

Spring 2015 Registration Update

October 22, 2014

- (1) Spring Enrollment
- (2) Advising and Enrollment Holds
- (3) How to correctly use SWAP for Waitlisting
- (4) Spring Course Updates
- (5) SUMMER Course Updates

(1) SPRING 2015 ENROLLMENT

(1a) Spring courses now searchable on PeopleSoft. A&S Course Descriptions page is also updated.

(1b) Self-Enrollment Appointments for Spring start October 27th.

Check your online "enrollment appointment" for Spring Term (2154) in your Student Center. Double-check that your holds are removed by looking in your Student Center.

To access your Student Center:

- Login to my.pitt.edu
- Click the Student Center Login link in the right-hand column.
- Click on Self Service
- **At the next screen, DON'T use the "Enrollment Dates" link!**
- Click on Student Center
- Your enrollment appointment displays on the right side of the Student Center page.

(2) YOU MUST HAVE an ADVISING MEETING BEFORE you can SELF-ENROLL for SPRING!

Our appointment sheets are filling up! Stop by the Biological Sciences Advising Office (A258 Langley) to sign up for a meeting.

We'll go over your academic plans, and then remove your ADVISING HOLD.

NOTES:

- You can have your advising hold removed even if you still have other holds (financial, etc.)
- PLEASE schedule your meeting at a time you can make; don't take a time away from someone else! - If you legitimately must re-schedule, do so as early as possible – not the day of.
- Double-check that your holds are removed by looking in your Student Center

(3) How to correctly use SWAP for Waitlisting

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 waitlist 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 or pre-requisite conflicts**, they must be resolved before enrollment is successful. If you wish to waitlist 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 waitlist using the add feature (instead 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 are enrolled in 18 credits, PeopleSoft cannot move you up from the waitlist and exceed the limit. Set a SWAP so that something else is dropped if a seat opens in your desired (waitlisted) class.

HOW TO: 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 INFO: Log into 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 PDFs.

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

#####

(4) Spring Course Updates

- **new pre reqs: BIOSC 1290 EXPERIMENTAL GENETIC ENGINEERING LABORATORY**
 - Pre-reqs for this lab are now BIOSC 1855 (micro lab) and BIOSC 350 (genetics).
 - You do not HAVE to take the lecture as a co-req. This can be a stand-alone lab.
- **new course: BIOSC 1906 RESEARCH COMMUNICATION: COMMUNICATION IN LIFE SCIENCES RESEARCH**
 - Fridays 1:00PM - 2:50PM; 1 credit
 - Practice different forms of communication using your own data and project topic. Give a talk, improve your poster, practice for interviews and present for different audiences! Instructor: Nancy Kaufmann, nkaufman@pitt.edu
 - * does not fulfill elective credits for your major, DOES go towards your 120 credits for graduation.
- **WOMST -> GSWS**
 - The WOMST department is now coded under GSWS in PeopleSoft.
 - On the course descriptions page, you should still look under "Women's Studies".

#####

(5) SUMMER Course Updates

Planning ahead to summer?

- BIOSC 1005 (Biochemistry lab) NOT offered this summer
- BIOSC 1010W (Communicating in the Biological Sciences) offered on-campus (NOT ONLINE)
- BIOSC 0350 (Genetics) offered as hybrid online class with exams in person.

#####

Questions? Contact us!

Jaime Warren
412-624-4273
jlw146@pitt.edu

Christine Berliner
412-624-4819
christin@pitt.edu

Ellen Kelsey
412-624-0421
KelseyE@pitt.edu

Advisors, Biological Sciences
A258 Langley Hall
University of Pittsburgh