SHRS Student Self-Service Enrollment Instructions

Enrollment appointments

- The enrollment appointment is the day and time when a student can begin enrolling. Once a student's enrollment appointment begins, adding, dropping, or editing classes can be done until the end of the add/drop period. Students can **view their enrollment appointment date and time by logging into my.pitt.edu, click on Student Center Login, click on Self Service, and then click on Student Center.**
- **Enrollment appointments** are assigned according to credits completed. Those students with the highest number of completed credits will be given the earliest appointments. **Fall and Spring terms only.**
    - o Students cannot enroll in classes prior to the date and time of their assigned enrollment appointment.
    - o Enrollment appointments are not assigned for the summer term; students can begin enrolling on the first day of the summer term open enrollment period.
- Grad students, please check with your department on enrolling, as some departments do a block enrollment for their students.

Meet with your academic advisor and removing holds on your account.

- Meet with your advisor to determine the courses you will be taking.

    - o Schedule of Classes can be found on the [University Registrar's website](#).

- Undergrad students have an Academic Advising Hold (ADV) placed on their account until they meet with their advisor and go over their [Enrollment Form](#). Your department administrator removes the Academic Advising Hold (ADV) after receiving the enrollment form from you within one business day. Keep a copy for yourself, to make sure you add the right classes.

- Graduate students do NOT have holds on their accounts, but check with your department if you need to turn in an [Enrollment Form](#).

- Resolve any other holds (ie..financial, medical) that you may have on your account with the respective departments. If the holds aren't removed from your account, you will not be able to register.

Permission numbers

If any of your courses require permission, please **seek permission from the instructor of the course via email**. Forward that email to Kellie Beach at kbeach@pitt.edu if it is a course within SHRS and she will issue you a "permission number." If it is a course outside of SHRS you will have to obtain a permission number from the school in which the class is offered.

- EM students will obtain your permission numbers through the EM department administrator.
- If you are a PHD student that needs permission to HRS 3001 dissertation credits or FTDI (fulltime dissertation), please contact Courtney Fleck at [courtney.fleck@pitt.edu](#).

Check out the Registrar's website for more information on Steps to Enrolling: [Enrollment Information](#)

- ➢ For instructions on how to **add, drop, and edit a class** using PeopleSoft click on the following links:
    - o [Add a Class Instructions](#)
    - o [Drop a Class Instructions](#)
    - o [Edit a Class Instructions](#)