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 (2151 for fall, 2154 for spring, and 2157 for summer).

2. Click **LIST ALL** in the upper right-hand corner to see the full listing of courses.

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

4. **Alternatively (to steps 2 and 3)**, click on **VIEW ALL (Dept) Fall 2014**, 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.

5. 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 AFRCNA 0031 Introduction to Africana Studies**.
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.

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)

1. Once logged in to my.pitt.edu, click on Student Center Login along the right-hand side.
2. Click on Self-Service in the upper left-hand corner.
3. Click on Student Center in the upper left-hand corner.
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.

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

1. There are two ways to search for classes:
   A. By typing in the five-digit Class Number found on the Course Descriptions site
   B. By Class Search
2. 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 on the opposite page. 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.

3. Click on **View All Sections**, if applicable.
4. Click on the green **Select Class** 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.
5. 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.
6. Click on the green **NEXT** button to proceed. This places the course in your enrollment shopping cart.
7. Click on the green **Proceed to Step 2 of 3** button.
8. 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
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
WOMNST Women’s 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 that do not have associated recitations or labs. 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 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 Class 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.

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.

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).
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 regularly. 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 academic advisors 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 Arts & Sciences Advising (Advisor last name).

Note: More than 50 percent of professors also use CourseWeb. 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 Office**
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:

**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
www.as.pitt.edu/advising
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
www.as.pitt.edu/advising