

CATEGORY: STUDENT AFFAIRS  
SECTION: Registration and Records  
SUBJECT: Registration and Add/Drop  
EFFECTIVE DATE: MAY 7,1990

I. PURPOSE

To outline the registration and add/drop procedures within the Integrated Student Information System (ISIS).

II. SCOPE

This procedure applies to the registration of all students, including undergraduate, graduate, and first professional.

III. ADMINISTRATIVE RESPONSIBILITIES

The Academic Advisor (e.g., academic dean, faculty member, representative appointed by the academic unit) is responsible for reviewing the student's registration and add/drop forms, verifying the accuracy of the primary and secondary program codes.

The Registration Centers (Office of the Registrar, the College of General Studies at the Pittsburgh campus and the Regional Campus Registration Offices) are responsible for processing the Registration and Add/Drop forms.

IV. DEFINITIONS

**Primary Academic Program Code** A student's academic program of registration required for primary tuition assessment and tracking certificates, degrees, and non-degree program objectives.

**Secondary Academic Program Code** An optional academic program used for tracking certificates, degrees, or non-degree program objectives.

V. PROCEDURE

A. Registration Process

Responsibility	Action
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Registrar	1. Publish the registration dates in the Schedule of Classes for each term.
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Student	2. Complete and sign FORM 0083, Registration Form (Exhibit A), provided by the academic center. Meet with an academic advisor to obtain approval.
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Academic Advisor	3. For each student, determine the courses needed to fulfill the student's professional goal, and/or degree requirements.
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4. Review the student's Registration Form. Identify closed courses by checking the Closed Section Report (B2513).
  - a. For closed or restricted courses, refer the student to the administrative office of the program offering the course to request FORM 0085, Admission to Closed Class or Restricted Class (Exhibit B), if appropriate.
  - b. Alternate courses, if appropriate, must also be selected and entered on the Registration Form.
5. Sign the Registration Form. Retain the yellow copy and issue the white (original) and pink copies to the student. Refer the student to the appropriate registration center for processing.

Registration  
Center

6. Check the Basic Person Data (DA) screen to verify the accuracy of the student's demographic information, and check for student service holds.
  - a. If a student service hold is displayed, check the Student Hold (AH) Screen to determine the office placing the hold and direct the student there for resolution.
7. Check the Registration Status (RS) Screen to verify that the student has been admitted into the primary and secondary programs entered on the Registration form.
  - a. If the student's primary academic program code (required) and secondary academic program code (optional) listed on the Registration Form match the codes on file, process the registration using the Student Registration (RE) Screen.
  - b. If the student's primary academic program code matches the code on file, but the secondary program code listed is different, process the registration using the (RE) screen and refer the student to the Academic Center to correct the secondary code.
  - c. If the student has not been admitted into the academic program listed as Primary, refer the student to the Academic Center to effect the program change.
8. Stamp the Registration Form. Retain the

white (original) copy and issue the pink copy to the student.

## B. Add/Drop Process

Responsibility	Action
Registrar	1. Publish the add/drop dates in the Schedule of Classes for each term.
Student	2. Complete and sign FORM 0082, ADD/Drop Form (Exhibit C), provided by the academic center. Submit to an academic advisor for approval.
Academic Advisor	3. Determine the courses needed to fulfill the student's professional goal, and/or degree requirements.  4. Review the student's Add/Drop Form. Identify closed courses by checking the Closed Section Report (B2513).  a. For closed or restricted courses, refer the student to the administrative office of the program offering the course to request FORM 0085, Admission to Closed Class or Restricted Class (Exhibit B), if appropriate.  5. Sign the Add/Drop Form. Retain the yellow copy and issue the white (original) and pink copies to the student. Refer the student to the appropriate registration center for processing.
Registration Center	6. Check for an advisor's signature on the Add/Drop Form.  7. Process the add/drop using the Student Registration (RE) Screen.  8. Stamp the Add/Drop Form. Retain the white (original) copy and issue the pink copy to the student.

NOTE: The Student Registration (RE) screen is available for registration or add/drop only from the beginning of the registration period to the end of the add/drop period for the term.

## VI. EXHIBITS

Exhibit A, FORM 0083, Registration Form.  
Form Instruction Guide

Exhibit B, FORM 0085, Admission to Closed Class or Restricted Class.  
Form Instruction Guide

Exhibit C, FORM 0082, Add/Drop Form.  
Form Instruction Guide

VII. REFERENCE

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