

Guide to Schedule of Classes

Summer 2024

Schedule

Summer Term (12W); May 13- August 2, 2024

1st 6-week session (6w1): May 13 - June 21, 2024

1st 3-week mini session (6w1): May 13 - May 31, 2024

2nd 6-week session (6w2): June 24 - August 2, 2024

2nd 3-week mini session (6w2): June 24 - July 12, 2024

University of Pittsburgh at Johnstown

IMPORTANT SUMMER TERM 2024 (2247) REGISTRATION INFORMATION
Summer Enrollment is First-Come/First-Serve
Enrollment Begins Monday, February 12, 2024

ADVISING INFORMATION

All students will be required to meet with their academic advisor prior to enrolling for their Summer Term classes. You can find the name of your academic advisor on your Student Center page.

An **Advising Hold** has been assigned to all current students that will stop you from scheduling for spring classes until you meet with your academic advisor. **IMPORTANT - Schedule an advising appointment several days before your enrollment appointment opens to discuss your spring class selections.**

SCHEDULE OF CLASSES AND ENROLLMENT WORKSHEET

The Summer Term Schedule of Classes and an enrollment worksheet will be available in PDF format beginning October 12 at <https://www.upj.pitt.edu/academics/office-registrar>. This schedule is updated frequently to reflect any changes.

GENERAL QUESTIONS ABOUT ADVISING AND SELF-ENROLLMENT

Please direct any questions to upjreg@pitt.edu

BEFORE YOUR ADVISING APPOINTMENT

- ✓ View/Print the Summer Term Schedule of Classes (available at: <https://www.upj.pitt.edu/academics/office-registrar>)
- ✓ Print an enrollment worksheet (available at: <https://www.upj.pitt.edu/academics/office-registrar>)
- ✓ Review major and general education requirements – This information is available in your division office, the Office of Advanced Education, on the Academic Success Center webpage, and for most majors by accessing your Degree Progress report available through the self-service menu in the student (my.pitt.edu) system.
- ✓ List your course selections on the enrollment worksheet
- ✓ Pay close attention to courses that have restrictions, pre and/or co-requisites and those that require instructor or department permission.
- ✓ Make a list of any questions you may have for your advisor about your course selections.

AFTER YOUR ADVISING APPOINTMENT

- ✓ Contact the Registrar's Office (**PRIOR TO YOUR ENROLLMENT APPOINTMENT**) if any of your course selections required an override signature on your enrollment worksheet. The Registrar's Office staff will provide you with an enrollment worksheet to be signed by instructor granting you permission you to enroll in the course requiring the override.
- ✓ Check course availability using the Class Search option available through the Self-Service menu on the student system (my.pitt.edu).
- ✓ Check that you do not have any holds that will stop you from enrolling for spring classes. If you have any holds on your account, take care of the holds before your enrollment appointment date. Many holds prevent you from registering for classes. If you have a financial hold, please visit the Business Office, 125 Blackington Hall, to address this type of hold.
- ✓ Submit your summer term course selections on-line when open enrollment begins on Feb. 12. (Summer enrollment is first-come/first-serve).

Visiting Students will need to complete the Visiting Student packet of information found at pitt.johnstown.pitt.edu/registrar.

Types of Classes offered for Summer 2024

WebBased

Web courses feature web-based instruction and interaction. **Students interact with their instructors and other students through the class web site.** Students are required to participate in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort.

Hybrid

Hybrid courses combine **web-based interaction and face-to-face instructions.** Students are required to attend scheduled workshops and participate in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort.

In Person

In person courses will be courses that are offered **in a classroom with face-to-face instruction.** Students are required to attend and participate in the courses at the designated day/time.

Contact Instructor for Additional Information about Class Instruction Methods.

Updated 10/12/23

Pitt – Johnstown Enrollment Worksheet

STUDENT NAME (Last, First)	STUDENT ID	MAJOR	TERM	YEAR
			SUMMER	2024

	CRN (5 digits)	SUBJECT	CATALOG NBR	CREDITS	DAYS	TIME	INSTRUCTOR'S SIGNATURE for Override	REASON FOR OVERRIDE (See Below)
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								

ALTERNATIVE COURSES:

<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								

Days, Times, and Locations are subject to change; please check your schedule online at <https://my.pitt.edu>

STUDENT SIGNATURE	DATE	TOTAL CREDIT HOURS	Reasons for Override Signature <small>(Must accompany all Override Signatures)</small>
			Closed Class Program Waiver Time Conflict Instructor Consent Pre and/or Co Requisite
I, the student, by signing this form, agree and promise to pay the University all tuitions and fees resulting from this registration. I have reviewed my schedule and verified its accuracy; I understand that I am to register for only advisor-approved courses. I also understand that I am ultimately responsible for my course selections and their relevance to my program of study.			

Quantitative Reasoning Courses Summer 2024

Note: Courses may have Pre-Requisites or seats restricted to particular majors

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
17457	CS	0015	INTRO TO COMPUTER PROGRAMMING		Dubas, Saeed Muhammad
17589	EDPSY	1121	EDUC ASSESS FOR INCLSN CLSSR		No Instructor Assigned
19230	MATH	0002	COLLEGE ALGEBRA		No Instructor Assigned
13470	MATH	0004	PRE-CALCULUS, FUNCTIONS & TRIG		No Instructor Assigned
18596	MATH	0121	BUSINESS CALCULUS		No Instructor Assigned
13467	MATH	0221	ANALYTIC GEOMETRY & CALCULUS 1		No Instructor Assigned

Updated 2/13/2023

Worlds of Knowledge Courses

Aesthetic & Creative Expression Courses		
COMMUNICATION		CRN
COMMRC 1133	Integrated Marketing Communication	16573
ENGLISH LITERATURE		CRN
ENGLIT 0530	Film Analysis	
ENGLIT 0626	Science Fiction	
THEATRE ARTS		CRN
THEA 0010	Introduction to Theatre	19233

Global History & Culture Courses		
ANTHROPOLOGY		CRN
ANTH 0800	Introduction to Cultural Anthropoly	17586
ENGLISH LITERATURE		CRN
ENGLIT 0351	Gender Studies	18004
FOUNDATIONS OF EDUCATION		CRN
FDSED 1026	English Language Learners	17302
GEOGRAPHY		CRN
GEOG 0610	Urban Development	16577
GEOG 0810	Earth and People	16578
SPANISH		CRN
SPAN 0102	Elementary Spanish 2	18436

Societies & Civics Courses		
COMMUNICATION		CRN
COMMRC 0030	Introduction to Communication	18437
FOUNDATIONS OF EDUCATION		CRN
FDSED 1171	Educational Law, Policy and Ethical Leadership	18435
HISTORY		CRN
HIST 0610	United States to 1877	19235
JUSTICE ADMIN and CRIMINOLOGY		CRN
JAC 0715	Introduction to Criminal Justice	17588
POLITICAL SCIENCE		CRN
PS 0206	American Political Process	18440
SOCIOLOGY		CRN
SOC 0070	Social Problems	17587

Science & Nature Courses		
BIOLOGY		CRN
BIOL 0120	General Biology 2	19226
BIOL 0970	Anatomy and Physiology 2	14903
BIOL 0980	Medical Microbiology	14534
CHEMISTRY		CRN
CHEM 0112	General Chemistry 2	14904
CHEM 0151	General Chemistry 2 for Engineers	16574
COMPUTER SCIENCE		CRN
CS 0015	Intro to Computer Program	17457
MATHEMATICS		CRN
MATH 0002	College Algebra	19230
MATH 0004	Pre-Calculus, Functions & Trigonometry	13470
MATH 0121	Business Calculus	18596
MATH 0221	Analytic Geometry & Calculus 1	13467
MATH 0231	Analytic Geometry & Calculus 2	13462
MATH 0231	Analytic Geometry & Calculus 2	16576
MATH 0241	Analytic Geometry & Calculus 3	19229
PHYSICS		CRN
PHYS 0150	Physics 1	15123
PHYS 0152	Physics 2	15129
PSYCHOLOGY		CRN
PSY 0200	Intro to Psychology	18439

Academic Policies and Procedures

Course Repetitions

Required courses in a student's major must be repeated if the grade of F is received. If the grade of D is earned in a sequence course such as mathematics or language and the student intends to continue in that discipline, the course should be repeated. Other courses in which a C-/D/F is earned may be repeated at the discretion of the student in consultation with his/her advisor. Course repetitions are subject to the following limitations:

1. No sequence course completed with a grade of C-/D/F may be repeated for credit after a higher-numbered course in that sequence has been passed with a C or higher grade.
2. Courses for which a C-/D/F has been earned cannot be repeated using the S/U grade option.
3. The grade earned by repeating a course replaces the grade originally earned. The originally earned grade will not be counted in the computation of the GPA; it does not increase the number of credits unless an F grade is replaced by a passing grade.
4. No course may be repeated at any institution other than the University of Pittsburgh or its regional campuses.
5. Except as noted in the course descriptions, a particular course may be taken for credit only once.
6. No course passed with a grade of C or higher may be repeated.
7. A student may not take any course more than three times.

Physical Education

A student may take no more than 2 credits of physical education per term, for a career total of 8 credits. Only the first 4 credits of physical education are considered as arts and sciences credits.

Termination of Registration/Resignation (Dropping all Classes)

Students may resign any time after the end of the add/drop period but no later than the close of business on the 60th calendar day of the term or the 30th calendar day of the session by notifying the Vice President for Academic Affairs of their intention to terminate their registration for all classes by mail, phone, or in person. Registration and term tuition charges will be adjusted in accordance with the official University Title IV Refund Policy. Students must do this even if they are only registered for one course or credit. If they have housing and/or food service charges, they must notify the appropriate offices immediately.

After the 60th calendar day of the term or the 30th calendar day of the session, students can only terminate their registration by withdrawing through the Office of the Vice President for Academic Affairs.

Students who wish to drop all of their courses before the official end of add/drop period should do so by contacting the Office of the Registrar, 279 Blackington Hall. If students drop all of their courses, they will not be liable for their term tuition and fees, and their registration will become void.

If students resign after the last day of the add/drop period, they are liable for a percentage of their charges and will be issued R grades, denoting resignation on transcripts. R grades do not count toward a degree, grade point average, or academic progress for the purposes of financial aid eligibility.

Failing to attend the classes for which a student is registered or failing to notify the appropriate academic and administrative offices of nonattendance is not considered an official resignation. Students who fail to follow proper procedures for termination of their registration are responsible for all tuition and fees assessed for the term or session.

The effective date of resignation is determined by: (1) the date of in-person contact with the Office of the Registrar; (2) the date of the postmark on the letter of intent to resign (or the date of receipt if no postmark exists); (3) the date of notification by telephone; and (4) the date of last attendance.

R grades are assigned for all courses for which registration is terminated after the add/drop period but prior to the resignation deadline for the term or session.

W grades are assigned for all courses for which registration is terminated after the 60th calendar day of the term or the 30th calendar day of the summer session.

Pitt-Johnstown Summer Dates & Deadlines 2024 (224-7)

	6-week 1 6W1 5/13 - 6/21/24	6-week 2 6W2 6/24 - 8/2/24	12-week 12W 5/13 - 8/2/24
Enrollment Begins	2/12/2024	2/12/2024	2/12/2024
Enrollment Ends/ Classes Begin	5/13/2024	6/24/2024	5/13/2024
Add/Drop Ends Last day to resign with 100% refund (No entry on transcript)	5/15/2024	6/26/2024	5/20/2024
Deadline to submit Monitored Withdrawal Forms to RO (for 1 but not all classes) "W" grades assigned (NO REFUND)	5/31/2024	7/19/2024	7/5/2024
Grade Rosters available on-line for faculty	6/17/2024	7/29/2024	7/29/2024
Classes End	6/21/2024	8/2/2024	8/2/2024
Grades must be in approved status by 5:00 PM	6/26/2024	8/7/2024	8/7/2024
Grades available on-line	6/27/2024	8/8/2024	8/8/2024