

GENERAL INFORMATION

1. In order to register for classes at UPG, you must have been admitted to the campus; i.e., you must have completed an admissions form and paid the admissions fee or you must have had your records relocated to UPG from another Pitt campus or school. Students who have not been formally admitted to UPG will not be permitted to register.
2. Since registration is on a first-come, first-served basis, the sooner you register, the more likely you will be to have all of the courses that you want. If you register for a course that is already closed, the Registrar's Office will **not** accept your registration unless you have a permission slip from the instructor or department head. **All registration, course change, etc. forms must have the student's 7-digit Pitt Student ID number in order to be processed.**
3. No course registrations or Add/Drops will be processed from December 15 through 16, 2008 and from April 27 through April 28, 2009.
4. All campus buildings and offices will be closed from December 24, 2008 – January 1, 2009. If you need official copies of your transcripts, you may complete the request form in the Registrar's Office **before** December 24 or **after** January 1.
5. No student who has a stop order on his/her records from the Office of Students Accounts, Vice President for Academic Affairs Office, or the Library will be permitted to complete his/her registration in the Registrar's Office.
6. **GRADUATION PROCEDURES**: all students who intend to finish their program of studies during the Spring Term must meet with Ms. Michele Shuey, Senior Advisor for a Degree Audit/Grad Application before registering for classes. Call 724/836-9940 for an appointment. Students who intend to graduate in April 2009 should refer to the "Calendar of Important Dates."
7. **NOTICE TO INDIVIDUALS WITH DISABILITIES**: If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of Learning Resources Center, Lou Ann Sears Room 105, Faculty Office Building (724)836-7098 (voice)/(724)836-7128 (TTY), as early as possible in the term. Learning Resources Center will verify your disability and determine reasonable accommodations for this course.

Between July 1 and August 31, students interested in disability services should see Joel Sabadasz, 103 Millstein Library Building, (724)836-8027 (voice) (724-836-7128 TTY).

8. **EQUITY IN ATHLETICS DISCLOSURE ACT NOTICE** - Students and prospective students have the right to review the University's most recent report prepared pursuant to the Federal Equity in Athletics Disclosure Act, 20 U.S.C. § 1092. The report is available in Millstein Library. Inquiries may be made at the Reference / Information Desk.