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’s web site, http://www.provost.pitt.edu/information-on/calendar.html. 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 or COMMRC 0500: Argument 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 CS 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 approved 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 approved courses from three different departments: Africana Studies, Classics, Communication, English Composition, English Film, English Literature, English Writing, 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 approved courses from three different departments: Africana Studies; Anthropology; Economics; Gender, Sexuality, and Women’s Studies; History; Jewish Studies; Legal Studies; Political Science; Psychology; Religious Studies; Sociology; and Urban Studies. One course must be 1000-level.

Natural Sciences– Three approved courses from at least two departments: Anthropology, Astronomy, Biological Sciences, Chemistry, Geology and Environmental Science, 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 fulfill.

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:

- Courses must come from an accredited institution.
- Courses must have a letter grade of C or better 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 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 http://www.cgs.pitt.edu/admissions-enrollment/degrees-certificates/transfer/manuals-agreements 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.oafa.pitt.edu/apply/admissions-process/ transfers.

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 [http://www.cgs.pitt.edu/admissions-enrollment/degrees-certificates/clep](http://www.cgs.pitt.edu/admissions-enrollment/degrees-certificates/clep)

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

The major is a part of the 120 credits required for the degree and most majors require a minimum of 30 credits. An outline of each major is available at the CGS information display in 1400 Wesley W. Posvar Hall or at, [http://www.cgs.pitt.edu/academics](http://www.cgs.pitt.edu/academics).

**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 [http://www.cgs.pitt.edu/academics/majors](http://www.cgs.pitt.edu/academics/majors) and The Dietrich School of Arts and Sciences major requirements at [http://www.asundergrad.pitt.edu/majors-minors-and-certificates](http://www.asundergrad.pitt.edu/majors-minors-and-certificates). 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 Consultant. The CGS Career Consultant 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

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 our Career Consultant http://www.cgs.pitt.edu/node/389. To schedule an individual appointment with the Career Consultant, call 412-383-4473.

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, 33 through departments in the School of Arts and Sciences, five 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
School of Education minors—Aerobics, Aquatics, Dance, Fitness, and Teacher Education
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. *Please note that Leadership and all non-CGS certificates must be earned in conjunction with a degree.*

CGS certificates—Accounting (Post-Baccalaureate); Communication; Community Health Assessment; Corporate/Community Relations; Digital Media; Information System Design; Gender, Sexuality, and Women’s Studies; Leadership; Managing Health Systems Programs and Projects; National Preparedness and Homeland Security; Nonprofit Management; 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, Arabic Language and Linguistics, Children’s Literature, Conceptual Foundations of Medicine, Geographic Information Systems, German Languages, Jewish Studies, Life Science Research, Medieval and Renaissance Studies, Nanoscience and Technology, 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.
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 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 though 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, 1400 Wesley W. Posvar Hall.

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. Visit www.cgs.pitt.edu or 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. Instructions on how to prepare for Self-Enrollment can be found at http://www.cgs.pitt.edu/student-services/enrollment-process.

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 your advisor.
   b. Call the CGS Front Desk at 412-624-6600.
   c. Visit the CGS Front Desk in 1400 Posvar Hall.
   d. Attend Walk-In Advising noon to 2:00 daily.

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](http://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](#)

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](http://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 Class 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.

   For more information on registration options, visit [http://www.cgs.pitt.edu/student-services/enrollment-process](http://www.cgs.pitt.edu/student-services/enrollment-process).

**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.
Wait List
The waitlist feature is now available in PeopleSoft for some classes at the University of Pittsburgh. This new feature allows students to place themselves on a waitlist for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number. Questions about the wait list can be found by visiting the Registrar’s website at www.registrar.pitt.edu.

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. The Enrollment form is available at the CGS Front Desk or the Registrar’s website at www.registrar.pitt.edu.

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 http://www.provost.pitt.edu/information-on/calendar.html.

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 enrollment 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 withdraw 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 http://www.cgs.pitt.edu/student-services/registration/registration-forms.

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 GPA. 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 http://www.provost.pitt.edu/information-on/calendar.html 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 Associate Dean of the 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 enrollment 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 enrollment 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–Thursday: 8:30 a.m. – 7 p.m.
Friday: 8:30 a.m. – 5 p.m.

1400 Wesley W. Posvar Hall

**McCarl Center Director**

Adam Robinson 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: awr15@pitt.edu

**Career Services**

**CGS Career Consultant**

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 [http://www.cgs.pitt.edu/student-services/career-services](http://www.cgs.pitt.edu/student-services/career-services) or contact the CGS Career Consultant. 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 [http://www.cgs.pitt.edu/academics/internship](http://www.cgs.pitt.edu/academics/internship).

**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](http://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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
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<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
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<td>0.75</td>
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<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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, 1400 Posvar Hall. Deadlines are at [http://www.provost.pitt.edu/information-on/calendar.html](http://www.provost.pitt.edu/information-on/calendar.html).

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](http://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 associate 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](http://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 by the instructor and processed through the associate 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](http://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**
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, advisors and the McCarl Center Director 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 the College. Suspension lasts for one calendar year. Students who have repeated probation or suspension violations may be permanently dismissed from the University.

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 and email and 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 Associate Dean. Please call 412-624-6608 for an appointment.

The Office of Admissions and Financial Aid (OAFA) monitors financial aid eligibility. Students who are on probation, suspension, or are dismissed should contact OAFA 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 CGS Associate Dean.
5. The Associate Dean has the option to interview the student, the professor, and the department chair. The Associate Dean puts in writing his/her resolution to the dispute.

Academic Integrity Code
Students and faculty are expected to familiarize themselves with the published rules and regulations governing academic integrity, 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.

To read the full code online, visit www.provost.pitt.edu/info/acguidelinespdf.pdf.

**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 http://www.studentaffairs.pitt.edu/studentconduct 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 Studies 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 http://www.ucis.pitt.edu/main/ 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. 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 associate dean, call 412-624-6600 to make an appointment with your advisor.

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 http://www.studentaffairs.pitt.edu/sorhome, students can view a complete listing of all clubs and academic organizations through the online database of the Student Organization Resource Center at http://www.studentaffairs.pitt.edu/sorhome.

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 Associate Dean 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.cgs.pitt.edu/scholarships. Students may receive one academic scholarship per academic year.

Scholarships For Newly Admitted Students Who Transfer Into CGS:

Administration of Justice (BA) at BC3 Scholarship Program
This scholarship is available to students interested in completing their bachelor's degree from the University of Pittsburgh at Butler County Community College and online. It is open to those who have earned or will earn an associate's degree from the Butler County Community College with a 2.5 or higher GPA.

Award: This $1,000 scholarship will assist in covering the cost of tuition for one three-credit-hour course that may be put toward the Administration of Justice (BA) program of study.

Who is eligible: Enrolled in or completed an associate's degree program at Butler Community College. 2.5 GPA minimum.

How to apply: After submitting a completed degree application to the Office of Admissions and Financial Aid by June 1, contact Kaitlin Yacob, the CGS Director of Recruitment and Enrollment, to indicate your interest in this scholarship. Once admitted, the scholarship may be applied to your tuition and fees after you enroll in classes. A limited number of scholarships are available.

New Student Commonwealth Scholarship
This scholarship is available to underrepresented students who are transferring to CGS from an area community college, have earned or will earn an associate's degree, and should have a GPA of 3.0 or higher.
**Award:** Recipients receive a tuition and fees scholarship for enrollment in Mastering the University, a first-year transfer experience course. Recipients of the New Student Commonwealth Scholarship are automatically reviewed for academic year scholarships ranging from $1,000 to $2,000, and may be eligible to receive future scholarships.

**Who is eligible:** Underrepresented students who are transferring to CGS from an area community college who have earned or will earn an associate’s degree. Applicants should have a GPA of 3.0 or higher from their community college institution.

**How to apply:** After submitting a completed degree application to the Office of Admissions and Financial Aid, contact Kaitlin Yacob, the CGS Director of Recruitment and Enrollment, to indicate your interest in this scholarship.

**Scholarships for Enrolled CGS Students (Application-Based)**

**Academic Achievement Scholarship**
The College of General Studies’ Academic Achievement Scholarship rewards motivated students who demonstrate academic excellence. This scholarship covers the cost of conference fees and travel costs up to $1,200 for a student to present a paper or poster related to their academic studies at a conference. Scholarships are awarded on a rolling basis and paid directly to the conference and travel provider. In order to be considered, applications must be submitted at least three weeks prior to the date of the conference.

**Award:** Up to $1,200 for flight and conference fees. This award does not cover lodging or food.

**Who is eligible:** Students must be enrolled in a CGS bachelor’s degree program and must have been accepted to present a poster or paper at a conference. Must demonstrate good academic standing (2.5 GPA minimum)

**How to apply:** cgs.pitt.edu/ScholarshipApplication

**Deadline:** Rolling, must submit application at least three weeks prior to the date of the conference.

**The Steele Gow Student Government Scholarship**
The Steele Gow Scholarship is offered through the College of General Studies and the CGS Student Government to students who have financial need and who are actively involved in CGS student organizations.

**Award:** $2,000 for the academic year, $1,000 for each the fall and spring term; applied directly to tuition.

**Who is eligible:** CGS students who are involved in CGS student organizations. Applicants Must have 3.25 GPA minimum, a FAFSA on file with the University, be enrolled in at least 6 credits, and have completed at least 12 graded credits within CGS.

**How to apply:** Applicants must compose a one-page letter addressing the following questions: Why did you enroll in CGS? How/why did you choose your CGS major? What campus/CGS organizations do you participate in and why? What are your plans after graduation? Finalists may have an interview with the selection committee. Awardees will be announced at the CGS Excellence Reception. Contact Adam Robinson (awr15@pitt.edu) with questions about the Steele Gow Scholarship.

**Students with Dependents Scholarship**

**Background:** The College of General Studies Students with Dependents Scholarship supports deserving individuals who have a deep commitment to reaching both their educational goals and enriching the lives of their dependents. By educating parents and guardians, we are educating families and communities.

**Award:** Annually, the College of General Studies will award up to two scholarships of $1,500 per term for up to three years (maximum of two terms per academic year).

**Who is eligible:** Minimum of 80 credits completed (24 completed at the University of Pittsburgh). Must be a parent or guardian of a child or other family member. Must not be eligible for tuition remission. Must demonstrate financial need and have a FAFSA on file with the University. Must be enrolled in a CGS bachelor’s degree program and registered for at least six credits per term. Must demonstrate good academic standing (2.5 GPA minimum).
Scholarships for Enrolled CGS Students (Nomination-Based)

Alice Wroblewski Scholarship
The Alice Wroblewski Scholarship is awarded to CGS degree-seeking students who are residents of Allegheny County.
Award: Award amounts vary each year.
Who is eligible: Recipients must demonstrate significant financial need and have at least a 3.0 GPA.
How to apply: Recipients are selected by a committee of CGS staff; applications are not accepted for this award.

Anthony G. Novosel Memorial Scholarship
Recipients are selected by a committee of CGS staff; applications are not accepted for this award.

Application Requirements: Proof of dependent/s (birth certificate, tax return, medical records, etc.). Essay (no more than two pages, double-spaced) which covers the following questions: What motivated you to pursue a degree? How will you use your CGS degree after graduating? How will completing your degree impact your family? The nature of your family situation that qualifies you for this award (must include number of dependents, dependents' age, and student's relationship to dependents).

How to apply: Application available online at cgs.pitt.edu/ScholarshipApplication.

Summer Internship Scholarship
Although sometimes difficult for a nontraditional student to fit into their busy schedule, internships offer an opportunity to apply academics in a professional setting and enhance their employability after the completion of a degree program. In addition, internships are often unpaid or in fact paid for by the student in the form of the college tuition. The College of General Studies Summer Internship Scholarship addresses the need to alleviate the financial burden and time constraints of an unpaid internship for those motivated students. Up to three scholarships will be awarded each summer.

Award: The cost of tuition and fees for a three-credit summer internship course.
Who is eligible: Must be registered for 3 internship credits (CGS, ADMJ, LEGLST or NPHS 1900) for the summer term. Must not be eligible for tuition remission. Must demonstrate financial need and have a FAFSA on file with the University. Must be enrolled in a CGS bachelor’s degree program. Must demonstrate good academic standing (2.5 GPA minimum).

Application requirements: Copy of internship agreement form. Essay (no more than one page, double-spaced). Essay should explain how your internship combined with your CGS degree will help you achieve your academic and career goals.

How to apply: cgs.pitt.edu/ScholarshipApplication.

Supplemental Aid Scholarship
The College of General Studies recognizes the financial challenge that can be posed while earning a bachelor's degree. For this reason CGS awards Supplemental Aid Scholarships to our students with the highest financial need. Scholarship awards are based on the student's estimated family contribution as calculated by FAFSA.

Award: Supplemental Aid Scholarships are awarded in the amount of $2,000 for the academic year, $1,000 for each the fall and spring term, and are applied directly to the student’s tuition.

Who is eligible: Must not be eligible for tuition remission. Must have a Free Application for Federal Student Aid (FAFSA) on file with the University's Office of Admissions and Financial Aid. Must be in good academic standing (2.0 GPA minimum). Must be enrolled in a CGS bachelor’s degree program and registered for at least six credits per term.

How to apply: cgs.pitt.edu/ScholarshipApplication
The Anthony G. Novosel Memorial Scholarship is awarded to CGS degree-seeking students who demonstrate significant financial need.

**How to apply:** Recipients are selected by a committee of CGS staff; applications are not accepted for this award.

**Bettye J. and Ralph E. Bailey Scholarship**

The Bettye J. and Ralph E. Bailey Scholarship is for nontraditional, adult, part-time CGS students who have financial need. Award amounts vary each year. Recipients are selected by a committee of CGS staff; applications are not accepted for this award.

**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**

The Chancellor’s Evening Scholarship is the most prestigious academic award that a College of General Studies student can receive. This scholarship, given to students who demonstrate outstanding academic performance, covers the cost of six credits and fees for two terms per year, up to 48 credits. Students are sent application packets in the mail and via e-mail if they qualify.

**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.

**Summer Commonwealth Scholarship**

The Summer Commonwealth Scholarship is available to CGS degree-seeking students from traditionally underrepresented populations who have over a 2.0 GPA and significant financial need.

**Award:** The award covers the cost of three credits and fees for the student to take a three-credit summer course.

**How to apply:** Students are sent application packets in the mail and via e-mail if they qualify.

**CGS Student Government Scholarships**

**CGS Student Government Outstanding Student of the Year Award**

The Outstanding Student of the Year award is given annually to a College of General Studies student(s) who has obtained academic excellence and has demonstrated a distinguished record of service and leadership to student government or student organizations in the College of General Studies, the University, and/or the community. This scholarship is based primarily on the candidate’s essay, recommendation, and interview.

**Award:** The recipient(s) receives a one-time $1,000 award from the CGS Student Government. Also, the recipient’s name is engraved on the wall display in the William Pitt Union. The scholarship will be awarded for the spring semester. The winner will be required to attend the “Excellence in CGS” reception.

**Who is eligible:** Candidates must currently be attending the College of General Studies and earned at least 60 credits at the University of Pittsburgh. Candidates must have a minimum GPA of 3.0. All candidates for this scholarship must be recommended by two faculty members, advisors or other qualified professional people. All candidates must provide a written statement profiling their major accomplishments. Characteristics which the committee may consider and weigh in evaluation of candidates are: distinguished accomplishment in academic
scholarship; prominent leadership or service in student government, student organizations, University or College committees, public, community or humanitarian service, business or professional associations; publication of papers, manuscripts, etc. Notable attainment in speech, music, drama; and/or other meritorious achievement.

**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 online at cgs.pitt.edu/CGSSG-Scholarships.

**CGS Student Government Success and Determination Application**
The College General Studies Student Government, in collaboration with the College of General Studies, has established a Success and Determination scholarship to recognize a student who has demonstrated, in an extraordinary way, the ability to overcome life’s obstacles in order to obtain his/her education. This scholarship is based primarily on the student’s essay and an interview.

**Award:** The recipient of this scholarship receives a $1,000 one-time scholarship ($500 from the CGS Student Government and $500 from the College of General Studies.) Also, the recipient’s name is engraved on the wall display in the William Pitt Union. The scholarship will be awarded for the fall semester. The winner will be required to attend the “Excellence in CGS” reception.

**Who is eligible:** Must be a College of General Studies student at the University of Pittsburgh; Must have obtained at least 60 college credits, of which at least 15 must be in the College of General Studies; and, must have a minimum GPA of 3.0 at the University of Pittsburgh.

**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 online at cgs.pitt.edu/CGSSG-Scholarships.

**CGS Student Government Nontraditional Part-time Student Study Abroad Scholarship**
In collaboration with the University of Pittsburgh’s Study Abroad Department, the Nontraditional Student Study Abroad Scholarship award is given annually to a College of General Studies student to assist a nontraditional student to study abroad during his or her academic career. This scholarship is based primarily on the candidate’s essay, academic performance, and interview.

**Award:** The recipient receives a one-time $1,000 award from the CGS Student Government. The scholarship will be awarded for the Study Abroad experience in the spring or summer semesters following their acceptance of the award at the "Excellence in CGS reception."

**Criteria for the award:** Must be currently enrolled as a College of General Studies student at the University of Pittsburgh and be 25 years of age or older. Must have obtained at least 60 college credits, of which 30 must be in the College of General Studies. Must have a minimum GPA of 3.0 at the University of Pittsburgh. Must register as at least a part-time student for two (2) terms immediately after this study abroad experience (i.e. not intending to transfer to another institution to complete undergraduate degree). Must participate in a study abroad program for academic credit. Must present a short 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 online at cgs.pitt.edu/CGSSG-Scholarships.
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 at the University of Pittsburgh 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. Students invited to participate include University Scholars who represent the top 2 percent of graduates, seniors, and juniors; Chancellor’s Scholars; and initiates to honors societies like Alpha Sigma Lambda.

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 oafa.pitt.edu/learn-about-aid/.

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 and CGS-SG Scholarships
Both the College of General Studies and the CGS-Student Government offer scholarships for CGS students. More information can be found above on online at cgs.pitt.edu/Scholarships.

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 technology.pitt.edu/service/computing-labs 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 payments.pitt.edu/index.html.

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 cgs.pitt.edu/student-services/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 email. 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**  
1400 Wesley W. Posvar Hall  
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  
oafa.pitt.edu

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-3 Thackeray Hall  
Phone: 412-624-7612  
registrar.pitt.edu  
Transcript requests, Student Certification, change of Address, Phone, and/or Name.

*Campus Resources*

The University Store on Fifth  
4000 Fifth Avenue  
Phone: 412-648-1455  
pittuniversitystore.com  
Place to purchase required textbooks.

Panther Central/ID Center  
Litchfield Towers Lobby  
Phone: 412-648-1100  
pc.pitt.edu  
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)  
Phone: 412-624-HELP
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
119 University Place
Nordenberg Hall
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
1400 Posvar Hall
Phone: 412-624-3213
veterans.pitt.edu
Provides academic and personal support for veterans.

Counseling Center
334 William Pitt Union
Phone: 412-648-7930
studentaffairs.pitt.edu/cc/
Offers personal counseling and support.

Academic Support Resources

College of General Studies Advising
1400 Posvar Hall
Phone: 412-624-6600
cgs.pitt.edu/student-services/academic-assistance
For information on all College of General Studies General Education requirements as well as all major requirements.

CIDDE Testing Center
G-3 Cathedral of Learning
Phone: 412-624-7215
uptc.pitt.edu

Disability Resources and Services
216 William Pitt Union
Phone: 412-648-7890
studentaffairs.pitt.edu/drs
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
asundergrad.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
writingcenter.pitt.edu
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
mathematics.pitt.edu/about/math-assistance-center

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.
abroad.pitt.edu

University Center for International Studies
4400 Posvar Hall
Phone: 412-648-7390
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.
pc.pitt.edu/housing

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

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

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

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.
pts.pitt.edu/

Bus/Shuttle Schedules
pc.pitt.edu/transportation

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
portauthority.org
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
police.pitt.edu

Student Career Resources
Career Services
Office 224 William Pitt Union
Phone: 412-648-7130
Fax: 412-648-7144
studentaffairs.pitt.edu/cdpa

Extracurricular Resources
CGS Student Government
1400 Wesley W. Posvar Hall
Phone: 412-624-6894
cgssg.pitt.edu

Student Life
140 William Pitt Union
Phone: 412-648-7830
stulife@pitt.edu
studentaffairs.pitt.edu/studentlife
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
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
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
sgb.pitt.edu
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
studentaffairs.pitt.edu/sorc
Certifies and maintains information on student organizations, notary public service, and emergency loans.

Additional Important Resources
University Operator/Directory Information
Phone: 412-624-4141

Student Resource Guide
studentaffairs.pitt.edu/
Links to campus resources.

Commuter Student Programs
130 William Pitt Union
Phone: 412-648-1074
studentaffairs.pitt.edu/commuter/
Commuter Student Association
pitt.edu/~csapitt/

Campus Map
tour.pitt.edu/campus-map