Frequently Asked PCHE Questions

Carnegie Mellon University participates in the PCHE - Pittsburgh Council on Higher Education and we must abide by the guidelines and policies.

Does a student have to be full time to take a PCHE Class?
Yes. Student **MUST have 36 units** not counting the PCHE class.

What happens if the student drops below full-time?
Students will be dropped from the PCHE course and their host/home institution will be notified.

Do we accept fax or photo copies of the PCHE form?
Yes. Form must be complete with all signatures

Should we be checking for the Advisor and Associate Dean signature before accepting PCHE forms at the counter?
Yes. Forms should **not** be accepted without all the necessary signatures

Is there Cross Registration during the summer?
No. Unless the student is in an approved joint program such as Computational Biology. (Please contact Debra or Jarrin with questions)

How many courses can you Cross Register for?
1 per semester unless the student is in an approved joint program or has received special permission.

Which schools/programs participate in "joint programs"?
As of today, Comp Bio, Bio Med, CNBC, AMP, IAL, UPL, ROTC, MBSB programs with the University of Pittsburgh, Carlow University and Chatham University.

Is it necessary for the Cross Registration form to have the course & unit info on them?
Yes, otherwise it will be returned to the student from the Host Institution. **Do not accept** the form if the course name and number is not on the form.

Can students be accessed additional fees from the Host Institution?
Yes. Lab fees and late fees may be applied.

Will CMU pay these late fees for our students?
No.

Do our students have to be full-time before their forms are sent out?
Yes at 36 units. Students in joint programs must have at least 27 units and will be reviewed by the program services team.
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How will the student know what their status at the other university?
The host institution will email the student letting them know the status of their petition to enroll.

Note: The University of Pittsburgh will send anyone who makes an inquiry an email address; this does not mean that you got into the class. You should check SIO to see if the placeholder has added to your schedule i.e. UPITT, CARLW etc.

How will the HUB know if we are in receipt of a Cross Registration form?
In S3, under the Registration tab, click the Cross-Registration link - the date that it was sent out will be there.

If the student’s status, date received, date mailed and last updated will be displayed. If there are no notes on the Cross-registration screen, either the form has not been received or processed yet. Student should send an email to university-registrars-office@andrew.cmu.edu, to inquire about receipt of the form.

Should I refer our students to the other institutions Registrar's Office if they have a question?
No, refer them to university-registrars-office@andrew.cmu.edu.

Should I give them Debra direct phone number?
No, the HUB staff may call and ask a question. We would prefer that students not call directly unless instructed by Debra. Students may be given their email address only. We also prefer that students not be sent to A19 with questions. They may email the university-registrars-office@andrew.cmu.edu if they would like to schedule a meeting with Debra.

If a student wants to Audit or take a class Pass/Fail?
CMU students must go to the host institution and follow their procedures. Guest students must follow our guidelines for auditing a class as well taking it for Pass/Fail.
What if a student wants to switch or drop a class?

Students wishing to switch a class must complete a new PCHE form, with ALL signatures and submit it to the HUB or university-registrars-office@andrew.cmu.edu. Students wishing to drop a class should notify also email university-registrars-office@andrew.cmu.edu. All drops must be done by the drop deadline.