

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM

TITLE OF POLICY: REGISTRATION and ADD/DROP

ORIGINAL DATE: OCTOBER 1972

LAST REVIEWED/REVISED: FEBRUARY 2015

POLICY: Students must be admitted or readmitted to the School of Nursing before they may register to take courses.

Students must meet with their advisor prior to registering for classes.

Students are expected to complete the registration procedure by the deadline dates to avoid the assessment of the late registration fee. 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.

After the start of classes, registration is permitted for new and continuing students only with the written approval of the student's advisor and the Dean or designee during the Add/Drop period for that term or session. A student who has registered in the School for any term and then been inactive for three consecutive terms (Fall, Spring, Summer) must apply for readmission to the School of Nursing. (See Policy #10, Readmission.)

Students 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 #310, Termination of Registration.)

All undergraduate students must have met specified School of Nursing requirements before they will be permitted to register. (See Policy #20, Undergraduate Student Health Evaluations)

PROCEDURE:

1. Students must make an appointment with their advisor prior to registering for the term.
2. Self-registration is completed online utilizing PeopleSoft.
3. Students may Add/Drop courses after consultation with their Advisor.
4. Students who have not met the specified School of Nursing requirements will have an academic hold placed on their record PeopleSoft, which will prevent them from registering until the requirements have been met.