

# Self-Service Enrollment Fast Facts Guide Fall 2009



## Welcome to the Self-Service Enrollment Fast Facts Guide!

During the fall of 2009, the University of Pittsburgh will introduce self-service enrollment at the Pittsburgh campus. Using this convenient new service, students will be able to enroll in their classes online through the Student Center at [my.pitt.edu](http://my.pitt.edu), as easily as they now log on to check their grades.

While this change effectively transfers more autonomy and responsibility to the students, personalized academic advising will remain key to the enrollment process, especially for our undergraduate students. To that end, the School of Arts and Sciences, in cooperation with the Office of the University Registrar, has created this “fast facts” guide to serve as a resource for faculty and staff advisors as well as those who have been authorized to generate and distribute Class Permission Numbers.

This guide is designed to serve as a ready reference for individuals who have already received training on self-service enrollment from the Office of the University Registrar. Included in this document are the answers to several frequently asked questions as well as a general overview of the new processes and terminology. **More specific and comprehensive instructional materials for faculty, staff, and students have been posted on the PeopleSoft Community Portal at <http://my.pitt.edu> by the Office of the University Registrar.** If you have additional questions, do not hesitate to contact the Office of the University Registrar at (412) 624-7600.

## The Advising Meeting

- Advising is mandatory for all Arts and Sciences students. All Arts and Sciences undergraduate and graduate students must contact their advisors to be sure that they have an advising meeting scheduled before their enrollment period begins. Students can log on to the Student Center to find out when their enrollment period begins.

• The “enrollment appointment” is the time at which a student’s enrollment period opens. Students should enroll between the start of their enrollment appointment and the beginning of the term. Students will be able to log on to the Student Center to find their appointments beginning in mid to late September. If a student does not enroll before the first day of class, they should not be permitted to register once the term begins without a dean’s approval. Until the advisor releases any and all Advising Service Indicators or “holds” on the student’s record, that student will not be able to enroll using the self-service enrollment process. Academic advisors cannot release a financial, Academic Resource Center (ARC), judicial, or athletic hold.

**NOTE REGARDING STUDENT SUPPORT:**

Any student who requires special assistance for whatever reason and is unable to register on their own can be registered by his or her advisor.

If any student has difficulty with the self-service enrollment process or questions that you cannot answer, they can come to the Office of the University Registrar on the ground floor of Thackeray Hall between 8:30 a.m. and 5 p.m., Monday through Friday for assistance. For assistance or technical support outside of regular business hours, students may call the Technology Help Desk online at <http://technology.pitt.edu/helprequest/> or by phone at 412-624-HELP [4357].

**Add/Drop**

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Students must abide by the policies set by their respective schools and colleges and enforced by the Office of the University Registrar. Students are strongly recommended to meet with their advisor before adding or dropping a course.

**Pre-requisites and Co-requisites**

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Each department and program needs to identify course co-requisites and pre-requisites (if any). Departments and programs must include pre-requisites and co-requisites for each section when the schedule is turned in to the registrar.

Grades G and I count as pre-requisites for the next course in the sequence. Some departments use class rank as a pre-requisite for a course (such as a senior seminar). Class rank will be determined by credit hours as listed below:

Number of accumulated credits <23.5	=	Freshman
23.5<= Number of accumulated credits <53.5	=	Sophomore
53.5<= Number of accumulated credits <83.5	=	Junior
83.5<= Number of accumulated credits	=	Senior

Advance Placement credits count towards the degree and as pre-requisites and co-requisites as long as the courses have Pitt equivalents. In Arts and Sciences, departments and programs determine the minimum AP score required and the Pitt equivalent course for which credit would be granted.

“In progress” grades satisfy pre-requisites. It is the department’s responsibility to determine if students satisfactorily pass the pre-requisite course.

Transfer credit in regards to minimum credit requirement always counts as a C.

**NOTE REGARDING SUMMER SESSIONS:**

PeopleSoft looks at terms, not sessions. Summer is treated as one term (not broken up into separate sessions). In some cases, this will mean that students will need Permission Numbers for pre-requisite overrides. For example, if a student wants to register for Span 0001 in Six Week 1 and Span 0002 in Six Week 2, PeopleSoft will not recognize the pre-requisite for Span 0002 as being satisfied and will not allow the student to register for Span 0002. In such cases, the student will need a Permission Number to override the pre-requisite of Span 0001 in order to register for Span 0002 in the same term.

## **Class Overrides/Permission Numbers**

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There are two general overrides and one class override for which the advisor or the Office of the University Registrar would mark the appropriate checkbox.

1. Overload – more than 18 hours in one term  
(Dean's Permission Required)
2. Time Conflict (Dean's Permission Required)
3. Class Links (class and laboratory linked)

There are three general overrides and one class override for which Permission Numbers (PN) are issued by departments and programs:

4. Co-requisites, pre-requisites
5. Departmental Consent
6. Closed Class
7. Career - graduate courses for undergraduate students

### **Departments/programs issue PN to the students.**

- They can have a finite life set by the department.
- The number is tied to the course but can be used by another student. This cannot be prevented, although it can be tracked.
- The actual number can have as few as 2 digits and as many as 6 digits.
- The number is not linked to the student, but we can track who used the number.

Advisors will still be able to implement overrides 3, 4, 5, 6, and 7 without a PN. That is, the override system is an HONOR system. Advisors should always use PN. Therefore it is crucial that we inform our advisors that they should not use their override authority without having a PN. About the only thing that an advisor cannot override is the self-enrollment appointment time.

### **NOTE REGARDING PERMISSION NUMBERS:**

Permission numbers DO NOT guarantee a place in the class. Students may obtain permission numbers prior to their scheduled appointments with their advisors.

## **Seat Management and Reserve Capacity**

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Request for reserved or additional seats should be sent to Mary Beth Favorite, Acting Director of the Advising Center, at favorite@pitt.edu or (412) 624-9153. The earlier we know of your needs, the better we can satisfy them. Seats cannot be reserved for undergraduate courses with a TBA schedule.

The Fall Course Catalogue is due in December of the previous year. The Fall Course Schedule is due in January. School of Arts and Sciences course descriptions are due in March

### **Release Dates**

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The calendar for release dates for reserved seats will be decided by the individual colleges and schools. Arts and Sciences will gradually release reserve seats during the summer.

All incoming freshmen will be assigned a student group designator at matriculation. A student may be in more than one group. These group designators could be used to follow student cohorts for assessment and evaluation purposes.

Examples of groups:

- Arts and Sciences Freshman 2009
- Learning Community Freshman 2009

There will be a group called Future Pitt Start Student to hold reserved seats not yet assigned.

- Reserved seats are used first.
- Overrides: It is very important that School and departmental/program advisors agree not to give away seats reserved for freshmen.
- All reserved seats will be released the day before classes begin.