Thackeray Hall**