

## REGISTRATION UPDATE - SPRING TERM 2013 [2134]

- (1) Online Enrollment Appointments
- (2) Advising Meetings, Holds and No Shows
- (3) WAITLIST in PeopleSoft
- (4) BIOSC course updates (1545, 1445, 1255, 1005, 1760, WRIT)
- (5) Research Credit & UTA Forms now online
- (6) Permission Numbers

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### (1) SPRING 2013 ENROLLMENT

Spring self-enrollment starts MONDAY, October 29th

Your personal online "enrollment appointment" is shown in your Student Center. This is the earliest date you can enter the PeopleSoft system to enroll in Spring classes.

To access your Student Center:

- a) Log into [my.pitt.edu](http://my.pitt.edu)
- b) Click the **Student Center Login** link in the right-hand column.  
DO NOT be distracted by the "Enrollment Dates" link!
- c) 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!

To sign up for a meeting, come to the Biological Sciences Advising Office (A258 Langley)

We'll review your academic plans, then remove your ADVISING HOLD.

*Bring your blue advising folder to your meeting!*

#### IMPORTANT NOTES:

- (i) Don't wait to sign up for advising - WE CAN'T MEET WITH EVERYONE AT THE LAST MINUTE.  
Choose a time that works, and be there; don't take a time away from someone else!
- (ii) If you SKIP your meeting or CANCEL with less than 24-HR NOTICE...  
YOU MUST RE-SCHEDULE FOR AFTER NOV 7TH.
- (iii) We can remove your advising hold even if you have other holds (financial, etc.)

### (3) The PeopleSoft WAITLIST function will be active for Spring enrollment.

It's an exciting new option that makes registration easier for you. But, there may be a few bumps this first time around. It is new to everyone (students, faculty, staff). We'll make it work by working together.

Look at the REGISTRAR'S INFO and FAQ (before asking questions):

[http://www.registrar.pitt.edu/enrollment\\_waitlisting.html](http://www.registrar.pitt.edu/enrollment_waitlisting.html)

The Registrar will post additional instructions and videos in [my.pitt.edu](http://my.pitt.edu).

If you still have questions, feel free to ask us. Please be patient if we need to research the answers.

For the Spring Term pilot, WAITLIST will NOT work for classes with a recitation or integrated lab. Thus, these classes will have NO online waitlist (they have recitations): BIOSC 0150, 0160, 0350, 1000, 1130, 1820

#### (4) BIOSC course updates for Spring Term

##### NEW:

BIOSC 1445 Animal Behavior

Higher Level (HL) course with pre-reqs of BIOSC 0160 and BIOSC 0370

BIOSC 1255 Physiology Lab

Restricted to BIOSC majors; co-req of either BIOSC 1250, 1070, or 1080

##### CANCELLED:

BIOSC 1545 Mathematics of Biology

Will return Spring 2014.

##### NOTES:

BIOSC 1005 Biochemistry Lab (1cr) - usu. only in Fall, will be offered this Spring

BIOSC 1760 Immunology – changed to a single instructor instead of eight

BIOSC 1010 Writing in The Biological Sciences = default writing course for BIOSC majors.

Other BIOSC-W courses have only 5 seats, and are restricted to specific majors

#### (5) Research Credit & UTA Forms now online at

[www. biology.pitt.edu/undergraduate/forms](http://www.biology.pitt.edu/undergraduate/forms)

Complete them and bring to the Bio Advising Office to be enrolled

#### (6) PERMISSION NUMBERS

For a class that has department/instructor consent, has prerequisites

<[http://www.registrar.pitt.edu/enrollment\\_steps\\_to\\_enroll.html](http://www.registrar.pitt.edu/enrollment_steps_to_enroll.html)> you haven't taken, is full, or is outside a student's level (i.e. undergraduate student taking a graduate course) a student must request permission

**from the department offering the course.**

Questions? Contact us!

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