

Enrollment Restrictions

Enrollment Restrictions

When searching for courses, there are several courses that will show up with a green dot and appear open, but they may or may not be open to you. These courses have **Enrollment Restrictions** and may require instructor consent, department consent, or have restrictions for certain populations of students. To find out if a course has an enrollment restriction and what type it is, you must click on the blue highlighted information under the **Section** heading link from the class search results screen to view the class details. Refer to the following examples:

1. [Enrollment Restrictions for Specific Student Populations](#)
2. [Enrollment Restrictions for Academic Communities](#)
3. [Enrollment Restrictions for UHC courses](#)
4. [Using a Permission Number](#)
5. [Combined Sections](#)
6. [The Waitlist Feature](#)

Enrollment Restrictions for Specific Student Populations

As an Arts and Sciences student, the enrollment restrictions that pertain to you will say **A&S Undergraduates (any Arts and Sciences student)** or **First-Year A&S Students (a.k.a. freshmen only; not transfers)**. This means that open, restricted seats are available to you for enrollment. In the example below for **ENGCOMP 0200 – Seminar in Composition**, there is 1 open unrestricted (**Unrstr**) seat and 14 open restricted (**Rstr**) seats.

To see if a class is open but restricted, you must view the class details. To do so, click on the blue highlighted information under the **Section** heading (In the example below it would be 1010-SEM etc.). It shows that the enrollment restriction is for A&S Undergraduates which means that you can enroll in the course as an Arts and Sciences student. The 1 open unrestricted seat can be taken by any University of Pittsburgh student in any undergraduate school at Pitt.

Class Search Results:

ENGCOMP 0200 - SEMINAR IN COMPOSITION							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
10299	1010-SEM FT_Sess	Th 6:00PM - 8:30PM	116 Victoria Building	Staff	08/29/2016 - 12/17/2016	Unrstr - 1; Rstr - 14; Wait - 10	● <input type="button" value="select"/>

Class Details Screen:

ENGCOMP 0200 - 1010 SEMINAR IN COMPOSITION

University of Pittsburgh | Fall Term 2016-2017 | Seminar

Class Details

Status	● Open	Course ID	107477
Class Number	10299	Offer Nbr	1
Session	Full Term Session	Career	Undergraduate
Units	3 units	Dates	8/29/2016 - 12/17/2016
Class Components	Seminar Required	Grading	LG/SNC Elective Basis
		Location	Pittsburgh Campus
		Campus	Pittsburgh Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 6:00PM - 8:30PM	116 Victoria Building	Staff	08/29/2016 - 12/17/2016

Enrollment Information

Enrollment Requirements PREQ: ENGCOMP 0002 or 0003 or 0005 or 0010 or 0100 or 0150 or 0152 or ENG 0101

Enrollment Restrictions

A&S Undergraduates	Available Seats	14
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Class Availability

Class Capacity	19	Unrestricted Seats	1	Wait List Capacity	10
Enrollment Total	4	Restricted Seats	14	Wait List Total	0
Available Seats	15				

In the next example, the second section listed for ENGCMP 0200, also shows an enrollment restriction. However, after clicking on the blue highlighted link under the section heading to view the **class details**, a zero is listed for A&S Undergraduates. This means that although the course is open, it is no longer open to you. The remaining restricted seats are for the incoming CBA (College of Business Administration) and NURS (Nursing) first-year students. You would not be able to enroll in the course. You would need to look for a different section of the same course, or search for a different course to take.

Class Search Results:

▼ ENGCMP 0200 - SEMINAR IN COMPOSITION							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
10299	1010-SEM FT Sess	Th 6:00PM - 8:30PM	116 Victoria Building	Staff	08/29/2016 - 12/17/2016	Unrstr - 1; Rstr - 14; Wait - 10	●
10287	1025-SEM Acad Term	TuTh 4:00PM - 5:15PM	349 Cathedral of Learning	Robin Clarke	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 8; Wait - 8	●

Class Details Screen:

ENGCMP 0200 - 1025 SEMINAR IN COMPOSITION

University of Pittsburgh | Fall Term 2016-2017 | Seminar

Class Details	
Status	● Open
Class Number	10287
Session	Academic Term
Units	3 units
Class Components	Seminar Required
Course ID	107477
Offer Nbr	1
Career	Undergraduate
Dates	8/29/2016 - 12/9/2016
Grading	LG/SNC Elective Basis
Location	Pittsburgh Campus
Campus	Pittsburgh Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 4:00PM - 5:15PM	349 Cathedral of Learning	Robin Clarke	08/29/2016 - 12/09/2016

Enrollment Information	
Enrollment Requirements	PREQ: ENGCMP 0002 or 0003 or 0005 or 0010 or 0100 or 0150 or 0152 or ENG 0101

Enrollment Restrictions	
A&S Undergraduates	Available Seats 0
CBA Freshman	Available Seats 5
NURS Freshman	Available Seats 3

Enrollment Restrictions for Academic Communities

In the next example, a restriction for a course in a specific **Academic Community** is shown for **HPS 0613 Morality and Medicine**. This means that only incoming students that have signed up for this academic community can enroll in the remaining restricted seats in the course. After clicking on the blue highlighted link under the section heading to view the class details, the following page displays showing the enrollment restrictions. If you attempt to enroll in the course you will receive an error message because you have not signed up for the Academic Community.

Class Search Results:

HPS 0613 - MORALITY AND MEDICINE							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
11702	1030-LEC Acad Term	MoWe 2:00PM - 2:50PM	G24 Cathedral of Learning	Sandra Mitchell	08/29/2016 - 12/09/2016	Unstr - 0; Rstr - 19; Wait - 0	●
25654	1901-REC Acad Term	We 1:00PM - 1:50PM	151 Cathedral of Learning	Staff	08/29/2016 - 12/09/2016	Unstr - 19; Rstr - 0; Wait - 10	●
Notes: Section not shown to studentsThis is a combined section class.							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
26680	7010-LEC FT Sess	Mo 6:00PM - 8:30PM	A224 Langley Hall	Staff	08/29/2016 - 12/17/2016	Unstr - 0; Rstr - 8; Wait - 1	●

Class Details Screen:

HPS 0613 - 1030 MORALITY AND MEDICINE

University of Pittsburgh | Fall Term 2016-2017 | Lecture

Class Details

Status	● Open	Course ID	111290
Class Number	11702	Offer Nbr	1
Session	Academic Term	Career	Undergraduate
Units	3 units	Dates	8/29/2016 - 12/9/2016
Class Components	Lecture Required, Recitation Required	Grading	LG/SNC Elective Basis
		Location	Pittsburgh Campus
		Campus	Pittsburgh Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:00PM - 2:50PM	G24 Cathedral of Learning	Sandra Mitchell	08/29/2016 - 12/09/2016

Enrollment Restrictions

[A&S LC Molecules and Morals](#) ← Available Seats 19

Class Availability

Class Capacity	180	Unrestricted Seats	0	Wait List Capacity	20
Enrollment Total	161	Restricted Seats	19	Wait List Total	20
Available Seats	19				

Remember to become a part of an academic community, contact the [Office of First-Year Programs](#) prior to enrolling in any other coursework.

Enrollment Restrictions for UHC (University Honors College) courses

In the next example a UHC (University Honors College) course section is shown. Note, that although the class looks open with unrestricted seats, department consent is required to enroll in the course. You must click on the blue highlighted link under the section heading to review the class details page to see if it's restricted and/or requires department consent.

Class Search Results:

CHEM 0710 - UHC GENERAL CHEMISTRY 1							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
10641	1030-LEC Acad Term	TuTh 9:30AM - 10:45AM	150 Chevron Science Center	Staff	08/29/2016 - 12/09/2016	Unrstr - 64; Rstr - 0; Wait - 0	●
10642	1040-LAB Acad Term	Tu 1:00PM - 4:50PM	117 Chevron Science Center	Stanley Paul	08/29/2016 - 12/09/2016	Unrstr - 21; Rstr - 0; Wait - 0	●
20141	1060-LAB Acad Term	We 1:00PM - 4:50PM	117 Chevron Science Center	Stanley Paul	08/29/2016 - 12/09/2016	Unrstr - 22; Rstr - 0; Wait - 0	●
20733	1070-LAB Acad Term	We 8:00AM - 11:50AM	117 Chevron Science Center	Stanley Paul	08/29/2016 - 12/09/2016	Unrstr - 21; Rstr - 0; Wait - 0	●

As you can see below, Department Consent is required. To enroll in an Honors course (UHC), you must contact the professor of the course for permission to enroll. If granted permission, someone in the department the course is offered through, or someone from the UHC can issue you a permission code number to enroll.

Class Details Screen:

CHEM 0710 - 1030 UHC GENERAL CHEMISTRY 1

University of Pittsburgh | Fall Term 2016-2017 | Lecture

Class Details

Status	● Open	Course ID	104367
Class Number	10641	Offer Nbr	1
Session	Academic Term	Career	Undergraduate
Units	4 units	Dates	8/29/2016 - 12/9/2016
Class Components	Laboratory Required, Lecture Required	Grading	LG/SNC Elective Basis
		Location	Pittsburgh Campus
		Campus	Pittsburgh Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates	Topic
TuTh 9:30AM - 10:45AM	150 Chevron Science Center	Staff	08/29/2016 - 12/09/2016	UNIVERSITY HONORS COLLEGE

Enrollment Information

Add Consent	Department Consent Required
Enrollment Requirements	MIN CUM GPA: 3.25
Class Attributes	University Honors Course

Class Availability

Class Capacity	66	Unrestricted Seats	64	Wait List Capacity	0
Enrollment Total	2	Restricted Seats	0	Wait List Total	0
Available Seats	64				

Using a Permission Number:

If a course is closed, and the instructor gives you written permission or permission via your Pitt e-mail, you will need to take that to the department the course is offered through. Then, an authorized administrator in the department the course is offered through will generate and issue you a permission number to be able to use to enroll in the course.

As you conduct a basic class search, **uncheck** the **“Show Open Classes Only”** box and then click on the search button.

▼ Class Search

Subject HIST History

Course Number 1055

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

When the course comes up, click on the **Select** tab next to the course.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status	
10197	1030-LEC FT Sess	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unrstr - 308; Rstr - 12; Wait - 20	●	select
10753	1040-REC FT Sess	We 7:30PM - 8:20PM	L9 Clapp Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unrstr - 82; Rstr - 0; Wait - 20	●	select
18636	1045-REC FT Sess	Th 1:00PM - 1:50PM	A224 Langley Hall	Erica McGreevy	08/29/2016 - 12/17/2016	Unrstr - 82; Rstr - 0; Wait - 20	●	select

Then, type the permission number into the appropriate box. If the course is already in your shopping cart, click on the course in your shopping cart to bring up the **Class Preferences** review page to enter in the permission number. After entering the permission number click on the next tab.

Class Preferences

Lecture ● Open

Recitation ● Open

Session Full Term Session

Career Undergraduate

Wait List Wait list if class is full

Permission Nbr

Grading Letter Grade

Units 3.00

CANCEL NEXT

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

The course will then be added to your shopping cart. Click on the **“Proceed to Step 2 of 3”** button, read the promissory note and then at the bottom of the page, click on the **“Accept Terms and Register”** button.

has been added to your Shopping Cart.

Fall Term
Pittsburgh
| Undergraduate | University of
change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

search

Fall Term 2016-2017 Shopping Cart						
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 0150-1045 (18636)	Th 1:00PM - 1:50PM	A224 Langley Hall	E. McGreevy		●

PROCEED TO STEP 2 OF 3

Combined Sections:

There are some departments at the University of Pittsburgh that offer a certain number of seats in the same class. However, they may or may not have the same 4-digit course catalog number. They are known as combined sections or cross listings.

If you come across a course that is a combined section, click on the class details link under the section heading for more information to see which departments offer seats in the same course. It will display in the class results screen underneath the course as a note. Although the course may be closed through one department, it might be open through one of the other departments. The best rule of thumb is to always check the class details screen for each course that you want to take, whether it’s a combined section or not, to make sure that you are eligible.

Below shows an example for the class ***Origins of Christianity***. Seats in this course are offered through the **Classics (CLASS)**, **History (HIST)**, and **Religious Studies (RELGST)** departments.

Note how it is listed on the class search results page, and in the class details section of class search on the next page.

Class Search Results:

CLASS 1430 - ORIGINS OF CHRISTIANITY							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
23776	1060-LEC <small>Acad Term</small>	TuTh 2:30PM - 3:45PM	G8 Cathedral of Learning	Rebecca Denova	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 0; Wait - 19	▲
Notes: This is a combined section class							

Class Details Page:

Combined Section				
View Details	Description	Status	Enrl Tot	Wait Tot
CLASS 1430-1060 LEC (23776)	ORIGINS OF CHRISTIANITY	<input type="checkbox"/> Closed	20	1
RELGST 1120-1060 LEC (23777)	ORIGINS OF CHRISTIANITY	<input checked="" type="radio"/> Open ←	40	0
HIST 1775-1060 LEC (23778)	ORIGINS OF CHRISTIANITY	<input checked="" type="radio"/> Open ←	21	0

Another example shows the combined section for **Social Change**. This course is offered through the **History** (HIST) and **Sociology** (SOC) departments.

Class Search Results:

HIST 0050 - SOCIAL CHANGE							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
18035	1060-LEC Acad Term	MoWeFr 2:00PM - 2:50PM	2200 Wesley W Posvar Hall	Staff	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 0; Wait - 10	
Notes: This is a combined section class							

As you can see on the class details page, the Social Change course is closed through the History department, but it is still open through the Sociology department. To enroll you would conduct a class search for SOC 0351, add the course to your shopping cart and proceed through the enrollment steps.

Class Details Page:

Combined Section				
View Details	Description	Status	Enrl Tot	Wait Tot
SOC 0351-1060 LEC (17100)	SOCIAL CHANGE	<input checked="" type="radio"/> Open	9	0
HIST 0050-1060 LEC (18035)	SOCIAL CHANGE	<input type="checkbox"/> Closed	10	0

Class Search Tip:

If you search for a specific course and the search returns no results, it may be that the course is not offered that term, or that the course is already closed or into the waitlist.

To find out, you must click and uncheck the **“Show Open Classes Only”** box on the main class search page and then hit the search button. If the search still yields no results, it means that the course is not offered that term.

An example of searching for a course (*HIST 1055 History of Dance*) that is offered, but closed, is shown below.

A. Initial Class Search Results:

 **The search returns no results that match the criteria specified.**

Search for Classes

Institution University of Pittsburgh
Term 2171 Fall Term 2016-2017

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

Class Search

Subject select subject HIST History

Course Number is exactly 1055

Course Career Undergraduate

Show Open Classes Only
 Open Entry/Exit Classes Only

B. Class Search Screen (after unchecking the “Show Open Classes Only” box):

Class Search

Subject select subject HIST History

Course Number is exactly 1055

Course Career Undergraduate

Show Open Classes Only
 Open Entry/Exit Classes Only

Class Search Results Screen:

HIST 1055 - HISTORY OF DANCE							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
26539	1250-LEC Acad Term	TuTh 11:00AM - 12:15PM	230 Cathedral of Learning	Emily Winerock	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 0; Wait - 19	

The Waitlist Feature:

As courses close, some sections allow students to put themselves on the waitlist for a course should a seat become available. If a course is offered but closed, and spots on the waitlist are available, a yellow triangle will display in the class search results screen. Below is an example of what a closed course looks like that still has spots remaining on the waitlist. A yellow triangle displays and the number of spots **remaining** on the waitlist is shown. For courses that have a waitlist, only up to 10- 20 spots on the waitlist are available.

HIST 1055 - HISTORY OF DANCE							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
26539	1250-LEC Acad Term	TuTh 11:00AM - 12:15PM	230 Cathedral of Learning	Emily Winerock	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 0; Wait - 19	

To put yourself on the waitlist for a course, click the **“Wait list if class if full”** box on the Class Preferences page and then click the NEXT button. Continue to proceed through the steps of enrollment until you are given a waitlist position number after clicking on **“Accept terms and register”**. Remember, you are only “enrolled” on the waitlist for the course and not yet officially enrolled in the course for credit. If a seat becomes available and you are auto enrolled once the waitlist runs, the registrar’s office will communicate that to you through your Pitt E-mail.

Class Preferences

HIST **Lecture** **Wait List** **Wait List** **Wait list if class is full**

Permission Nbr

Grading

Units 3.00

Session Academic Term

Career Undergraduate

Enrollment Information

Once the waitlist is full, you can no longer put yourself on the waitlist and the course displays as closed by showing a blue square.

1 class section(s) found

HIST 1055 - HISTORY OF DANCE							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Available Seats	Status
26539	1250-LEC Acad Term	TuTh 11:00AM - 12:15PM	230 Cathedral of Learning	Emily Winerock	08/29/2016 - 12/09/2016	Unrstr - 0; Rstr - 0; Wait -	