Important Registration Information

Fall 2012 (2131) August 27 – December 15

Late fees, incorrect or no grades, and other problems can be avoided if you follow the proper procedures.

**Registration**
(without financial penalty)

Continuing Students
Enrollment appointments assigned between: March 26-April 6
Enroll by → July 11
without late enrollment fee

New & Readmitted Students
Open enrollment: April 7-September 7

**Add/Drop**
(without financial penalty)

All Students March 26-September 7

**Withdrawal**
(no refund)

All Students September 8-October 26

**Resignation**
(with financial penalty)

All Students September 8-October 26

**Grade Option**
All Students August 27-September 17

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**Late registration**
If you are a continuing student you will have an earlier registration deadline than new and readmitted students. Continuing students who register after the published deadline are assessed a $25.00 late enrollment fee.

**Add/Drop (without financial penalty)**
Change courses, add or drop individual courses, or drop all courses and not attend the term by adding or dropping classes through online self-enrollment. You will not be liable for tuition charges for classes that you drop during the add/drop period.

**Withdrawal from individual courses (no refund)**
You can withdraw from individual courses and receive a W grade after the add/drop period. To withdraw from a class after the official end of the add/drop period while still enrolled in other courses, you must complete a monitored withdrawal request form by the withdrawal deadline.

You can obtain the withdrawal form at the College of General Studies information desk.

- Fourth Floor, Cathedral of Learning
- 412-624-6600
- 412-624-5461 (fax)
- cgs@pitt.edu

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**Resigning from all courses (with financial penalty)**
If you decide to drop all of your classes after the add/drop period of the term or session you are enrolled, you must resign. You will be liable for a percentage of your tuition charges and will receive an R grade. Students who do not go through a formal resignation process will be liable for 100 percent of the tuition charge. You may resign by calling 412-624-7585, which operates 24 hours a day, including weekends and holidays.

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**Grade option**
Some classes can be taken with a letter grade option (satisfactory/unsatisfactory). Where no grade option is indicated for a class by the department, letter grade will be the only option. Before selecting a grade option, discuss it with your academic advisor. For more information, go to [www.registrar.pitt.edu/gradeoptions.html](http://www.registrar.pitt.edu/gradeoptions.html).

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For more important registration information, go to [www.registrar.pitt.edu/enrollment.html](http://www.registrar.pitt.edu/enrollment.html).