

**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 2020**

POLICY: 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 student portal- login to my.pitt.edu – under “student services” tab.

Enrollment Appointments:

Student registration accounts are placed on academic hold. The hold is lifted after academic advisement meeting with the faculty advisor. The University assigns an enrollment appointment for each student, the date and time at which 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 the start of classes, registration is permitted for new and continuing students only 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 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 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 Policy #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 student system and are eligible to register.
 2. 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.

Approved by Graduate Council 1/81

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

Revisions Approved by Faculty 1/99

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