

GENERAL INFORMATION

Fall Term (2101)

Monday, August 31, 2009 – Saturday, December 19, 2009

1. In order to register for classes at Pitt Greensburg, you must have been admitted to the campus; i.e., you must have completed an Admissions Application and paid the admissions fee or you must have had your records relocated to Pitt Greensburg from another Pitt campus or school. Students who have not been formally admitted to Pitt Greensburg will not be permitted to register.
2. **SELF-ENROLLMENT BEGINS MARCH 16: MANDATORY ADVISING** is required to be able to self-enroll. You can schedule an appointment by contacting your faculty advisor directly or contacting your academic advisor at 724/836-9940. An “Academic Advising Hold” will be placed on a student’s account and will be removed once he/she has met with an advisor. Check your “Student Services Center” tab on the Pitt portal at **my.pitt.edu** for your enrollment appointment date and time. Once an appointment begins, a student can continue self-enrolling through the add/drop period. Appointments are assigned according to credits earned with seniors given the earliest appointments. If you are unable to add a class because it is closed or it requires instructor permission, complete a “Class Permission Override Form” http://www.upg.pitt.edu/docs/PDF_CS_People_AdmissionToClosed.pdf and bring the form to the Registrar’s Office for processing. Continue to watch the Student Services area of the portal for additional information. Assistance will be available on March 16, 17 and 18 from 9:00 a.m. to 3:00 p.m. in the Smith Hall Lounge for anyone having questions or problems with enrollment.
3. No student who has an academic, financial, judicial or library **HOLD** on his/her records will be permitted to complete his/her registration.
4. **GRADUATION PROCEDURES:** All students who intend to finish their program of studies during the Fall 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 December 2009 should refer to the “Calendar of Important Dates.”
5. **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 at (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).

6. **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.

7. All campus buildings and offices will be closed from December 24, 2009-January 3, 2010. If you need official copies of your transcripts, you may complete the request form in the Registrar's Office before December 24, 2009. Offices will reopen Monday, January 4, 2010.