

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	POLISH	Polish
ECON	Economics	PORT	Portuguese
ENGCMP	English Composition	PSY	Psychology
ENGFLM	English Film Studies	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	SOCWRK	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

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**.
6. Next to degree process, click on **View My Advisement Report**.
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.)**