

Spring Registration for Freshman Engineers

READ CAREFULLY & THOROUGHLY!

- Each student will get his/her schedule approved by an Academic Advisor during a group advising session occurring between October 5th and October 23rd. Then each student will self-enroll for his/her courses. Instructions for using Peoplesoft for self-service enrollment may be found in the Student Service Center on www.my.pitt.edu.
- You will construct your own schedule based on the information in this packet and the information provided through Peoplesoft. You will use the Integrated Curriculum course list for your core engineering classes and Peoplesoft for your electives and any classes not part of the Integrated Curriculum. Please see the enclosed handout, “How to Help Yourself to Course and Elective Information” to look up class times, locations, instructors, and availability. Your Peer Advisor will also review this information with you.
- You will be taking the next course in the sequence of Freshman Engineering classes. Please refer to the yellow sheet in the packet, titled “Freshman Engineering Program.”
- You **MUST** take Integrated Curriculum sections of Math, Physics, and Chemistry. You are not eligible, as a Freshman Engineering student, to take non-Integrated sections, even though they might appear in Peoplesoft. Please refer to the blue packet titled “Integrated Curriculum Classes—Spring 2104” for this term’s IC course offerings. Pay very close attention to the “rules” (marked by asterisks) in this blue packet. (For example, if you sign up for a certain section Math, it may dictate that you must sign up for a specific section of Engr.)
- When you come for your group advising appointment, please come with two schedules—a first-choice schedule and a second-choice back-up plan. Use both sides of the Trial Schedule form to indicate your plans for the Spring term. Please fill out the form **legibly in pen**. **Please note that your second choice schedule MUST INCLUDE DIFFERENT SECTIONS OF MATH AND PHYSICS FROM YOUR FIRST CHOICE SCHEDULE.**
- Please arrive with at least FIVE approved humanities/social science electives for your first choice and back-up schedules. These electives can be found at <http://www.engr.pitt.edu/students/electives.html> . Check to make sure that the approved electives you choose are offered in the Spring term, fit your schedule, and have available seats. All of this information can be found in Peoplesoft. See “How to Help Yourself to Course and Elective Information” if you do not know how to check this.
- Failure to arrive for your group advising appointment will result in your being asked to reschedule. Please arrive PREPARED! Everything you need to make a schedule is in this packet. If you don’t understand something, ask a Peer Advisor or your Advisor.

- Students may take no more than 18 credits.
- Students must be registered for at least 12 credits to be considered full time. Most scholarships require full time status. Further, many students will need to be full time to be carried on their family's health and/or car insurance plans. Students who do not successfully complete 24 credit hours in the freshman year risk losing their Financial Aid.
- Students currently enrolled in Chem 110 should take Chem 120. Students currently enrolled in Chem 960 should take Chem 970.
- Students can use AP credits for only 2 of the 6 humanities/social science elective classes required for graduation.
- Engineering students must choose their electives from the approved electives list found at <http://www.engr.pitt.edu/students/electives.html>. If students choose to take an elective class NOT on this list (such as a fitness class or music lessons), they may do so, but it will NOT count toward Engineering graduation requirements.
- Engineering students must meet breadth and depth requirements in their elective efforts. Those requirements can be found at <http://www.engr.pitt.edu/students/electives.html>. Keep in mind that some departments have additional humanities/social science requirements and these can be found on each department's website.
- If you are planning to take summer courses at another 4-year college or university, note that you must have the course approved by your Academic Advisor prior to registering for the course and that the credits will transfer to Pitt, but the grade will not. Community college classes taken after enrollment at Pitt are not eligible for transfer to the Swanson School of Engineering.
- Before you meet with your Advisor, and again before you get registered, check to make sure that there are not holds on your student account. Possible situations that would create holds are residence hall or other disciplinary violations/fines, outstanding fees owed to the university, overdue library fines, missing immunization records, etc. To check your holds, log onto the Student Services Center (on Peoplesoft). Click on the "Student Center" tab, and you will see any holds listed on the right side of the page. Your Peer Advisor will review this process with you.
- Please note that you will be registered as if you will pass all of your fall classes. If we need to make changes to your schedule due to poor grades, we will do so later. Please note that you are eligible to retake (for a brand new grade) any class in which you receive a C- or lower. Please also note that you MUST take any Math class for which you earn a C- or lower.