

UNIVERSITY OF PITTSBURGH POLICY 09-04-10

CATEGORY: STUDENT AFFAIRS
SECTION: Registration and Records
SUBJECT: Registration and Add/Drop
EFFECTIVE DATE: August 29, 2005 Revised
PAGE(S): 2

I. SCOPE

This policy establishes the responsibilities and regulations regarding the Registration and Add/Drop processes, and applies to all campuses of the University.

II. POLICY

A student is considered enrolled only when officially registered with the University Registrar or designee. Only enrolled students are permitted to attend any undergraduate, graduate, or first professional class.

Registration and Add/Drop

The Registrar has the right to withhold registration and add/drop services for financial, academic, or disciplinary reasons. See Policy 09-04-09, Student Service Indicators.

Registration and Add/Drop periods are established by the Office of the Provost and published in the Academic Calendar and the Schedule of Classes each term.

All Registration and Add/Drop forms must be approved by a designee (faculty member or student advisor) of the academic program or center.

Registration services performed after the established deadline dates must have the approval of the Registrar and the academic dean. If approved, these services are subject to escalating and/or multiple fee assessments.

Students, other than first professional, have the option of dropping all classes on or before the last day of the add/drop period, with no tuition assessment or grade assignment. See Policy 09-05-08, Termination of Registration.

Admission to closed or restricted classes must be authorized by the academic dean or department chairman.

Primary and Secondary Academic Programs

A student may register at only one campus, in only one primary academic program, for any term. A student registered for any primary or secondary academic program within a term, and left inactive for three consecutive terms, must be readmitted into the program. See Policy 09-02-05, Undergraduate Academic Programs.

Students registered in a joint degree program will be assessed the tuition rate associated with their primary academic program, usually the higher rate.

The following academic programs are secondary and cannot be considered as primary academic programs: the University Center for International Studies (UCIS) Certificate Programs; the CAS Dual Business Program; and the University Honors College.

III. REFERENCES

[Procedure AC 54, Registration and Add/Drop](#) (formerly 09-04-10)

[Policy AC 62, Student Service Indicators](#) (formerly 09-04-09)

[Policy AC 67, Termination of Registration](#) (formerly 09-05-08)