

Summer & Fall Registration Update

March 5, 2013

- (1) Summer Enrollment
- (2) Pymatuning Courses
- (3) Fall Enrollment
- (4) Advising and Enrollment Holds
- (5) When to use SWAP for Waitlisting

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(1) SUMMER 2013 ENROLLMENT

Summer self-enrollment began on February 18th. There are still seats open in a number of classes.

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(2) PYMATUNING COURSES

(2a) If you are enrolled or thinking of enrolling, read this webpage, and download the Welcome Packet.

Arrival Info, directions, what to bring and scholarship info is in the packet.

– 2012 is up but is similar to the 2013 version coming soon –

www.biology.pitt.edu/facilities/pymatuning/arrival-information

(2b) In-State Tuition Requests – Please e-mail Christine Berliner (christin@pitt.edu) and include:

Full Name

7-digit Student ID number

Local Mailing Address (for an award letter that must be signed and returned)

What PLE class(es) you’re signed up for.

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(2) FALL 2013 ENROLLMENT

(2a) FALL courses now searchable on PeopleSoft. A&S Course Descriptions page will be updated soon.

(2b) Self-Enrollment Appointments for Fall start March 25th.

Check your online “enrollment appointment” for Fall Term (2141) in your Student Center.

Double-check that your holds are removed by looking in your Student Center.

To access your Student Center:

i) Log in to my.pitt.edu <<http://my.pitt.edu>> <<http://my.pitt.edu/>>

ii) Click the **Student Center Login** link in the right-hand column.

iii) Click on **Self Service**

At the next screen, DON'T use the "Enrollment Dates" link!

iv) Click on **Student Center**

Your enrollment appointment displays on the right side of the Student Center page.

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

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.
- NO SHOWS to advising appointments will be asked to re-schedule for AFTER March 26.
- Double-check that your holds are removed by looking in your Student Center

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(5) Waitlist Using Swap a Class in Student Center – REMINDER!!!

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 or pre-requisite 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 (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 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. 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: 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 pdf's.

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

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Questions? Contact us!

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