SPRING 2020 (2204) REGISTRATION INFORMATION
Enrollment Appointment Period
October 25 – November 8

Self-Service Enrollment Process

All Pitt-Johnstown students register for classes using the self-service enrollment process. Information and instructions for using the self-service enrollment process can be found at the **Johnstown Registrar's office** webpage and/or **PeopleSoft videos and documents** at the University Registrar's webpage.

Schedule an Advising Appointment

All students are required to meet with their academic advisor prior to registration. Contact your advisor about scheduling an advising appointment. Your advisor will remove the advising hold on your account after your advising meeting. Remember, this advising hold (ADV) stops registration and must be removed before you can register for classes at any Pitt campus - it is term specific.

Before your Advising Appointment

- ✓ Print an **Enrollment Worksheet**
- ✓ View **Schedule of Classes** (available October 10th)
- ✓ Create a Schedule
    - o **What classes do I need to take?**
      Use the **Academic Advising Report** (AAR) to view your completed and unfulfilled requirements. (Major and General Education requirements information is also available in your division office.)
    - o **When do I need to take these classes?**
      Use **My Planner** in your **Student Center*** to view the sequence of courses you planned with your advisor.
    - o **What classes are available to register for?**
      Use **Schedule Planner** in your **Student Center** to search for available courses and build your schedule.
- ✓ **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 for your advisor**
  regarding your course selections
- ✓ **Make a list of Summer 2020 courses** (if you plan to enroll for any)
  Discuss with your advisor any courses you plan to take over the summer.
  Pitt-Johnstown Summer 2020 Schedule available October 16th

  A **Prior Permission Form** is required for taking Courses outside of Pitt-Johnstown.

After your Advising Appointment

- ✓ **Check your account for any holds**
  Many holds prevent you from registering for classes.
  Take care of the holds before your enrollment appointment date. If you have a financial hold, please go to the Business Office, 125 Blackington Hall, to handle this type of hold.
- ✓ **Check Enrollment Appointment**
  The enrollment appointment is the day and time when you can begin enrolling. View your appointment in your Student Center under Self Service > Student Center.

(On or After) Enrollment Appointment Day/Time

- ✓ **Register for Classes**
    - o **Follow these directions to**:
      Add a Class, **Drop a Class**, **Edit a Class** or **Swap a Class.**
    - o **Enter the courses number(s)**
      listed on your enrollment worksheet or Search for classes in your **Student Center** or in **Pitt PS Mobile** (optimized for mobile devices).
    - o **Put courses in your shopping cart**
      As you select your classes, they are added to your shopping cart.
    - o **Submit your course selections**
      In order to enroll, you **must complete all steps of the process** - adding a class to the shopping cart does not hold a seat for you.
    - o **Accept the terms for billing**
      You will be billed through PittPAY, the University's online billing system. Login to PittPAY to view and manage your student account. Contact the Student Payment Center with questions.
- ✓ **Add or Drop Classes / Waitlist**
    - o You can view the Add and Drop periods for your term on the Calendars page under Academic Calendars.
    - o Students receiving financial aid should ensure they are enrolled in the minimum number of units required to qualify for aid.
    - o If you choose to waitlist a class, be aware that **schedule conflicts, credit overloads, or enrollment in another section** may prevent you from being auto-enrolled. For more information, consult the Waitlist FAQ.
- ✓ **Courses requiring Override Signatures**
  Contact the Office of Registrar if any of your course selections require an override signature. All overrides on the Enrollment Worksheet must specify an override reason along with the appropriate instructor signature before the Registrar's Office can process the request.

If at any time during your enrollment process you encounter a problem, contact your advisor or the Office of the Registrar (at upjreg@pitt.edu or stop in 279 Blackington Hall). You can also view Student Resources (PeopleSoft Videos and Documents) which are available online at https://www.registrar.pitt.edu/studenttraining.html