

**From:** For distribution of newsletters and announcement to majors in the Department of Biological Sciences  
bioadvising@list.pitt.edu  
**Subject:** [BioAdv] Fall Enrollment Updates  
**Date:** March 16, 2015 at 9:44 AM  
**To:** BioAdv Biological Sciences bioadvising@list.pitt.edu



**Enrollment Update 3/16/2015**

- 1. Pre-enrollment Advising Meetings
- 2. Course listings
- 3. BIOSC “Staff” listings
- 4. Note from Nursing School anatomy & physiology instructor
- 5. Permission numbers
- 6) Waitlist Using Swap a Class in Student Center – REMINDER!!!

=====  
**1. Pre-enrollment Advising Meetings**

The 2-weeks of enrollment begins next Monday (March 23)! If you have not already met with us to have your advising hold lifted, now is the time.

**BRING YOUR BLUE ADVISING FOLDER TO YOUR MEETING.**

=====  
**2. Course listings**

If you started looking up your classes a week or so ago, **please double-check everything you put in your shopping cart as some classes have changed.**

Both PeopleSoft and [courses.as.pitt.edu](http://courses.as.pitt.edu) are now up-to-date.

=====  
**3. BIOSC “Staff” listings**

You will notice many of the BIOSC classes have “Staff” listed as the instructor - most notably Genetics (BIOSC 0350) and Biochemistry (BIOSC 1000). We are not trying to hide anything from you, we just legitimately do not know who will be teaching those courses. When we know we will update you by email. (Normally we do not email over the summer, but if that is when we determine the instructors we will email over the summer.)

=====  
**4. Note from Nursing School anatomy & physiology instructor:**

*“The sign up sheets will go out at the front desk in Victoria Building room 440 on the first day of Registration (March 23). Last year people were lining up outside the department by about 6:00-6:30am.”*

=====  
**5. Permission numbers**

You must request class permissions FROM THE DEPARTMENT OFFERING the course.

=====  
**6) Waitlist Using Swap a Class in Student Center – REMINDER!!!**

**You WILL BE be skipped over on the waitlist without notification if you have any of these problems and do not set up a swap!**

Students should use the Swap feature of self-enrollment to waitlist a class in the following 3 situations:

- 1. If you are **already enrolled in another section of the class** you wish to waitlist, use SWAP to waitlist a second section of that class. Otherwise, you must use self-enroll to drop the enrolled section, before you will be moved from the wait list into the desired class’ open seat. (This is because you cannot be enrolled in two sections of the same class at the same time.)
- 2. If you have **time conflicts**, they must be resolved before enrollment is successful. If you wish to wait list a class that will create a known time conflict (both sections are held at the same time), use the SWAP feature to set up a drop for the enrolled class and waitlist the second. If you get on a wait list using the add feature (insetad of SWAP), you will not be auto-enrolled into the second class until you manually drop the conflicting class.
- 3. If you **will exceed the maximum number of units for a term (18 credits)** by auto-enrollment in the waitlisted class. If you have already reached that maximum for enrolled classes, you cannot move from the wait list and be auto-enrolled into a section that would make you

exceed that limit.

**HOW TO SET UP A SWAP:** From your Student Center, click the Enroll link, and then select the swap tab. Then do the same steps as when you waitlist using the add tab.

MORE:

- Log into [my.pitt.edu](http://my.pitt.edu) <<http://my.pitt.edu>> <<http://my.pitt.edu>>
- Look but don't click "Student Center Login"
- Click "Learn More" below the description of the Student Center Login, and look for the instructional videos and pdf's.

If you still have questions after reading the materials, ask your advisors, we're here to help!

=====

**Jaime Warren**  
412-624-4273  
[jlw146@pitt.edu](mailto:jlw146@pitt.edu)

**Christine Berliner**  
412-624-4819  
[christin@pitt.edu](mailto:christin@pitt.edu)

**Ellen Kelsey**  
412-624-0421  
[ellen.kelsey@pitt.edu](mailto:ellen.kelsey@pitt.edu)

**Advisors, Biological Sciences**  
**A258 Langley Hall**  
**University of Pittsburgh**

---

BioAdvising mailing list  
[BioAdvising@list.pitt.edu](mailto:BioAdvising@list.pitt.edu)  
<https://list.pitt.edu/mailman/listinfo/bioadvising>