

Academic Year 2010-2011

Undergraduate Student Handbook

This handbook is a resource to provide all the information you will need to manage your education in the College of General Studies (CGS). The administration and staff stand behind you, ready to assist you in your academic endeavors. At the same time, you are responsible for the requirements, regulations, policies, and deadlines that guide and govern our College and your education. Whether you are looking for information about adding a course or seeking an undergraduate internship experience, this handbook should provide answers to your questions.

The University of Pittsburgh is an affirmative action, equal opportunity institution.

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University Academic and Administrative Calendars

University academic and administrative calendars can be found on the [University Registrar](#) Web site. These calendars offer information such as class add/drop deadlines for each term, University holidays, and instructor grade submission deadlines.

General Education Requirements for the bachelor's degree from CGS

To earn a Bachelor of Arts or a Bachelor of Science degree in CGS, you must complete a minimum of 120 credits (approximately 40 courses) taken from the categories below. At least 30 credits must be in upper division (1000-level) courses. These 1000-level courses may be from any of the following areas, including those in the major:

Skills: 15 credits minimum

Certain tools of knowledge are required for all students in the baccalaureate degree program—the ability to use the English language orally and in writing and the ability to understand and use basic mathematical symbols.

Oral Communication: 3 credits –COMMRC 0520: Public Speaking

Writing: 9 credits minimum – three courses in composition or writing, at least one from the University of Pittsburgh

Mathematics: 3 credits minimum – MATH 0010 and 0020: Algebra 1 and 2; MATH 0025: Applied college algebra; MATH 0031: Algebra; CS 0004: Introduction to Computer Programming-Basic; or CGS 0007: Introduction to Computer Programming; or equivalent

NOTE: Students admitted to CGS for fall 2008 term (2091) and after are required to complete the oral communications, mathematics, and first university writing course (ENGCMP 0200 and above) with a grade of C- or better.

Quantitative and Formal Reasoning: three credits minimum

In addition to the acquisition of tools of knowledge through the skills requirement, students must also acquire the ability to apply logic and formal reasoning to reading, writing, and thinking. Choose from computer science, history and philosophy of science, information science, statistics, logic, or calculus courses.

Understandings: 27 credits

A liberal education provides broad exposure to three major bodies of knowledge: humanities, social sciences, and natural sciences. Students are exposed to social, scientific, aesthetic, moral, and religious information. The purpose is to furnish insight into how the concerns of people are interrelated, how knowledge accumulates, and how unsolved problems still challenge humanity.

Humanities– Three courses from three different departments: Africana Studies, Classics, Communication, English Literature, French, German, History of Art and Architecture, Italian, Japanese, Linguistics, Music, Philosophy, Religious Studies, Russian, Slovak, Spanish, Studio Arts, and Theatre Arts. One course must be 1000-level.

Social Sciences– Three courses from three different departments: Africana studies, Anthropology, Economics, History, Jewish Studies, Legal Studies, Political Science, Psychology, Religious Studies, Sociology, Urban Studies, and Women's Studies. One course must be 1000-level.

Natural Sciences– Three courses from at least two departments: Anthropology, Astronomy, Biological Sciences, Chemistry, Geology and Planetary Sciences, History and Philosophy of Science, Neuroscience, Physics, and Psychology.

Literature: three credits

This requirement introduces students to works of literature that have abiding literary value and, in the process, to the techniques of long-term change. This one-course requirement may also be filled in departments other than English.

History: three credits

The study of history provides an understanding of contemporary society from the viewpoint of long-term change. This one-course requirement may also be filled in departments other than History.

International Perspective: nine credits minimum

The world of today is economically, politically, and culturally interdependent. In the 21st century, knowledge of other countries has become essential. This three-course requirement may be fulfilled by taking internationally focused courses offered by a variety of departments. At least one of the courses must be a non-Western course. International courses may overlap with another requirement, see the course descriptions published online or visit the CGS Web site for a complete listing of courses and the requirements they fill.

CGS Advanced Standing Policy for Transfer Students

Transfer Student Guidelines

Many of our students start their education at another institution. Some of our students start at University of Pittsburgh regional campuses, some start at other colleges on the Oakland campus. When a student is admitted to CGS, all coursework taken at other colleges or universities will be evaluated based on the following guidelines:

- All credits must have been earned at an accredited institution.
- Courses must have been passed with a letter grade of “C” or equivalent.
- The number of credits granted for a given course cannot exceed the number on the transcript from the school where they were earned, nor can it exceed the number earned in the corresponding course in CGS.
- A maximum of 90 credits may be transferred from a four-year institution and 60 credits from a two-year institution.
- While CGS does not have a statute of limitations, it reserves the right to invalidate some courses for transfer in which the content is outmoded.
- Students majoring in the liberal arts may transfer up to 18 credits of professional courses (e.g., business, education, engineering, nursing, etc).
- If a course for which advanced standing credit has been granted is repeated, the advanced standing credit is cancelled.
- All transfer credits are subject to reevaluation if a student transfers from one school to another or from one major to another within the University of Pittsburgh or becomes inactive and is subsequently readmitted.
- The final 30 credits must be taken in CGS. At least half of the courses in the major must be completed in the CGS. Transfer credits are posted on a University of Pittsburgh transcript.

For students transferring credits to CGS from local community colleges, transfer manuals are available at www.cgs.pitt.edu/transfer. For students transferring credits into the School of Arts and Sciences or pre-professional programs, you can access the transfer manuals, or Pitt Connection Guides at www.pitt.edu/~oafa/transadm.html.

College Level Examination Program (CLEP) Exams

The CLEP exams are designed to measure what you have learned through informal study, reading, travel, and work, and then equate this knowledge with what students usually learn during the first year of college study. When you earn credits through CLEP exams, you can move directly to more advanced classes. This helps you complete your college education more quickly at a lower overall cost. In the College of General Studies (CGS), you may earn up to half the credits you need to graduate—60 credits of the required 120—by earning a combination of six credits on each of the five **General Examinations** and three to six credits on certain **Subject Examinations**. You are required to score at least 50 points or more on each exam you take in order to receive credit from CGS. A score of less than 50 points is awarded zero credits.

The CLEP General Exams must be taken before you have completed 60 college credits. The 60-credit limit includes courses taken at the University of Pittsburgh, credits taken at another college or university, and other credits received by examination. Credits earned through CLEP General Exams may not duplicate credits received from other sources.

The CLEP Subject Exams must be taken before you have completed 90 college credits. The 90-credit limit includes courses taken at the University of Pittsburgh, credits taken at another college or university, and other credits received by examination. Credits earned through CLEP Subject Exams may not duplicate credits received from other sources.

CLEP Exams Accepted by the College of General Studies

For more information about the CLEP Exams accepted by CGS, visit www.cgspitt.org/college-level-examination-program.cfm.

Majors, Minors, and Certificate Programs

Majors offered through the College of General Studies

The degree program, in addition to providing certain skills and a broad exposure to primary academic disciplines, also allows the opportunity to specialize in a particular field or major, providing the depth of experience essential for vocational competence or future study.

CGS offers eleven majors:

- Administration of Justice
- Dental Hygiene (a BS degree completion program for certified dental hygienists)
- Health Services (BA or BS)
- Humanities
- Legal Studies
- Liberal Studies
- Media and Professional Communications
- Natural Sciences
- Public Service
- Self Designed
- Social Sciences

The major is a part of the 120 credits required for the degree and most majors require 36 credits. An outline of each major is available at the CGS information display on the fourth floor of the Cathedral of Learning or via the Web at www.cgs.pitt.edu/majors/.

Choosing a major

In the student information system, PeopleSoft, the terms 'major' and 'plan' both represent the degree program that the student is planning and majoring in. Students who are undecided or unsure of what they want as their major can research CGS major requirements at www.cgs.pitt.edu/majors/ and Arts and Sciences major requirements at www.as.pitt.edu/undergraduate/advising/index.html. Students should consult with their advisor for more information concerning the courses required in the major and any prerequisite coursework necessary before entering the major. Once a major is selected, the advisor will use the distribution of studies sheet and academic advising transcript in order plan out the undergraduate program with the student.

Students who need additional help choosing a major that matches their interests and career goals should contact the CGS Career Counselor. The CGS Career Counselor can discuss the student's interests, and current employment trends and may also help with the job search, discuss internship opportunities, make suggestions for writing a resume, and administer in interviewing skill building workshops. More information concerning CGS Career Services is available at www.cgspitt.org/careerservices/.

Planning a career based on your major

The College of General Studies (CGS) offers the Bachelor of Arts and the Bachelor of Science degrees. To view a description of potential careers associated with each major, please visit www.cgspitt.org/what-can-i-do-with-a-major.cfm/. To schedule an individual appointment with the Career Counselor, call 412-624-6600.

Minors

A minor provides an option for a student earning a degree to gain knowledge in an area other than their major. Students may earn minors in schools other than the school in which they are enrolled; however, the student must be admitted into the minor in the school that offers it. The minor is included on the graduation application and appears on the student's academic record and on the official transcript when the degree is awarded.

Three departmental minors are offered in CGS, 24 through departments in the School of Arts and Sciences, four minors in the School of Education, and one in Social Work. Students must complete at least half of the minor at the University of Pittsburgh and earn a 2.0 or better GPA in minor courses.

CGS minors—Administration of Justice, Legal Studies, and Public Service

Arts and Sciences minors—Africana Studies, Applied Statistics, Chemistry, Chinese, Classics, Computer Science, Economics, English Literature, Film Studies, French, German Studies, History, Italian, Japanese, Korean, Linguistics, Mathematics, Music, Neuroscience, Philosophy, Physics, Political Science, Portuguese and Luso-Brazilian Culture, Religious Studies, Slovak Studies, Sociology, Spanish, Studio Arts, and Theatre Arts

School of Education minors—Aerobics, Aquatics, Dance, and Fitness

School of Social Work minor—Social Work

Certificate Programs

Students looking to broaden their educational experience or seeking professional development may elect to enroll in an academic certificate program. Certificate programs offer a course concentration in a specific area of study and may partially fulfill the student's degree requirements. Students must be admitted into the certificate program through the school offering it. Students must take at least one half of the coursework for the certificate at the University of Pittsburgh and earn a 2.0 or better GPA in certificate courses.

CGS certificates—Accounting (*Post-Baccalaureate*), Communication, Community Health Assessment, Corporate/Community Relations, Digital Media, Engineering and Technology Management (*Graduate*), Gerontology (*Graduate*), Information System Design, Managing Health Systems Programs and Projects, Nonprofit Management, Women's Studies, Writing, and Writing for the Professions. To enter the Accounting certificate, students must already have a bachelor's degree with at least a 2.75 GPA.

Arts and Sciences certificates open to CGS students—American Sign Language, Children's Literature, Conceptual Foundations of Medicine, Geographic Information Systems, German Languages, Historic Preservation, Jewish Studies, Leadership, Medieval and Renaissance Studies, Photonics, and Public and Professional Writing.

University Center for International Studies certificates open to CGS students—African Studies, Asian Studies, European Union Studies, Global Studies, Latin American Studies, Russian and East European Studies, and West European Studies.

Graduate School Option

Students with a GPA of 3.5 or better planning to pursue graduate work at the University of Pittsburgh may want to consider the Graduate School Option for early admission to a graduate program. This option allows students to use the first 24 credits of graduate work as the last 24 electives of their undergraduate program. The following graduate schools at Pitt allow this option in conjunction with the CGS degree program: Graduate School of Public and International Affairs, Graduate School of Public Health, and the School of Education (MEd candidates only). The School of Law has a similar program for its Master of Studies in Law program for CGS Legal Studies students.

Guidelines:

- Students must be superior graduate school candidates and be admitted to the Pitt graduate program. The graduate programs require that the student have at least a 3.5 GPA when applying.
- The graduate program must include at least 24 credits of graduate-level coursework. Students must earn a B or better grade in all graduate coursework.
- Students must complete at least 96 credits toward the CGS degree before the graduate program begins, including the last 30 credits in residence in CGS.
- Students must complete all of the general education requirements in their degree program before the graduate program begins. All major requirements should be completed also.
- Note: Satisfactory completion of these requirements does not guarantee acceptance into the graduate program; this decision is made by the graduate program.

Graduation from CGS

- Students must apply for graduation from CGS upon completing the first 24 credits in the graduate program with B or better grades. Students must have a total of at least 120 credits.
- Students receive a BA or BS degree depending upon the CGS major. The final undergraduate transcript will specify the major completed in CGS.
- The GPA for graduation from CGS will be calculated solely on the earned Pitt credits on the undergraduate transcript. The graduate program courses appear on the graduate transcript and the undergraduate transcript is noted —"Baccalaureate degree awarded in conjunction with University of Pittsburgh graduate degree program."

Graduation

Graduation Requirements

In order to graduate from the College of General Studies (CGS), students must earn at least 120 degree credits with a minimum 2.00 GPA. Students must also achieve a 2.00 GPA in their major and in any minors. Within the 120 credits, students must fulfill the College's general education and major requirements. Students must earn at least half of the credits for the CGS major and the final 30 credits toward the CGS degree while enrolled as a CGS student.

Graduation Appointments and Applications

Students are required to make a graduation appointment with their advisor when registering for classes for their final term. During this appointment, the student and advisor review all degree and major requirements and plan for the last term. The graduation worksheet is prepared which verifies that all information concerning the student's program (including major, minors, and certificates) and graduation date are updated. The student completes the graduation application and several university survey forms. Details concerning commencement and graduation ceremonies are also discussed at this appointment. Students should schedule their graduation appointments at the beginning of the registration period for the graduation term. For April graduation, schedule for late October; for August graduation, mid-February; and for December graduation, mid-March.

Graduation and Commencement

Graduation occurs at the end of each of the terms: fall, spring, and summer. Once final grades and requirements are certified, the student is notified that their degree has been awarded. Final grades are available a week after the end of the term. Diplomas and transcripts, with the degree posted, are available about six weeks after the end of the term. The College of General Studies hosts a Graduate Recognition Ceremony at the end of the fall and spring terms. Students are also invited and encouraged to attend the University's Annual Commencement Ceremony that is held in the Petersen Events Center each April to recognize the August, December, and April graduates from all of the University's schools and colleges.

CGS Online

CGS Online meets the needs of students who are looking for a learning experience that links high quality faculty, outstanding materials, and convenient course formats. As a part of the University of Pittsburgh's College of General Studies you'll have access to a wide array of resources and assistance open to all members of the University community. College of General Studies students are allowed to apply an unlimited number of courses taken via CGS Online toward their College of General Studies degree requirements.

All courses offered through CGS Online are Web-based, meaning that all course materials can be accessed through Courseweb, the University of Pittsburgh's implementation of the Blackboard course management system. Students can earn degree credit by choosing courses from CGS Online's three different course formats including:

Web
Web courses feature Web-based instruction and interaction. Students interact with their instructors and other students through the class Web site, participating in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort. **Online courses are recommended for students who want to complete a class within a term.*

Hybrid
Hybrid courses combine Web-based interaction and face-to-face instruction. 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. **Hybrid courses are recommended for students who want to complete a class within a term.*

Self-Paced
Self-paced courses utilize a flexible format where students move through assigned course materials at their own pace. Course study guides and other materials are available in Blackboard. On-site workshops are either mandatory or strongly advised for many courses. **Self-paced classes are recommended for students who require a flexible timeline to complete a course.*

Academic Advising

The College of General Studies recognizes that its students come from various backgrounds, including various life circumstances, different life stages, diverse career backgrounds, and in many cases, multiple higher education experiences. As a degree-seeking student, you will be assigned an advisor who will consult with you throughout your tenure with CGS.

Student Responsibilities in the Advising Relationship

- To acquire the skills needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
- Become knowledgeable about the relevant policies, procedures, and rules of the University and academic programs.
- Be prepared with accurate information when contacting the advisor, whether in an appointment or by phone.
- Access my.pitt.edu/ for important updates, resources, and course information.
- Be actively engaged in seeking the academic and career information necessary to meet their educational goals.

Walk-In Advising

A CGS advisor is available daily from Noon to 2 p.m. to help you. In order to serve all CGS students, visits with the walk-in advisor should not exceed 15 minutes. These appointments are available on a first come, first serve basis and sign-up is available beginning at noon at the CGS Front Desk, 4th Floor, Cathedral of Learning.

eAdvising

A CGS eAdvisor is accessible by submitting inquiries via the CGS Web site's eAdvising page at www.cgspitt.org/e-advicing.cfm or by e-mailing eadvisor@pitt.edu directly. Your questions will be answered by a CGS eAdvisor.

Individual Advising Appointments

Individual advising appointments are available to students who have questions pertaining to major or minor changes, internships, academic holds, personal issues, add/drop/withdrawal/resignation decisions, and career choice. Call 412-624-6600 to set up an appointment to meet with your advisor.

Registering for Classes

Preparing your Course Schedule

Creating your schedule requires utilizing and coordinating various advising tools and resources. CGS students are required to play an active role in planning their degree progress, which includes creating a course schedule. The Group Advising PowerPoint contains information about how to create a schedule and register.

Here are some advising tools to help you create your course schedule:

1. **Obtain a copy of your Distribution of Studies sheet by:**
 - a. Send a request for an updated Distribution of Studies sheet to a CGS eAdvisor by e-mailing eadvisor@pitt.edu.
 - b. Call the CGS Front Desk at 412-624-6600.
 - c. Visit the CGS Front Desk on the 4th floor of the Cathedral of Learning.
 - d. Attend a Walk-In Advising Appointment.

On the Distribution of Studies sheet, you should look for the credits listed in the "To Be Earned" column and what requirements they fulfill.

2. **Review course offerings and course descriptions at www.courses.as.pitt.edu.**

The course descriptions Web site lists all courses offered in a given term. Simply select the department, and click on the appropriate term. Once you choose a class section, it will give you a brief description of what you can expect from the course and what the prerequisites are. It will tell you when the class meets and where, and if a recitation or lab is required. However, you will need to consult PeopleSoft to find out if a course is open or not.
3. **Make sure your course selections fulfill requirements.**

Consult General Education Requirements, Major Requirements, Minor Requirements, and Requirements Fulfilled to ensure that your course selections fulfill the requirements in the "To Be Earned" column of the Distribution of Studies sheet.

CGS Major Requirements

- [CGS General Education Requirements](#)
- [List of Courses and CGS Requirements Fulfilled](#)
- [CGS Major Requirements](#)
- [CGS Minor Requirements](#)
- [CGS Certificate Requirements](#)

Arts & Sciences Major Requirements

- [A&S General Education Requirements](#)
- [List of Courses and A&S Requirements Fulfilled](#)
- [A&S Major Requirements](#)
- [A&S Minor Requirements](#)
- [A&S Certificate Requirements](#)

Pre-Professional Program Requirements

From the Academics webpage, choose the college to which you are applying for further details.

4. **Check course availability in PeopleSoft** by following these steps:
 - a. Log on to my.pitt.edu
 - b. Select the Student Services tab
 - c. Click Detailed Help next to Link to Student Center
 - d. Choose the .PDF entitled "Searching for Classes and Course Information Online" for class search instructions.

Processing your registration

1. **Student Online Self-Enrollment.** Students are able to register themselves online through the www.my.pitt.edu portal.

An "Academic Advising Hold" will be placed on your account to prevent you from registering until you have had contact with your academic advisor. To have your hold removed you will have three options:

- 1) Schedule an appointment with your advisor to discuss your schedule. Your "Academic Advising Hold" will be removed during your appointment.
- 2) Email your advisor with your class choices for the term. In the email, you must include the following information about EACH class that you plan to register for:
 - 5 Digit CRN number
 - Subject
 - 4 Digit Catalog Number
 - # of Credits

Once your advisor has reviewed your schedule choices and your "Academic Advising Hold" has been removed, you will receive a confirmation email.

- 3) Come in during "Walk-in" Advising hours to meet with your advisor and discuss your schedule. You will need to come prepared with the classes that you want to take. Your "Academic Advising Hold" will be removed during your visit. PLEASE NOTE: These appointments are first come first serve and last for a maximum of 15 minutes per student.

For more information [click here](#).

2. **Enrollment at the CGS front desk.** Bring a completed registration form to the CGS Front Desk any time between 8:30 a.m. and 7 p.m. Monday thru Wednesday and between 8:30 a.m. and 5 p.m. Thursday or Friday.

Registration Related Forms can be accessed at www.cgspitt.org/download-registration-forms.cfm.

For more information on registration options, visit www.cgs.pitt.edu/registration/.

Getting Into a Closed/Restricted Class

Admittance to a closed class is permitted only to students who have obtained permission from the instructor and department. A permission number is also required to register for restricted classes, denoted by "R" in the special indicators column in the course offering section of the Schedule of Classes.

Adding/Dropping Courses

If you have to change your schedule of classes after you have registered, you can do so online via the www.my.pitt.edu portal or you must complete an add/drop form during the add/drop period. Do not submit a second registration form. Add/Drop forms are available at the CGS Front Desk or on the CGS Web site at www.cgspitt.org/medialibrary/File/Registration_Forms/AddDrop_BW.pdf.

The Add/Drop Period usually extends two weeks into the term. For the official end date of the Add/Drop Period, visit the University Registrar's Web site and view the [Academic Calendar](#).

Changing your schedule, even if it is from one section or lab to another, must be done either online via the www.my.pitt.edu portal or by filling out an add/drop form during the add/drop period. Not doing this may result in not receiving a grade in the course, an "F" in the course, and/or charges to your account. If you wish to drop one or all of your courses, you must use the add/drop form and you will receive full refund for the courses you drop if you do so during the add/drop period. If you wish to drop all of your courses after the add/drop period is over and not attend at all this term, you must follow the procedure under Resignation in this manual.

Withdrawal from a Course

You may withdrawal from individual courses from the end of add/drop period through the end of the ninth week of the term (Summer withdrawal dates vary according to the session) by completing the Monitored Withdrawal Request Form available at the College of General Studies front desk or at

www.cgspitt.org/medialibrary/File/Registration_Forms/MonWithdraw_BW.pdf.

This form must be submitted to the CGS Front Desk. A "W" grade will be assigned. This grade will appear on your transcript, but will not affect your QPA. You will be 100 percent financially responsible for any course from which you have withdrawn.

Before you make the decision to withdrawal from a class, consider these tips:

1. Speak with your instructor about your performance in the class. The class may be graded on a curve, so you might not be doing as badly as you think.
2. Discuss the implications of withdrawing with your advisor. It may impact your selection of classes in future terms or may have financial aid implications.

Be sure to check the [Academic Calendar](#) for the exact deadline for each term.

Withdrawal from All Classes

A student may withdrawal from all classes for the term. The student's academic record will bear the grade "W" for each registered course for the term. This may only be done one time while registered as a CGS student. Note that withdrawing from all classes may affect your financial aid for future terms and does not relieve you of your financial obligations to the University. Check with your advisor or call 412-624-6600 for the deadline to withdraw from all classes.

Appeal for a Late Withdrawal

After the normal withdrawal period, a withdrawal is permitted only in extraordinary circumstances with the permission of the Dean. A withdrawal after the ninth week will require a submission of an Appeal for a Late Withdrawal Form with the instructor's signature and supporting documentation submitted to the Office of the Assistant Dean of Student Affairs, College of General Studies. This is an appeal; it is not guaranteed. Those students who fail to withdrawal properly or whose appeal is rejected will receive an "F" grade.

Resignation

Once you register for classes, you are liable for all costs incurred as a result of that registration. The add/drop form will be used to drop all your courses and eliminate financial charges up until the end of the add/drop period.

If you decide to drop all your classes after the add/drop period, you must resign and your charges will be adjusted. You may resign by calling 412-624-7585, sending an e-mail to resignation@bc.pitt.edu or visiting the Student Appeals office, room G-12 Thackeray Hall immediately. The date of your call, visit, or postmark will be the effective date of resignation and will determine the amount of liability. Telephone resignation service is provided 24 hours a day, seven days a week. Students who do not go through a formal resignation process will be liable for 100% of the tuition charge. You cannot resign (drop all your courses) by completing an add/drop form. Resignation from all classes can occur between the end of the add/drop period and day 60 of the term or day 30 of a session.

McCarl Center for Nontraditional Student Success

Students and prospective students of the College of General Studies have a wide array of support options available to them. The McCarl Center for Nontraditional Student Success provides support services and programs designed specifically for adult students.

Adult Student Orientation Seminars

Get a handle on how to best make use of all the resources of a large urban University, and understand CGS policies and procedures.

Mastering the University Seminar Course

Mastering the University (CGS 0092) is a specially designed course that provides new and/or transfer students with the skills necessary to maximize their potential for academic success at the University of Pittsburgh.

McCarl Center Hours

Monday–Wednesday: 8:30 a.m. – 7 p.m.

Thursday–Friday: 8:30 a.m.– 5p.m..

Fourth Floor, Cathedral of Learning

McCarl Center Director

Sherry Miller-Brown coordinates McCarl Center activities and focuses on programs that aim to ensure the long term academic success of adult undergraduate students across the University of Pittsburgh campus.

Phone: 412-624-7683

E-mail: sbrown@pitt.edu

Career Services

CGS Career Services Counselor

Get guidance about choosing a major and find out what you can do with it. Learn about internships, resumes, and the job search. All these resources are free and part of the Career Services Office offered through the Career Services in the McCarl Center for Nontraditional Student Success.

For more information, visit the CGS Career Services page at www.cgs.pitt.edu/careerservices/. Or contact the CGS Career Services Counselor:

Pam Harris

Phone: 412-648-7130

Email: pah50@pitt.edu

Consultation from the Career Services office is available to CGS alumni for one year after graduation from the University.

Academic Internships

Internships are valuable learning experiences that allow you to gain practical, career-related skills outside of the classroom. You'll earn college credits while building your resume and meeting professional contacts. College of General Studies students majoring in Administration of Justice, Public Service, and Media and Professional Communications are required to participate in an internship but, many students within the Humanities, Social Sciences, and Natural Sciences majors have found an internship to be very beneficial. Students have worked with local sports teams, museums and arts organizations, newspapers and magazines, and television and radio stations. To learn more about CGS internship requirements visit www.cgs.pitt.edu/internships/.

Understanding Your Academic Record

This section will help you understand the grading system and grade options and show you how to access and maintain the information on your student record in PeopleSoft.

PeopleSoft

PeopleSoft is the University student information system. You can access your student record through the Student Services tab at www.my.pitt.edu. You must know your unique PeopleSoft ID number to conduct University business such as registering for classes.

If you forget your PeopleSoft ID, you can locate it by logging into the portal using your Pitt user name and password. Click on the Student Services tab and select View My Personal Information. Your seven-digit PeopleSoft ID number will appear directly under your name in the field labeled ID. The Student Services and PeopleSoft tabs in the portal have a handful of tutorials and PDFs to show you how to navigate PeopleSoft to find information such as your grades.

Grades and GPA—Letter Grade Option

The following University of Pittsburgh letter grade system is used without exception:

A+	4.00		B+	3.25		C+	2.25		D+	1.25				
A	4.00	Superior	B	3.00	Meritorious	C	2.00	Adequate	D	1.00	Minimal	F	0.00	Failure
A-	3.75		B-	2.75		C-	1.75		D-	0.75				

The GPA

Every student has a GPA (Grade Point Average) that ranges from 0.00 to 4.00. This average is the result of a calculation relating credits to grade points. Each course you take is worth a number of credits and has the potential to earn a letter grade. Every letter grade is worth a number of grade points (see chart above). These points are 0.00 to 4.00, or letter grade F to A respectively. Credits for each course are multiplied by the number of points the grade is worth. The resulting grade point credits are added together for all courses, and that number is divided by the total number of credits attempted. You must maintain at least a 2.00 cumulative GPA to maintain the status of "good academic standing." Students with a GPA below 2.00 will be placed on probation and may be required to enroll in an academic intervention plan.

S/NC Grade Option

The College of General Studies offers both a standard letter-grade option and the Satisfactory/No Credit (S/NC) option for students enrolled in most courses. Under this option, a student who does satisfactory work (a grade of C or better) in a course receives the grade of "S." If the student's work is not satisfactory (a grade of C- or lower), the grade of "NC" (for no credit) is given. Courses for which "S" grades are earned are counted toward graduation but are not computed in the GPA. Courses for which "NC" grades are earned are not counted toward graduation because the "NC" designates that no credit was earned. In order to take a class with the S/NC grade option, a student must select the S/NC option by the deadline by completing a Grade Option/Audit Request form at the CGS registration desk 4th Floor Cathedral of Learning. Deadlines are under the [Academic Calendar](#).

Note: There are some formal limitations to a student's choice of grading systems; please check with an academic advisor before deciding to take a course S/NC.

Audit ("N" grade)

Students may choose to take a course on an audit basis and receive an "N" grade on their transcript rather than a letter grade. Students who wish to audit a course must register for the course as usual then process a Grade Option/Audit Request form in the CGS registration desk 4th floor Cathedral of Learning by the deadline. Calendars with deadlines are located at www.registrar.pitt.edu.

“G” Grades

The “G” grade is applied only when students who have been attending a course and making regular progress are prevented from completing the course by circumstances beyond their control, such as a major medical emergency. Students assigned a “G” grade must complete the course by the next fall or spring term in residence (or, in the case of students who are not in attendance the following term, within one calendar year). Otherwise, the privilege of completing the course is withdrawn, the credits are lost, and no tuition refund is issued. If you earn a “G” grade, it is recommended that you make contact with the course instructor as soon as possible in order to determine a plan to complete the course in good standing. If you do not meet the plan set by the instructor in order to complete the course, the instructor may submit a grade change to an “F,” and no credit will be earned. Students in their last term of graduation will not graduate if they earn a “G” in the term during which they need the credit in order to graduate.

“I” Grades

An “I” grade indicates that the work of the course for which the grade is awarded has not been completed due to the nature of the course, clinical work, or incomplete research. An I grade is awarded only to students who have been doing the regular work of the course but who need more time than the term allows. That is, the extenuating circumstances ought to arise from the nature of the course work rather than from the student's personal difficulties (in which case a “G” grade is appropriate). The student must complete the course requirements within one calendar year after an “I” grade is given. If the student does not meet the guidelines set by the instructor in order to complete the course, the instructor may submit a grade change to an “F,” and no credit will be earned. Students in their last term of graduation will not graduate if they earn an “I” in the term during which they need the credit in order to graduate.

“R” Grades

Students who resign from all the courses for which they are registered in a term will receive a grade of “R” for each course. Students resign from the term by calling 412-624-7585 or e-mailing resignation@bc.pitt.edu.

“W” Grades A student who withdraws from a class after the add/drop period has ended for a term will receive a grade of “W” for that course. See the section of this handbook titled Monitored Withdrawal for more information.

Course Repeats

Students may attempt a course three times for passing or meeting degree requirements. The second (or sometimes third) attempted grade will factor into the official GPA, even if that second or third grade is of lesser value than the first grade. The repeat form, which must be signed by an assistant dean or advisor, is then submitted to the Registrar's office. If a student attempts a course at the University of Pittsburgh and does not earn a passing grade, the student must retake the course at the University of Pittsburgh. For example, if a student attempts College Algebra here and does not pass, they must re-attempt the course here, as well; re-taking it at another institution, even if the student passes the course, will not count towards graduation.

Grade Access

You can view your grades by logging into www.my.pitt.edu and linking to your Student Center. Grades are available approximately 24 hours after the date the grades are due. If one of your instructors submits grades after the established deadline, your record will not reflect a grade for that course until the grade is submitted. If you have questions about the grade you have earned in a class, please direct them to the individual instructor or to the department chairperson. If there is a grade dispute, please follow the Grade Dispute protocol found in the section of this handbook titled Academic Standards, Policies, and Integrity. If an incorrect grade has been posted, update requests must be submitted via a Grade Change Request form and processed through the assistant dean's office. Changes will appear as they are received and processed in the Registrar's office, and may not be posted immediately.

Record Information Change

If you need to change personal information on your student record, such as your name or address, please visit the registrar's office in G-1 Thackeray Hall or call 412-624-7600.

Name Change

The Registrar's office handles name changes. You may initiate a name change by submitting a written request and photocopy of one of the following: birth certificate, court order, marriage license, or divorce decree - **do not send your original document**. Fees may be assessed in cases where historical records are affected. Send your change request to:

Office of the University Registrar
University of Pittsburgh
G-3 Thackeray Hall
Pittsburgh, PA 15260.

Address or Telephone Number Change

Keeping the University apprised of your current mailing address and contact information is your responsibility. If your mailing address, permanent address, or telephone number has changed, it is important to fill out a Change of Address form immediately. You can find an online, printable Change of Address form at www.registrar.pitt.edu . Fill out the form, print it, sign it, and mail it to:

Office of the University Registrar
University of Pittsburgh,
G-1 Thackeray Hall
Pittsburgh, PA 15260
Fax: 412-624-4303

If your address on file with the University is incorrect, you may not receive University information on time or possibly not at all. You will be held responsible for any late fees you accrue due to a delay in the mail, and you are still responsible for information mailed to you, even if it is mailed to an out-of-date address.

E-mail Address Change

The registrar's office, the Office of Student Accounts, the Office of Admissions and Financial Aid, and the Dean's office may send official correspondence about programs, services, bills, or other pertinent information to your University of Pittsburgh e-mail account. If you do not use your University of Pittsburgh e-mail account, you will be responsible for forwarding messages sent to the University of Pittsburgh e-mail address to the e-mail address that you actually use. The University will not accept or use e-mail addresses from other internet service providers.

Social Security Number Change

If you officially change your Social Security number with the Social Security Office, or if your Social Security number is incorrectly recorded in a University of Pittsburgh official record, please notify the Registrar's office, and they will correct the error in your University records. To do this, submit a written request and photocopy of your correct Social Security card – **do not send your original Social Security card**. Send or bring your change request to:

Office of the University Registrar
University of Pittsburgh,
G-1 Thackeray Hall
Pittsburgh, PA 15260

Student Service Holds

If you have a Student Service Hold when you try to conduct business with the registrar or other University offices, this means that you cannot conduct business within the University until you resolve the situation that caused the hold and have it removed. Holds are enacted due to academic probation, missing data, disciplinary action, missing high school transcript, missing immunization, and overdue account balances. Financial holds may be placed by the Office of Student Accounts, Student Loans and Special Accounts, and the Cashier's office. If you have a hold, please visit the appropriate office to resolve the matter so that you may continue to transact University business.

Academic Standards, Policies and Integrity

Academic Standards Policy

The College of General Studies requires students to maintain a cumulative Grade Point Average (GPA) of 2.00 or above. If students fall below a cumulative GPA of 2.00, they will be placed on academic probation and are encouraged to enroll in an academic intervention plan. Recognizing that early attention to academic difficulty can improve a student's performance considerably, Dr. Brown and the Academic Resource Center work one-on-one with students to address individual needs so that they can improve their academic standing. A student who still has a cumulative GPA below 2.00 after 12 credits following the probationary term may be subject to continued probation or suspension from school. Suspension lasts for one calendar year. Students who have repeated probation or suspension violations may be permanently dismissed from the school.

Suspended students are not eligible to enroll for classes at the University of Pittsburgh or at any other institution of higher learning during the suspension period. Upon completing the suspension period, a student must apply for reinstatement through their advisor. Students returning from academic suspension are reinstated on academic probation. Reinstated students' records are reviewed after each subsequent term of enrollment. Suspended students may not take courses at another institution for transfer back to the College of General Studies.

After the 12 credits following suspension, students whose GPA remains below 2.00 may be subject to dismissal. Dismissal is a final action. Dismissed students are not eligible for future enrollment in the College of General Studies.

Students who are on probation, are suspended, or are dismissed will receive written notification to their address on file at the University of Pittsburgh with instructions on what to do and information about the policy pertaining to their academic standing. Suspended or dismissed students may petition for an appeal by making an appointment with the Assistant Dean, Student Affairs. Please call 412-624-6600 for an appointment.

The Office of Admissions and Financial Aid (OFA) monitors financial aid eligibility. Students who are on probation, suspension, or are dismissed should contact OFA in Alumni Hall at 412-624-7488 for information about how their academic standing may affect their financial aid.

Grade Disputes

Students who wish to dispute a grade should follow the following guidelines:

1. The student and the professor should meet to resolve a grade dispute.
2. If no resolution is agreed upon, the student and the professor should meet with the chair of the department offering the class.
3. The chair of the department puts in writing his/her resolution to the dispute.
4. The student has the option to contest the chair's resolution with the Assistant Dean of Student Affairs.
5. The Assistant Dean of Student Affairs has the option to interview the student, the professor, and the department chair. The Assistant Dean puts in writing his/her resolution to the dispute. This resolution may be appealed to the Associate Dean of Academic Affairs of CGS and then to the Dean.

Academic Integrity Code

Students and faculty are expected to familiarize themselves with the published rules and regulations governing academic integrity, a term meaning the ethical standards of integrity by which each student and faculty member is expected to operate. As members of a community of learners, all students and instructors are expected to adhere to these behavioral, academic, and ethical standards of the University community and of their field of study. The Academic Integrity Code sets the standards for protocol regarding issues such as how to handle cheating or plagiarizing.

Visit www.cgspitt.org/academic-integrity-code.cfm to read the full code online.

Student Code of Conduct

The Student Code of Conduct is an outline of the nonacademic rights and responsibilities of University students. The code defines offenses by and against students. A student or University official may file a complaint of violation of the Student Code of Conduct at the University Student Judicial System.

Visit www.studentaffairs.pitt.edu/conduct/pdf/code.pdf to read the full code online.

International Learning

University Center for International Studies

In addition to majors, minors, and certificates that focus on foreign cultures, CGS students may complement their major with an international studies certificate offered through the University Center for International Studies (UCIS). A complete listing of UCIS certificates is located in the Majors, Minors, and Certificates section of this handbook. UCIS is home to four internationally recognized area studies centers. Each one has been designated a National Resource Center by the US Department of Education, certifying their status as leading centers of their kind in the United States. The centers include the Asian Studies Center, the Center for Latin American Studies, the Center for Russian and East European Studies, and the Center for West European Studies. In addition, UCIS is home to a European Union Center, one of only fifteen so designated and partially funded by the European Union in the United States. It also operates programs in African Studies and in Global Studies. The Study Abroad Office and the Nationality Rooms and Intercultural Exchange Programs round out UCIS component programs. Visit www.ucis.pitt.edu/main/index.html for more information.

Study Abroad

Under the auspices of the University Center for International Studies, the Study Abroad Office, located on the 8th Floor of the William Pitt Union, helps students choose a course of study in another country for a term, a summer, or a full year. The study abroad staff helps students select programs that are most applicable to them and their fields of study. They offer guidance in seeking scholarships or financial aid, obtaining a passport, and health and safety. In partnership with Study Abroad, instructors lead students on the following study abroad programs: Pitt in Italy, Pitt in London, Pitt in China, Pitt in India, Pitt in France, and the Augsburg Program. Please note that students must have earned their last 30 credits in residence and must have a 2.75 in order to study abroad. Appeals to this policy may be approved by an assistant dean, call 412-624-6600 to make an appointment. Freshmen are not permitted to study abroad. We recommend that interested students plan to study abroad during their sophomore or junior year. For more information, please visit www.abroad.pitt.edu/ or the Study Abroad Office at 802 William Pitt Union, 412-648-7413.

Academic Honors and Scholarships

University Honors College (UHC)

The University of Pittsburgh Honors College (UHC) offers unique courses, special degrees, and supplemental advising to highly motivated students who have been invited to participate in UHC when they applied as a freshman. UHC does not have a formal membership, and students throughout campus can take honors courses by requesting special permission. For more information see www.honorscollege.pitt.edu/.

Honors Societies

Outstanding CGS students are recognized for their academic achievement. Working hard and doing well in their studies will not only earn students high honors at Pitt, but in their future endeavors, as well. In addition to the honorary societies listed on the Student Life Web site at www.studentlife.pitt.edu/index.html, students can view a complete listing of all clubs and academic organizations through the online database of the Student Organization Resource Center at www.sorc.pitt.edu/index.html.

Golden Key

Golden Key is an international academic honor society that recognizes and encourages scholastic achievement and excellence among college students from all academic disciplines. It provides campus and community service opportunities enabling personal growth and leadership development as well as interaction with university faculty and administrators to develop and maintain high standards of education. Golden Key rewards its members through scholarship and award programs, and members access exclusive career opportunities and assistance through Golden Key's partnerships with businesses and graduate programs.

Alpha Sigma Lambda National Honor Society

Alpha Sigma Lambda is an honor society aimed at recognizing the achievements and accomplishments of non-traditional adult students. Typically, these are returning adults who have other obligations such as work and family, but still are able to maintain academic excellence. For more information, please visit www.alphasigmalambda.org/.

Scholarships, Awards and Honors

Dean's List

Early each term, CGS students whose preceding 12 credits indicate outstanding academic achievement are recognized on the Dean's List. To be recognized on the Dean's List, a student must have completed at least 12 credits (not including courses taken on the Satisfactory/No Credit option) with a term GPA of at least 3.50.

Scholarships

The College of General Studies bestows numerous awards annually to CGS students for outstanding academic performance. The Assistant Dean of Student Affairs sends eligible candidates invitations to apply for the scholarships. Criteria for eligibility for College of General Studies' scholarships are listed below and on our Web site at www.cgspitt.org/scholarships-and-financial-assistance.cfm. Students may receive one academic scholarship per academic year.

Scholarship For Newly Admitted Students Who Transfer Into CGS:

The John O. Bolvin Scholarship

Background: This scholarship is offered in recognition of former Dean John O. Bolvin who helped establish CGS as a non-traditional entry point into the University of Pittsburgh.

Award: A one-year scholarship in the amount of \$1000 is awarded (\$500 for two consecutive terms).

Who is eligible: Students who are new transfer students to the University. Priority is given to students transferring from Community College of Allegheny County (CCAC). Students must have a minimum of 24 transferable credits prior to starting their studies in the College of General Studies. Students must have at least a 3.0 GPA from their prior school. Recipients must be enrolled for at least six credits in order to be eligible.

How to apply: All transfer applicants are automatically eligible for this award.

Timing: Recipients are named each on a rolling basis for both the fall and spring terms.

Scholarships for Enrolled CGS Students

Bettye J. and Ralph E. Bailey Scholarship

Background: This scholarship was established by alumnus Bettye J. Bailey and her husband Ralph. This scholarship provides financial aid to CGS students.

Award: The number and value of the awards may vary annually.

Who is eligible: Award decisions are based on a combination of an individual's financial need and merit. Priority is given to part-time, nontraditional adult students enrolled in CGS.

How to apply: Students are evaluated by admissions and CGS staff for this scholarship.

The Chancellor's Evening Scholarship

Background: The Chancellor's Evening Scholarships are the most prestigious academic awards CGS students can receive at the University of Pittsburgh.

Award: The scholarship is for six credits per term, two terms per year for a maximum of 48 credits. Recipients must maintain a minimum 3.75 grade point average (GPA).

Who is eligible: CGS students who demonstrate high academic achievement with a minimum GPA of 3.75, have completed a minimum of 24 credits in CGS, are pursuing a CGS degree, and have completed a minimum of 48 credits may be invited to apply for the scholarship.

How to apply: By invitation only. Candidates must complete a multi-step application process that includes faculty recommendations, a personal statement, and interviews.

Timing: The selection process begins in January, and recipients are chosen in April.

John C. Gongas, Jr. Scholarship

Background: This scholarship was established by alumnus John C. Gongas, Jr in order to assist CGS non-traditional students who are facing financial and time restraints while pursuing their degree.

Award: The number of awards may vary. This is a one year scholarship in the amount of \$2,500.00 (\$1,250.00 is awarded for two consecutive terms).

Who is eligible: CGS students who are nontraditional and have financial need.

How to apply: By invitation only.

Timing: Application process begins in the spring and awards are given in August.

The Steele Gow Student Government Scholarship

Background: The CGS Student Government makes the Steele Gow Scholarship available to active CGS students each year.

Award: The one-time \$800 award is based on merit, with some consideration given to financial need and involvement in CGS Student Government.

Who is eligible: Active CGS students who have a cumulative GPA of 3.0 or above and have completed at least 30 credits in CGS. Financial need and involvement in CGS student activities are considered when choosing the recipient. Finalists will have an interview with the selection and the recipient will be announced at the CGS Excellence Reception in the spring.

How to apply: Students are invited to apply for this scholarship in the spring term. [Click here](#) to download the application. Applications should be returned via email or regular mail to:

Cristina Ruggiero, PhD crr36@pitt.edu

Assistant Dean, Student Affairs

College of General Studies

4200 Fifth Ave

Pittsburgh PA 15260

The Tom R. Slone Scholarship

Background: Established by CGS alumnus Tom R. Slone, this scholarship is available to mentors in the Big Brothers/Big Sisters youth mentoring organization who are enrolled in a CGS course of study.

Award: The number and value of the awards may vary annually. At a minimum, individual awards cover the full cost of tuition and fees for one course per term.

Who is eligible: Award decisions are based on a combination of an individual's financial need and merit.

How to apply: Submit your application to Oafa by May 31 and indicate that you are a current Big Brothers/Big Sisters mentor. Provide a short, one-page essay of your experiences in Big Brothers/Big Sisters and discuss how this scholarship will assist you in accomplishing your personal and educational goals. Make sure to complete a FAFSA application.

CGS Student Government Scholarships

CGS Student Government Success and Determination Application

Background: College of General Studies Student Government (CGSSG), in collaboration with the College of General Studies (CGS), has established a Success and Determination scholarship, which will be awarded annually, to two students who have demonstrated, in an extraordinary way, the ability to overcome life's obstacles in order to pursue a college degree.

Award: The recipients each receive a \$1000 one-time scholarship (\$500 from CGSSG and \$500 from CGS). Also, the recipients' names are engraved on the CGSSG wall display in the William Pitt Union. The winner will be expected to attend the "Excellence in CGS" reception in April.

Who is eligible: Candidates must be currently enrolled in CGS, have earned at least 30 college credits, of which at least 15 must be in CGS, and must have a minimum QPA of 3.0.

How to apply: This scholarship is based primarily on the student's academic performance, written statement of the compelling situations/obstacles that student has overcome in order to pursue a college degree, and interview. Applications are posted on www.cgssg.pitt.edu in the fall semester.

Timing: Applications due in the fall semester and award is given for the spring semester.

CGS Student Government Outstanding Student of the Year Award

Background: The award is given annually to a CGS student who has achieved academic excellence and has demonstrated a distinguished record of service and leadership to the University, and/or the community.

Award: The recipient(s) receives a one-time \$1000 award from CGSSG. The recipient's name is engraved on the CGSSG wall display in the William Pitt Union. The winner will be expected to attend the "Excellence in CGS" reception in April.

Who is eligible: Candidates must be currently enrolled in CGS, have earned at least 60 credits at the University of Pittsburgh, must have a minimum QPA of 3.0, and all candidates for this scholarship must be recommended by two faculty members, advisors or other qualified professionals.

How to apply: This scholarship is based primarily on the student's academic performance, written statement, recommendations, and interview. Students will be evaluated on academic performance, prominent leadership or service in CGSSG, student organizations, University or College communities, or University, local or global communities. Applications are posted on www.cgssg.pitt.edu in the fall semester.

Timing: Applications due in the fall semester and award is given for the spring semester.

CGS Student Government Nontraditional Part-time Student Study Abroad Scholarship

Background: The scholarship is awarded annually to a CGS student to assist with a nontraditional student study abroad opportunity during his or her academic career.

Award: The recipient receives a one-time \$1000 award from CGSSG. The winner will be expected to attend the "Excellence in CGS" reception in April.

Who is eligible: Candidates must be currently enrolled part-time in CGS, have earned at least 60 college credits, of which at least 30 must be in CGS, must have a minimum QPA of 3.0, participate in a study abroad program for academic credit, and the recipient must present a small synopsis at a CGSSG Meet-n-Greet or a CGS Alumni/Student Networking Social about what it's like to study abroad as a nontraditional student and the study abroad experience.

How to apply: This scholarship is based primarily on the student's essay, academic performance, and interview. Students will be evaluated on academic performance, the ability to explain how a study abroad experience will compliment their academic, personal, and professional goals; the ability to explain what their plans are to complete their degree following their study abroad experience; and the ability to explain how they will execute the study abroad experience in awarded the scholarship. (For example, financial, family, work related arrangements, if applicable) Applications are posted on www.cgssg.pitt.edu in the fall semester.

Timing: Applications due in the fall semester and Scholarship is awarded for the spring or summer semester.

Graduation Honors

Those members of a graduating class who have attained an outstanding scholastic record and have taken at least 60 letter-grade credits while enrolled in the College of General Studies graduate with honors. There are three levels of honors, depending on a student's GPA: cum laude (3.25), magna cum laude (3.5), and summa cum laude (3.75).

Honors Convocation

Honors Convocation is celebrated annually to recognize faculty and students who have received awards of academic achievement and distinction. The University-wide ceremony is held during the spring term. All faculty members and faculty librarians are invited to participate in the processional in academic regalia. The guidelines for being invited to the Honors Convocation can be found at: www.pitt.edu/~provost/honorsconguidelines.html.

Financial Assistance

Financial aid at the University of Pittsburgh may include loans, grants, and scholarships. There are several methods for applying for Financial Assistance:

Office of Admissions and Financial Aid

The University of Pittsburgh, Office of Admissions and Financial Aid reviews all university students' applications for need-based financial aid. You can obtain information regarding the necessary forms and important deadline dates from the University of Pittsburgh's Financial Aid Web site at www.pitt.edu/~oafa/fahome.html.

The College of General Studies is a participant in a new grant program, Workforce Advancement Grant for Education (WAGE), established by the Pennsylvania Higher Education Assistance Agency (PHEAA). Visit www.pheaa.org/specialprograms/index.shtml for details. You must complete a FAFSA (Free Application for Federal Student Aid) form, in order to be considered for these funds.

Other Funds

In addition to University, federal and state aid programs, there are a number of funding opportunities available nationwide through corporations and other organizations. To search outside funds for which you may be eligible, use FastWeb as your financial aid search engine.

CGS Supplemental Financial Aid

CGS students who wish to be considered for supplemental financial aid may apply through the Office of the Assistant Dean of Student Affairs, College of General Studies.

Award: \$2,000 for the upcoming academic year.

Who is Eligible: Students who have a FAFSA on file with the Office of Admissions and Financial Aid, who are registered for at least 6 credits for the fall term, who are not eligible for tuition remission, and who have a current GPA of 2.5.

How to apply: The CGS [Supplemental Financial Aid Application](#) is available on the CGS Web site and at the CGS Front Desk on the 4th floor of the Cathedral of Learning.

Timing: Applications must be submitted by April 30th and scholarships are awarded in May for the following fall term.

Technology

Technology is an important and necessary component of your education at the University of Pittsburgh. From obtaining your university bill to creating your schedule of classes, technology assists you in taking an active role in your education. Students are responsible for learning to utilize the technological tools available to them.

my.pitt.edu

my.pitt.edu is the University portal which houses student resources, such as PeopleSoft, e-mail access, billing, and Courseweb. A username and password for my.pitt.edu is sent to all newly admitted University of Pittsburgh students via regular mail.

If you do not know your username and password, you should take your student ID card to one of the campus computing labs where a consultant can help reset your password, or call the Technology Help Desk at 412-624-HELP (4357).

Campus Computing Labs

Computer labs are located in Alumni Hall, Benedum Hall, the Cathedral of Learning, David Lawrence Hall, Hillman Library, Wesley W. Posvar Hall, and Sutherland Hall. Visit the [campus computing Web](#) site for more information.

Billing

Bills from the University of Pittsburgh are only available online via my.pitt.edu and are called eBills. No paper copies of bills are sent to University of Pittsburgh students.

To access your eBill:

1. go to my.pitt.edu and log into the system
2. Once logged in, click on the 'Student Services' tab at the top of the web page.
3. Then click on "PittPAY" located under "link to Student Center" in the middle of the page
4. You must be registered for classes before your first eBill can be posted. eBills are posted each month between the 18th and 20th and the due date is always the 17th of the following month.

For more information about eBills, visit www.bc.pitt.edu/students.

PeopleSoft

PeopleSoft is the student information system which tracks students' academic progress. Students utilize PeopleSoft for many different purposes, such as viewing current course availability to prepare their course schedules. For more information visit the CGS Advising Web site at www.cgs.pitt.edu/advising/.

Accessing PeopleSoft

To access the PeopleSoft system, students must log into my.pitt.edu. A username and password is sent to all newly admitted University of Pittsburgh students via regular mail. If you do not know your PeopleSoft username and password, you should take your student ID card to one of the campus computing labs where a consultant can help reset your password, or call the Technology Help Desk at 412-624-HELP (4357).

PeopleSoft ID/Student ID Number

All students are issued a Student Number, or PeopleSoft ID, which can be found by logging into my.pitt.edu.

To access your PeopleSoft ID number:

1. Log into my.pitt.edu
2. Click on the 'Student Services' tab at the top of the web page.
3. Then click on 'Link to Student Center' in the middle of the page.
4. Click on 'Self Service' in the menu on the left hand side
5. then click on 'Demographic Information'. The 'ID' field will list your seven-digit PeopleSoft ID/Student Number.

View Class Schedule

To view your class schedule:

1. Log into my.pitt.edu
2. Click on the 'Student Services' tab at the top of the web page
3. Click on "Link to Student Center" in the middle of the page
4. Click on "Self Service" in the menu on the left hand side
5. Click on "Student Center"
6. Click on "My Class Schedule" located just under Enrollment in the Academics section of the page.
7. Choose "List View" or "Weekly Calendar View," choose the appropriate term, and click "change."

Courseweb

Courseweb is the University of Pittsburgh's implementation of the Blackboard system for course management and is a tool utilized by professors and students to communicate regarding coursework. Courseweb is utilized mostly for online courses offered by the University of Pittsburgh, but professors teaching classroom courses may also utilize the tool.

To access Courseweb:

1. Log into my.pitt.edu.
2. Click on the Student Services tab. C
3. Click "Courseweb" located under the PittPAY link in the middle of the page.
4. Any courses you are taking which utilize Courseweb will be listed in the upper right hand corner under the heading "My Courses."

Contact Information and Student Resources

CGS Student Support Services
4th Floor Cathedral of Learning
Phone: 412-624-6600
Fax: 412-624-5461
cgs@pitt.edu

Student Resources

Financial & Administrative Resources

Financial Aid Office
Alumni Hall, Main Floor
Phone: 412-624-7488
www.pitt.edu/~oafa/

Student Financial Services
G-7 Thackeray Hall
Phone: 412-624-7520
Fax: 412-624-7544
E-mail: payments@bc.pitt.edu

University Collections
127 Thackeray Hall
Phone: 412-624-7560
Processes federal and institutional loans; offers tuition payment plan.

Student Payment Center
G-7 Thackeray Hall
Phone: 412-624-7575
Handles all matters of student billing statements.

Student Loans & Special Accounts
127 Thackeray Hall
Phone: 412-624-7550
For processing promissory notes; deferred tuition.

Cashier's Office
G-7 Thackeray Hall
Phone: 412-624-7520
For payment of statement.

Student Accounting & Billing
100 Thackeray Hall
Phone: 412-624-7590
Understanding your statement, sponsored billing.

Student Appeals Office
G-12 Thackeray Hall
Phone: 412-624-7668
Ombudsmen work on behalf of students on appeals for exceptions to procedures related to registration and tuition payment.

Resignation Line
Phone: 412-624-7585
E-mail: resignation@bc.pitt.edu
Contact to resign from the University of Pittsburgh.

Registrar's Office
G-1 and G-3 Thackeray Hall
Phone: 412-624-7612
www.registrar.pitt.edu
Transcript requests, Student Certification, change of Address, Phone, and/or Name.

Campus Resources

The Book Center
4000 Fifth Avenue
Phone: 412-648-1455
www.pitt.edu/~bookctr/
Place to purchase required textbooks.

Panther Central/ID Center
Litchfield Towers Lobby

Phone: 412-648-1100

www.pc.pitt.edu/card/index.html

The place to obtain your Pitt ID card, which you need for library and fitness center access, free shuttle and bus transport, Panther Funds access, and residence hall entrance.

Technology Help Desk and Computing Services and Systems Development (CSSD)

7th Floor of the Cathedral of Learning

Phone: 412-624-HELP

technology.pitt.edu/ Manages technology solutions and the computer labs at Pitt.

University Library System

General Information: 412-648-7710

Hillman Library: 412-648-3330

www.pitt.edu/libraries.html

Student Health Services

3708 Fifth Avenue, 5th Floor

Main Phone: 412-383-1800

Immunization Office: 412-383-1832

Health Education: 412-383-1830

Pharmacy: 412-383-1850

Comprehensive student health facility that includes an on-site clinical facility, a pharmacy with student discounts, full-time MDs and NPs, and health education programs.

Office of Veterans Services

4th Floor, Cathedral of Learning

Phone: 412-624-3213

www.veterans.pitt.edu

Provides academic and personal support for veterans.

Counseling Center

334 William Pitt Union

Phone: 412-648-7930

www.counseling.pitt.edu/

Offers personal counseling and support.

Academic Support Resources

College of General Studies Advising

4th Floor, Cathedral of Learning

Phone: 412-624-6600

www.cgs.pitt.edu/

For information on all College of General Studies General Education requirements as well as all major requirements.

Learning Assistance and Tutoring

CIDDE Testing Center

824 Alumni Hall 4227 Fifth Avenue

Phone: 412-624-7215

www.cidde.pitt.edu

Disability Resources and Services

216 William Pitt Union

Phone: 412-648-7890

www.drs.pitt.edu/

Provides a wide variety of academic and personal support services for students with physical impairment or learning disabilities.

Academic Resource Center

G-1 Gardner Steel Conference Center

Phone: 412-648-7920

Hours: 8:30 a.m.–9 p.m. Monday–Thursday, 8:30 a.m.–5 p.m. Friday

www.pitt.edu/~arc/

The University of Pittsburgh Academic Resource Center (ARC) offers programs to help students develop the skills, strategies and behaviors of confident, independent and active learners.

Academic Support Hotline Phone: 412-624-2052

The Writing Center

M-2 Thaw Hall

Phone: 412-624-6556

Hours: 9 a.m.–6 p.m. Monday–Thursday, 9 a.m.–3 p.m. Friday

www.as.pitt.edu/undergraduate/success/resource-centers.html#writing

Offers help with writing assignments, and general writing difficulties.

Math Assistance Center
3rd Fl., Thackeray Hall
Phone: 412-624-4179
Fall and Spring Hours: 9:00am-7:00pm M-Th,
9:00am-3:00pm F
Summer Hours: 10:00am-1:00pm, 3:00pm-6pm
www.as.pitt.edu/undergraduate/success/resource-centers.html#math

Office of Experiential Learning
B-4 Thaw Hall
Phone: 412-624-5428
Experiential Learning coordinates undergraduate research, academic internships, teaching, and service.

Phi Eta Sigma Tutoring
516 William Pitt Union
Phone: 412-648-7823
Offers free tutoring in many undergraduate science and humanities courses.

Support Services for Student Athletes
Phone: 412-648-7870
Advising, tutoring, and support for student athletes.

Transition to the US/Office of International Services
708 William Pitt Union
Phone: 412-624-7125
www.ois.pitt.edu/
Provides support for foreign students. Closed to the public on Fridays.

International Study Experiences
Study Abroad Office
802 William Pitt Union
Phone: 412-648-7413
For information on studying, working, teaching, and volunteering abroad.
www.abroad.pitt.edu/

University Center for International Studies
4400 Posvar Hall
Phone: 412-648-7390
www.ucis.pitt.edu/main/

Housing

Housing Resource Center
127 N. Bellefield Ave.
Phone: 412-624-6998
Provides information on off campus housing, roommate services and landlord/lease assistance.
www.pc.pitt.edu/housing/index.html

University Owned Housing
127 N. Bellefield Ave.
Phone: 412-624-9900
www.pc.pitt.edu/housing/index.html

Housing Services
Panther Central
Main Lobby of Litchfield Towers
Phone: 412-648-1100
www.pc.pitt.edu/housing/index.html

Residential Life
203 Bruce Hall
Phone: 412-648-1200
www.reslife.pitt.edu/index.html

Off Campus Housing
Department of Property Management
127 North Bellefield Avenue

Dining Services
Panther Central
Litchfield Towers Lobby
Phone: 412-648-1100
Dining Services coordinates 10 eateries, coffee service, meal plans, and dining dollars.

Parking and Transportation

Parking and Transportation Office
204 Brackenridge Hall
412-624-8612 or 412-624-4034
Provides information on parking permits, as well as buses and shuttles.
www.pts.pitt.edu/

Bus/Shuttle Schedules
www.pc.pitt.edu/transportation/index.html

Campus Transportation System
Forbes Pavilion
3525 Forbes Avenue
Phone: 412-624-8800 (24 hour information line)

Ride Sharing
Forbes Pavilion
3525 Forbes Avenue
Phone: 412-624-0687

Port Authority Transit
Forbes Pavilion
3525 Forbes Avenue
Phone: 412-442-2000
www.pc.pitt.edu/transportation/routes.html

Emergency

Pitt Police
G1N30 Wesley W. Posvar Hall
For On Campus emergencies dial 811
For Off Campus emergencies call 412-624-2121
General Info: 412-624-4040
www.police.pitt.edu

Student Career Resources

Career Services
Office 224 William Pitt Union
Phone: 412-648-7130
Fax: 412-648-7144
E-mail: careers@pitt.edu

Extracurricular Resources

CGS Student Government Board
824 William Pitt Union
Phone: 412-648-7895
www.cgssg.pitt.edu

Student Life
140 William Pitt Union
Phone: 412-648-7830
stulife@pitt.edu
www.studentlife.pitt.edu/
Student Life is the hub of student involvement and engagement at the University of Pittsburgh.

Intramurals and Recreational Sports

Peterson Event Center
3034 Baierl Student Recreation Center
Phone: 412-648-8210
intramur@pitt.edu
www.intramurals.pitt.edu

The Intramural and Recreational Program satisfies student and faculty demands by providing structured activities and maintaining open recreation facilities for the university population.

Student Affairs
738 William Pitt Union
Phone: 412-648-1006
E-mail: saffairs@pitt.edu
www.studentaffairs.pitt.edu

Visit the Student Affairs Web site for more information on Special Services and Student Support, Social Recreational and Volunteer Opportunities, and Health, Well-Being and Safety.

Pitt Student Government Board
848 William Pitt Union
Phone: 412-648-7970
www.pitt.edu/~sgb/

Interfaces with student organizations to assist them in coordinating events, attending conferences, and managing day-to-day operations.

University Student Judicial System
738 William Pitt Union
Phone: 412-648-7910

The University Student Judicial System provides the framework by which members of the University of Pittsburgh community may address alleged violations of the Student Code of Conduct.

Student Organization Resource Center
833 William Pitt Union
Phone: 412-624-7115
www.sorc.pitt.edu/
Certifies and maintains information on student organizations, notary public service, and emergency loans.

Additional Important Resources

University Operator/Directory Information

Phone: 412-624-4141

Telefact

Phone: 412-624-FACT (3228)

Answers to frequently asked questions about the university.

Student Resource Guide

www.studentaffairs.pitt.edu/resources/academics.html

Links to campus resources.

Commuter Student Programs

130 William Pitt Union

Phone: 412-648-1074

www.commuter.pitt.edu

Commuter Student Association

www.pittcsa.com

commuterassociation@gmail.com

Campus Map

www.tour.pitt.edu/documents/map200506.pdf