

# **OFFICE OF THE UNIVERSITY REGISTRAR**

G-1 THACKERAY HALL  
PITTSBURGH, PA 15260  
412-624-7650

## **GUIDE TO ENROLLMENT (SCHEDULE OF CLASSES)**

### **SPRING TERM (2104)**

January 6, 2010 – May 1, 2010

#### **OPEN:**

<b>MONDAY – THURSDAY</b>	<b>8:30 AM - 4:45 PM</b>
<b>FRIDAY</b>	<b>9:00 AM - 4:45 PM</b>

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## NONDISCRIMINATION POLICY STATEMENT

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or status as a disabled veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: The Office of Affirmative Action, Diversity, and Inclusion, Carol W. Mohamed, Director (and Title IX, 504 and ADA Coordinator), 412 Bellefield Hall, 315 S. Bellefield Avenue; University of Pittsburgh, Pittsburgh, PA 15260 (Tel. 412 648-7860).

# SPRING TERM CALENDAR 2010 (2104)

## 2009

October 22	Thursday	<b>SPRING TERM ENROLLMENT AND ADD/DROP CAN BEGIN</b>
December 11	Friday	Spring Term deadline for continuing students to enroll without a penalty fee
December 14	Monday	PCHE cross-enrollment begins

## 2010

January 6	Wednesday	<b>SPRING TERM ENROLLMENT PERIOD ENDS FOR ALL STUDENTS</b>
January 6	Wednesday	<b>SPRING TERM CLASSES BEGIN</b>
January 18	Monday	Dr. Martin Luther King's birthday observance (University closed)
January 19	Tuesday	<b>SPRING TERM ADD/DROP PERIOD ENDS</b> ; PCHE cross-registration ends
February 3	Wednesday	Spring Term deadline for students to submit Grade Option/Audit Request forms to dean's office
February 22	Monday	Summer Term Enrollment and Add/Drop can begin
March 5	Friday	Spring Term deadline for students to submit Monitored Withdrawal forms to dean's office
March 7-14	Sun - Sun.	Spring Recess for students (no classes)
March 12	Friday	University's observance of Spring Holiday (University closed)
March 18	Thursday	Fall Term Enrollment and Add/Drop can begin.
April 23	Friday	Last day for undergraduate day classes for the Spring Term
April 24	Saturday	Reading Day
Apr. 24 – May 1	Sat-Sat	College of General Studies classes, Saturday college classes, graduate classes, and evening classes will continue to meet during this period; final examinations should be held during the last scheduled class meeting.
Apr. 26 – May 1	Mon-Sat	Final examination period for undergraduate day classes.
May 1	Saturday	Spring Term ends.

# SCHEDULE OF CLASSES

## YOUR GUIDE TO READING COURSE OFFERINGS

The following information is designed to assist you in reading and understanding the course information found in the online Schedule of Classes. The information below describes the format in which the course offerings are presented; and it appears in the same sequential order as you will find it in course offerings.

**NOTE: ANY QUESTIONS YOU MAY ENCOUNTER IN READING AND UNDERSTANDING THE COURSE INFORMATION IN THE SCHEDULE CAN BE EASILY ANSWERED BY REFERRING TO THE INFORMATION BELOW.**

## INTRODUCTION TO COURSE OFFERINGS

The ACADEMIC PROGRAM in which classes are being offered introduces the class offerings for that particular academic area. The courses for each subject area are preceded by the DEPARTMENT ABBREVIATION, full DEPARTMENT NAME, and the ACADEMIC Program in which the class is being offered.

Subheadings within subject areas identify UNDERGRADUATE and GRADUATE course offerings.

## HOW TO READ ANY PAGE OF COURSE OFFERINGS

**THE FOLLOWING INFORMATION DESCRIBES THE DATA LISTED FOR EACH COURSE IN THE SEQUENCE THAT IT APPEARS IN THIS SCHEDULE.**

1. CATALOG NUMBER is assigned in accordance with University policy as described below:

0001 – 0999	lower level undergraduate
1000 – 1999	upper level undergraduate
2000 – 2999	master level graduate
3000 – 3999	doctoral level graduate
4000 – 4999	noncredit
5000 – 5999	first professional programs
6000 – 6999	undergraduate career development
9000 – 9999	graduate career development

2. COURSE TITLE
3. ASSOC – the class association numbers link all class sections that constitute a single offering. Association numbers control the sections of classes in which you most enroll. As an example, ASTRON 0087 has an ASSOC number of 1015 and the related recitations have the same ASSOC number. This ties the lecture to the appropriate or required recitation sections. Regardless of how many components a course offering has (lecture, lab, and recitation) it will always be identified by a unique class association number. In some instances, there may be many lecture sections related to many recitation sections. The recitation sections will have an ASSOC number of 9999 that allows you to register for any of the lectures with any of the recitations.
4. CLASS NUMBER is a five-digit number that specifically identifies each class section.
5. SPECIAL INDICATORS are a series of codes used to indicate special course designations or restrictions.

@	Permission of the instructor or department chairperson is necessary to enroll in this course.
B	World Wide Web
C	Course Information
\$	A fee is associated with this course. See Special Course Related Fees on pages 8, 9, and 10.
F	FLEX/MBA course
H	Honors
L	Course location is not Pittsburgh campus.
M	EMBA Course
R	Restriction - enrollment is limited to students enrolled in a specific academic program and/or plan (major). See your advisor for limitations.
W	Writing Course
X	College of General Studies self-paced course. For additional information, see College of General Studies at <a href="http://www.cgspitt.org/pittonline.cfm">http://www.cgspitt.org/pittonline.cfm</a>

6. NUMBER OF UNITS for which the course is offered. Unit hours may also be listed in one-half increments, for example: 01.5, 02.5, or 03.5. In addition, courses may be listed for variable units such as 01.0 to 06.0 or 03.0 to 06.0.
7. DAY (S) that a class may meet is: M = Monday, Tu = Tuesday, W = Wednesday, Th = Thursday, F = Friday, S = Saturday. You are required to contact the department or the instructor for any classes scheduled “by appointment” to determine the meeting time.

8. TIME BEGIN and TIME END indicates the duration of the class. Multiple meeting times on different days and at different times are indicated on the following lines.
9. BUILDING ABBREVIATIONS may be identified on the University of Pittsburgh campus map. If “TBA” (to be announced) appears in this area, you are required to contact the instructor to find out where the course will meet.
10. ROOM NUMBER (corresponds to building). Multiple meeting times on different days and in different rooms are indicated on the following lines.
11. THE SITE is identified for each class session. In addition to those classes offered on the Pittsburgh campus, the site for those offered off campus will also appear in this column. A class section can be offered at the following sites:

PGH	Pittsburgh Campus
UPB	Bradford Campus
UPG	Greensburg Campus
UPJ	Johnstown Campus
UPT	Titusville Campus

MRVL	Monroeville
BCCC	Butler
MTLBN	Mount Lebanon

12. GRADE OPTIONS that are available for the course. They are:

LG	Letter Grade (A+ through F)
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(Note that G, H, I, N, R, S, U, W, Z, \*\* and (HS and LS valid only in the School of Medicine) are grades that carry no quality points)

H/S/U	Honors/Satisfactory/Unsatisfactory
S/NC	Satisfactory/No Credit
LG and H/S/U	Letter Grade and Honors/Satisfactory/Unsatisfactory
LG and S/NC	Letter Grade and Satisfactory/No Credit
H/HS/S/LS/U	Honors/High Satisfactory/Satisfactory/Low Satisfactory/Unsatisfactory (School of Medicine only)

Note: All classes are available for the letter grade option unless otherwise indicated. Students who elect to enroll in an undergraduate course on a grade option basis must complete a Grade Option/Audit Request for an Undergraduate Course form in the Dean’s Office of the academic program in which the course is offered. Once this form is processed the option you selected cannot be changed. The deadline to process this form is four weeks from the start of the term. Students enrolled in a course, in conjunction with a dependent lab or recitation, will usually find “NG” (no grade) listed under “Grade Option.” When “NG” appears there is no grade associated with the lab or recitation.

13. INSTRUCTOR (S) teaching the course.
14. DATE BEGIN and DATE END are listed because classes may have beginning and ending dates which differ from the official term dates.

## **SELF-ENROLLMENT & ADD/DROP PROCESS**

### **SELF-ENROLLMENT PROCESS**

An individual who has never attended the University of Pittsburgh or one who wishes to be admitted must be properly accepted into one of the University’s academic centers in order to enroll in classes. Many academic centers offer permanent or temporary student status, as well as part or full-time status.

There are different enrollment (registration) dates for continuing students, and new, readmitted and transfer students. Each type of student is defined below:

Continuing Student – a student who was enrolled in the same academic center at the same level for any term within the last calendar year.

New Student – a student who is enrolling in a different academic center (including regional campuses) or level from his/her last enrollment, regarding the enrollment process.

Readmitted Student – a student who previously enrolled but not within the last calendar year. The student shall be considered the same as a new student enroll for the first time, regarding the enrollment process.

Transfer Student – a student who transfers from another college or university to the University of Pittsburgh (Pittsburgh and/or Regional Campus). Transfer students shall be considered the same as new students enrolling for the first time, regarding the enrollment process.

Students are assigned an advisor who will assist them in planning a program of study. Students must be officially enrolled in the classes they attend.

Once a student processes his/her self-enrollment, he or she is entering into an academic and financial obligation with the University of Pittsburgh.

The University reserves the right to refuse enrollment to any student who has not met their financial obligation with the University of Pittsburgh.

## **SELF-ENROLLMENT AND ADD/DROP**

You have the option of processing your enrollment thru self-enrollment with your advisor or for assistance you can come to the Registration Office, G-1 Thackeray Hall. (College of General Studies students may receive assistance with self-enrollment at 464 Cathedral of Learning). There is specific beginning and ending dates for both the self-enrollment and add/drop periods. These dates are found on page 3 of this guide. Late fees may be assessed if you are permitted to “enrollment” after the published deadlines.

If you decide not to attend any classes for the term, you may drop all of your classes before the end of the add/drop period, only. There is no penalty if you drop all of your classes during the add/drop period. To drop all of your classes after the add/drop period has ended you must resign. See “Termination of Enrollment” on page 6.

## **RELATED PROCESSES**

### **CLOSED AND RESTRICTED COURSES**

Student access terminals are available in the Registration Office in G-1 Thackeray Hall, as well as any terminal connected to PITTNET to assist you in determining the status of a course. The information will show whether a course is open (by indicating how many seats are still available) or closed.

Admittance to a closed class is permitted only to a student who has obtained a ‘permission number’ from the department offering the course.

In addition, some courses will appear in the Schedule of Classes with an “R” (program or plan (major) restriction) designator in the “Special Indicators” column. These courses may require students who are not enrolled in that specific program academic plan to obtain permission to register for the class. Departments and academic programs that grant this permission must give students a “permission number” to self-enroll in the class.

### **FULL-TIME DISSERTATION STUDY**

Doctoral students who have completed all unit credit requirements for the degree should consult with their academic advisor to determine their eligibility to enroll in the full-time dissertation study course offered by their academic center. Student must have completed any minimum dissertation requirements and be working full-time on their dissertations.

### **TERMINATION OF ENROLLMENT**

You may drop all of your classes through the last day of the add/drop period. If you do so, your entire course related tuition charges and fees will be cancelled.

To drop all of your classes after the add/drop period has ended you must resign through the Office of Student Appeals and your charges will be prorated. However, if you have housing and/or food service charges, you must notify the appropriate offices, immediately. You may resign in person, by telephone, or by mail to:

Student Appeals  
University of Pittsburgh  
G-12 Thackeray Hall  
Pittsburgh, PA 15260  
412 624-7585 (24 hours a day, 7 days a week)

## **COURSE WITHDRAWAL**

To withdraw from a class after the official end of the add/drop period while still enrolled in other classes; you must process a Monitored Withdrawal Request form. It can be obtained through the dean's office of the academic center offering the course. Approval for you to withdraw from a course is at the discretion of the dean of the academe center in which the course is offered. There is no tuition adjustment associated with a course withdrawal.

## **NOTICE OF CLASS CANCELLATION**

Occasionally, a course for which you are enrolled is cancelled by the academic program offering the course. You will be notified via your Pitt email account of the cancellation. If no action is taken, the class will automatically be dropped from your class schedule. If you wish to add another class, you may do so through self-enrollment. In addition, a change may occur in the building, room number, day or time a class meets from the time you process your initial registration or add/drop. If a change of this nature occurs, it will be reflected in your online Study Guide for that term. If you notice any problems or discrepancies, contact the Registration Office, G-1 Thackeray Hall. Students enrolled in the College of General Studies should refer problems to 464 Cathedral of Learning

## **CROSS ENROLLMENT (REGISTRATION)**

The purpose of cross-enrollment through the Pittsburgh Council of Higher Education (PCHE) is to provide opportunities for enriched educational programs by permitting full-time undergraduate and graduate students at any of the ten participating colleges and universities to take courses at any other PCHE institution. Carlow University, Carnegie Mellon University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, and the University of Pittsburgh comprise the PCHE institutions.

Cross enrollment is available to all full-time undergraduate and graduate students registered at a PCHE institution during the Spring and Spring terms. Part-time students are normally not eligible to participate in the cross enrollment program. Part time students can, however, attend these institutions on a temporary student basis. Graduate students cross-enrollment is restricted to the following institutions: Carnegie Mellon University, Duquesne University, Pittsburgh Theological Seminary, Robert Morris University, and the University of Pittsburgh. Students enrolled in approved joint co-op programs between PCHE institutions are exempt from the requirement of being full time at either school in order to cross register. Students are bound by the requirements of that program. Cross registration does not apply for the Summer Term at any of the PCHE institutions. During this period taking courses at other institution is facilitated by a temporary transfer student procedure, agreed to separately by the PCHE institutions.

Students are discouraged from cross-enrolling during their term of graduation. The calendar term at many PCHE institutions often ends later than the corresponding term at the University of Pittsburgh. Students cross-enrolling at those institutions my not be eligible for graduation as a result of grades arriving too late to comply with official University of Pittsburgh graduation requirements. Students normally may register for only one course off campus and at only one institution in a given term.

The student's advisor or dean is responsible for insuring eligibility for the course in which the student is enrolling. The signature of the dean or designated individual from the home institution must be obtained on the Cross-Enrollment form. The form is then submitted to the Registration Office at the home institution for processing.

Adding or dropping a course after the home institutions deadline date requires permission from the home institution; adding or dropping a course after the host institution's deadline requires permission from the host institutions.

Each college or university accepts enrollment in undergraduate courses designated as "open" to cross-enrollment. First priority in enrollment is given to students of the host college. The host college informs students whether or not space is available to accommodate enrollment for a course.

Students who cross-enroll are responsible for paying any course or laboratory fee(s) to the host institution. Cross-enrollees do not acquire student status in the institution where they are receiving instruction (i.e., student activities, insurance programs, etc.). They are, however, entitled to limited library privileges and may purchase course textbooks at the host bookstore.

The academic honesty code and rules of conduct of the host institution prevail while you are on that campus for purposes of academic instruction. Both the host and home institutions can determine whether or not a violation has been committed. The student's home institution will impose penalties it considers proper when violations are reported.

The earned grade and units will be transferred to your home school. The academic policies of the host institution will prevail.

The availability of cross-enrollment courses may not be known at the time of registration; therefore a student may complete a cross-enrollment until the last day of the add/drop period for a given term. Students completing this procedure on the last day are expected to hand carry the cross-registration form to the host institution and return it to the Registration Office in G-1 Thackeray Hall by 4:45 p.m. on that day. An Enrollment form must be processed upon receipt of approval for enrollment in the course.

## COURSE FEES

Students enrolled in the following courses will be assessed a special course fee(s). The fees designated "once per course" are charged once for each course in the set of courses listed. The fees designated "once per term or session" are charged once for a particular term or session, and the student may take any number of courses in that set for the single fee. The University reserves the right to change the tuition rates and fees at any time without advance notice. **These fees are subject to change.**

### Biological Science Fees – Charged once per course

\$36 fee	BIOSC	0050, 0057, 0060, 0067, 0190, 0191
\$56 fee	BIOSC	0390, 1040, 1140, 1160, 1170, 1180, 1190, 1210, 1220, 1230, 1260, 1270, 1290, 1300, 1330, 1340, 1360, 1370, 1380, 1410, 1420, 1430, 1450, 1490, 1510, 1530, 1600, 1610, 1740, 1750, 1830, 1855, 1860, 1880, 1950, 1990, 2550

### Chemistry Fees – Charged once per course

\$32 fee	CHEM	0980
\$37 fee	CHEM	0110, 0120, 0430, 0440, 0710, 0720, 0770, 0910, 0970
\$56 fee	CHEM	0750, 1140
\$57 fee	CHEM	0260, 0330, 0340, 1210, 1255, 1270, 1280, 1430, 1440, 1605, 2605

### Co-Ed Physical Education Fees – Charged once per course

\$10 fee	PEDC	0009, 0012, 0048, 0141, 0144, 0207, 0262, 0263, 0264, 0265, 0380, 0381, 1143, 1300
\$15 fee	PEDC	0092
\$20 fee	PEDC	0175, 0405
\$23 fee	PEDC	1142, 1488
\$45 fee	PEDC	1212
\$48 fee	PEDC	0127, 0129, 0167, 0168, 0210, 0226, 0227, 0238
\$65 fee	PEDC	0171, 0225
\$70 fee	PEDC	0146, 0147
\$85 fee	PEDC	0068
\$95 fee	PEDC	0196, 1006
\$105 fee	PEDC	0133
\$125 fee	PEDC	0005, 0132
\$165 fee	PEDC	1002
\$170 fee	PEDC	0077, 0173
\$190 fee	PEDC	0242
\$225 fee	PEDC	0243

### Co-Ed Physical Education fees- Charged once per term or session

\$15 fee	PEDC	0001, 0002, 0003, 0026, 0068, 0069, 0132, 0133, 0147, 0211, 0225, 0226, 0242, 0246, 1002, 1003, 1006
\$23 fee	PEDC	0025, 0031, 0032, 0033, 0034, 0037, 0038, 0040, 0041, 0042, 0044, 0048, 0051, 0081, 0087, 0135, 0150, 0158, 0164, 0171, 0175, 0180, 0193, 0194, 0206, 0207, 0208, 0209, 0231, 0232, 0236, 0237, 0239, 0240, 0241, 0244, 0262, 0263, 0264, 0265, 0267, 0287, 0300, 0338, 0360, 0361, 0362, 0367, 0368, 0380, 0381, 0400, 0401, 0402, 1038, 1141, 1143, 1233, 1240, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315
\$25 fee	PEDC	0008, 0010, 0021, 0022, 0023, 0036, 0039, 0045, 0046, 0047, 0049, 0050, 0052, 0053, 0054, 0055, 0056, 0057, 0058, 0062, 0065, 0066, 0067, 0070, 0073, 0074, 0078, 0128, 0131, 0134, 0137, 0138, 0142, 0143, 0145, 0148, 0149, 0159, 0162, 0163, 0165, 0166, 0170, 0221

Dental Medicine Insurance Fee - \$11 fee – Charged once per term or session

Dental Medicine Instrument Usage/Rental Fees – Charged once per term

\$250 fee	DENHYG	1112, 1249, 1419, 1549
\$532 fee	DENHYG	1112, 1249, 1419, 1549
\$1290 fee	DENHYG	1112
\$250 fee	DENT	2019, 2049
\$600 fee	DENT	2119
\$1288 fee	DENT	2019, 2049, 5519, 5549, 5619, 5649, 5719
\$1500 fee	ENDOD	2371, 2372, 2374, 2375
\$1100 fee	ODO	2410
\$1115 fee	ODO	2011
\$50 fee	ORBIOL	0032
\$250 fee	PROSTH	5215, 5256
\$3085 fee	PROSTH	5215, 5256
\$250 fee	RESTD	5115, 5147, 5319, 5349, 5419 5449
\$1488 fee	RESTD	5419, 5449
\$1848 fee	RESTD	5319, 5349
\$4965fee	RESTD	5145

Engineering Fees – Charged once per course

\$60 fee	BIOENG	1061
\$100 fee	BIOENG	1075, 1150, 1160, 1161, 1255, 1310, 2035
\$20 fee	CEE	2105
\$75 fee	CEE	1105, 1233, 1333, 1402, 1433, 1523, 1533, 1811, 1833, 2511
\$10 fee	CHE	0101, 0201, 0301, 0401, 0501, 0601, 0602, 0614
\$20 fee	CHE	0035, 0036, 1007, 1008, 1010, 1011, 1012, 1034
\$40 fee	CHE	0100, 0200, 0300, 0400, 0500, 0600, 0613
\$75 fee	CHE	1013, 1014, 1045, 1046
\$25 fee	COE	1186
\$75 fee	COE	1160, 1161, 1170, 1185, 1192, 1193
\$25 fee	ECE	1186
\$75 fee	ECE	1160, 1161, 1170, 1185, 1192, 1193, 1201, 1212, 1563, 1673, 1771, 2160, 2161, 2192, 2193
\$50 fee	ENGR	0011, 0012, 0022
\$30 fee	IE	1058
\$35 fee	IE	1052, 1054
\$40 fee	IE	1090
\$50 fee	IE	1014, 1051, 1083, 2004, 2087
\$60 fee	IE	1061
\$75 fee	IE	1057
\$30 fee	ME	0024
\$75 fee	ME	1041, 1042, 1043
\$50 fee	MSE	0031, 1055, 1067, 1071, 1081, 1273
\$75 fee	MEMS	0024, 1041, 1042, 1043
\$100 fee	MEMS	1010, 1011

Engineering Cooperative Fees – Charged once per course

\$325 fee	ENGR	1090, 1091, 1092, 1093
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Health & Physical Activity Fees – Charged once per term or session

\$23 fee	HPA	0240, 0473, 1141, 1223, 1224, 1233, 1240, 2470
\$25 fee	HPA	0491

Health & Physical Activity Fees – Charged once per course

\$10 fee	HPA	1042, 1143, 1300, 2378, 2390
\$15 fee	HPA	0497
\$20 fee	HPA	1011, 1226, 2371, 2373, 2374, 3374
\$23 fee	HPA	1488
\$25 fee	HPA	0491
\$45 fee	HPA	1212

\$70 fee	HPA	0497
\$95 fee	HPA	0196

Health & Rehabilitation Science Fee - Charged once per term or session

\$25 fee	CDS	1027, 1029, 1231, 2042, 2058, 2065, 2066, 2067
	HRS	2022
	OT	2100, 2101, 2102, 2107, 2109, 2110, 2112, 2113, 2114, 2115

Health & Rehabilitation Science Fee - Charged once per course

\$45 fee	ATHLTR	1812
\$75 fee	CDN	1611, 1613
\$25 fee	CSD	2109
\$120 fee	EM	1102
\$75 fee	HIM	1406, 1416, 1436, 1438, 1442, 1456, 1490
\$10 fee	HRS	1022, 1024, 2702
\$50 fee	HRS	1709
\$75 fee	HRS	1008, 2416, 2433, 2457, 2490
\$10 fee	PT	2030, 2041, 2042, 2060, 2061, 2062, 2063

Instruction and Learning Copyright Fee for Online Course – Charged once per course

\$30 fee	IL	2246
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Katz Full-Time Development Fee –Charges once per course

\$1000	BIND	9999
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Music Fees – Charged once per Course

\$57 fee	MUSIC	0100, 0121, 1441, 1442
\$330 fee	MUSIC	0510, 0511, 0512, 0513, 0514, 0515, 0516, 0517, 0518, 0519, 0520, 0521, 0522, 0523, 0524, 0525, 0526, 0527, 0528, 0529, 0530, 0533, 0540

Nursing Fees – Charged once per course

\$12 fee	NUR	0051, 1074, 1281
\$19 fee	NUR	0081, 0087, 1050, 1060, 1120, 1128, 1220, 1221, 1227, 1250, 1260
\$20 fee	NUR	1281
\$30 fee	NUR	0002, 0003
\$31 fee	NUR	1121
\$49 fee	NUR	1052, 1252
\$50 fee	NUR	2020
\$69 fee	NUR	1282
\$70 fee	NUR	0080
\$150 fee	NUR	2032
\$237 fee	NUR	1133, 1134, 1233
\$12 fee	NURSAN	2796, 2797

Pharmacy Fees – Charged once per course

\$30 fee	PHARM	5110, 5111, 5210, 5211, 5310, 5311
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Psychology – Charged once per course

\$12 fee	PSY	2220, 2225
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Psychology in Education Charged once per course

\$12 fee	PSYED	1042, 2596
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Social Work – Charged once per course

\$12 fee	SOCWRK	1025
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Studio Arts Fee – Charged once per course

\$15 fee	SA	0110, 0120, 1420, 1430, 1455, 1530
\$20 fee	SA	0130, 1230, 1250, 1330, 1350, 1370, 1450, 1550

\$26 fee	SA	0140, 1260, 1270, 1360, 1540, 1560, 1570
\$30 fee	SA	1240, 1340, 1440, 1470

Dissertation Study Tuition – Charged once per term or session

\$500 fee	3999	FTDA, FTDB, FTDC, FTDR
	0000	FTDF, FTDG, FTDH, FTDI, FTDJ, FTDK, FTDL, FTDN, FTDO, FTDP, FTDQ, FTDS

Full-time Graduate Study—Charged once per term or session

\$300 fee	FTA	0000
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Full-time Administrative Study – Charged once per term or session

\$500 fee	FTADMA	0000
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Master’s Internship Study Tuition – Charged once per term or session

\$300 fee	FTIK	0000
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## STUDENT INFORMATION UPDATE

### NAME AND SOCIAL SECURITY NUMBER CHANGES

Any name change requires documentation, such as a copy of a birth certificate, court order, marriage license, or divorce decree. Write or fax the Registrar’s Office requesting a name change, and attach a copy (do not send originals) of your pertinent documentation. Fees may be assessed in cases where historical records are affected.

The University will not make any change to historical records for students whose records have become inactive due to graduation or non-attendance unless legal documentation is presented. A minimum fee of \$75 will be assessed to reconstruct a transcript.

To correct or add your social security number, you must include a copy (do not send original) of your social security card to verify the number. Send or fax all change requests to the address below.

### ADDRESS AND TELEPHON NUMBER CHANGES

If your mailing address, home address or telephone number changes, it is important that you update it immediately. Failure to change an address may result in you not receiving University mailings. If you are a current student, you can update your address and telephone number by logging onto the Student Service Portal. Select Student Services >.Link to Student Center > Self Service > Campus Personal Information > Addresses. Chose the address type, click “Edit” and enter your address. Once you “save” the changes your information will be updated.

If you are no longer enrolled, you can still make changes to your information by mailing or faxing the changes to:

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

## SPECIAL SERVICE FEES

The fees listed below will be assessed to students who fail to take appropriate action on or before a published deadline associated with that particular service. All services rendered prior to published deadlines will be processed without charge. Deadlines are published each term in the Academic Calendar and the online Schedule of Classes, as well as various academic centers and academic program publications.

<b>FEE</b>	<b>MINIMUM AMOUNT</b>
Late Enrollment (for continuing students)	\$25.00

Late Add/Drop	\$25.00
Late Payment	\$50.00
Special Service Fee	\$35.00
Transcript Retype	\$75.00
Retroactive Adjustment	\$50.00
Late Graduation	\$15.00

Services performed beyond the deadlines must have the approval of the University Registrar and may require the endorsement of the Academic Dean. If approved, these services are subject to escalating and/or multiple fee assessments contingent upon the date of, and the reason for, the request for special services.

### ACADEMIC YEAR 2009 – 2010 REQUIRED FEES

**These fees (per term) are subject to change.**

<b>FULL – TIME</b>	<b>UNDERGRADUATE</b>	<b>GRADUATE</b>
Student Activity Fee	\$ 80.00	\$ 20.00
Computer and Network Service Fee	\$150.00	\$150.00
Student Health	\$ 85.00	\$ 85.00
Security, Safety, and Transportation Fee	\$ 90.00	\$ 90.00
<b>PART – TIME</b>	<b>UNDERGRADUATE</b>	<b>GRADUATE</b>
Student Activity Fee	\$ 24.00	\$ 10.00
Computer and Network Service Fee	\$ 75.00	\$ 75.00
Security, Safety, and Transportation Fee	\$ 90.00	\$ 90.00

## FINAL EXAMINATIONS

The final examination period for daytime undergraduate students for the Spring Term begins on Monday, April 26, 2010 and ends on Saturday, May 1, 2010. Undergraduate students taking courses in the School of Art and Sciences, the College of Business Administration, and the Schools of Education, Engineering, Health and Rehabilitation Sciences, Information Sciences, Nursing and Social Work follow the examination schedule. Day classes with a course number below 2000 will meet for their last regular session the week of April 19, 2010.

There are two types of examination periods: departmental and hourly. Departmental examinations do not depend on the hour or the day the particular class meets and are used primarily for large classes or multiple sections giving a common examination. Courses that are not identified in the departmental examination schedule should follow the hourly examination schedule, which is determined by the days and time the class is scheduled during the term. With regard to hourly examinations, if your class starts on the half hour, you are to follow the hourly schedule preceding this time.

Courses that meet only on Wednesday, Thursday or Friday are not specifically covered in the examination schedule. Final examinations for these classes are given at the Monday or Tuesday class period parallel to the normal class time as covered in the hourly examination schedule. (For example, if a class meets Thursday only at 2:00 PM, the Tuesday schedule at 2:00 PM should be checked).

#### **The following general rules apply to final examinations:**

Final examinations are to be given during the final examination period only. In-class examinations are held at the assigned times unless written approval to change an examination is obtained from the dean of the academic center in which the course is offered. **Students with questions regarding the scheduling of examinations should contact the appropriate dean.**

College of General Studies classes, Saturday College classes, graduate classes, and evening classes are not subject to the final examination schedule and should continue to meet during this period; final examinations should be held during the last scheduled class meeting. Classes with a course number 2000 and above are not subject to the examination schedule and should have final examinations by the last day of the term.

The Spring Term Final Examination Schedule can be found at:

[www.registrar.pitt.edu/Reports/Spring\\_Term\\_2104\\_Final\\_Examination\\_Schedule.pdf](http://www.registrar.pitt.edu/Reports/Spring_Term_2104_Final_Examination_Schedule.pdf)

## ACADEMIC SCHOOL DIRECTORY

Academic Center	AC Abbrev.	Location	Phone
Arts and Sciences, School of	A&S	917 Cathedral of Learning	412-624-6090
Undergraduate		140 Thackeray Hall	412-624-6480
Graduate		5141 Sennott Square	412-624-6094
Business Administration, College of	CBA	2505 Sennott Square	412-383-7300
Business, Joseph M. Katz Graduate School of	KGSB	373 Mervis Hall	412-648-1500
Dental Medicine, School of	DMED	440 Salk Hall	412-648-8880
Education, School of	EDUC	5500 Wesley W. Posvar Hall	412-648-2230
Engineering, Swanson School of	ENGR	240 Benedum Hall	412-624-9809
General Studies, College of	CGS	407 Cathedral of Learning	412-624-6600
Health & Rehabilitation Sciences, School of	SHRS	4030 Forbes Tower	412-647-1250
Honors College, University	HONORS	3500 Cathedral of Learning	412-624-6880
Information Science, School of	SIS	505 Information Science Building	412-624-5230
Law, School of	LAW	202 Law School Building	412-648-1400
Medicine, School of	MED	M-240 Scaife Hall	412-648-8975
Nursing, School of	NURS	336 Victoria Hall	412-624-2407
Pharmacy, School of	PHARM	1104 Salk Hall	412-648-8579
Public Health, Graduate School of	PUBHL	115 Grad School of Public Health	412-624-3002
Public & International Affairs, Graduate School of	GSPIA	3601 Wesley W. Posvar Hall	412-648-7640
Social Work, School of	SOCWK	2117 Cathedral of Learning	412-624-6300
University Center for International Studies	UCIS	4400 Wesley W. Posvar Hall	412-648-7390

## STUDENT BUSINESS OFFICES DIRECTORY

Office of Admissions and Financial Aid	<a href="http://www.oafa.pitt.edu/">http://www.oafa.pitt.edu/</a>	Alumni Hall	412-624-7488
Office of the University Registrar			
Certification (Student Enrollment Verification)	<a href="mailto:transcert@registrar.pitt.edu">transcert@registrar.pitt.edu</a>	G-3 Thackeray Hall	412-624-7660
Transcript Requests	<a href="mailto:transcert@registrar.pitt.edu">transcert@registrar.pitt.edu</a>	G-3 Thackeray Hall	412-624-7635
Diplomas	<a href="mailto:graduation@registrar.pitt.edu">graduation@registrar.pitt.edu</a>	G-3 Thackeray Hall	412-624-7627
Grades and Transcripts Maintenance	<a href="mailto:grades@registrar.pitt.edu">grades@registrar.pitt.edu</a>	G-3 Thackeray Hall	412-624-7663
Registration, Add/Drop, and related services	<a href="mailto:registration@registrar.pitt.edu">registration@registrar.pitt.edu</a>	G-1 Thackeray Hall	412-624-7649
Veterans Services	<a href="mailto:veterans@registrar.pitt.edu">veterans@registrar.pitt.edu</a>	G-3 Thackeray Hall	412-648-7885
Student Financial Services	<a href="http://www.bc.pitt.edu/students/index.html">http://www.bc.pitt.edu/students/index.html</a>	G-7 Thackeray Hall	412-624-7520

## DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services (DRS) provides a broad range of support services to assist students with disabilities such as visual impairment, auditory impairment, mobility impairment, and hidden disabilities, AD (H)D, psychological disabilities. Services include, but are not limited to: tape recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, nonstandard examination arrangements, and personal counseling. DRS can also assist students with accessible on-campus housing and transportation. Students interested in registering for services should contact DRS to schedule an appointment with the Coordinator and be prepared, if requested to provide appropriate documentation of their disability. The office is located in 216 William Pitt Union. For more information, please call 412-648-7890.

# SUBJECT INDEX

Subject Area Description	Page	Subject Abbrev.	Prog./ Plan	Location	Phone
<b>A</b>					
Aero-Space Studies	1	AFROTC	A&S	2917 Cathedral of Learning	412-624-6397
Admin & Policy Studies	158	ADMPS	EDUC	5902 Wesley W. Posvar Hall	412-648-7101
Administration of Justice	144	ADMJ	CGS	3201 Wesley W. Posvar Hall	412-624-6614
Africana Studies	1	AFRCNA	A&S	4140 Wesley W. Posvar Hall	412-648-7540
Anthropology	2	ANTH	A&S	3301 Wesley W. Posvar	412-648-7500
Artificial Intelgnc & Mgt	220	BAIM	KGSB	372 Mervis Hall	412-648-1500
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Biological Sciences	7	BIOSC	A&S	A-234 Langley Hall	412-624-4266
Biomedical Informatics	226	BIOINF	MED	524 Scaife Hall	412-648-8957
Biostatistics	256	BIOST	PUBHL	318 Grad School of Pub HL	412-624-3022
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Business Economics	220	BECN	KGSB	372 Mervis Hall	412-648-1500
Business Environment	139	BUSENV	CBA	2505 Sennott Square	412-383-7300
Business Finance	140	BUSFIN	CBA	2505 Sennott Square	412-383-7300
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Business Human Resources Mgt	222	BHRM	KGSB	372 Mervis Hall	412-648-1500
Business Marketing	141	BUSMKT	CBA	2505 Sennott Square	412-383-7300
Business Marketing	223	BMKT	KGSB	372 Mervis Hall	412-648-1500
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<b>C</b>					
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Cell Biol & Molecular Physio	230	MSCBMP	MED	524 Scaife Hall	412-648-8957
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Molecular Biophysics	231	MSMBPH	MED	524 Scaife Hall	412-648-8957
Molecular Pharmacology	232	MSMPHL	MED	524 Scaife Hall	412-648-8957
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<b>N</b>					
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Nurse Specialty Role	248	NURSP	NURS	336 Victoria Hall	412-624-4860
<b>O</b>					
Occupational Therapy	3037	OT	SHRS	5012 Forbes Tower	412-383-6620
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Oral & Maxillofacial Surgery	155	ORSUR	DMED	B-97 Salk Hall	412-648-8604
Oral Medicine & Pathology	153	OMP	DMED		
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Organizational Behavior	142	BUSORG	CBA	2505 Sennott Square	412-383-9600
Organizational Behavior & Human Resrcs	224	BOAH	KGSB	372 Mervis Hall	412-648-1500
Orthodontics and Dentofacial Ortho	151	ODO	DMED	2143 Salk Hall	412-648-8419
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<b>P</b>					
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Physics	108	PHYS	A&S	100 Alexander J. Allen Hall	412-624-9000
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Portuguese	111	PORT	A&S		
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Psychology	114	PSY	A&S	3129 Sennott Square	412-624-4500
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<b>Public &amp; Int'l Affairs, Grad School of</b>	<b>215</b>		<b>GSPIA</b>	<b>3601 Wesley W. Posvar Hall</b>	<b>412-648-7640</b>
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Religious Studies	118	RESTD	DMED	3022 Salk Annex	412-648-8855
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Slavic	122	SLAV	A&S	1417 Cathedral of Learning	412-624-5906
Slovak	123	SLOVAK	A&S	1417 Cathedral of Learning	412-624-5906
<b>Social &amp; Urban Research, Univ Cntr for</b>	<b>321</b>		<b>UCSUR</b>	<b>607 University Place</b>	<b>412-624-2313</b>
Social Welfare	320	SWWEL	SOCWK	2117 Cathedral of Learning	412-624-6300
<b>Social Work, School of</b>	<b>316</b>		<b>SOCWK</b>	<b>2117 Cathedral of Learning</b>	<b>412-624-6300</b>
Social Work	316	SOCWRK	SOCWK	2117 Cathedral of Learning	412-624-6300
Social Work General	318	SWGGEN	SOCWK	2117 Cathedral of Learning	412-624-6300
Social Work Research	320	SWRES	SOCWK	2117 Cathedral of Learning	412-624-6300
Sociology	123	SOC	A&S	2400 Wesley W. Posvar Hall	412-648-7580
Spanish	125	SPAN	A&S	1309 Cathedral of Learning	412-624-5225
Statistics	128	STAT	A&S		
Strategic Planning & Policy	144	BUSSPP	CBA	2505 Sennott Square	412-383-9600
Strategic Planning & Policy	226	BSPP	KGSB	372 Mervis Hall	412-648-1500
Strategy Environment & Organiztns	225	BSEO	KGBS	372 Mervis Hall	412-648-1500
Studio Arts	121	SA	A&S	118 Frick Fine Arts Bldg	412-648-2430
<b>T</b>					
Telecommunication	314	TELCOM	SIS	744 Information Science Building	412-624-9405
Theatre Arts	132	THEA	A&S	1617 Cathedral of Learning	412-624-6568
<b>U,V</b>					
Ukrainian	136	UKRAIN	A&S	1417 Cathedral of Learning	412-624-5906
Urban Studies	136	URBNST	A&S	3500 Wesley W. Posvar Hall	412-648-7489
<b>W, X, Y, Z</b>					
Women's Studies	136	WOMNST	A&S	2E30 Wesley W. Posvar Hall	412-624-6485

## SPECIAL PROGRAM LISTING

Please refer to the following web sites where you will find class sections that have been identified as being available this term for the fulfillment of the requirements needed for the completion of that program.

### School of Arts and Sciences

Special Program course offerings and descriptions are available online at School of Arts and Sciences – course descriptions  
For complete details and requirements for each program, please refer to the contact information below.

Architectural Studies Program	<a href="http://www.arch.pitt.edu/">www.arch.pitt.edu/</a>	104 Frick Fine Arts Bldg	412-648-2401
Children's Literature Certificate Prog	<a href="http://www.english.pitt.edu/undergraduate/childlit.html">www.english.pitt.edu/undergraduate/childlit.html</a>	640 Information Science Bldg	412-624-9436
Cultural Studies Program	<a href="http://www.pitt.edu/~cultural/">www.pitt.edu/~cultural/</a>	2205 Wesley W. Posvar Hall	412-624-7232
Film Studies Program	<a href="http://www.pitt.edu/~filmst/">www.pitt.edu/~filmst/</a>	526 Cathedral of Learning	412-624-6564
Medieval & Renaissance Studies Prog	<a href="http://www.pitt.edu/~medren/">www.pitt.edu/~medren/</a>	1328 Cathedral of Learning	412-624-6224
Urban Studies Program	<a href="http://www.pitt.edu/~cities/">www.pitt.edu/~cities/</a>	3550 Wesley W. Posvar Hall	412-624-7489
Women's Studies Program	<a href="http://www.pitt.edu/~wstudies/">www.pitt.edu/~wstudies/</a>	2205 Wesley W. Posvar Hall	412-624-6485
International Studies, Univ Center for		4400 Wesley W. Posvar Hall	412-648-7390
Africana Studies Program	<a href="http://www.ucis.pitt.edu/africa/">www.ucis.pitt.edu/africa/</a>	4140 Wesley W. Posvar Hall	412-648-7540
Asian Studies Program	<a href="http://www.ucis.pitt.edu/asc/academics/courses.html">www.ucis.pitt.edu/asc/academics/courses.html</a>	4104 Wesley W. Posvar Hall	412-648-7370
European Union Studies	<a href="http://www.ucis.pitt.edu/euce/euce.html">www.ucis.pitt.edu/euce/euce.html</a>	4200 Wesley W. Posvar Hall	412-648-7405
Global Studies Program	<a href="http://www.ucis.pitt.edu/global/">www.ucis.pitt.edu/global/</a>	4100 Wesley W. Posvar Hall	412-624-2918
Latin American Studies Program	<a href="http://www.ucis.pitt.edu/clas/students.html#courses">www.ucis.pitt.edu/clas/students.html#courses</a>	4200 Wesley W. Posvar Hall	412-648-7392
Russ & East Europe Studies Prog	<a href="http://www.ucis.pitt.edu/crees/">www.ucis.pitt.edu/crees/</a>	4400 Wesley W. Posvar Hall	412-648-7407
West European Studies			
Undergraduate Program	<a href="http://www.ucis.pitt.edu/euce/euce.html">www.ucis.pitt.edu/euce/euce.html</a>	4200 Wesley W. Posvar Hall	412-648-7405
West European Studies Graduate Program	<a href="http://www.ucis.pitt.edu/euce/euce.html">www.ucis.pitt.edu/euce/euce.html</a>	4200 Wesley W. Posvar Hall	412-648-7405

A separate listing of classes offered by the University Honors College can be found on the web site listed below:

[www.honorscollege.pitt.edu/courses/uhc-courses.html](http://www.honorscollege.pitt.edu/courses/uhc-courses.html)