

Cross-Registration Basics for A&S Undergraduates

Cross-registration through the Pittsburgh Council on Higher Education (PCHE) enriches educational programs, letting students attend courses at any of ten colleges and universities.

Along with *Pitt*, they are:

Carlow University
Carnegie Mellon University
Chatham College
Comm. College of Allegheny Co.

Duquesne University
LaRoche College
Pgh Theological Sem. (graduate)
Point Park University
Robert Morris University

- Full-time students (12 credits) can cross-register in the FALL or SPRING terms (but not SUMMER). (For part-time students or during the summer term, students follow the "Guest Student" procedure, and are liable for all tuition and fees assessed by the other institution.)
- There is no additional tuition charge; however, you may incur course fees at the host institution.
- The earned grade and units will be transferred to the home school.
- The academic policies of the host institution prevail.
- Students may cross-register for only *one course* and at only *one institution* in a given term.

Procedure for Cross-Registration:

1. Obtain a PCHE cross-registration form at the Dietrich School of Arts & Sciences Undergraduate Dean's Office, 140 Thackeray, 412-624-6480 or online at http://www.registrar.pitt.edu/cross_registration.html. Forms are available a few weeks before enrollment for the upcoming term begins.
2. Complete PCHE form with all necessary signatures (including your Advisor) and course information.
3. Submit the PCHE form to the University of Pittsburgh Registrar's Office, G-3 Thackeray, 412-624-7649. <http://www.registrar.pitt.edu/>.

NOTE: You can't submit the form until after you've registered, because the Registrar's Approval depends on confirming that you are enrolled full-time.

4. The Pitt Registrar signs and mails your form to the host institution's Registrar, where you will be enrolled; then the host Registrar mails your form BACK to the Pitt Registrar.
5. The host Registrar notifies the student by mail if the cross-registration has been approved or not.
6. The Pitt Registrar posts the class in your Pitt schedule for that term.

Caveats:

- 1] **Students are strongly discouraged from cross-registering during their final term/term of graduation.** The calendar term at PCHE schools may end later than the corresponding term at Pitt. You may not be eligible for graduation if grades arrive too late to comply with official Pitt graduation requirements.
- 2] **Students must have advisors' approval if trying to use course for a major, minor or certificate.**

Advice:

Contacting an instructor to request permission to enroll into a course is recommended. Note that instructor's permission won't guarantee entrance into the course; cross-registration is ultimately decided by the school administrators of the host institution. However, some form of pre-approval (an email should suffice), may improve your chances, and possibly expedite the registration process. You can include this with your PCHE cross-registration form.

With the A&S Undergraduate Dean's pre-approval, Pittsburgh campus students in A&S may enroll at any of the other Pitt campuses (Bradford, Greensburg, Johnstown and Titusville) for any term.

Contact Information for the PECHE Schools

Carlow University Registrar

3333 Fifth Avenue
Antonian Hall - 2nd floor
Pittsburgh, PA 15213
Phone: 412-578-6085
Fax: 412-578-6655
Class Search: <http://webadvisor.carlow.edu>

Carnegie Mellon University Enrollment Services

Warner Hall A19
5000 Forbes Avenue
Pittsburgh, PA 15213
Phone: 412-268-1903
Fax: 412-268-6651
university-registrars-office@andrew.cmu.edu
<http://www.cmu.edu/hub/>

Chatham University Registrar

Braun Hall, Room 103
M-F- 8:00 am to 5:00 pm
412-365-2963
registrar@chatham.edu
chatham.edu/campuslife/services/registrar/

Community College of Allegheny County

(CCAC) 4 Locations:

Allegheny Campus: 412.237.2700
808 Ridge Avenue
Pittsburgh, PA 15212-6003

Boyce Campus: 724.325.6674
595 Beatty Road
Monroeville, PA 15146-1348

North Campus: 412.369.3700
8701 Perry Highway
Pittsburgh, PA 15237-5353

South Campus: 412.469.6203
1750 Clairton Road (Route 885)
West Mifflin, PA 15122-3029

Duquesne University

Office of the Registrar
Ground Floor, Administration Building
Duquesne University
600 Forbes Avenue
Pittsburgh, PA 15282
Phone: 412.396.6212
Fax: 412.396.5622
Office Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.
<http://www.duq.edu/registrar/index.cfm>

La Roche College Registrar

College Center, Room 224
9000 Babcock Boulevard
Pittsburgh PA 15237
Main Switchboard: 412-367-9300
<http://intranet.laroche.edu/Registrar/index.cfm>

Point Park Registrar

9th Floor, Thayer Hall
201 Wood Street
Pittsburgh, PA 15222
(P) 412-392-3861 (F) 412-392-8062
<http://www.pointpark.edu/About/AdminDepts/>

Robert Morris University

University Registrar and Executive Director of Academic Services
Francis E. Perry
412-397-6233 phone
412-397-2528 fax
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