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 ENGCMP 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:

Class Details Screen:
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:**

<table>
<thead>
<tr>
<th>ENGCMP 0200 - SEMINAR IN COMPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Section</strong></td>
</tr>
<tr>
<td>10292 1010-SEM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Available Seats</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10287 1025-SEM Acad Term</td>
<td>TuTh 4:00PM - 5:15PM</td>
<td>349 Cathedral of Learning</td>
<td>Robin Clarke</td>
<td>08/29/2016 - 12/09/2016</td>
<td>Unrstr - 0; Rstr - 8; Wait - 8</td>
<td>green checkmark</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 4:00PM - 5:15PM</td>
<td>349 Cathedral of Learning</td>
<td>Robin Clarke</td>
<td>08/29/2016 - 12/09/2016</td>
</tr>
</tbody>
</table>

**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:

[Class Details Screen]

Class Details Screen:

**HPS 0613 - 1030 MORALITY AND MEDICINE**
University of Pittsburgh | Fall Term 2016-2017 | Lecture

<table>
<thead>
<tr>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
</tr>
<tr>
<td><strong>Session</strong></td>
</tr>
<tr>
<td><strong>Units</strong></td>
</tr>
<tr>
<td><strong>Class Components</strong></td>
</tr>
<tr>
<td><strong>Meeting Information</strong></td>
</tr>
<tr>
<td><strong>Days &amp; Times</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td><strong>Meeting Dates</strong></td>
</tr>
<tr>
<td><strong>Course ID</strong></td>
</tr>
<tr>
<td><strong>Offer Nbr</strong></td>
</tr>
<tr>
<td><strong>Career</strong></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
</tr>
<tr>
<td><strong>Grading</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Campus</strong></td>
</tr>
</tbody>
</table>

**Enrollment Restrictions**

A&S LC Molecules and Morals

Available Seats: 19

**Class Availability**

| Class Capacity | 180 |
| Enrollment Total | 161 |
| 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:**

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:**
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.

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

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.
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.

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

**Class Search Results:**

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 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:**

![Class Search Results Screen](image)

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

![Class Search Screen](image)

**Class Search Results Screen:**

![Class Search Results Screen](image)

**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.
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.

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.