



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAM

Registration Process and Add/Drop

Date Effective	January 1981
Date Reviewed / Revised	February 2026
Program Level	Graduate

POLICY:

Graduate students must be admitted or readmitted to the School of Nursing before they may register to take courses. Course Enrollment at the University of Pittsburgh takes place online through the my.pitt.edu portal, under the “Student Services” tab.

Enrollment Appointments:

Student registration accounts are placed on academic hold. The hold is lifted after an academic advisement meeting with the faculty advisor. The University assigns an enrollment appointment to each student, specifying the date and time when enrollment can begin. The student can register for classes on or after the assigned date.

Continuing students are expected to complete the course registration by the deadline dates to avoid the late registration fee. Registration and “Add/Drop” periods are established by the Office of the Registrar and published in the Academic Calendar.

After classes begin, registration is permitted only for new and continuing students, with permission from the faculty 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 must be readmitted (See [Policy 216, Readmission](#)).

No student is permitted to register for more than 15 graduate credits in one term without written permission from the respective Department Chair and the Dean or designee.

Students enrolled in the School of Nursing’s Non-Degree Seeking option are permitted to register for a maximum of 12 credits (See [Policy 229](#)).

Students may drop all classes on or before the last day of the add/drop period without tuition assessment or grade assignment. (See [Policy 310, Termination of Registration](#).)

All students must meet the specified School of Nursing requirements before they are permitted to register (See [Policy 364](#), [Policy 369](#), [Policy 370](#)).

PROCEDURE:

An academic hold, which will prevent a student from registering, will be placed on the record of any graduate student who has not met the specified School of Nursing requirements.

APPROVAL & REVISION HISTORY

Revisions Approved by Total Faculty 1/99, 2/26

Approved by Graduate Council 1/81

Revised 98-99, 04-05, 19-20, 25-26

Reviewed 12/01, 12/07, 02-17, 02-20, 03-23