UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAM

TITLE OF POLICY: REGISTRATION PROCESS and ADD/DROP

ORIGINAL DATE: JANUARY 1981

LAST REVIEWED/REVISED: FEBRUARY 2017

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

Students are officially registered when they submit an approved Registration Form to the School of Nursing Student Affairs and Alumni Relations or Registrar's Office and pay the fees.

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 signature of 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 Department Chair and the Dean or designee.

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 students must meet specified School of Nursing requirements before they will be permitted to register (See Policies #226 and 364).

- **PROCEDURE**: 1. Before new or readmitted students register for the first time, they must have received notification that their Accept/Decline Form has been received, or must check with Student Affairs and Alumni Relations to determine that they have been entered into the University computer system and are eligible to register.
 - 2. The student completes the Registration Form or Add/Drop Form in consultation with the major advisor.
 - 3. The student presents the approved Registration Form or Add/Drop Form to the Registrar or to Student Affairs and Alumni Relations staff or Department staff.
 - 4. An academic hold, which will prevent a student from registering, will be placed on the record of any graduate student who has not met specified School of Nursing requirements. The student will be notified by Student Affairs and Alumni Relations regarding the hold on registration.