

University Registrar's Office

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www.cmu.edu/hub/registrar (<http://www.cmu.edu/hub/registrar>)

The University Registrar's Office performs the essential roles of administering the collection and maintenance of student records, ensuring their accuracy and integrity, and enforcing academic policies while providing the best possible services. The University Registrar's Office aspires to provide exceptional, environmentally-conscious services, while anticipating and meeting growing customer requirements with innovative processes, training and self-service applications. The office strives to foster and promote an environment of professional development and appreciation.

Our team provides services to students, alumni, faculty, and departments related to student verifications, course scheduling and registration, learning spaces, final exams and grading, academic records, diplomas, academic offerings, VA benefits certification, and more.

The University Registrar's Office produces the Academic Calendar (<https://www.cmu.edu/hub/calendar/>).

Enrollment

Enrollment is the process whereby eligible students notify Enrollment Services that they will be attending the university by registering for courses and settling their student accounts. Enrollment must be completed before students may begin classes and before they may utilize university facilities.

Registration

Registration is the process of selecting courses for the upcoming semester and discussing those selections with an academic advisor. We strongly encourage students to meet with their academic advisor before finalizing selections and registering for courses. The University Registrar's Office manages the registration process and related activities for all CMU students. Our goal is that our online services make these processes easy and secure. The registration process may be completed in Student Information Online (SIO) (<https://www.cmu.edu/hub/sio/about.html>) in four easy steps. Students can use the 4 Easy Steps to Registration (<https://www.cmu.edu/hub/registrar/registration/steps/>) webpage to find step-by-step instructions for course registration at CMU, including a pre-registration checklist, how to plan and check course schedules, share with schedules with advisors, confirm registration start time, and register for courses.

For most entering first-year students, registration is accomplished during the summer, with the assistance of associate deans and department heads. Academic placement and elective choice information is collected through mailed questionnaires during June and July. Most first-years complete their schedules and enrollment information prior to the first day of classes.

Currently enrolled students select their courses for the upcoming semester during Registration Week, prior to the end of each semester. The Schedule of Classes (<https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>) is available online prior to Registration Week, listing available courses along with general enrollment information. The university reserves the right to make changes to hours, units or instructional staff when such changes seem necessary or advisable.

Students are not permitted to register for courses in which the prerequisites have not been satisfied. Exceptions to the rule may be granted only upon the recommendation of the teaching department concerned. Unless the prerequisites are satisfied or special approval is obtained when the student enters the course, no credit can be allowed for the course. Students are also discouraged from planning schedules in which course time conflicts exist. For exceptional circumstances, however, students may register for, or add, courses with time conflicts. Information about managing course time conflicts is available on the 4 Easy Steps to Registration (<https://www.cmu.edu/hub/registrar/registration/steps/#plan>) webpage.

Summer & Non-degree Coursework

Summer semester offers a great opportunity to enroll in Carnegie Mellon's innovative courses and programs in fine arts, business, engineering, technology, liberal arts, and more. Summer classes allow more flexibility

to focus on studies outside the typical fast-paced campus environment and more interactive learning with smaller class sizes. Our visiting and non-degree program (<https://www.cmu.edu/hub/registrar/registration/vnd/>) also allows professionals and non-CMU students to expand their education, and to learn from award-winning faculty. Summer courses are offered via three sessions: Summer All, Summer One and Summer Two.

PCHE Cross-Registration

Cross-registration provides opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross register for one course at a Pittsburgh Council on Higher Education (PCHE) Institution. Students who are paying full-time Carnegie Mellon tuition (per the requirements of their home college) are eligible. The PCHE course may not count towards full-time status. There is no additional tuition charge, except for special course or laboratory fees. Carnegie Mellon students do not acquire status at the Host Institution, but are given library and bookstore privileges. Credit and grades are transferred directly to the home institution. Cross-registration is not applicable during the Summer Session or during intersessions.

For more information, visit www.cmu.edu/hub/registrar/registration/cross (<https://www.cmu.edu/hub/registrar/registration/cross>).

Faculty Course Evaluations (FCEs)

Students play an integral role in the academic life of the university when they participate in the evaluation of the faculty through the Faculty Course Evaluation process. FCE data is important in the evaluation of teaching and learning, as an important piece of the promotion and tenure process and as part of the process of course design and improvement. Student participation in the FCE process is critical to the university's commitment to quality teaching and academic excellence. Students are strongly encouraged to participate in the process with constructive feedback that is relevant to teaching and course content. More information on the Faculty Course Assessment process and results from previous years may be found at www.cmu.edu/hub/fce (<https://www.cmu.edu/hub/fce/>).