



University of Pittsburgh

*Kenneth P. Dietrich School of Arts and Sciences
Department of Physics and Astronomy*

100 Allen Hall
3941 O'Hara Street
Pittsburgh, PA 15260
412-624-9000
Fax: 412-624-9163
www.physicsandastronomy.pitt.edu

TO: All Graduate Students
Department of Physics and Astronomy

FROM: Adam Leibovich, Professor and Chair

A handwritten signature in black ink, appearing to read "Adam Leibovich".

DATE: September 4, 2015

SUBJECT: Carnegie Mellon Courses Enrollment Procedure - REVISED

Revised Information:

This update is to alert and inform all graduate students participating in Cross-Registration for course(s) at CMU that, in addition to the original procedures sent June 2014, they must make themselves aware and follow both CMU's grading policy and add/drop procedures. Information can be found at www.cmu.edu/policies/student-and-student-life/grading.html and <http://www.cmu.edu/hub/registration/graduates/grading.html>. Failure to do so can result in "F" grade appearing on your record and jeopardize your good academic standing and funding at Pitt. Students who are cross-registered receive an email from the CMU Database Coordinator informing them that permission is granted to cross register. More importantly, this email alerts you that you are formally enrolled, so do not just stop going to class. If you decide to not take the class, you must officially drop/withdraw from the course. Do not wait until the end of the semester to take care of this. At that point, we will not be in a position to remove you from the course. The University of Pittsburgh Dietrich School of Arts and Sciences is more forgiving about [2000 or 3000-level graduate courses](#). See the Graduate Studies webpage www.asgraduate.pitt.edu/forms-policies for more details. Do not confuse the two processes.

There have been some changes to how graduate students in our Department can take classes at CMU. In the past, we listed "select" CMU courses using our own numbers. This is no longer allowed. Therefore, if you would like to take a course at CMU, you must cross-register for the class. The Registrar's office has been working in collaboration with the other institutions that make up the Pittsburgh Council on Higher Education (PCHE) and have created a new editable-PDF that can be filled out online and printed to obtain the necessary signatures. This is done by reviewing the cross registration instructions and filling out the online cross registration, which can be found at the registrar's webpage www.registrar.pitt.edu/formsreports.html. If you are simply selecting only ONE course to cross-register, the completed form must then be brought to the Dietrich School of Arts and Sciences Graduate Dean's Office for a signature before dropping the form off at Registration in G-3 Thackeray Hall.

Effective with Spring 2014, we obtained special permission from the Dietrich School of Arts and Sciences Graduate Dean's Office to allow our graduate students to take up to two courses at CMU in any given fall or spring term (cross-registration is not permitted in the summer). More

than two courses in one semester would require us to petition the Dean's Office. However, it is unlikely that more than two courses would be approved.

For students requesting TWO courses to cross-register and to ease the burden from the Dean's Office, they have requested that we send these forms over only once, so please coordinate with Leyla at this point. It has been noted that it may be necessary to send such forms over twice (once around the deadline for continuing students to register and again before the end of add drop).

For those students who have reached FTDS level, you are only allowed an additional 6 credits. Many of the CMU courses are equivalent to 4 credit courses at Pitt, so be aware that you may only be able to register for one course at CMU in a particular term where that is the case.

cc: Dr. A. Zentner, Associate Professor and DGS
Ms. C. Hunter, Undergraduate Coordinator
Ms. P. Carter, Manager of Diversity Initiatives, A&S
Ms. L. Kubick, Manager of Graduate Studies, A&S

Distributed & posted 6/4/2014; 9/4/15; 9/1/2016