DEPARTMENT SUBJECT ABBREVIATIONS

ADMJ Administration of Justice  JS Jewish Studies
AFRCNA Africana Studies  KOREAN Korean
ANTH Anthropology  LATIN Latin
ARTSC Arts & Sciences  LEGLST Legal Studies
ASTRON Astronomy  LING Linguistics
BIOSC Biological Sciences  MATH Mathematics
BUSERV Business Services  MUSIC Music
CHEM Chemistry  NROSCI Neuroscience
CHIN Chinese  PEDC Physical Education
CLASS Classics  PHIL Philosophy
CGS College of General Studies  PHYS Physics
COMMRC Communication Rhetoric  PS Political Science
CS Computer Science  PORT Portuguese
ECON Economics  PSY Psychology
ENGCMP English Composition  PUBSRV Public Service
ENGLIT English Literature  REHSCI Rehabilitation Science
ENGWRT English Writing  RELGST Religious Studies
FILMST Film Studies  RUSS Russian
FR French  SERCRO Serbian-Croatian
GEOL Geology  SLAV Slavic
GER German  SLOVAK Slovak
GREEK Greek  SOCRWK Social Work
HPA Health & Physical Activity  SOC Sociology
HIST History  SPAN Spanish
HAA History of Art & Architecture  STAT Statistics
HPS History & Phil of Sci  SA Studio Arts
INFSCI Information Science  THEA Theater Arts
IL Instruction & Learning  UKRAIN Ukrainian
ITAL Italian  URBNST Urban Studies
JPNSE Japanese  WOMNST Woman Studies

UNIVERSITY OF PITTSBURGH

CGS COLLEGE OF GENERAL STUDIES

ADVISING & REGISTRATION TECHNOLOGY GUIDE

HOW TO VIEW YOUR ACADEMIC ADVISEMENT TRANSCRIPT (AAT):

1. Log in to my.pitt.edu.
2. Click on Student Center Login.
3. Click on Self Service.
4. Under self-service, click on Student Center.
5. On the top of the page, underneath where it says academics, click on My Academics.
7. Choose the academic institution (University of Pittsburgh) and report type (academic advisement transcript).
8. Click go.

HOW TO VIEW YOUR CLASS SCHEDULE:

1. Log in to my.pitt.edu.
2. Click on Student Center Login.
3. Click on Self-Service along the left hand side.
4. Click on Enrollment and then My Class Schedule.
5. Select the term (2131 fall, 2134 spring, 2137 summer).

There is an option for either a list view or a weekly calendar view.
COURSE DESCRIPTIONS:

Go to www.courses.as.pitt.edu. You can search by Subject, General Education Requirement, Instructor, or Title.

Note updates in upper right hand corner: new courses, courses recently approved to meet requirements.

- **Subject:**
  To find a specific course description:
  1. Select the subject (department) and then click the term. Hint: In order to scroll through this listing, click LIST ALL in upper right hand corner.
  2. Find a course and click the class # [in blue].
     Here you can access course information, including: Description, requirements fulfilled, prerequisites, time, location, if a recitation is required, class and catalog numbers.

To find descriptions for all courses offered by a department:
  1. Select the subject (department) and then click on the term (as above).
  2. At the top of the next screen click on the desired term to view all descriptions. This will bring you to all the listings in that department, including: description, requirements fulfilled, time, location, if a recitation is required, class and catalog/course numbers.

- **General Education Requirement** (on the right hand side under announcements):
  1. Choose the requirement (e.g. Literature) from the drop-down menu and click on the desired term.
  2. As above, you can either scroll through the list of specific Literature courses by title or view descriptions for all courses that satisfy the Literature requirement.

- **Instructor** or **Course Title:**
  1. Type in name of the instructor or title and click term.

SCHEDULE OF CLASSES / CLASS SEARCH:

1. Log in to my.pitt.edu.
2. Click on Student Center Login along the side menu bar.
3. Click on Self Service along the left hand side.
4. Click on Class Search to find a class or browse the course catalog, or click on Browse Course Catalog to look for courses by subject code.
5. Click on Class Search and select the appropriate term from the drop down list.
6. Make sure that the Search for Classes tab, and not the browse catalog tab, is selected.
7. In the Course Subject field, type in your departmental subject abbreviation from the list located on the back of this sheet, and then tab down to the Course Number field. Enter the 4 digit number, if known. To search all courses for that term in the chosen department, leave this portion blank.
8. The system defaults to Show Open Classes Only. You can unclick this circle if you want to view all classes whether open or closed.
9. Select the campus (the required field at the bottom of the search page) and then click on search.
10. LEC stands for lecture, REC stands for recitation. Where applicable, you must select a REC that goes with the specific lecture section.
11. Only three sections (including recitations) of a particular course come up at first, so be sure to click “view all” to see other selections.
12. For class detail information, click on the blue underlined information next to Section. This detailed information includes: number of credits, number of seats available, special designations (e.g. Department Consent Required, Honors Course, Writing Requirement, etc.) and a course description. (Please note: prerequisite courses are not always listed so always check www.courses.as.pitt.edu for that information.)