

Distribution of Studies At-A-Glance

Use this sheet as a guide to understand how to read your customized Distribution of Studies spreadsheet that was included in your welcome packet.

All CGS students are provided with a distribution of studies regardless of the major they are pursuing.

The example on the reverse side may not look exactly like the one you have (if you are not pursuing a CGS major), but the premise remains the same.

Unless otherwise indicated on your sheet, all general education requirements are listed on the left-hand side, major requirements are on the top-right, and general electives are located on the bottom-right.

On the reverse side, take a look at the following figures:

FIGURE 1:

This box contains your basic information.

- Your Name
- The major you are pursuing.
- PeopleSoft ID, Advisor name, and additional comments

FIGURE 2:

This box contains a key to some of the codes or abbreviations on your sheet. For example, "1000" denotes that an upper level course is required. If you look in the CODES column, you will see a 1000 under the Social Sciences and Humanities general education requirements. One of the three courses you take to fulfill each of these requirements must be upper level. Any four-digit course beginning with a '1' is an upper level course.

FIGURE 3:

These are courses being used to fulfill requirements. For example, "MATH 0031 (108)" listed under the MATHEMATICS #3 heading indicates that Algebra was taken at another institution. 108 is the course number from your previous institution, and MATH 0031 is the Pitt equivalent of that course. In the TRANSFER column, the number of credits is awarded for the course and the earned grade is denoted in the GRADE column. Quality points are not awarded for transfer courses.

FIGURE 4:

In the example, ENGLIT 0350 is listed under the LITERATURE #5 heading. This is a course that was actually taken at Pitt, and therefore has credits awarded under the EARNED AT PITT column, and Quality Points are noted in the Q.P. column. (See Figure 5.)

FIGURE 5:

Quality points (Q.P.) are the number of points earned based on the grade you received in the class. An "A" is worth 4 points per credit. Therefore, an "A" in a 3 credit course is worth 12 quality points. Your advisor will make sure this information is correct on your Distribution of Studies spreadsheet.

FIGURE 6:

At the bottom right hand corner of the spreadsheet are four numbers in a line marked "TOTAL."

The first number (1) in the TOTAL line is the number of credits you have earned to date including transfer credits.

The second number (2) indicates how many credits you have left to complete.

The third number (3) is the total number of credits you need to graduate.

The fourth number (4) is your Grade Point Average: the total number of Quality Points, divided by the total number of credits earned.

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DISTRIBUTION OF STUDIES	NAME (L, F, M):	New Student	PSID#	1234567
CODE KEY:	MAJOR:	ADMJ - LAW ENFORCEMENT	EMAIL:	nwst1@pitt.edu
7N: NON-WESTERN COURSE REQU	MINOR/CEP:	Fig. #1	ADVISOR'S NAME:	DATE:
1000: UPPER LEVEL COURSE REQU	COMMENTS:	30 credits upper-division courses required for graduation. Students are encouraged to participate in an Internship program. See advisor for more information.		
CORE: CORE REQUIREMENTS FOR MAJOR			Mr. Advisor	3/18/2009
CONC: CONCENTRATION IN MAJOR				
ELECT: ELECTIVES IN MAJOR.				

COURSE: DEPT AND NUMBER	CODES	CREDITS				GRADE	Q.P.	COURSE: DEPT AND NUMBER	CODES	CREDITS				GRADE	Q.P.
		TRANSFER	EARNED AT PITT	TO BE EARNED						TRANSFER	EARNED AT PITT	TO BE EARNED			
ORAL COMMUNICATION #1				3			ADMJ 1400	core			3				
							ADMJ 0500 (101)	core	3						
WRITING #2							ADMJ 1450	core							
				3			ADMJ 1900	core			3				
				3			ADMJ 1200	conc			3				
				3			ADMJ 1265	conc			3				
MATHEMATICS #3							ADMJ 1410	conc			3				
MATH 0031 (108)		3				B	ADMJ	elect			3				
							ADMJ	elect			3				
							ADMJ	elect			3				
QUANTITATIVE AND FORMAL REASONING #4															
MATH 0220			4			C									
HUMANITIES DS:H (3 DEPARTMENTS)															
				3											
				3											
		1000		3											
SOCIAL SCIENCES DS:S (3 DEPARTMENTS)															
SOC 0010 (101)		3				A									
ECON 0110			3			B+	9.75								
		1000		3											
NATURAL SCIENCES DS:N (2-3 DEPARTMENTS)															
ASTRON 0089 (107)		3				B-									
				3											
				3											
LITERATURE #5															
ENGLIT 0350			3			A	12.00								
HISTORY #6															
				3											
INTERNATIONAL PERSPECTIVE #7/7N															
				3											
				3											
				3											
TOTAL		9	10	42			29.75				1				

ADVISOR'S NOTES:	CREDITS REC'V'D for "S" GRADES				
TRANSFER STUDENTS ARE STRONGLY ENCOURAGED TO ENROLL IN CGS 0092 (MASTERING THE UNIVERSITY) THEIR FIRST TERM AT PITT.	CREDITS CALCULATED for F's				
	TOTAL-THESE COLUMNS	3	0	56	0.00
	TOTAL-OPPOSITE COLUMNS	9	10	42	29.75
	TOTAL-BOTH	12	10		29.75
	TOTAL	22	98	120	2.98
		1	2	3	4