The University of Pittsburgh School of Nursing defines Special Non-Degree Status (SNDS) students as those who do not wish to seek a degree or who cannot yet complete the regular admission process but want to enroll in a specific course(s).

Follow the steps below when applying to take a course as a SNDS student:

1. Submit completed application to the School of Nursing, Student Services Office, 239 Victoria Building, 3500 Victoria Street, Pittsburgh, PA 15261 at least two (2) weeks prior to the start of the term you plan to enroll.

   Checklist
   - Application for Non-degree seeking students
   - $50.00 Application fee made payable to the University of Pittsburgh
   - Enrollment Form
   - Copy of nursing license
   - Prerequisite stats form if enrolling in NUR 2011 Applied Statistics for Evidenced Based Practice

2. Courses may only be taken on a space available basis.

3. If you decide that you are unable to attend a class that you are registered for, you must complete an Add/Drop form and submit it to Student Services prior to the deadline to drop a course. This will drop the course and cancel your bill. **Classes are not dropped by not attending class.** Information regarding deadlines for registration and add/drop is available by visiting the registrar’s website at [http://www.registrar.pitt.edu/registrar.html](http://www.registrar.pitt.edu/registrar.html), then select calendars. The schedule of classes can also be found on the registrar’s website. Once you open the PDF file for the correct term, click on the binoculars then type in Nursing. It will take you to the nursing pages.

4. Taking classes as a SNDS Student does not guarantee acceptance into a Master’s Program.

**Please note:** **Financial Aid is not available to students who are registered as a non-degree seeking students.**

The following guidelines apply to SNDS students at the graduate level:

1. If you are planning to apply to a specific Master’s or Doctoral program, the Program Coordinator or Director should approve your request to take a course. If you do not plan to apply or remain undecided about to which program you would like to apply, the Graduate Student Advisor should approve your request.

2. Students are responsible for abiding by the policies of the School of Nursing, which are posted on the website at [www.nursing.pitt.edu](http://www.nursing.pitt.edu). It is essential that students regularly review and familiarize themselves with those policies. Questions about policies should be directed to the Student Services Offices or the appropriate faculty advisor.

3. SNDS students who wish to apply to a Master’s or Doctoral program in the future must follow the Master’s or Doctoral program admission process and meet the regular admission criteria. Upon admission, a maximum of twelve (12) credits taken as a SNDS student may be counted toward a Masters or Doctoral degree with faculty approval.

4. Graduate students are required to receive a B- grade or better to successfully progress. Any student who receives a C+ grade or lower in a required course must repeat the course. No course may be repeated more than once. Only 2 courses may be repeated throughout the entire program of study. Please see the School of Nursing Policy No. 214 entire policy.

5. Any student who has a disability should contact the University Office of Disability Resources and Services at 412-648-7890. Students who require special testing accommodations or other classroom modifications should notify that office no later than the 4th week of the term. Students may be asked to provide documentation of their disability to determine the appropriateness of the request. The office is located in 216 William Pitt Union. Students who believe that they may have a disability can receive assistance from that office to determine if a disability exists and help with adaptations to increase learning effectiveness.