GENERAL INFORMATION
Fall 2018 (2191)
Monday, August 27, 2018 – Saturday, December 15, 2018

1. **REGISTRATION:** 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 submitted to Pitt-Greensburg from another Pitt campus or another college. Students who have not been admitted to Pitt-Greensburg will not be permitted to register.

2. **SELF-ENROLLMENT:** Mandatory advising is required to be able to self-enroll. You can schedule a meeting by contacting your faculty advisor directly or contacting your academic advisor at (724) 836-9940. An "Academic Advising Hold" is placed on a student's account and will be removed once he/she has met with an advisor. A student who has an academic, financial, judicial or library HOLD on his/her records will not be permitted to register.

   Check your "Student Services Center" tab on the Pitt portal at www.my.pitt.edu for your enrollment appointment date and time. Once an enrollment appointment begins, a student may continue self-enrolling through the add/drop period. Enrollment appointments are assigned according to the number of credits earned--seniors are given the earliest appointments.

   For classes that require instructor permission, complete a "Class Permission Override Form" and bring the form to the Office of the Registrar for processing. This form is available in the Office of the Registrar, 120 Millstein Library. Special circumstances may require approval by the Director of Academic Advising.

   Pitt-Greensburg full-time students are permitted to register for one class during the fall semester and one class during the spring semester at the Pitt-Oakland Campus.

   Cross registration is available for one class per semester at Seton Hill University and Westmoreland County Community College. Additional information can be found on the Pitt-Greensburg website www.greensburg.pitt.edu under Academics and Class Schedule.

3. **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 and complete a graduation application before registering for classes. Call (724) 836-9940 for an appointment.

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, 240 Millstein Library at (724) 836-7098 (voice)/(724) 836-7128 (TTY), or by email at los3@pitt.edu as early as possible in the term. The Learning Resources Center will verify your disability and determine reasonable accommodations.

   Between July 1 and August 31, students interested in disability services should see the Director of Academic Advising, 110 Millstein Library, (724) 836-8027 (voice)/ (724) 836-7128 (TTY).

6. **IMPORTANT DATES:** All campus buildings and offices will be closed from December 24, 2018, to January 1, 2018. Offices will reopen Wednesday, January 2, 2018. Spring term classes begin Monday, January 7, 2019. A Calendar of Important Dates can be found at www.greensburg.pitt.edu under Class Schedule on the Academics tab.

   Information on ordering transcripts online can be obtained at:
   www.greensburg.pitt.edu/student-resources/registrar/transcripts