
Student Online Self-Enrollment

How it Works:

The process mimics online shopping. Simply select your classes and place them in a “shopping cart.” Once you have selected all your classes, proceed to checkout.

Mandatory advising will be required for all students *except* post-baccalaureate and guest. An “Academic Advising Hold” will be placed on all degree and certificate seeking students’ accounts to prevent them from registering until they have had contact with their academic advisor. Please see the back of this sheet for more details.

If you have holds placed on your account in addition to your “Academic Advising Hold,” you will not be able to register until that hold has been lifted as well. Holds are placed on students’ records by University offices when students fail to meet their obligations, financial or otherwise, to the University.

All students will be assigned an enrollment appointment, at which time students will be granted access to register for classes. The appointments will be staggered and assigned based on the number of credits earned. Students with the most credits will be granted enrollment access first. Once enrollment access is granted, students can register online 24 hours a day.

To see the day and time of your enrollment appointment, follow these steps:

1. Log in to www.my.pitt.edu
2. Click on **Student Center Login**
3. Click on **Self Service**
4. Click on **Student Center**

The information will be located in a blue box on the right titled **Enrollment Dates**.

Once you are granted access to enroll, you can do so from your **Student Center** by clicking on **Add a Class** under **Academics** and then selecting a term. From there, the process involves three simple steps:

1. Add classes to your enrollment shopping cart by either entering the class number or using class search.
2. Review each class and then confirm cart for enrollment. When you are ready, click **Proceed to step 2 of 3** to confirm all classes in your cart.
3. Read and accept the terms of the promissory note and then click **Accept Terms and Register**.

Continued on back ...

How to Prepare:

You should familiarize yourself with searching for classes in the my.pitt.edu portal. To ensure that you are registering for the correct classes, you should also review your distribution of study and academic advisement transcript.

The University Registrar's Office has developed videos and tutorials that are available on the my.pitt.edu portal to take you step-by-step through the process. They can be accessed by selecting the **Student Services** tab after logging in and then clicking on **Detailed Help**. This information is extremely helpful and you are strongly encouraged to take the time to review it.

If you are seeking a Degree or Certificate in CGS:

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 spring schedule.
2. E-mail your advisor with your class choices for the spring term. In the e-mail, you must include the following information about EACH class for which you plan to register:
 - Five digit class number
 - Subject
 - Four digit catalog number
 - Number of credits

Once your advisor has reviewed your schedule choices you will receive a confirmation e-mail.

3. Come in during "Walk-in" advising hours to meet with your advisor and discuss your spring schedule. In order to be seen, you will need to complete a registration form with the classes that you want to take, the form can be found on the CGS website or at the CGS front desk. *If you have not completed this form, you will not be able to meet with your advisor during Walk-in advising.* PLEASE NOTE: These appointments are first come first served and last for a maximum of 15 minutes per student.

For Walk-In advising dates and times call 412-624-6600.

If you are a Post-Baccalaureate or Guest in CGS:

You will not be required to meet with an academic advisor to register. However, please note:

- If you are taking classes that require prerequisites or corequisites and you receive an error message when you are attempting to register that says these have not been met, you will need to contact the department that is offering the class to get permission to enroll. Most departments require that you present a copy of your transcript before they will grant permission. We will be happy to provide you or the department with a copy of your transcript if necessary.
- **If you have a hold placed on your account, you will not be able to register until the hold has been lifted.** Holds are placed on students' records by University offices when students fail to meet their obligations, financial or otherwise, to the University.