

UNIVERSITY OF PITTSBURGH

The DIETRICH School of  
**Arts & Sciences**

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# 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](http://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**

The screenshot shows the 'Course Descriptions' page for the University of Pittsburgh. It features a search section for 'Dietrich School students' with a dropdown menu for 'Africana Studies (AFRCNA)' and a table of term options: 2164, 2167, and 2171. A blue arrow points to the '2164' term. Another blue arrow points to the 'Search by Dietrich School requirement' section, which includes a dropdown menu for 'General Education Requirements' and a '2164' term option. A 'Summer Sessions 2016' banner is visible at the bottom right.

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.

>> COURSE DESCRIPTIONS Courses 1 to 35 of 35

VIEW ALL AFRONA: [Spring](#) | [Summer](#) | [Fall](#) 

Subject	Catalog #	Term	Class #	Title	Instructor	Credits/Units
AFRCNA	0025	2171 AT	<a href="#">25535</a>	Yoruba 1	Ayanganar Gretchen M and Aganga-Williams, Shirley Olayinka	4 cr.
AFRCNA	0031	2171 AT	<a href="#">10547</a>	Introduction To Afrona Studies	Tillotson, Michael Tyriss	3 cr.
AFRCNA	0031	2171 SE3	<a href="#">25544</a>	Introduction To Afrona Studies	Alfonso Wells, Shawn Michelle	3 cr.

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](http://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](http://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)

**Academics**

Search  
Plan  
Enroll  
My Academics  
Mid-Term Grades

other academic... ▾

Deadlines URL

**This Week's Schedule**

Class	Schedule
ARTSC 1900-1030 INT (19311)	TO BE ARRANGED
ASTRON 0088-1100 LEC (29761)	We 6:00PM - 8:30PM 104 Thaw Hall
ASTRON 0088-1120 REC (29762)	We 8:40PM - 9:30PM 104 Thaw Hall
CS 0449-1200 LEC (25784)	TuTh 4:00PM - 5:15PM G29 Benedum Hall
CS 0449-1205 REC (25787)	We 2:00PM - 2:50PM 5505 Sennott Square
LING 1777-1040 LEC (12463)	TuTh 2:30PM - 3:45PM 249 Cathedral of Learning
LING 1951-1020 LEC (30733)	MoWeFr 11:00AM - 11:50AM 358 Cathedral of Learning
NROSCI 0080-7010 LEC (28720)	Mo 6:00PM - 8:30PM A214 Langley Hall

weekly schedule ▶  
enrollment shopping cart ▶

**SEARCH FOR CLASSES**

**Holds**  
Academic Advisement Required  
details ▶

**To Do List**  
No To Do's.

**Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling for the Fall Term 2016-2017 Academic Term session on April 5, 2016 12:00PM.

**Advisor**  
Program Advisor

## 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.

**Academics**

Search  
Plan  
Enroll  
My Academics  
Mid-Term Grades

other academic... ▾

Deadlines URL

**This Week's Schedule**

Class	Schedule
ARTSC 1900-1030 INT (19311)	TO BE ARRANGED
ASTRON 0088-1100 LEC (29761)	We 6:00PM - 8:30PM 104 Thaw Hall
ASTRON 0088-1120 REC (29762)	We 8:40PM - 9:30PM 104 Thaw Hall

**SEARCH FOR CLASSES**

**Holds**  
Academic Advisement Required  
details ▶

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

Fall Term | Undergraduate | University of Pittsburgh

change term

Open Closed Wait List

**Add to Cart:**

Enter Class Nbr  
 **enter**

**Find Classes**  
 Class Search  
 My Planner

**search**

**Shopping Cart**  
 Your enrollment shopping cart is empty.

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.

**Search for Classes**

University of Pittsburgh | Fall Term

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

**Class Search**

Subject ← select subject  Biological Sciences

Course Number   ←

Course Career

Show Open Classes Only  
 Open Entry/Exit Classes Only

**Additional Search Criteria**

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  ?

Course Keyword  ?

Minimum Units

Maximum Units

Course Component

Session

Campus  ←

Location

Course Attribute

Course Attribute Value

[Return to Add Classes](#)

CLEAR

SEARCH ←

- 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.

* BIOISC 0150 - FOUNDATIONS OF BIOLOGY 1							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
10197	1030-LEC <a href="#">FT Sess</a>	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unstr - 308; Rstr - 12; Wait - 20	<span style="color: green;">●</span> <a href="#">select</a>
10753	1040-REC <a href="#">FT Sess</a>	We 7:30PM - 8:20PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unstr - 82; Rstr - 0; Wait - 20	<span style="color: green;">●</span> <a href="#">select</a>
18636	1045-REC <a href="#">FT Sess</a>	Th 1:00PM - 1:50PM	A224 Langley Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unstr - 82; Rstr - 0; Wait - 20	<span style="color: green;">●</span> <a href="#">select</a>

- 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.

**BIOISC 0150 - FOUNDATIONS OF BIOLOGY 1**

Lecture selected: Section 1030  
MoWe 6:00PM - 7:15PM L9 Clapp Hall

● Open ■ Closed ▲ Wait List

**Select Recitation section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	10753	1040	We 7:30PM - 8:20PM	L9 Clapp Hall	E. McGreevy	<span style="color: green;">●</span>
<input checked="" type="radio"/>	18636	1045	Th 1:00PM - 1:50PM	A224 Langley Hall	E. McGreevy	<span style="color: green;">●</span>
<input type="radio"/>	10755	1050	Fr 11:00AM - 11:50AM	A224 Langley Hall	E. McGreevy	<span style="color: green;">●</span>
<input type="radio"/>	10754	1060	Fr 12:00PM - 12:50PM	A224 Langley Hall	E. McGreevy	<span style="color: green;">●</span>

View All Sections | First 1-4 of 4 Last

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

**BIOISC 0150 - FOUNDATIONS OF BIOLOGY 1**

**Class Preferences**

BIOISC ● 0150-1030 Lecture ● Open **Wait List**  Wait list if class is full

BIOISC ● 0150-1045 Recitation ● Open **Permission Nbr**

**Session** Full Term Session **Grading** Letter Grade ▼

**Career** Undergraduate **Units** 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
1030	Lecture	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016
1045	Recitation	Th 1:00PM - 1:50PM	A224 Langley Hall	Erica McGreevy	08/29/2016 - 12/17/2016

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

**Add Classes**

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.

✓ BIOSC 0150 has been added to your Shopping Cart.

Fall Term 2016-2017 | Undergraduate | University of Pittsburgh | **change term**

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**  
 Enter Class Nbr:  **enter**  
 Find Classes:  
 Class Search  
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOSC 0150-1030 [10197]	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	E. McGreevy	3.00	●
	BIOSC 0150-0145 (18636)	Th 1:00PM - 1:50PM	A224 Langley Hall	E. McGreevy		●

**PROCEED TO STEP 2 OF 3**

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

**Add Classes**

2. **Register and agreement to pay (Promissory Note)**

Once I register for a course, I become responsible for payment of the resulting tuition, fees and other associated financial obligations. By proceeding with my registration, in exchange for being permitted to register for and attend classes, I am entering into a Promissory Note ("Agreement") with the University obligating me to pay all outstanding monies owed to the University not paid by loans, scholarships, grants and/or other payments. Payments are due by the due date displayed in each Electronic Bill posted for me in PITPAY.

Should I fail to pay any outstanding balances in full when due, I agree that a monthly \$50 late fee will be assessed to my balance. I further agree that should my account become delinquent, the University will assess a collection fee of \$100 and may withhold future registration or schedule adjustments, the awarding of any degree(s) or diplomas, and/or grades and official transcripts. Further, if I am delinquent, the University may pursue litigation against me, transfer my account to a collection agency and/or report any delinquency to credit bureau(s). In addition to my balance, I agree to pay the University's costs and fees, including attorneys' fees and costs of collection agencies (which may be based on a percentage of the debt), incurred in any litigation or collection activity resulting from my failure to pay under this Agreement.

I authorize the University of Pittsburgh and its agents, representatives, attorneys and contractors (including collection agencies) to contact me through my mobile phone, home phone and email, including by way of text and automated message calls, for purposes of collecting any portion of my student financial obligation which is past due.

My withdrawal effective date, if any, will determine the amount of credit that I may be eligible to receive pursuant to University policy 09-05-08 Termination of Registration (<http://www.cfo.pitt.edu/policies/policy/09/09-05-08.html>), and the Resignation and Title IV Refund Policy links found at [www.payments.pitt.edu](http://www.payments.pitt.edu).

I have read this Agreement and understand it. By clicking the **ACCEPT TERMS AND REGISTER** button, I affirm my electronic signature, consent to this Agreement and agree to pay the University my outstanding balance, plus fees and costs as set forth above.

Summer Term 2015-2016 | Undergraduate | University of Pittsburgh

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOSC 0150-1010 (10156)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	MoWeFr 8:30AM - 10:45AM	A221 Langley Hall	K. Curto	3.00	●
BIOSC 0150-1015 (10463)	FOUNDATIONS OF BIOLOGY 1 (Recitation)	MoWe 11:00AM - 11:50AM	A221 Langley Hall	K. Curto		●

**CANCEL**    **PREVIOUS**    **ACCEPT TERMS AND REGISTER**

# 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.



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](http://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](http://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](http://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](mailto: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](http://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](http://asundergrad.pitt.edu/advising-center)

