

GUIDE TO SCHEDULE OF CLASSES

**SUMMER
2018**

SCHEDULE

SUMMER TERM (12W): MAY 14 - AUGUST 3, 2018

1ST 6-WEEK SESSION (6W1): MAY 14 - JUNE 22, 2018

1ST 3-WEEK MINI SESSION (6W1): MAY 14 - JUNE 1, 2018

2ND 6-WEEK SESSION (6W2): JUNE 25 - AUGUST 3, 2018

2ND 3-WEEK MINI SESSION (6W2): JUNE 25 - JULY 13, 2018

**University of Pittsburgh
at Johnstown**

IMPORTANT SUMMER TERM 2018 (2187) REGISTRATION INFORMATION
Summer Enrollment is First-Come/First-Serve
Enrollment Begins Monday, February 12, 2018

ADVISING INFORMATION

All students will be required to meet with their academic advisor prior to enrolling for their Summer Term 2018 classes. You can find the name of your academic advisor on your Student Center page.

An **Advising Hold** has been assigned to all current students that will stop you from scheduling for spring classes until you meet with your academic advisor. **IMPORTANT - Schedule an advising appointment several days before your enrollment appointment opens to discuss your spring class selections.**

SCHEDULE OF CLASSES AND ENROLLMENT WORKSHEET

The Summer Term 2018 Schedule of Classes and an enrollment worksheet will be available in PDF format beginning October 18 at www.upj.pitt.edu/en/academics/registrar. This schedule is updated frequently to reflect any changes.

GENERAL QUESTIONS ABOUT ADVISING AND SELF-ENROLLMENT

Please direct any questions to upjreg@pitt.edu or stop in the Registrar's Office located in 279 Blackington Hall.

BEFORE YOUR ADVISING APPOINTMENT

- ✓ View/Print the Summer Term Schedule of Classes (available at: <http://www.upj.pitt.edu/en/academics/registrar/>)
- ✓ Print an enrollment worksheet (available at: <http://www.upj.pitt.edu/en/academics/registrar/>)
- ✓ Review major and general education requirements – This information is available in your division office, the Office of Advanced Education, on the Academic Success Center webpage, and for most majors by accessing your Degree Progress report available through the self-service menu in the student (my.pitt.edu) system.
- ✓ List your course selections on the enrollment worksheet
- ✓ Pay close attention to courses that have restrictions, pre and/or co-requisites and those that require instructor or department permission.
- ✓ Make a list of any questions you may have for your advisor about your course selections.

AFTER YOUR ADVISING APPOINTMENT

- ✓ Contact the Registrar's Office (PRIOR TO YOUR ENROLLMENT APPOINTMENT) if any of your course selections required an override signature on your enrollment worksheet. The Registrar's Office staff will provide you with an enrollment worksheet to be signed by instructor granting you permission you to enroll in the course requiring the override.
- ✓ Check course availability using the Class Search option available through the Self-Service menu on the student system (my.pitt.edu).
- ✓ Check that you do not have any holds that will stop you from enrolling for spring classes. If you have any holds on your account, take care of the holds before your enrollment appointment date. Many holds prevent you from registering for classes. If you have a financial hold, please visit the Business Office, 125 Blackington Hall, to address this type of hold.
- ✓ Submit your summer term course selections on-line when open enrollment begins on Feb. 12. (Summer enrollment is first-come/first-serve).

Visiting Students will need to complete the Visiting Student packet of information found at pitt.johnstown.pitt.edu/registrar.

Pitt – Johnstown Enrollment Worksheet

STUDENT NAME (Last, First)	STUDENT ID	MAJOR	TERM	YEAR
			SUMMER	2018

	CRN (5 digits)	SUBJECT	CATALOG NBR	CREDITS	DAYS	TIME	INSTRUCTOR'S SIGNATURE for Override	REASON FOR OVERRIDE (See Below)
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								

ALTERNATIVE COURSES:

<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								
<input type="checkbox"/> ENROLL <input type="checkbox"/> DROP								

Days, Times, and Locations are subject to change; please check your schedule online at <https://my.pitt.edu>

STUDENT SIGNATURE	DATE	TOTAL CREDIT HOURS	Reasons for Override Signature <small>(Must accompany all Override Signatures)</small>
			Closed Class Program Waiver Time Conflict Instructor Consent Pre and/or Co Requisite
I, the student, by signing this form, agree and promise to pay the University all tuitions and fees resulting from this registration. I have reviewed my schedule and verified its accuracy; I understand that I am to register for only advisor-approved courses. I also understand that I am ultimately responsible for my course selections and their relevance to my program of study.			

Writing Competency Courses Summer 2018

Note: Courses may have Pre-Requisites or be Restricted to Particular Majors

Primary Writing Courses

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
20263	ENGWRT	0050	INTRO TO CREATIVE WRITING	4010	Schwerer IV, Frederick Carl
17899	ENGWRT	1192	TECHNICAL WRITING	4010	Fine, William J
19413	ENGWRT	1192	TECHNICAL WRITING	4015	Sheets, Scott A

Writing Enhanced Courses

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
30663	ENGLIT	0080	NARRATIVE RESEARCH	4010	Cox, Catherine S

Updated 02/13/2018

Speaking Competency Courses Summer 2018

Note: Courses may have Pre-Requisites or be Restricted to Particular Majors

Primary Speaking Courses

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
18353	COMMRC	0052	PUBLIC SPEAKING	4010	Bicodemus, Diane M
18355	COMMRC	0052	PUBLIC SPEAKING	4015	Majocho, Kristen L

Speaking Enhanced Courses

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
15380	COMMRC	0030	INTRODUCTION TO COMMUNICATION	4010	Wharton, Patty J
17899	ENGWRT	1192	TECHNICAL WRITING	4010	Fine, William J.
19413	ENGWRT	1192	TECHNICAL WRITING	4015	Sheets, Scott
20284	HIST	1602	RELIGIONS OF THE WORLD	4010	Matson, Robert W
20285	RELGST	1602	RELIGIONS OF THE WORLD	4010	Matson, Robert W
18309	RESCA	1030	CLINICAL PRACTICUM 1	4010	Price, Terri D

Updated 02/13/2018

Quantitative Reasoning Courses Spring 2018

Note: Courses may have Pre-Requisites or seats restricted to particular majors

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
16479	CS	0015	INTRO TO COMPUTER PROGRAMMING	4010	Sarma-Weierman, Stephen
20271	EDPSY	1121	EDUC ASSESS FOR INCLSN CLSSR	4010	
15364	MATH	0002	COLLEGE ALGEBRA	4010	
20278	MATH	0002	COLLEGE ALGEBRA	4015	Girard, Nina
18969	MATH	0080	FUNDAMENTALS OF MODERN MATH	4010	Baird, Jacqueline R

Literature in Translation Courses Summer 2018

Note: Courses may have Pre-Requisites or seats restricted to particular majors

Class Number	Subject Description	Catalog Number	Class Title	Class Section Number	Instructor Name
20260	FR	620	FRENCH SHORT STORIES	4010	Petrosky, Barbara

Updated 02/13/2018

Spring 2018

Courses with Course Related Fees

	BIOL	0971	ANATOMY AND PHYSIOLOGY LAB 2
	BIOL	0981	MEDICAL MICROBIOLOGY LABORATORY
	CHEM	0114	GENERAL CHEMISTRY LABORATORY 2
	CHEM	0192	CHEM FOR HLTH PROFESSIONS LAB
	CHEM	0234	ORGANIC CHEMISTRY LABORATORY 2

Updated 02/13/2018

Academic Policies and Procedures

Course Repetitions

Required courses in a student's major must be repeated if the grade of F is received. If the grade of D is earned in a sequence course such as mathematics or language and the student intends to continue in that discipline, the course should be repeated. Other courses in which a C-/D/F is earned may be repeated at the discretion of the student in consultation with his/her advisor. Course repetitions are subject to the following limitations:

1. No sequence course completed with a grade of C-/D/F may be repeated for credit after a higher-numbered course in that sequence has been passed with a C or higher grade.
2. Courses for which a C-/D/F has been earned cannot be repeated using the S/U grade option.
3. The grade earned by repeating a course replaces the grade originally earned. The originally earned grade will not be counted in the computation of the GPA; it does not increase the number of credits unless an F grade is replaced by a passing grade.
4. No course may be repeated at any institution other than the University of Pittsburgh or its regional campuses.
5. Except as noted in the course descriptions, a particular course may be taken for credit only once.
6. No course passed with a grade of C or higher may be repeated.
7. A student may not take any course more than three times.

Physical Education

A student may take no more than 2 credits of physical education per term, for a career total of 8 credits. Only the first 4 credits of physical education are considered as arts and sciences credits.

Termination of Registration/Resignation (Dropping all Classes)

Students may resign any time after the end of the add/drop period but no later than the close of business on the 60th calendar day of the term or the 30th calendar day of the session by notifying the Vice President for Academic Affairs of their intention to terminate their registration for all classes by mail, phone, or in person. Registration and term tuition charges will be adjusted in accordance with the official University Title IV Refund Policy. Students must do this even if they are only registered for one course or credit. If they have housing and/or food service charges, they must notify the appropriate offices immediately.

After the 60th calendar day of the term or the 30th calendar day of the session, students can only terminate their registration by withdrawing through the Office of the Vice President for Academic Affairs.

Students who wish to drop all of their courses before the official end of add/drop period should do so by contacting the Office of the Registrar, 279 Blackington Hall. If students drop all of their courses, they will not be liable for their term tuition and fees, and their registration will become void.

If students resign after the last day of the add/drop period, they are liable for a percentage of their charges and will be issued R grades, denoting resignation on transcripts. R grades do not count toward a degree, grade point average, or academic progress for the purposes of financial aid eligibility.

Failing to attend the classes for which a student is registered or failing to notify the appropriate academic and administrative offices of nonattendance is not considered an official resignation. Students who fail to follow proper procedures for termination of their registration are responsible for all tuition and fees assessed for the term or session.

The effective date of resignation is determined by: (1) the date of in-person contact with the Office of the Registrar; (2) the date of the postmark on the letter of intent to resign (or the date of receipt if no postmark exists); (3) the date of notification by telephone; and (4) the date of last attendance.

R grades are assigned for all courses for which registration is terminated after the add/drop period but prior to the resignation deadline for the term or session.

W grades are assigned for all courses for which registration is terminated after the 60th calendar day of the term or the 30th calendar day of the summer session.

Pitt-Johnstown Summer Dates & Deadlines 2018 (2187)

	6-week 1 6W1 5/14 - 6/22	6-week 2 6W2 6/25 - 8/3	12-week 12W 5/14 - 8/3
Enrollment Begins	2/12/2018	2/12/2018	2/12/2018
Enrollment Ends/ Classes Begin	5/14/2018	6/25/2018	5/14/2018
Add/Drop Ends Last day to resign with 100% refund (No entry on transcript)	5/16/2018	6/27/2018	5/21/2018
Deadline to submit Monitored Withdrawal Forms to RO (for 1 but not all classes) "W" grades assigned (NO REFUND)	6/1/2018	7/20/2018	7/6/2018
Grade Rosters available on-line for faculty	6/18/2018	7/30/2018	7/30/2018
Classes End	6/22/2018	8/3/2018	8/3/2018
Grades must be in approved status by 5:00 PM	6/27/2018	8/8/2018	8/8/2018
Grades available on-line	6/28/2018	8/9/2018	8/9/2018