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Introduction

The University Registrar’s Office Procedures Manual (version 1) is meant to serve as a reference guide to give departments a better understanding of the responsibilities and functions of the University Registrar’s Office. We want to help you understand our policies and procedures, as well as the university policies that we enforce.

We want to thank the numerous department and college representatives and our staff who have been instrumental in the creation and continuous improvement of the Manual. We ask that you take some time to review this manual so that you can provide us with feedback on how to make it better, clearer, and more accurate. This is your document.

We continue to look for ways to improve both our services and the functionality of the Student Information System (SIS). Both areas continue to evolve, as do the policies and procedures related to them. Please review the entire Manual to assist your understanding of the way things work here at Carnegie Mellon. This guide is meant to be used in conjunction with the SIS Screen and Website guide, available online in PDF format at http://www.cmu.edu/hub/forms/asoc.html.

We hope that we have made this Manual helpful and practical. With your help, we can improve it and continue to provide you with the necessary information to help your office and operations to run as smoothly as possible. Can’t find it in here? Just ask.

Please contact us via e–mail with ANY comments, questions, and/or suggestions. You can reach me at jp7p@andrew.cmu.edu or Jon Samuels at jsamuelh@andrew.cmu.edu.

John Papinchak,
University Registrar

and the
URO Procedures Manual Team

April 21, 2009
What We Do

General
We interpret and clarify academic policies and procedures for students, faculty and staff.
We advise the Vice President for Campus Affairs and Director of Enrollment Services on enrollment-related issues.

Academic Programs
We control the assignment of Academic Program Codes.
We handle all Academic Program Code changes.
We prepare and distribute the official academic calendar.

Courses
We produce the Schedule of Classes.
We assign most classroom space.
We coordinate course changes.
We schedule final exam times and classrooms.

Enrollment
We coordinate registration, cross-registration, add/drops, and non-degree students.
We coordinate withdrawals and leaves of absence.
We compile and distribute registration and enrollment statistics to university administrators.

Tuition
We assess and adjust student tuition and late fees.
We handle different tuition assessment arrangements.
We process all student tuition appeals.

Graduation
We coordinate the ordering, receipt, preparation, and distribution of diplomas.
We prepare the list of graduating students for the Commencement Booklet.
We post degrees received to all student academic records.

Records
We process and maintain all data for student academic records.
We create official university transcripts.
We verify student enrollment status and attendance records.
We maintain academic records for the university.

Systems
We process all student academic and demographic data for the Student Information System (SIS).
We prepare the SIS for internal and external reporting.
We produce and distribute class rosters to faculty.
We support faculty and administrators with retrievals from the SIS.
Who We Are

Jamie Brandon (Document Services Specialist) is in charge of transcript requests and grade changes/missing grades.

Gratia Brown (Document Services Specialist) deals with degree certification, diploma ordering and distribution, grade changes/missing grades, and change of name/ID number requests.

Nancy Camino (Assistant Director for Scheduling) handles course/final exam scheduling and classroom problems.

Joy Cavaliero (Sr. Associate Director) works with records retention, commencement, Cross-Registration policies, additional majors/minors, and University Course Assessments (UCAs).

Debra James Bailey (Database Coordinator) handles ABD forms, PCHE Cross-Registration, SpaceQuest reservations and leaves of absence/returns/Withdrawals.

Sarah Jones (Records Coordinator) takes care of PCHE Cross-Registration, pass/fail and audit grade option changes, Academic Actions, Dean’s Lists, and SpaceQuest reservations.

Mary Ann Moyer (Database Coordinator) works with E-Grades, OLR, database queries, and tuition assessment/adjustments.

Jarrin Nevel (Assistant Director) handles Academic Program Codes and pre-college.

John Papinchak is the University Registrar. Questions pertaining to Academic Policies, FERPA, or Tuition Appeals (to name a few) go to him.

Jon Samuels (Coordinator for Records) works with records retention and documentation (including the Undergraduate Catalog).

Kathy Sloan (Database Coordinator) works with E-Grades, OLR, database queries, and tuition adjustments.

Barbara Wagner (Database Coordinator) works with ENANs, report distribution, general database queries, and tuition adjustments.

Mary Weakland (Document Services Specialist) takes care of all enrollment and degree verification requests, as well as grade changes/missing grades.
Terminology/Glossary

ABD  See “All But Dissertation”

Academic Unit  See “Unit”

Academic Program Code  A three–letter code used by SIS to specify the academic “program” to which a student belongs. This program relates to tuition/billing details, not to the student’s major.

AGOL  Administrative Graduation On–Line — the online application that allows departments to view degrees pending for students in their respective departments. It is the counterpart to GOL for students.

All But Dissertation  Status given to doctoral candidates when they have completed all degree requirements except the dissertation (may be in residence or in absentia).

ASOC  Administrative Schedule of Classes — the online application that allows departments to maintain course information. It is the counterpart to the public SOC.

Certification  The process of certifying that a student has completed his/her specific degree requirements.

Class  A meeting session of a given course.

Class Level  The level, usually measured in years, of a student’s academic progress or status: freshman (first–year), sophomore (second–year), junior (third–year), senior (fourth–year), 5th–year senior, master’s, or doctoral. Undergraduate students must meet specific qualifications to advance to the next class level, as determined by their departments.

Commencement  The May ceremony where graduating students receive their diplomas and when degrees are conferred (for May graduates). Also refers to the process of certifying graduating students and preparing for the Commencement ceremony.

Concurrent Department  A student’s additional department, if the student is pursuing an additional major in a department other than his/her home department.

Course  A semester– or mini–semester–long series of regularly scheduled class/lecture meetings offered by one of the academic departments for academic credit.

Cross–Registration  The process by which full–time students register for courses at another university from their own. Outgoing cross–registered students are those whose home university is Carnegie Mellon; Incoming cross–registered students are those whose home university is another institution besides Carnegie Mellon. See PCHE for more details.

Department (Academic)  Any of the various academic departments within one of the colleges at Carnegie Mellon University.

Diploma  A student’s certificate of accomplishment. The student’s official transcript is to be considered the official record of a student’s degree(s) earned, major(s), minor(s), and honors.

Doctoral Student  A graduate student pursuing a doctoral degree from Carnegie Mellon University. For information on doctoral candidacy, see the section on “All But Dissertation” status.

Form  A piece of paperwork with a particular purpose.

GOL  Graduation On–line — the online application that allows graduating students to see a prototype of their degrees and to update diploma name and address information prior to graduation.

Grade  A measure of proficiency earned in a course, given by the course instructor and indicated by a letter on the letter–grade scale. See section on grades for specific details.

HUB, The  Enrollment Services’ student service senter. Located in the A–level of Warner Hall. Website: http://www.cmu.edu/hub

Lecture  A meeting of a course, sometimes held in a lecture hall. Lectures are held for courses of more than one section, where all the sections meet together. Individual sections of a lecture meet in recitations/labs.

Major  The field studied in greatest depth by fulfilling a department–determined set of course requirements. The primary major is the field in which the degree is granted. Students may pursue an additional major(s) in a single degree program.

Master’s Student  A graduate student pursuing a master’s degree from Carnegie Mellon University.

Minor  A field studied for educational enrichment by fulfilling a department–determined set of course requirements. Minors are not listed on the diploma, although they appear on the student’s transcript. Graduate students may not pursue minors.

Program Code  See “Academic Program Code”
Terminology/Glossary

QPA  Quality Point Average: a student’s total earned quality points divided by his or her total units carried.

Quality Point  Points awarded for coursework based on the grade received in that course, multiplied by the number of units in the course.

Recitation  A section of a class having regular lecture meetings. Recitations meet separately from the lecture and are often taught by a TA rather than the main instructor, who teaches the lecture. Recitations typically require more class participation, as opposed to lectures.

Section  A subset of a course which follows the same meeting schedule, denoted by a letter (A, B, C, etc.). A course may only have one section. Sections are often used for recitations/labs.

SIS  Student Information System: the online database of student information.

SOC  Schedule of Classes — the online database of courses given in a semester.

Transcript  The official record of a student’s academic career at Carnegie Mellon. A student’s official transcript includes both the undergraduate and graduate record. Official transcripts are printed on official transcript paper.

Unit  Measure of the quantity of work required of students for a particular course. For the average student, one unit represents one work-hour per week devoted to the course. Each course’s units are listed in the Schedule of Classes and in the Undergraduate Catalog course descriptions.

University Registrar’s Office (URO)  The division of Enrollment Services responsible for student records, verifications, transcripts & diplomas; student registration & grades; course & classroom scheduling & maintenance; student tuition & fee assessment; university course assessment; the university calendar & undergraduate catalog; finals; administering programs; information queries; and student privacy & university academic policies.

Verification  A statement verifying a student’s enrollment status, class, college/department, degree(s) awarded, and/or dates of attendance. Only available for currently enrolled Carnegie Mellon students and Carnegie Mellon alumni.

Whiteprint  An "unofficial" transcript, intended for Carnegie Mellon department and office use. Printed with the RWR1 screen.
### Contact List

<table>
<thead>
<tr>
<th>Department / Program</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policies</td>
<td>John Papinchak</td>
<td>x8–7404</td>
</tr>
<tr>
<td>Additional Major/Minors</td>
<td>Joy Cavaliero</td>
<td>x8–1907</td>
</tr>
<tr>
<td>All But Dissertation (ABD)</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Audit Forms</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Catalog (Undergraduate)</td>
<td>Jon Samuels</td>
<td>x8–1922</td>
</tr>
<tr>
<td>Change of Grades/Missing Grades Forms</td>
<td>Gratia B. / Jamie B. / Mary W.</td>
<td>x8–1984/9667/7540</td>
</tr>
<tr>
<td>Change of Student Name / ID Numbers</td>
<td>Gratia Brown</td>
<td>x8–1984</td>
</tr>
<tr>
<td>Classroom Problems</td>
<td>Nancy Camino</td>
<td>x8–4086</td>
</tr>
<tr>
<td>Course and Classroom Scheduling</td>
<td><a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a></td>
<td>x8–4086</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td><a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a></td>
<td>x8–4086</td>
</tr>
<tr>
<td>Cross Registration Policies</td>
<td>Joy Cavaliero</td>
<td>x8–1907</td>
</tr>
<tr>
<td>Cross Registration Processing</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Data Requests (Students)</td>
<td>Barbara Wagner</td>
<td>x8–5633</td>
</tr>
<tr>
<td>Deans’ Lists</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Diplomas (processing, ordering, reordering)</td>
<td><a href="mailto:commence@andrew.cmu.edu">commence@andrew.cmu.edu</a></td>
<td>x8–1984</td>
</tr>
<tr>
<td>ENAN Distribution</td>
<td>Barbara Wagner</td>
<td>x8–5633</td>
</tr>
<tr>
<td>FERPA</td>
<td>John Papinchak</td>
<td>x8–7404</td>
</tr>
<tr>
<td>Final Exams Scheduling</td>
<td><a href="mailto:courses@andrew.cmu.edu">courses@andrew.cmu.edu</a></td>
<td>x8–4086</td>
</tr>
<tr>
<td>Form Requests (Academic)</td>
<td>Kay McQuillan</td>
<td>x8–1903</td>
</tr>
<tr>
<td>Grades and E–Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>— Grade Submission Consultation</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>— Proxy Request</td>
<td><a href="mailto:egrades@andrew.cmu.edu">egrades@andrew.cmu.edu</a></td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>Grades Submission Consultation</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>Leave of Absence/Withdrawal Forms</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Non–Degree Student Registration</td>
<td>The HUB Asst. Directors</td>
<td>x8–8186</td>
</tr>
<tr>
<td>On–Line Registration (OLR)</td>
<td></td>
<td></td>
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<tr>
<td>— OLR Consultation</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>— Pre–Requisites</td>
<td><a href="mailto:olr@andrew.cmu.edu">olr@andrew.cmu.edu</a></td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>— Reservations</td>
<td><a href="mailto:olr@andrew.cmu.edu">olr@andrew.cmu.edu</a></td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>Pass/No Pass Forms</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>QPA and Rank Reports Distribution</td>
<td>Barbara Wagner</td>
<td>x8–5633</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
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<tr>
<td>— Current Semester</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
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<tr>
<td>— Prior Semester Add/Drop</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
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<tr>
<td>Return from a Leave of Absence</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
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<tr>
<td>Space Quest Classroom Reservations</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
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<tr>
<td>Academic Programs Programs</td>
<td></td>
<td></td>
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<tr>
<td>— New Program Requests / Student Codes</td>
<td>Jarrin Nevel</td>
<td>x8–8250</td>
</tr>
<tr>
<td>— Record Creation</td>
<td>Jarrin Nevel</td>
<td>x8–8250</td>
</tr>
<tr>
<td>Suspensions and Drops</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Jamie Brandon</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Transfer/Advanced Placement Credit</td>
<td>Sarah Jones or Debra James</td>
<td>x8–1902/8687</td>
</tr>
<tr>
<td>Tuition/Fee Adjustment (current semester)</td>
<td>Barbara Wagner</td>
<td>x8–5633</td>
</tr>
<tr>
<td>Tuition/Fee Adjustment (previous semester)</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>Tuition Appeals</td>
<td>John Papinchak</td>
<td>x8–7404</td>
</tr>
<tr>
<td>Tuition Rates</td>
<td>Mary Ann Moyer or Kathy Sloan</td>
<td>x8–1941/1949</td>
</tr>
<tr>
<td>University Course Assessment</td>
<td>university–course–<a href="mailto:assessment@andrew.cmu.edu">assessment@andrew.cmu.edu</a></td>
<td>x8–1907</td>
</tr>
<tr>
<td>Verifications (Degree and Enrollment)</td>
<td>Mary Weakland</td>
<td>x8–7540</td>
</tr>
</tbody>
</table>

Can’t reach someone? — Call x8-1903.

Your question not here? — e-mail university-registars-office@andrew.cmu.edu.

Provided for Departments only. Students should contact an Assistant Director in The HUB.
Academic Program Codes

What is it?

The academic program code is a three-letter code in SIS that determines a student’s tuition assessment. A college may have many departments with multiple programs that may have different tuition rates. The academic program code is the distinguishing factor used to ensure that students are assessed the correct tuition amount for their program. The student’s academic program code should not be confused with the academic program itself.

When will I deal with it?

At some point in a student’s academic career, his or her academic program’ code may change as a result of one of the following:

- The student becomes a graduate student.
- The student participates in a study abroad program or returns from a study abroad program.
- A graduate student completes all requirements for graduation except for dissertation (See All But Dissertation status, p. 57).
- A Non-Degree student enters a degree-seeking program.

Who makes the change?

Normally, academic program code changes are done by the student’s current academic department when a student will have a temporary program code change (i.e. study abroad, or going to a new location for a semester) using the Student Academic Program Code Change Form (SAP form).

If a student finishes an undergraduate degree and will be starting a graduate program, or will begin a new graduate program after completing another graduate degree or will be switching from one program to another the new academic department must complete the student academic program code change form and update the degree information (i.e. College, Department, Major) in SIS using the RDU1 screen.

Graduate students new to the university have their program codes entered into SIS using the GDS1 screen by the academic department. Students who have previously attended the university and are starting a new graduate degree need to have their academic department update the new degree information using RDU1 and send a SAP form to the University Registrar’s Office to update the program code. The program code change will be made using the RBM1 screen, and will only be done if the student’s account balance is less than $1000.

Entity Changes

A student’s entity identifies the campus the student attends, for billing purposes. The entity codes are listed below:

- 01 — Pittsburgh (also West Coast)
- 68 — Qatar
- 70 — Heinz Australia
- 71 — ETC Australia
- 72 — Portugal
- 73 — Qatar

If a student changes campuses (e.g. moves permanently from Qatar to Pittsburgh), the entity can be changed. This change, however, is usually permanent. To make things run more smoothly, program codes have been set up to make exchanges between campuses possible without changing the entity.

NOTE: For students who will be changing entities permanently (i.e. moving from Pittsburgh to Qatar, Australia to Pittsburgh, Portugal to Pittsburgh) the Academic Program Change form must be reviewed by the Director of Enrollment Services and the Director of Student Accounts before the program code may be changed. Please note that this form may take several days to process.
What types of codes are there?

Undergraduate Students

- **Entering freshman students** are assigned an Rxx program code, where xx stands for the year in which the student entered. In other words, a student who entered Carnegie Mellon in 2007 would be code R07.
- Undergraduate students who are **studying abroad** are assigned a different program code by the Office of International Education (OIE) that identifies where they are studying. Likewise, exchange students have special program codes which identify their home institutions.

Graduate Students

- **Graduate students** are typically coded as RGG. However, there are **many other codes** that are used to help departments track specific groups of students, or for when the tuition structure is different from the regular graduate tuition for the department or college.
- **Doctoral Candidates who have completed all requirements for graduation except for their dissertations** need to complete the Doctoral Candidate Agreement form. This form is used to change the student from RGG to ABD (All But Dissertation) or ABS (All But Dissertation *in absentia*), depending on whether the student will see the section on All But Dissertation status for more information. When doctoral students are ready to defend their theses, they return to program code RGG by using the SAP for their final semester. RGGRdents
- **Regular Non-Degree students** are program code NOD. **Pre-College students** have special codes which identify their program (i.e. APE = APEA program).
Creating A New Program Code

When a department creates a new program, a new program code must be created. To create a new program code, follow these steps:

1. Go to The HUB website (www.cmu.edu/hub) and click on "Forms." 
2. Scroll down to the section called "Departmental Use Only." You will find a link to the "New Academic Program Request Form." You can also use this link: http://www.cmu.edu/hub/forms/new_acad_program.xls
3. Choose to Open the file, rather than saving it to your computer, as forms are updated periodically online, and this will ensure that you are using the most current version.

NOTE: This Excel file uses macros for some of its functionality. When you open the file, you may encounter a message that says "This document contains macros," or something similar. If this happens, follow these steps:
   • Go to Tools -> Macro -> Security.
   • Select the "Medium" option and click OK.
   • Close the file, then re--open it from the link on The HUB website.
4. Fill out the form in its entirety, using the instructions provided.
5. After obtaining the proper approval from Department Head, Dean, and College Council, send the form to the Vice Provost for Education. The Vice Provost for Education will approve or deny the request, sending notification to the sponsoring department.
6. The form will then be sent to the University Registrar’s Office, WH A19. Required authorizations must be sent via campus mail to the same address.
7. When all the information and approvals come in, the academic program will be added to SIS. Then, and only then, may the department publicize and offer the program to students.

IMPORTANT: Make sure your program code is approved and set up before advertising for/adding students to the program!
Changing a Student's Program Code

**Academic Program Code Change Process**

To change a student’s academic program code, the department should download the form from [http://www.cmu.edu/hub/forms/ESG-PROGRAM-CHANGE.pdf](http://www.cmu.edu/hub/forms/ESG-PROGRAM-CHANGE.pdf) and send it to Jarrin Nevel. Once the form is received by the University Registrar’s Office, it will be reviewed and processed. Any student who has a balance from a prior semester will not have their program code changed until that balance is settled or approval is obtained from Student Accounts.

Forms not requiring an entity change (see p. 9) will be received by Jarrin Nevel, who will review the student’s account using SSD1 for any outstanding balances for the prior semester. If there is a balance on the students’ account greater than $1000, the form will be routed to Student Accounts to resolve and/or approve the outstanding balance. Once someone from student accounts has signed off on the form, it will be returned to Jarrin Nevel who will have it processed through the Records Group. Processed forms are returned to Jarrin Nevel for retention.

---

**Student Academic (SIS) Program Change Form**

Departments should use this form to make SIS program code changes for students. Please attach additional pages if necessary.

*This form should not be used to change PhD students to ABD. Please use the Doctoral Candidate Agreement form.*

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Andrew ID:</th>
<th>OR</th>
<th>Student Card ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
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### CONTACT INFORMATION

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### ENROLLMENT SERVICES USE ONLY

1. Assistant Registrar: 
2. Program Services: 
3. Office of Student Accounts: 
4. Assistant Registrar: 

### ALL NON-ENTITY CHANGES

1. Student Accounts: 

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Carnegie Mellon

**UNIVERSITY REGISTRAR’S OFFICE**

University Registrar’s Office

University of Pennsylvania

5249 Walnut Street

Philadelphia, PA 19130

Phone: 215-898-4000

Fax: 215-898-1700

university-registrar@andrew.cmu.edu

http://www.cmu.edu/hub

ENROLLMENT SERVICES USE ONLY

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2. Assistant Registrar: 
3. Program Services: 
4. Office of Student Accounts: 

ALL NON-ENTITY CHANGES

1. Student Accounts: 

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Summer Academic Programs

Summer Academic Programs can be complicated, for a number of reasons:

- Enrollment Status (E1, etc.) does not carry over for Summer semesters from the Spring semester.
- Some program codes are only used during the summer.

Summer Graduate Programs

GRR (Grad Reading and Research)

Graduate Reading and Research is applicable to graduate students who wish to study on campus during the summer, maintain their enrollment, and earn credit. *Students in this program are not assessed tuition.* These students are reported as either full–time or part–time for the summer semesters, based on the number of units for which they are registered. Grades are normally given on a Pass/Fail basis.

Steps for the Graduate Reading and Research Program:

1. The student must be eligible to enroll for the Summer–1/All Semester (M09) and must not have an outstanding balance greater than $1000.
2. All PhD students with a program code of RGG will automatically have their program codes changed to GRR academic program code. The student must be registered for a Summer–1/All course where the course title is "Grad Reading and Research" and the section is "R."
3. Students must be registered for 5, 36, or 48 units and will be considered as enrolled full-time.
4. PhD students who are in All But Dissertation in residence, (SIS program code='ABD') in the spring 2009 semester, will also have their status changed to GRR.
5. Masters students who will be doing Reading and Research will need to have their departments send in SAP form to change the students to GRR.
6. All students who have their program codes changed to GRR for the summer will not need to send in SAP forms to have their students changed back to their previous program codes. Spring records will roll over to fall. So whatever the student’s code was for the spring, it will be in the fall.
7. If, however, a student will not be returning to the program code listed in the spring, a SAP form will need to be submitted.

Summer Internship/Practicum Training

This program is for students who wish to study/intern off-campus during the summer, maintain their enrollment, and earn credit. *These students are not charged tuition.* This includes foreign students filing under the curricular practical training off-campus work authorization (Please see further explanation of curricular practical training below). Grades are normally given on a Pass/Fail basis. Students are reported as either full–time or part–time for the summer semesters, based on the number of units for which they are registered.

Steps for Summer Internship/Practicum:

1. The student must be eligible to enroll for the Summer–1/All Semester (i.e., the student must not have an outstanding balance).
2. The student should be coded with the INT academic program code. Submit all program code requests to the proper person (see p. 10). Please refer to our Summer Graduate Program List, found at [http://www.cmu.edu/hub/forms/asoc.html](http://www.cmu.edu/hub/forms/asoc.html), to reference the current summer program codes for graduate students.
3. The student must be registered for a Summer–1/All course where the course title is "Internship" or "Practicum" and the section is "M" or "N."
4. Students must be registered for 3 units or more.

Curricular Practical Training (OIE)

Curricular Practical Training is employment that is an integral part of an established curriculum and is directly related to the student’s major area of study. Examples include a Co-Op program, internship, or research that is part of a thesis or dissertation. To apply for CPT students must read the CPT handout online at: [www.studentaffairs.cmu.edu/oie/forstu/currupt.pdf](http://www.studentaffairs.cmu.edu/oie/forstu/currupt.pdf), follow the instructions in the handout and submit the required paperwork to OIE for CPT authorization BEFORE they begin employment.
Courses

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Undergraduate Catalog ............................................. 23
Schedule of Classes (SOC)

Carnegie Mellon produces a Schedule of Classes for the Fall, Spring, and Summer semesters. The schedule of classes is comprised of course number, course title, section(s), meeting time(s), room assignment, and instructor(s) for all courses being offered for a particular semester for all locations. The Schedule of Classes also links to course descriptions, online reservations, pre/co-requisites, department or course url, and course evaluation information. Students, faculty, and the public can access the Schedule of classes through the public website.

Managing Your Course Numbers and Descriptions

A course number is comprised of five digits. The first two digits indicate the department, and the last three refer to the course level:

100-199  Freshman
200–299  Sophomore
300–399  Junior
400–599  Senior
600–699  either Senior or Graduate
799–899  Master’s
900+     Ph.D.

For example: 76100 is an English (76) freshman–level (100) course, while 80999 is a Philosophy (80) Doctorate–level course. Each Department manages its own course numbers using the ASOC (Administrative Schedule of Classes) History List.

Courses cannot be deleted, since the course may have been offered in the past. However, departments can recycle a course number by changing the title, units, mini status, and/or grade option for a particular semester (See the SIS Screen and Website Guide for information). Long titles reflect the present/future. Only the short title is stored permanently for historical reference.

Departments need to make sure that course titles and descriptions are accurate using ASOC.

Undergraduate Catalog Flag

The Undergraduate Catalog flag can be viewed on the ASOC ‘Description Update’ tab (See the SIS Screen and Website Guide for information). At specific times of the year, the University Registrar’s Office asks departments to update these flags, as well as descriptions, for the production of the Undergraduate Catalog. However, it is best practice to keep descriptions as up-to-date as possible, whether using ASOC or a department website for course descriptions.

Building the Schedule of Classes

The University Registrar’s Office begins building a new Schedule of Classes in late August for the Spring semester, early December for Summer, and early January for Fall. The URO will update the “Administrative Process Information” website, http://www.cmu.edu/hub/forms/asoc.html, with the standard time memo, course scheduling reference guilde, a timeline with action items, and cross-list / back-to-back forms.

The University Registrar’s Office takes a "snapshot" of the previous semester to build the new semester on the department SOC website. For example, we will snapshot the Fall 2008 Schedule of Classes when it is time to schedule Fall 2009 classes.

Departments modify the new schedule predominantly by using the RSU1 screen on SIS (See the SIS Screen and Website Guide for information). Departments must enter course information, such as: requested building/room, time, instructor, classroom equipment (if any), maximum enrollment, and required lectures (if any). If a department wants a Registrar–controlled classroom (see p. 19), all building/room information entries are requests; departments cannot schedule a class into a Registrar–controlled classroom directly. Departments also cannot schedule undergraduate courses to meet between 4:30 and 6:30 p.m. Appeals to this time rule must be made to the University Registrar (John Papinchak) directly.

Refer to the Schedule of Classes Timeline for specific steps, and to the Course Scheduling Reference Guide for non–RSU1 course actions/modifications. Both of these are available online at http://www.cmu.edu/hub/forms/asoc.html.
Classroom Scheduling
When it is time to produce the Schedule of Classes, the University Registrar’s Office disables the SIS RSU1 screen. We then begin room scheduling by checking the confirmed data for errors, such as illegal starting or ending times. We contact the teaching department when such errors are found. Once these errors are corrected, we begin scheduling classrooms.

Although it is possible to accommodate most room requests, availability controls scheduling. Thus, not all courses can get the requested classroom. Additionally, there are always some courses (“not placed”) that are unable to be scheduled because of a lack of classroom space at the requested time. We contact the departments for “not placed” courses and request an alternative meeting time. **NOTE: The 10:30 a.m. – 2:30 p.m. time period is traditionally the most crowded.**

During the classroom scheduling time, we ask departments to start preparation for online registrations by (a) setting reservations, (b) updating course descriptions, and (c) submitting any changes that may impact the Schedule of Classes posting.

Posting the Schedule of Classes
Once the classroom scheduling is complete, we post the Schedule of Classes to the public. This is normally three weeks before Registration Week, to provide time for advising.

Changes to the Schedule of Classes should be submitted to courses@andrew.cmu.edu.
University Registrar's Office Classroom Policy

All Registrar–controlled classrooms are equipped with audiovisual equipment, as well as a chalk bin with chalk and erasers. Please see Appendix B for a list of equipment in Registrar classrooms.

Media Technology Services (MediaTech) provides a wide array of audio-visual technology and technical assistance to the campus community. Services include state of the art data and video projection, sound reinforcement, videoconferences, videography and much more.

In addition to lending equipment for classes and events, MediaTech provides the following classroom services:

(If your course is a Registrar scheduled course, these services are free of charge.)
- demonstrating the equipment to instructors
- resolving trouble calls, and sending a technician to the classroom when necessary
- repairing, or temporarily replacing, malfunctioning equipment
- providing a variety of equipment for courses to borrow (pick-up service only)

Refer to MediaTech’s website, http://www.cmu.edu/computing/mediatech/, for more information.

Damage to University Registrar Classrooms

Faculty or staff who wish to report damages to, or furniture missing from, a Registrar classroom should call the Facilities Management Services (FMS) Service Center at x8-2910. FMS will fix the problem as soon as possible.

Non–Registrar Classrooms

If a department wants classroom space that is controlled by a different college, they should request usage through that department.

Reservations for Off–Campus Groups

Off–campus groups sponsoring an event must contact Conference and Events. If the event is approved, Conference and Events will contact the URO Scheduling Specialist to reserve a room. The official university policy for the use of space by non–university organizations is as follows:

1. A non–university organization is one in which the membership and leadership consist primarily of individuals who are not members of the Carnegie Mellon community. The mere presence of Carnegie Mellon students and/or faculty in the general membership or even in positions of leadership of an organization does not make it a university organization, nor does the fact that the request for facilities is made either by a faculty member or a student. Where student organizations “sponsor” non–university organizations as defined above, the request will be treated as if the non–university organization had made the request.

2. Non–university organizations may be allowed to use Carnegie Mellon facilities under the following conditions:
   a. The event is organized primarily for professional or educational purposes.
   b. The request for facilities is submitted in writing at least thirty days prior to the event.
   c. The presence of the event will not interfere with the normal activities of the university.
   d. If the authorizing officer questions the appropriateness of the request, it will be referred immediately to the Dean of Student Affairs and the appropriate campus administrators.

3. When a university group requests facilities for a meeting at which substantial off–campus attendance would be expected and notice of the meeting would be disseminated beyond campus, the request must be reviewed with the same criteria as 2, above.

4. If an event is to be approved that will substantially reduce the facilities available for student use during periods when students are in residence, the request will be discussed with the Student Senate before final approval is given.

5. All requests for the use of Carnegie Mellon facilities by non–university organizations shall be made to Conference and Events. Permission to use facilities may not be assumed until a room reservation form has been signed by the Facilities Coordinator in Conference and Events or, in the Coordinator’s absence, by the Dean of Student Affairs.
## University Registrar Classrooms

### Procedures Manual

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Seats</th>
<th>A/C</th>
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<tr>
<td><strong>Baker Hall (BH)</strong></td>
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<tr>
<td>1 A51</td>
<td>Lecture Hall</td>
<td>144</td>
<td>CA</td>
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<tr>
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<td>CA</td>
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<td>15</td>
<td>CA</td>
</tr>
<tr>
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<td>Lecture Hall</td>
<td>111</td>
<td>CA</td>
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<td>231A</td>
<td>Conference</td>
<td>16</td>
<td>CF</td>
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<tr>
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<td>Conference</td>
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<td>CF</td>
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<td>235B</td>
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<tr>
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<tr>
<td>255A</td>
<td></td>
<td>35</td>
<td>WA-CF</td>
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| **College of Fine Arts Building (CFA)** |      |       |       |
| 102                  | Lecture Hall | 35    | WA    |
| 206A                 | Lecture Hall | 24    | WA-CF |
| 211                  | Lecture Hall | 16    | CF    |
| 212                  | Conference   | 16    | CF    |
| 213                  | Conference   | 12    |       |

| **Doherty Hall (DH)** |      |       |       |
| A310                 | Lecture Hall | 67    | CA-CF |
| 1112                 | Lecture Hall | 99    | WA-CF |
| 1209                 | Lecture Hall | 30    | CF    |
| 1211                 | Lecture Hall | 107   | CF    |
| 1217                 | Lecture Hall | 35    | CF    |
| 2105                 | Lecture Hall | 35    | CF    |
| 2122                 | Lecture Hall | 35    | CF    |
| 1117                 | Lecture Hall | 35    | WA    |
| 2112                 | Lecture Hall | 278   | CA    |
| 2115                 | Lecture Hall | 256   | CA    |
| 2 2302               | Lecture Hall | 113   | CA    |

| **Gates–Hillman Center (GHC)** |      |       |       |
| 4101                 | Lecture Hall | 26    | CA    |
| 4102                 | Lecture Hall | 40    | CA    |
| 4211                 | Lecture Hall | 39    | CA    |
| 4215                 | Lecture Hall | 54    | CA    |
| 4 4301               | Lecture Hall | 29    | CA    |
| 4 4307               | Lecture Hall | 75    | CA    |
| 5 4401               | Lecture Hall | 247   | CA    |
| 5222                 | Lecture Hall | 40    | CA    |

| **Hamburg Hall (HBH)** |      |       |       |
| 237                  | Lecture Hall | 25    | WA    |
| 1000                 | Lecture Hall | 126   | CA    |
| 1002                 | Lecture Hall | 30    | CA    |
| 1003                 | Lecture Hall | 30    | CA    |
| 1004                 | Lecture Hall | 45    | CA    |
| 1511                 | Lecture Hall | 25    | WA-CF |

| **Hamerschlag Hall (HH)** |      |       |       |
| B103                 | Lecture Hall | 101   | CA    |
| B131                 | Lecture Hall | 96    | CA    |

### Footnotes:
1. Shared with HSS Dean's Office x82830
2. Shared with Chemistry x82318
3. Shared with MCS Dean's Office x87699
4. Preference for HCII classes
5. Preference for SCS classes

### Capacities
- Capacities are subject to change due to fire/ADA laws and/or EFC decisions regarding furniture.
- Please refer to SpaceQuest for specific classroom features. [https://acis.as.cmu.edu/gale2/servlet/r25webapp](https://acis.as.cmu.edu/gale2/servlet/r25webapp)

### A/C Description:
- **WA**: Window Air Unit
- **CA**: Central Air Unit
- **CF**: Ceiling Fan

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<th>Building</th>
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<th>Seats</th>
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<tr>
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<td>103</td>
<td>Lecture Hall</td>
<td>112</td>
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| **Mellon Institute (MI)**     |      |       |       |
| 3 348                         |       | 80    |       |
| 3 35S                         |       | 30    |       |
| 3 448                         |       | 30    |       |

| **Porter Hall (PH)**          |      |       |       |
| A18A                          |       | 50    | CA    |
| A18B                          |       | 50    | CA    |
| A18C                          |       | 50    | CA    |
| A19                           |       | 35    | CA    |
| A19A                         | Conference | 10   | CA    |
| A19C                         | Conference | 20   | CF    |
| A19D                         | Conference | 20   | CF    |
| A20                          |       | 35    | CA    |
| A20A                         | Conference | 10   | CA    |
| A21                          |       | 35    | CA    |
| A21A                         | Conference | 10   | CA    |
| A22                          |       | 30    | CA    |
| 100                          | Lecture Hall | 217  | CA    |
| 125B                         |       | 30    | CF    |
| 125C                         |       | 70    | CF    |
| 126A                         |       | 30    | WA-CF |
| 225B                         |       | 30    | CA    |
| 226A                         |       | 35    | WA-CF |
| 226B                         |       | 35    | WA-CF |
| 226C                         |       | 35    | WA-CF |

| **Scaife Hall (SH)**          |      |       |       |
| 12S                           | Lecture Hall | 99   | CA    |
| 208                           | Table Rows  | 30   | CA    |
| 212                           | Conference  | 20   | CA    |
| 214                           |           | 45   | CA    |
| 219                           |           | 45   | CA    |
| 220                           |           | 35   | CA    |
| 222                           |           | 35   | CA    |

| **Wean Hall (WEH)**           |      |       |       |
| S302                          |       | 40    | CA    |
| S304                          |       | 20    | CA    |
| S310                          |       | 30    | CA    |
| S312                          |       | 30    | CA    |
| S316                          |       | 20    | CA    |
| S320                          |       | 30    | CA    |
| S328                          |       | 20    | CA    |
| S403                          |       | 65    | CA    |
| 6423                          |       | 35    | CA    |
| 7500                          | Lecture Hall | 152  | CA    |
| 8427                          |       | 35    | CA    |

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### A/C Description:
- **WA**: Window Air Unit
- **CA**: Central Air Unit
- **CF**: Ceiling Fan
SpaceQuest

SpaceQuest searches for University Center and classrooms for one–time events such as help sessions, review sessions, meetings, and self–paced sessions for particular days and times. You, This site is not used to schedule courses!

Anyone with an authenticated Andrew ID can access this system (students, faculty, staff).

SpaceQuest can also show what space features are assigned to a particular classroom by searching with the “Browse” option.

What computer skills do I need to know before I can use Space Quest?

This program requires minimal computer skills. If you know how to use the mouse and also able to log on the internet to read email, you have all the necessary skills to use this resource.

Who has access to this program?

Although this is a web program, Space Quest is not available to the general public. This is a secured web-site. Authorized users with an appropriate Andrew username and password can reach this site. Second, all approved users have to go through ACIS standard firewalls to reach this site.

Check Availability for Specific Space (Browse Space)

If you want to know the availability of a specific space, choose Browse Space. Select the desired space. Select the event date week. Click on Browse. Space Quest will display the space schedule for the week. In the grid area, check the interested day and time of your event to see if it’s reserved. Blue blocks indicate reserved space. If the day/time does not contain blue blocks, the space is available. To request this space, click on Request Space(s) at the above menu bar.

Requesting One Event In Multiple Rooms

Choose Request Space. Select the event start time, event end time and event date. Your search can also include capacity, layout and features, but this is optional. Click on search. The system will display all available spaces for your event date/time. Select each desired space and click continue. Fill out the remaining pages.

Requesting One Event With Multiple Days

Choose Request Space. Select the event start time, event end time and event dates by holding down the CTRL key or APPLE key and select all dates pertaining to your event. Click on search. Select a space or spaces and click continue. Fill out the remaining pages.

Who Confirms The Request?

Presently, submitted requests are routed to various schedulers based on the selected space. The request is reviewed and confirmed by email.

What If I Make A Mistake?

If you notice that a mistake after submitting your request, send email to one of the following accounts indicating your request and your mistake.

- For classroom space requests send email to: esrooms@andrew.cmu.edu
- For University Center space requests email to: ucres@andrew.cmu.edu
Final Exam Scheduling

Final exams occur during the designated final exam days listed on the official calendar. Generally, the University Registrar’s Office will post the final exam schedule by the tenth day of classes.

Departments notify the University Registrar’s Office as to which classes have final exams via the SIS RSU2 screen final exam flag, set when building the Schedule of Classes and during the final exam flag review period. The Final Exam Flag Report, which lists all courses given during the current semester and the status of the final exam flag for each class, is located on the Administrative Process Information page, [http://www.cmu.edu/hub/forms/asoc.html](http://www.cmu.edu/hub/forms/asoc.html).

A snapshot of all student schedules and the flagged courses are combined and analyzed. We have two priorities in scheduling final exams:

1. students cannot be scheduled for two exams at the same time, and
2. students should not be scheduled for more than two exams per day.

All sections of the same course, as well as cross-listed courses (unless otherwise notated) are scheduled for the same time and room (large courses may be assigned multiple rooms).

The exam schedule draft is first reviewed by the associate deans for any apparent conflicts. A draft is then distributed to departments so that faculty can be notified, and so that any last-minute cancellations or adds can be reported.

The final exam schedule appears on The HUB website, [http://www.cmu.edu/hub](http://www.cmu.edu/hub), for the public.

Final Exam Conflicts

Students who have conflicts within their final exam schedules should try to arrange an alternate test time with their instructor(s). If the problem cannot be resolved, they should contact their associate dean.

Official Final Exam Policy:

The Faculty Senate adopted the following policies on the administration of final examinations for all undergraduate courses:

1. All scheduled final examinations are held at the end of the semester during the university’s official final examination period. Comprehensive final examinations are not required for each course, but are given at the option of the department or instructor. The reading day and weekend preceding the examination days shall never be used for examination purposes of any kind, unless a student opts to take a self-scheduled examination during this time. Non-comprehensive final examinations or final projects (but not both) are allowed during this final examination period only in courses that do not give a final comprehensive examination.

2. Instructors are expected to return all work assigned no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided unless the final examination will not cover material in work that has not been returned.

3. No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course’s final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period. Review sessions should be scheduled for optimal attendance, and a serious effort should be made to accommodate students who cannot attend. In appreciation of the time required to prepare for final examinations, no other examinations, portfolio reviews, critiques or juries shall be scheduled for the last class day of a course with a final examination.

4. Instructors shall never exert or submit to pressures to move an examination so that people can leave earlier nor pressure students to take an examination on a reading day or weekend preceding examinations.

5. No student is required to take more than two scheduled examinations that start within a 25-hour period. A student who has more than two examinations scheduled within a 25-hour period or has two examinations scheduled at the same time should first contact the instructors of the courses for assistance in resolving conflicts. If the problem cannot be resolved by that means, the student should contact the associate dean of his or her home college.

6. Take-home final examinations shall be given for any 24-hour period of the student’s choosing during the final examination period.

7. Students are expected to present themselves at the place assigned at the start of the examination; late arrival will reduce the total time a student has to complete the examination, unless instructor’s course policy indicates otherwise. Instructors reserve the right to require attendance within a specific time period. Students who miss an examination with a reasonable excuse and wish to petition for a
**Final Exams**

A make-up final examination should check with the instructor. Instructors are encouraged to include late arrival policy and make-up exam policy in the course syllabus.

8. Any student shall be permitted to review his or her corrected, graded final examination in the presence of an instructor or a teaching assistant. Any controversy arising from this review shall be dealt with in accordance with the university procedure for the appeal of grades and academic actions. A final examination that is not returned to a student will be kept available for a year for review. In the event that the instructor or teaching assistant is not available for the review, the responsibility shall rest with the department head of the instructor offering the course or his or her designee. Since instructors are expected to return all work assigned before the final examinations, they are not responsible for retaining unclaimed coursework.

9. Concerns related to final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the department head of the instructor offering the course or to the associate dean of the student’s home college.

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**Note 1:** It is assumed that instructors will return all work assigned before the final exam period. Thus, instructors are not responsible for retaining unclaimed coursework.

**Note 2:** Complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the appropriate department head.
University Course Assessments

University Course Assessments (UCAs), formerly known as Faculty Course Evaluations (FCEs), are evaluations of courses submitted by students at the end of each semester/mini–semester. The university course assessment contains three questions asking students to rate the course, the instructor, and any relevant comments. The guidelines for and steps to review and flag an evaluation are very similar to the former FCE process.

Students play an integral role in the academic life of the university when they participate in the evaluation of the faculty through the University Course Assessment process. UCA 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 UCA 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.

The ASOC Administrative Information section of The HUB website (http://www.cmu.edu/hub/forms/asoc.html) links to PDF files with reports on UCA information for all courses offered in that semester. These are not the UCA results themselves, but rather reports which give the following information for each course/section (in the following order):

1. The department offering the course (three–letter abbreviation);
2. The course number, title, and section number; Each section of a course is listed individually;
3. Required lecture section number (if applicable);
4. Course size;
5. Whether or not the course is to be evaluated via University Course Assessment (Y or N);
6. Instructor last/first name, type (L1, L2, R1, R2, etc.), and AndrewID;
7. Any warnings related to UCAs, such as “Low Enrollment” or “Missing AndrewID.”

Who should use the University Course Assessment?

The University Course Assessment is for:

- course instructors who are responsible for an entire course (i.e., setting course objectives, designing materials and assessments, setting course policy and determining grades);
- graduate students teaching their own courses or hired to teach courses outside their home department with a signed graduate instructor consent form;
- courses with an enrollment of three or more students. Courses with an enrollment of one will not be evaluated with the on–line system to maintain the anonymity of the student; courses with an enrollment of two will also not be evaluated, to support the 35% response rate rule by faculty senate.

The University Course Assessment is NOT for:

- instructors of recitations, labs, or other activities that are a component of a course.
- Several specific colleges and departments on the Pittsburgh campus. These colleges and departments are automatically excluded from the UCA system (the numbers in parentheses indicate the course number prefixes):
  - ROTC (30, 31, 32)
  - Tepper School of Business graduate programs (45, 46, 47)
  - Physical Education (69)
  - Heinz College graduate programs (90, 91, 92, 93)
  - Information Systems Management — Masters (95)
  - Student Taught Courses — StuCo (98)
- Courses and sections conducted or meeting on campuses other than the Pittsburgh campus:
  - Qatar campus (sections W, X, Y, Z)
  - West Coast campus (96–xxx)
  - Greece, Japan, Singapore, New York, Australia, Portugal, etc. (subject to change)
University Course Assessments

Required Actions

University Course Assessment Report
You can find the relevant semester/mini university course assessment report located at this website: http://www.cmu.edu/hub/forms/asoc.html under the "University Course Assessment Information" section.
1. Open the report (PDF format).
2. Search for your department.
3. Print those pages.
4. Flag courses and check for warnings.

The report will list the department, course number, course title, course section, section type, required lecture, actual size, evaluate flag, last name of instructor, first name of instructor, instructor type, AndrewID, and a warning column.

The University Course Assessments reference guide and instructions are available online at http://www.cmu.edu/hub/forms/asoc.html.

WARNING: What about changes after a University Course Assessment deadline?
No changes to the instructor or evaluate flag can occur during the assessment process. Please review your data carefully. We also cannot add a course during the assessment period.

Other Assessment Resources
The Eberly Center has both early course and end-of-course evaluation instruments designed to address the specific roles and responsibilities of teaching assistants in different instructional settings, such as discussion recitations, problem-solving recitations, labs, studios, grading, and/or project management. Many departments already use these instruments or some variation of them. These instruments are available for download at http://www.cmu.edu/teaching/assessment/endcourseeval-TA.html.

Each department is responsible for entering data, tabulating and maintaining results from these instruments. These results cannot be part of the university course assessment system.

Questions/Issues?
Questions or issues should be addressed in writing to js81@andrew.cmu.edu.
Undergraduate Catalog

The Undergraduate Catalog is produced during even years by the University Registrar’s Office. It contains vital information for undergraduates, from Admission and Enrollment to academic programs and graduation requirements. It also serves as the contract between university and student; the Catalog details what a student must do to receive an undergraduate degree. The current Undergraduate Catalog is available in PDF format at http://www.cmu.edu/esg-cat.

Each college and academic department provides information about its programs and course requirements, as well as any academic policies that may apply in addition to overall University policies.

In odd years, departments review the information in the most recent Catalog and send edits/updates to the University Registrar’s Office Undergraduate Catalog content editor, who then updates the catalog files for publication. On years when the catalog is not published, departments go through the same procedure to produce the Undergraduate Catalog Addendum, which lists any changes in the past year that must be reflected in the Catalog. The Addendum has been printed in years past, but as of 2009, it will be distributed solely as an electronic file (PDF), available on the Undergraduate Catalog Website, http://www.cmu.edu/esg-cat.

Production Timeline

The first reminder to departments regarding Undergraduate Catalog updates is sent in the last week of March. Departments are advised to review the printed catalog, which is distributed either via hard copy or by electronic files, and respond with their edits when they are done. Subsequent reminders are sent during the first and third weeks of April, as well as the first week of June.

All submissions are due by June 15th. This is to give the Undergraduate Catalog content editor time to make all necessary updates.

During the first week or so of July, days will be set aside for departments to review their respective sections. The dates and location will be announced via e-mail. This allows departments to check for errors and make final adjustments.

The Tuesday of the week following departmental review will be the absolute deadline for submissions. No changes can be made after this date.
Student Academic Records

What is a Student Academic Record?
A student’s academic record is created when the student enters the university. It contains information such as biographical data, address data, gender, race, marital status, etc.

Student Academic Records are associated with Student Semester Records, created each semester the student has a valid enrollment status.

Entering a New Student
An electronic academic record is created for all students admitted to Carnegie Mellon. These electronic records are stored in the Student Information System (SIS). All students who were enrolled after Spring 1989 have electronic records. If a department needs information on a student who left the university before Summer 1989, they should contact us.

Who creates a new student’s academic record depends on how the student is entering:

- The Office of Admission creates electronic records for incoming freshman and undergraduate transfer students when they confirm their admission by paying an admission deposit.
- The University Registrar’s Office creates electronic records for non–degree and cross–registered students when we receive the Non–Degree Registration Form/PCHE Cross–Registration Form. These students’ records are based solely on this information.
- Departments create records for graduate students by entering them in the GDS1 screen on SIS (See the SIS Screen and Reference Guide for details).

The University Registrar’s Office uses electronic records for creating transcripts. Please see "Transcripts" for more information.

Creating a New Student Semester Academic Record
New semester records are created on SIS automatically for students who have a valid enrollment status — E1 (enrolled), R1 (Conditionally Enrolled), R3 (Eligible to Enroll). See the SIS Screen and Website Guide for a full list of enrollment status codes and their translations.

Students who have an enrollment status of E1 or R1 automatically have their records created for the next semester when new semester records are created. Students who are not cleared may not have a record created and may not be able to register (BB status).
Retention Policy

Guiding Statement
Carnegie Mellon has developed these student academic record retention guidelines to insure vital academic records retention, protect and maintain student privacy, and to assist academic departments with appropriate student record storage. These guidelines exist to ensure that student academic records meet established record-keeping requirements and to ensure that records are retained for a sufficient period of time in order to meet administrative, audit, legal and historical needs.

As part of these guidelines, Carnegie Mellon maintains the following underlying assumptions:

- Carnegie Mellon students are responsible participants in the educational and advising process. They should be engaged in this process at every opportunity.
- Student applicants disclose a variety of personal information for admission purposes. Applicants are under the assumption that this information is only used for the purpose of admission.
- Student applicant documents will not be retained beyond their intended use.
- Students must have the opportunity to prevent this disclosure to academic advisors.
- University records retention policies and procedures must be consistent.
- University records retention should keep only those documents that are germane and relevant to a student’s educational pursuit.

Undergraduate Admission
Admission records and applicant materials are collected, reviewed and used for the purposes of granting student applicant admission to Carnegie Mellon. The Office of Undergraduate Admission maintains all student applicant materials through the admission process until approximately July 1 prior to the student entering Carnegie Mellon (for fall applicants). This date is approximately January 10 for spring applicants.

Prior to the Office of Undergraduate Admission transferring student record ownership to the University Registrar’s Office, the Office of Undergraduate Admission will destroy the appropriate documents from admission files.

All remaining documents will follow the URO academic record retention schedule. The University Registrar’s Office will work with and assist academic departments who maintain student academic records to maintain consistent record procedures.

Graduate Admission
Graduate admission records and applicant materials are collected, reviewed, and used for the purposes of granting student applicant admission to Carnegie Mellon. Each department or school maintains its student applicant materials through the graduate admission process until approximately July 1 prior to the student entering Carnegie Mellon (for fall applicants). This date is approximately January 10 for spring applicants.

Documents that are removed will be destroyed by a certified document destruction firm by incineration, shredding, or other appropriate means. Graduate departments or schools are responsible for maintaining a student’s academic record during his or her attendance and after separation, and will follow the Enrollment Services academic record retention schedule.

FERPA Rights
Applicants do not gain FERPA (Family Educational Right to Privacy Act) rights until they matriculate at Carnegie Mellon. Matriculation is defined as becoming an enrolled student and attending classes. Therefore, FERPA rights can begin no earlier than a student’s first day of classes. Carnegie Mellon has adopted a practice that FERPA rights extend to 25 years past the student’s demise. See Carnegie Mellon’s Student Privacy Policy, available online at http://www.cmu.edu/hub/reg/reg_privacy.html, for more details.

Student Academic Records
Academic units (departments, schools, and colleges) may maintain a student academic record for their students. These records may contain additional academic materials (student surveys, graduation requirements, etc.) that should be destroyed when the student academic record is destroyed according to the retention schedule on the following pages.

After a student’s separation from Carnegie Mellon (either by graduation, leave or Withdrawal), the university academic record will be retired to permanent storage according to the retention schedule. Documents that are removed will be destroyed by a certified document destruction firm by incineration, shredding, or other appropriate means.
# Student Record Retention Cycle

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>DOCUMENT NAME</th>
<th>Admissions RETENTION</th>
<th>URO RETENTION</th>
<th>Permanent RETENTION</th>
<th>Academic Department RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Scores : ACT</td>
<td>Retain</td>
<td>Retain</td>
<td>Retain</td>
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<td>Admissions</td>
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<td>Admission Wait List Reply (Received)Form/Letter (interest letter and recommendation letter)</td>
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<td>Purge</td>
<td>n/a</td>
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<td>Retain</td>
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<td>College Transcripts (from other university/colleges)</td>
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<td>Guidance Counselor Recommendation Letter (if answered NO to purge question)</td>
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<td>Admissions</td>
<td>Guidance Counselor Recommendation Letter (if answered YES to purge question)</td>
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<td>Retain</td>
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<td>Admissions</td>
<td>Other College Course Descriptions aka colleges</td>
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# Student Record Retention Cycle (cont'd)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>DOCUMENT NAME</th>
<th>Admission RETENTION</th>
<th>URO RETENTION</th>
<th>Permanent RETENTION</th>
<th>Academic Department RETENTION</th>
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</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Personal Evaluation Form or School Report</td>
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<td>Admissions</td>
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<td>Admissions</td>
<td>Teacher Recommendation Letters (if answered blank or YES to removal question)</td>
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<td>Retain</td>
<td>Purge</td>
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<tr>
<td>Admissions</td>
<td>Teacher Recommendation Letters (if answered NO to purge question)</td>
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<td>Purge</td>
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<td>Scores: TOEFL</td>
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<td>Retain</td>
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<tr>
<td>Admissions</td>
<td>Transfer Credit /advanced placement old</td>
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<td>Wait list interest letter</td>
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<td>Application for Special Student Admission</td>
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<td>6 years after separation</td>
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<td>Change of Major Form (no longer produced)</td>
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<td>Change of Name Form</td>
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<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Change of Student ID Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Change of Citizenship</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>College Transcripts (from other university/colleges)</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Course Audit Approval</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Dean's List letter (old form in case it's in the folder)</td>
<td>n/a</td>
<td>Purge</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Declaration of Additional Major/Minor Form (prior to 99, no longer produced)</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Doctoral Candidate Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
</tbody>
</table>
## Student Record Retention Cycle (cont'd)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>DOCUMENT NAME</th>
<th>Admission RETENTION</th>
<th>URO RETENTION</th>
<th>Permanent RETENTION</th>
<th>Academic Department RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Registrar's Office</td>
<td>Grade Option Request</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Graduate Student Data Sheet</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Graduate Student Qualifier Exam/Grade Cards (green/pink/yellow)</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Interdepartmental Transfer Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Late Add Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Leave of Absence Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Non-Degree Student Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Notice of Enrollment Cancellation (W1 letter)</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Pass-Fail Approval</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>PCHE Cross-Registration Form (home college is Carnegie Mellon)</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>Purge</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Petition form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Retroactive Add/Drop Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Return of Leave form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Test Scores - GRE, GMAT, MCAT, LSAT</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Transfer Credit (Advanced Standing/Advanced Placement Credit)</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Verification - Consent to Release Forms</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Verification - Directory status</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
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<tr>
<td>University Registrar's Office</td>
<td>Withdrawal form</td>
<td>n/a</td>
<td>Retain</td>
<td>Retain</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Carnegie Mellon Parent FERPA Form</td>
<td>n/a</td>
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<td>Purge</td>
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<tr>
<td>University Registrar's Office</td>
<td>Educational Record Inspection and Review Request Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Request to Drop Below Full-time</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>Student Academic Program Change Form</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
</tr>
<tr>
<td>University Registrar's Office</td>
<td>University Course Assessment Consent Form (FCE Consent Form)</td>
<td>n/a</td>
<td>Retain</td>
<td>Purge</td>
<td>Purge</td>
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<tr>
<td>Graduate Department</td>
<td>Affidavit of Support</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Application Cover Letter</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Bank Letter</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certificate of Curriculum</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certificate of Final Semester and Project</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
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</tbody>
</table>
## Student Record Retention Cycle (cont'd)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>DOCUMENT NAME</th>
<th>Admission RETENTION</th>
<th>Enrollment Services RETENTION</th>
<th>Student Folder Permanent RETENTION</th>
<th>Academic Department RETENTION</th>
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<tbody>
<tr>
<td>Graduate Department</td>
<td>Certificate of Marks by semester</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certificate of Support</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certificate of the Grading System</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certificates of Recognition</td>
<td>n/a</td>
<td>n/a</td>
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<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certification of Employment</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Certification of volunteering</td>
<td>n/a</td>
<td>n/a</td>
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<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>CMU Grade sheets</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>CMU Printout of Credit Card Payment Status</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Purge</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Confirmation of Bank Account</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Copy of Degree</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Copy of Passport</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>GRE Scores</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Intermediate Education Certificate of Marks</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Letter of Acceptance/Offer of Employment</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Notification of Raise</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Official Transcript</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Pass/Fail forms</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Recommendation Forms, Letters of Recommendation (3 of each)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Resume</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Salary-Slip</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Secondary School Certificate of Marks</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Solvency Certificate</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Statement of Purpose</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>Syllabus of Collegiate Curriculum</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>6 years after separation</td>
</tr>
<tr>
<td>Graduate Department</td>
<td>TOEFL Scores</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>gre screen?</td>
</tr>
</tbody>
</table>
Changing Student Data

It benefits the entire institution — faculty, staff, and students — to update SIS records immediately as changes are needed, while preserving accuracy. Therefore, it is very important that changes to student data be made following these procedures.

Declaring a major
Departments are responsible for updating their students’ majors using the RDU1 screen on SIS. See the SIS Screen and Website Guide for details.

Declaring additional majors and minors
Undergraduate students declare additional majors or minors by meeting with their new advisor and completing the appropriate paperwork. Students declaring additional majors in H&SS must meet with an advisor in the Academic Advisory Center. The new department authorizes the additional major/minor and updates the student’s information using RDU1. Students must declare additional majors by Fall registration time (early November) of their junior year.

Changing Major
Students who wish to change majors must contact their department, who will then change the major in RDU1. Graduate students may have to apply for admission to the new program. If the new major is in a different department, see “Change of Department,” below.

Change of Department
Undergraduates who wish to change departments must meet with their advisors.

Graduate students who wish to change departments must have their current department drop their degree(s) on RDU1. The new department then adds the new degree on RDU1 (See the SIS Screen and Website Guide for details).

Any student (including current Fine Arts students) who wishes to transfer into a CFA department must apply through the Office of Undergraduate Admission. Students who are changing from a non–SSN Student ID number to an SSN ID number must provide proof of SSN (i.e. a Social Security Card).

Changing Name
The University Registrar’s Office processes name changes for three reasons: clerical error, marriage/divorce, or some other legal reason (e.g. adoption or court order). Marriage and divorce name changes are only processed for currently enrolled students; other legal changes and clerical errors are processed for all students. We do not change a student’s name on SIS simply because of a "preferred" name.

All students changing their names must come to The HUB and complete a “Change of Name” form, or send us a signed letter requesting a change of name. In addition, students changing their names for legal reasons must supply a copy of the legal document verifying the name change (e.g. a marriage license) or a statement from a notary verifying the source document and the name change. Students correcting clerical errors must present a photo ID (e.g. a student ID, passport, or driver’s license). Note: We only accept changes via a Change of Name form or signed letter.
Changing Student Data

Changing an Address

Address information

Carnegie Mellon maintains four kinds of addresses in the Student Information System for all students, in order to contact students via U.S. mail for important university business:

- **Permanent** — mailing address of student’s permanent residence, i.e., where the student lives while not at Carnegie Mellon. We must have a permanent address at all times. **Permanent addresses cannot be an academic department, P.O. box, or dormitory.** Also note that foreign students with an F1 Visa status are **required** by F1 regulations to maintain an **overseas** (Non–US) permanent address.

- **Campus** — mailing address of the student at Carnegie Mellon. For undergraduate students, this is the SMC mailbox. For graduate students, this is the department address.

- **Off-Campus or Local** — where the student lives off–campus in the local area.

- **Parent, Guardian, Spouse and/or Third Party** — any address where the student wishes to have specific correspondence mailed. For example, sponsored students request to have a bill sent to their sponsors or employers, and many international students have grades or bills sent to their respective embassies. In these cases, the sponsor, employer, or embassy will be listed as a Third Party address. Also, some students have grades or bills sent to a noncustodial parent. Students may include information for another relative.

**Students must also designate an Emergency Contact.** This is the information of a relative or family friend who can be contacted in case of an emergency. **Students must designate one of their addresses as the Emergency Contact.**

Correspondence includes bills, grades, financial aid information, dining and housing contacts, etc. Most university correspondence is sent to where students reside during a particular point in the year. For example, correspondence is mailed to the Permanent Address during winter break or summer, and to the Campus Address the rest of the year. **NOTE: Enrollment Services is moving toward electronic financial aid awarding and billing, which will result in fewer mailings being sent home.**

The address information provided also assists the university on those occasions when a crisis or other necessity requires us to make contact with a student or their supplied contacts.

Ways to change an address

There are three ways students can have their address(es) changed:

1. Changing it online via SIO
2. Having their department change it on GDS1 screen (graduate students only)
3. Sending us an e-mail (discouraged)

Note: We only process address changes for currently–enrolled students, or for alumni with student account balances.

Diploma Mailing Addresses

About a month after Commencement, we mail diplomas to those students who did not attend Commencement and who have not picked up their diplomas at their respective department ceremonies. Graduating students supply a mailing address in **Graduation On–Line (GOL)**; departments may also add/update a diploma mailing address for students in **Administrative Graduation On–Line (AGOL)**. Students who know in advance that they will not attend Commencement should be sure to provide us with a diploma mailing address. **It is the student’s responsibility to make sure the diploma mailing address on GOL is correct (by default, it is usually the permanent address).** If we have not received a student’s diploma in time for Commencement, we will insert a Diploma Mailing Address form into the student’s diploma case, so that we can mail the diploma when we receive it.

Diploma addresses are kept separate from, and do not affect, other addresses.
Transcripts

We prepare an official transcript when we receive a written (or faxed) request or a Transcript Request form. Any request must have the student's signature. An official transcript reflects all courses taken by the student, including advanced placement and transfer credit. The transcript contains the Registrar seal, the date it was produced, and a facsimile of the University Registrar's (John Papinchak's) signature. We print transcripts on unalterable security paper.

Time and Cost

Students can usually expect their transcripts to be prepared within three to four working days. During peak times (November through January and May through June), preparation may take longer. If a student requests that his/her transcript be held so that the current semester's grades appear, we will not prepare it until after final grades are entered. After mid-semester grades are entered, first and third mini courses will appear on the transcript, as will a semester and cumulative QPA. Students can pick up their transcripts at The HUB or request that their transcripts be mailed.

Transcript fees are as follows (there is a standard $5 document fee per transcript):

<table>
<thead>
<tr>
<th>Type</th>
<th>Normal Processing Time</th>
<th>Charge (in addition to $5 document fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk-in (^4)</td>
<td>Immediately</td>
<td>none</td>
</tr>
<tr>
<td>(photo id required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pick-up (^3)</td>
<td>3–4 business days</td>
<td>none</td>
</tr>
<tr>
<td>(photo id required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Mail</td>
<td>3–4 business days</td>
<td>none</td>
</tr>
<tr>
<td>Express (Domestic) (^5)</td>
<td>Same day (^2)</td>
<td>UPS Next Day Saver – $25;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UPS 2nd Day Air – $15</td>
</tr>
<tr>
<td>Express (Canada/</td>
<td>Same day (^2)</td>
<td>DHL Online – $30</td>
</tr>
<tr>
<td>Mexico) (^5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Express (Internat'l)</td>
<td>Same day (^2)</td>
<td>DHL Online – $45 (^3)</td>
</tr>
</tbody>
</table>

1 Does not include delivery time.
2 If request received before 3:00PM. Otherwise, processed next day.
3 If actual shipping cost exceeds $50, student will be assessed actual shipping cost.
4 Only available to students who graduated after 1990.
5 Student must provide a street address. No PO boxes.

National Student Clearinghouse

Carnegie Mellon University has authorized the National Student Clearinghouse to provide transcript ordering via the Internet. Transcripts can be ordered with this service using any major credit card. These requests are still processed by the University Registrar's Office.

- Students must fax a signed authorization to the University Registrar's Office in order for the request to be processed.
- Students must provide a Student ID number, but this can be the Card ID number.

Faxing Transcripts

We do not fax official transcripts — faxed transcripts would not bear the university seal, and therefore would not be official. Likewise, we do not accept transcripts faxed from other universities.

Signatures

We enclose transcripts in special envelopes marked "Official Transcript Enclosed. No Signature or Seal Required." Therefore, we do not sign or put a signature stamp on the outside of a transcript envelope, as it would be unnecessary.

Whiteprints

Whiteprints are unofficial transcripts (i.e., not printed on official transcript paper). Students can request transcripts from Student Information On-Line (see SIS Screen and Website Guide for details). Whiteprints reflect all courses and academic actions and notes on a student's academic record. Departments can produce whiteprints using the RWR\(1\) screen (see SIS Screen and Website Guide for details).

Holds

We will not process a transcript if a hold exists on the student's account. There are two types of hold:

- Financial/Cashier hold: set when the student owes the university money.
- Community hold: set due to disciplinary action.

We do not release a transcript, verification, or diploma authentication until the cause behind the hold has been resolved.

If a graduated student still owes something to the student's department, the department must ask that the student's account be assessed for the value of the issue, as a hold will not be placed automatically. The department should attempt to settle the issue prior to the student's graduation.
Verifications

Enrollment/Degree Verifications
If a student needs a verification of enrollment information (e.g., for loan deferrals or visa requirements), he or she should visit Student Information On-Line (from The HUB website) and order a verification via the "Request Documents" screen (see SIS Screen and Website Guide for details). Students can also request verifications through the National Student Clearinghouse. **ONLY THE UNIVERSITY REGISTRAR'S OFFICE CAN ISSUE VERIFICATIONS.**

We verify three kinds of student information:

- **Enrollment** — includes semesters of attendance and part–time or full–time status for a given semester.
- **Degree** — includes expected graduation date, degree received, and date of graduation.
- **Other** — includes cumulative and semester QPAs and dates of attendance. Students who are no longer enrolled at the university may request a verification that they left the university "in good standing." We forward "in good standing" requests to students' deans.

The student's signature is required for "other" requests. Enrollment and degree verification requests can be processed without a student's signature, unless the student has indicated that he/she does not want any information released (see "Release of Student Information").

**NOTE:** We **cannot fax verifications that contain a student's QPA.**

We use the following table to certify a student's part–time/full–time enrollment status. "Academic load" is the number of units for which a student is enrolled in a given semester.

<table>
<thead>
<tr>
<th>Academic Load</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 or more units</td>
<td>full–time</td>
</tr>
<tr>
<td>18–35 units</td>
<td>half–time</td>
</tr>
<tr>
<td>1–17 units</td>
<td>part–time</td>
</tr>
</tbody>
</table>

ABD doctoral students are verified as full–time, regardless of units taken. GRR (Graduate Reading & Research) students taking 5, 36, or 48 units during the summer are also verified as full–time. ABS doctoral students are not verified as enrolled.

Special Verification Requests
Sometimes, a student will request a specific information be verified. Examples:

- Early Completion verification — used primarily for foreign students moving into H1B employment status who complete the requirements for their degrees mid–semester.
- Verification of leave of absence
- Verification that the student has permission to attend Commencement
- Verification of Tuition/Fees assessed — for sponsored students.

For special verification requests, students should e-mail esg–verifications@andrew.cmu.edu.
Review of Academic Record

Request to Review Academic Record Form

A student who wishes to review his/her academic record must fill out a "Request to Review Academic Record" form, available from The HUB website, or at http://www.cmu.edu/hub/forms/ESG-RECREVIEW.pdf.

When the student has completed the form, it should be returned to The HUB.

**Students must complete this form prior to gaining access to their records.**

After submitting this form, the student will be scheduled for an appointment to view his/her records. Documents to which the student has waived access will be removed prior to viewing. Any documents (whiteprints or transcripts) produced specifically for this review will be destroyed within 72 hours of the review.
Registration

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Registration

All degree-seeking students must register for courses via OLR before attending class. It is highly recommended that students discuss their choices with their academic advisor(s) before registering.

**Students must be registered before financial aid is disbursed.**

**Preparation for Registration Week**

Before registration week begins:
- All course information for the next semester must be up-to-date on the online Schedule of Classes.
- Students must have a valid enrollment status (E1, R1, R3) in order to register.
- Prerequisites, co-requisites, instructors, sections, reservations, etc. must be updated via ASOC.

The University Registrar’s Office sends all currently-enrolled students e-mail reminding them of registration times and procedures.

**Registration Week**

Students typically register for classes during Registration Week. Fall Registration Week (registration for the Fall semester) is usually the next-to-last week of classes in the Spring semester. Spring Registration Week is usually the week before Thanksgiving Recess. Registration Week is open to all students who:
- have been accepted into a degree program;
- who were enrolled the previous semester;
- who are Non-Degree Students;
- who don’t have outstanding balances from past semesters; and/or
- who have not graduated, withdrawn, or taken a leave of absence.

For Registration Week, students access the Online Registration website (OLR) and register for classes. When students are allowed to register during Registration Week depends on class status.

**Starting Time Assignments**

The time period on the designated day when a student may access OLR is determined by the last two digits of his or her Student ID number. Each two-digit combination is randomly assigned a time throughout the day when OLR access will be turned on for that group of students.

Students may register on OLR at any time after OLR is turned on for them, up to when OLR is turned off after the Add/Drop period ends (10th day of classes). That is, a senior for whom OLR access is turned on at 3:00 pm can access OLR and register for a class any time (up to the Add/Drop deadline) after 3:00 pm on Monday of Registration Week.

**Fall Registration Week is held as follows:**
- Graduate students and seniors: Monday
- Juniors: Tuesday
- Sophomores: Wednesday
- Freshmen: Thursday
- Non-degree students and others: Friday

**Spring Registration Week is held as follows:**
- Graduate students and seniors: Monday
- Juniors: Tuesday
- Sophomores: Wednesday
- Freshmen: Thursday
- Non-degree students and others: Friday

For Fall Registration Week, registration is based on the predicted class status for the Fall semester. For Spring Registration Week, registration is based on current class status. So, for example, a student who is a junior in Fall 2008 will register for Spring 2009 on Tuesday but for Fall 2009 on Monday (because the student will be a senior).

Note, however, that students must meet minimum course load requirements by the start of classes to be considered fully registered.

**Summer Registration Week does not have day/time assignments.**

Refer to the *SIS Screen and Website Guide* for full details on how students use the OLR Website to register for classes.

**Reasons a person might not be able to register:**
1. The student has an invalid enrollment status code.
2. The student has an outstanding balance on his/her student account.
3. The student has not been entered into the SIS.

**Post-Registration Week Cleanup**

The following are done after Registration Week:
- Waitlist Review
- Reminders to students to confirm their waitlists (tag-ups)
Course Adds/Drops

Students at Carnegie Mellon may add or drop a course by following the instructions for adding/dropping a course in OLR on or before the appropriate deadline as published in the Official University Calendar. This applies to all courses with the exception of half-semester mini courses. The deadline to drop a half-semester mini course is the last day of the fourth week of the mini course. When a course is dropped by these deadlines, the course is removed and does not appear on the student’s academic record.

Scheduling changes must be made within the period in the semester as established in the Official University Calendar. A student cannot drop a course simply by notifying the instructor(s) involved or by ceasing to attend class(es). A student dropping all of his/her courses (with the intent of leaving the university) must file an Application for Withdrawal or an Application for Leave of Absence.

To add or drop a course after the Add/Drop deadlines, or to drop below 36 units, students must see their Associate Dean to facilitate schedule changes. Note that students follow the calendar/policies of their home college, not the teaching college, such as in the case of a CIT student taking a class in the Heinz College, which follows a slightly different schedule.

The Late Add Form is used for adding a course or switching sections after the established add period and during the semester in which the course is offered. Students can check Student Information Online (SIO) to see if the appropriate schedule changes have been made. If adding a course would result in a schedule overload, the permission of the student’s advisor is also required. Graduate Students must have the permission of their department.

Late Add/Drop forms and Drop Below Full Time forms are NOT to be used until AFTER the 10th day of classes. Prior to the 10th day of classes, students can and should add/drop classes via OLR. Also, BOTH forms are to go to the student's home department and college to be processed. These forms are not to be returned to The HUB.

Notes on Dropping Courses

Students may drop courses until two weeks after mid-semester grades are due. After the deadline, students must petition their dean to drop classes. If a student is permitted to drop a course after the deadline, the student’s department must send us the approved Retroactive Add/Drop form.

How dropped courses for undergraduates are recorded depends on the date of the drop:

- on or before the add/drop deadline: course removed; will not appear on student’s transcript
- after the drop deadline but on or before the last day of classes: “W” (Withdrawal) grade assigned; course will appear on the student’s transcript.

Drops after the last day of classes must be approved by the student’s dean.

Graduate students have all courses dropped no matter when they drop the course.

Dropping a Mini Course

The drop deadline for a mini course is the end of the first week of classes for that course. Otherwise, dropping a mini course is the same as dropping a regular course. Tepper and Heinz have their own mini course drop deadlines; see the Official University Calendar for specific dates.

Retroactive Add/Drop

A student’s dean may allow a student to add or drop a course from a previous semester. The dean must submit a Retroactive Add/Drop Petition and (in the case of a retroactive add) must also submit a Change of Grade/Missing Grade form. If the student was not enrolled full-time for that semester, they are charged the current tuition rate for the additional course.

Changing Units

Students who wish to change the number of units for a variable-unit course for which they’ve already registered must see the department in which the course is offered. The deadline to change units is the same as the add/drop deadline for undergraduate students. If departments find it necessary to change units for a course for which students have already registered, they should contact the Scheduling Specialist, Nancy Camino (phone x84086). We drop all of the students from the course, change the number of units for the course, then re-enter the students. If the change occurs after final grade processing, we also drop and re-enter final grades. However, if this happens, departments must submit completed Retroactive Add/Drop and Change of Grade/Missing Grade forms for all affected students. This is necessary so that we have a permanent record to document the changes.

Removing an APEA Course

Advanced Placement Early Admission (APEA) students have the option of removing APEA courses and grades from their academic records. Although we only record grades of B or better, an APEA student may request that any grade be removed. Grades can be removed up to one year after completing the course. Removed grades will not be reinstated for any reason.
Grade Options

Overview
When a student registers for a course, he or she may choose one of the following grade options:

- **Letter Grade** — The student receives a letter grade for the course. This is the typical case, except when a course is only offered as Pass/Fail.
- **Pass/Fail** — The student receives either a Pass (P) or Fail (N), instead of a letter grade. Some courses (e.g. 99–101) have this option as their default and only option.
- **Audit** — The student attends the class, but receives no academic credit. An Audit grade is marked "O" on the student's transcript.

Pass/Fail
Students may elect to take a free-elective course pass/fail unless precluded by the course, the course’s department or the student’s home department/college. Policies for graduate students vary and students should be advised to check with their individual colleges/departments/programs for details.

Students must submit a Pass/Fail Form to the University Registrar’s Office indicating the course they are electing as pass/fail before the end of the university’s drop period. This decision is irreversible thereafter. No information regarding the student’s decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

A through D work will receive credit for units passed and be recorded as P on the student’s academic record; below D work will receive no credit and will be recorded as N on the student’s academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student’s QPA.

In exceptional circumstances, departments may ask to designate a course pass/fail or request that the course be evaluated only with letter grades. The College Council must approve designating a course as pass/fail only or as graded only. If such a decision will have an adverse effect on the requirements of any other college, Academic Council must review the decision. The decision to designate a course as graded or pass/fail must be made before the add period for the course and is irreversible thereafter.

Notes:
- For most graduate programs, a failing grade is defined as a C or lower. However, students in those classes who are taking them as Pass/Fail will still only receive an N (failing) grade for a letter grade below D.
- CIT graduate students receive an S grade for the pass/fail grading option.
- When a student takes the pass/fail grade option, there is no record kept of the actual letter grade assigned by the instructor. Thus, there is no way to confirm, for example, that a student who took a class as pass/fail earned a B as opposed to a D. Therefore, students should consider the decision to choose the pass/fail option very seriously, as it cannot be reversed.

Auditing a Course
Auditing a course is defined as presence in the classroom without receiving academic credit, a pass/fail or a letter grade. The extent of a student’s participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to register for the course, complete a Course Audit Approval Form, obtain permission of the course instructor and the student’s advisor, and return the Course Audit Approval Form to The HUB prior to the end of the Add/Drop period.

Any student enrolled full–time (min. 36 units) may audit a course without additional charges. Part–time or non–degree students who choose to audit a course will be assessed tuition at the regular per–unit tuition rate.

Notes:
- Because a student must first register for a class before choosing the Audit grade option, the units of the course being audited count toward the maximum units a student can take.
- If a student fails to complete an audit satisfactorily, the grade received will be a blank.
- Students must have dean’s permission to audit a course (for which they are already registered) after the add/drop deadline.
PCHE Cross–Registration

Carnegie Mellon participates in cross–registration overseen by the Pittsburgh Council of Higher Education (PCHE). PCHE allows for a student enrolled full–time at a PCHE school to cross–register at any other PCHE school. A cross–registered course may count towards the full–time enrollment requirement. Full credit and grades are transferred between PCHE schools. Students may cross–register for one class per semester and must adhere to the registration deadlines of the host college. There is no additional tuition charge, except for any special course or laboratory fees. Carnegie Mellon students do not acquire status at the Host Institution but are given library and bookstore privileges.

Cross–registration is not available during the summer. Carnegie Mellon students may take courses at other schools, but only credit is transferred, not the grade.

There are nine approved PCHE Institutions (not counting Carnegie Mellon):
- Carlow College
- Chatham College
- Community College of Allegheny County (CCAC)
- Duquesne University
- La Roche College
- Pittsburgh Theological Seminary
- Point Park University
- Robert Morris University
- University of Pittsburgh

The complete official cross–registration policy is available at http://www.cmu.edu/policies/documents/CrossRegister.html.

Carnegie Mellon students to PCHE schools

The Cross–Registration form must be kept intact for proper processing; students are not to remove any of the copies from the form.

Carnegie Mellon Students wishing to cross–register must get a PCHE Cross–Registration Request form from The HUB. Students must fill out the appropriate sections, including both the course number and the CRN number listed in their catalog. They must then take the form to their respective departments for approval, both from Advisor and Dean, before returning the form to The HUB. If the class has a restriction or special permission requirement, students must go directly to the outside institution’s offering department to request special permission. It is the student’s responsibility to provide Enrollment Services with a copy of the permission slip. Students wishing to cross–register for more than one course must receive approval from their Dean. Students enrolled in an approved joint program between two PCHE institutions are exempt from the requirement of being full–time at either school. This information must be indicated on the top of the Cross–Registration form at the time of submission to Enrollment Services.

When we receive the Cross–Registration form, the copies are separated:
- White copy: Host Registrar
- Canary yellow copy: Home Registrar (Carnegie Mellon)
- Pink copy: Student
- Goldenrod copy: Home Registrar (Carnegie Mellon)

Host schools send grades to us approximately one week after our deadline for grades. We add the grade to the student’s academic record. NOTE: Some PCHE schools do not send grades to cross–registered students; any students who do not receive grades from the host school may come to The HUB to find out what grades they received.

Cross–registered grades appear on the transcript with a symbol that identifies where they were taken. These identifying symbols appear next to the cross–registered course title:

/ = Carlow    & = Duquesne    % = Point Park
* = Chatham   < = La Roche    > = Robert Morris

This symbol key appears on the transcript at the end of each semester listing that includes a cross–registered course.

PCHE schools’ students to Carnegie Mellon

When a student from a PCHE school wants to cross–register at Carnegie Mellon, Enrollment Services receives a PCHE Cross–Registration form from the student’s Registrar and contact the appropriate Carnegie Mellon department to get approval for the cross–registration.

If the course is approved, we check the form as “Approved,” sign the form as the Host Registrar, and send the appropriate copies to the student and the student’s Registrar.
Non-Degree Students

What is a Non-Degree Student?
A non-degree student attends classes at Carnegie Mellon University, but has not been admitted into a specific degree program. Students include:
- Carnegie Mellon faculty and staff
- Students from other universities
- High school students
- Career professionals
- Spouses, partners, or children of faculty and staff
- Area residents

Becoming a Non-Degree Student
To become a non-degree student, one must complete the following steps:
- Complete a Non-Degree Student Registration Form, available on The HUB website or at The HUB. This must be completed for each semester enrolled as a non-degree student. Prospective students then return the form to The HUB, along with a one-time non-refundable application fee of $25 (this fee is waived for Carnegie Mellon faculty and staff).
- After the registration form is processed, the student is assigned an Andrew User ID and password. More information on Andrew IDs can be found at www.cmu.edu/edu/computing/freshstart/.
- Non-Degree students register for courses via On-Line Registration, after freshman have already had a chance to register. Any non-degree students who are unable to register should contact the teaching department.
- Students from other universities who are taking courses at Carnegie Mellon should contact their home institution before beginning the course(s) to ensure that credit for any coursework completed will be eligible for transfer. Students who wish to transfer credits back to their home institution must submit a transcript request form to The HUB after the completion of their coursework. Carnegie Mellon does not automatically send grades back to the home school.

Three-semester time limit
It is possible to take courses as a non-degree student for three semesters at the per-semester maximum of 36 units. If a non-degree student wishes to take more than 36 units, he or she must submit an appeal to the University Registrar, John Papinchak. After three semesters, students must be admitted into a degree program to continue taking courses. There are three semesters each academic year: spring, summer, and fall. The limit does not apply to students taking only summer courses, current employees, current high school students, or retired Carnegie Mellon employees.

Suspended, Dropped, and Delinquent Students
Students who have been suspended or dropped from Carnegie Mellon may not become non-degree students, even if they are currently employed by Carnegie Mellon.

Students who are financially delinquent with Carnegie Mellon may not become non-degree students, even if they are currently employed by Carnegie Mellon.

Restricted Registration
Non-degree students are not eligible to attend some courses, as some courses are only available to students in that particular department. Students should contact the teaching department if they are unsure of prerequisites or other course information/requirements.

Course Registration
Submitting the Non-Degree Registration Form begins the registration process. Once this form is submitted, non-degree students may register online through OLR or through the teaching department of the course. Current course offerings are listed in the online Schedule of Classes (SOC). Students who need to make changes to their schedule should visit The HUB.

To add or drop a course, students follow the instructions on the OLR help screen. After the add/drop deadlines, or to drop below full-time (below 36 units), non-degree students need to stop by The HUB for assistance. Students who drop a course after the university drop deadline receive a W (Withdrawal) grade for the course. Students who withdraw from a course with the intention of leaving the university for the semester are required to complete an Application for Withdrawal.

Auditing a Course
Auditing is defined as presence in the classroom without academic credit or grade. Non-degree students who audit a course are charged the same tuition as if taking the course for credit. To audit a course, non-degree students must complete the following steps:
- Complete the Non-Degree Registration Form and submit any required fees
- Register for the course the student wishes to audit
- Complete a Course Audit Approval Form
- Return the completed form (with student's and instructor's signatures) to The HUB.

Courses taken while as a non-degree stay in the undergraduate section of the student's transcript. In addition, they are not factored into graduate QPA. A masters program may count some/all of those courses toward fulfilling graduate degree requirements.
Non-Degree Students

Payment
All students are responsible for paying their accounts in full by the semester payment deadline. See the Academic Calendar for due dates.

To settle a student account balance, the student must return the invoice and payment prior to the due date. If a non-degree student enrolls during the first week of classes, payment is due at the time of registration. The student’s account can be paid via personal check, cash, wire transfer, scholarships, or loan proceeds. The student must include name and last four digits of Student ID number with any form of payment. For more information regarding the payment process, see the Student Account page of The HUB Website.

A late fee of $150 will be assessed to the student’s account if the student has not paid the balance due in full by the deadline (see Fee Assessment). A student whose account balance is not settled will not be allowed to register for future classes or receive grades or transcripts. Students with payment issues should be directed to The HUB. Please see Tuition and Fees Assessment for more information on tuition and fees.

Additional Billing Information
Carnegie Mellon Employees must complete a Tuition Remission Form, available on the Human Resources website at http://hr.web.cmu.edu/resources/forms. This form is REQUIRED for EACH SEMESTER enrolled as a non-degree student.

Students from another university are not eligible to receive financial aid from Carnegie Mellon, including Federal Stafford Loans.

Those expecting to receive employer reimbursement are still required to pay the full tuition amount by the payment deadline. The following payment options are available to students who receive employer tuition reimbursement: TMS Payment Plan, Federal Subsidized Stafford Loan or Federal Unsubsidized Stafford Loan. Students who receive Carnegie Mellon employee tuition remission are not eligible for scholarships from the school, but they may be eligible for one of the above options.

Other Areas of Interest
Student ID Cards
Non-degree students are issued a Student ID Card (Affiliate Card). To be eligible, you must be a non-degree seeking student; have a current Student Information System (SIS) record; and be eligible to enroll, be enrolled, or be conditionally enrolled for the semester in which you are applying for a card. With the Affiliate Card, you will have access to campus athletic facilities, academic buildings, and tickets for athletic events, concerts, films and other activities, as well as university library borrowing privileges.

To apply for the card, visit the Carnegie Mellon Card Office (located across from The HUB). You must present a government-issued photo ID (driver’s license or passport). For more information, visit www.cmu.edu/idplus/.

PlaidCa$h
PlaidCa$h is a prepaid, stored-value/debit account that is accessible via a Student ID Card. Students can use PlaidCa$h for textbooks, school supplies, food and more. The area’s most popular businesses accept PlaidCa$h. For more information, visit www.cmu.edu/idplus/ or call the Card Office at 412-268-5224.

Housing and Dining
Non-degree students may live in university housing only during summer sessions.

Andrew User ID & Password
Non-degree students are assigned Andrew User IDs and passwords. This grants them access to the university computing facilities and services including e-mail, Internet access, computer clusters and the Library Information System.

Student Information On-Line (SIO)
SIO is where students check their enrollment data, schedule, student account balance and grades. It is also where students update their address information and order official enrollment verifications and unofficial transcripts. Students must have an active Andrew User ID to be granted access to SIO.
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Tuition Assessment

All students who are enrolled for a given Fall or Spring semester are initially charged full-time tuition for the upcoming Fall or Spring semester. If a student subsequently graduates, withdraws, takes a leave of absence, or is suspended, tuition charges will be removed (if university deadlines are met). Students who become part-time (drop below 36 units) will have their tuition adjusted after the tenth day of classes.

Students’ tuition and other charges can be viewed on SSD1 or SSD2 on SIS (see the SIS Screen and Website Guide).

Undergraduate Tuition Rates

Undergraduates enrolled for 36 units or more are considered full-time. Those enrolled for less than 36 units are considered part-time.

Undergraduates enrolled in a full-time off-campus program (e.g. Argonne Laboratory, WQED) in which the university assigns a grade are assessed at the incoming freshmen rate. Undergraduates enrolled for on-campus and off-campus work (e.g. Washington semester or international exchange programs) are also assessed full tuition and incoming freshmen rate.

Non-Degree Student Tuition Rates

Non-Degree student tuition is based on course level. Undergraduate classes are assessed at the incoming freshman tuition rate. Non-Degree students taking 36 units or more of undergraduate classes are assessed full undergraduate tuition. Non-Degree students taking 36 or more units of graduate coursework are assessed full CIT graduate tuition.

Advanced Placement/secondary school students are assessed at half the incoming freshman rate, regardless of units carried.

For current tuition amounts, please refer to The HUB website or the current Undergraduate Catalog, available online at http://www.cmu.edu/esg-cat.

Tuition Processes

Tuition Timeline

<table>
<thead>
<tr>
<th>Roll over tuition tables each semester</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>March</td>
<td>September</td>
<td></td>
</tr>
</tbody>
</table>

| Update tables with new tuition rates and add/delete programs | April | April | October |
| Create student semester records | March | March | October |
| Begin charging semester full-time tuition & activity fees | April (per-unit only) | June–December | November–May |
| Charge per-unit tuition starting on first day of class | | August–December | January–May |

Tuition Adjustment

Changes in Schedule that Affect Tuition

The tuition charged each student will be automatically adjusted on the tenth regularly scheduled class day (refer to the specific date noted on the Official University Calendar as the "last day to add courses") based on each student’s schedule at that time. The tuition charged will be increased whenever the number of units added justifies tuition charges greater than those paid by the student at the time of fee settlement. After that time, no tuition adjustments will be made, with the exception of mini courses in the second half of the semester.

Note: Tuition will adjust down ONLY on the 10th day of classes.

Tuition Appeals

Tuition appeals must be made to the University Registrar, John Papinchak (jp7p@andrew.cmu.edu).
Fees Assessment

IMPORTANT: These figures are accurate at the time of printing. For current figures, please refer to The HUB website, http://www.cmu.edu/hub.

Undergraduate–level

Undergraduate degree–seeking students at Carnegie Mellon are assessed the following semester–based fees: 1, 2
- activity ($88, if units carried are greater than 18)
- health insurance (varies, subject to a hard waiver with University Health Services)
- media ($5)
- technology ($75)
- transportation ($39)

Undergraduate degree–seeking students at Carnegie Mellon Qatar are assessed the following semester–based fees: 1
- activity ($88, if units carried are greater than 18)
- technology ($75)

Non–degree–seeking students at Carnegie Mellon are assessed the following semester–based fees: 1, 3, 6
- activity ($88, if units carried are greater than 18)
- technology ($75)

Graduate–level

Graduate degree–seeking students (in full–time programs) at Carnegie Mellon are assessed the following semester–based fees: 1, 2
- activity ($88, if units carried are greater than 18)
- health insurance (varies, subject to a hard waiver with University Health Services)
- technology ($75)
- transportation ($39)

Graduate degree–seeking students (in part–time programs) at Carnegie Mellon are assessed the following semester–based fees: 1, 3
- activity ($88, if units carried are greater than 18)
- technology ($75)
- transportation ($39)

Graduate degree–seeking students at New York City, Portugal, West Coast, ETC Australia, Heinz Australia, Athens, Japan, etc. are assessed the following semester–based fees: 1, 3, 4, 5
- technology ($75)

NOTE: All students in absentia are responsible for the university $75 technology fee which provides them with an Andrew e–mail ID and access to university licensed software.

Exchange/Study Abroad Students

All Carnegie Mellon INCOMING Exchange/Study Abroad students are assessed the following semester–based fees:
- activity ($88, if units carried are greater than 18)
- health insurance (varies, subject to a hard waiver with University Health Services)
- media ($5)
- technology ($75)
- transportation ($39)

All Carnegie Mellon OUTGOING Exchange/Study Abroad students are assessed the following semester–based fees: 1, 3
- technology ($75)
These students are NOT to be assessed the media, activity, or transportation fees, since they are not in Pittsburgh.

Staff & Faculty

Staff and faculty who are also students are excluded from the activity, media, technology, health insurance, and transportation student fees.

Summer Enrollment

Students who enrolled in the summer are not assessed any fees. These students are NOT to be assessed the health insurance fee, but they may opt into student health insurance by contacting University Health Services.

Fee Adjustment

Students who withdraw (or finish early) in a semester will NOT have their fees adjusted. Students are responsible for the entire amount of the activity, media, technology, and transportation fees. Health insurance may be pro–rated by contacting University Health Services.

1 A student’s account will be assessed a late payment fee of $150 if not settled by the semester payment date
2 Part–time (<36 units carried) students can opt out of the health insurance by contacting University Health Services.
3 These students are NOT to be assessed the health insurance fee. They may opt into student health insurance by contacting University Health Services.
4 Students at the Heinz Australia locations are not assessed the technology fee.
5 Students at other campuses/locations are not to be assessed the health insurance fee, unless they are coming to Pittsburgh for a semester. Students at the New York City location are to be assessed the health insurance fee per the program request.
6 Non–degree students are not eligible for the media or transportation fees (or participation in these programs)
Tuition Benefits for Faculty and Staff

Carnegie Mellon is pleased to enable its staff and faculty to further their education, enhance their skills and pursue career development through our Tuition Benefits program.

Staff Tuition Benefit Features:

<table>
<thead>
<tr>
<th></th>
<th>Courses Taken at Carnegie Mellon</th>
<th>Courses Taken at Another Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td>Benefits–eligible full–time or part–time staff who have satisfactorily completed six months of benefits–eligible employment on or before the first day of the full semester.</td>
<td>Benefits–eligible full–time staff only who have satisfactorily completed six months of benefits–eligible employment on or before the first day of the full semester.</td>
</tr>
<tr>
<td><strong>Number of Classes</strong></td>
<td>Full–Time Staff: 2 courses at any one time per term (at one or multiple institutions).</td>
<td>Partial–Time Staff: 1 course at any one time per term.</td>
</tr>
<tr>
<td><strong>Benefit Level</strong></td>
<td>100% tuition remission</td>
<td>50% tuition assistance</td>
</tr>
<tr>
<td><strong>Grade Requirement</strong></td>
<td>None</td>
<td>C or better (or “pass” in a pass/fail course)</td>
</tr>
<tr>
<td><strong>Course Content</strong></td>
<td>Any</td>
<td>Career–related or part of a career–related degree program</td>
</tr>
<tr>
<td><strong>Taxation</strong></td>
<td>The first $5,250 in GRADUATE level tuition benefits per calendar year (NOT per SEMESTER) are exempt from federal taxes. Any additional tuition benefits that exceed $5,250 are subject to federal withholding. UNDERGRADUATE tuition benefits are not subject to taxation, unless they are taken while enrolled in a graduate program. Applicable taxes will be withheld from the employee’s salary, not from the benefit. Taxes may be withheld in one, two or three monthly installments, as selected in the application for tuition benefits.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: These figures are accurate as of the time of printing. For current figures, see the HR Website.</td>
<td></td>
</tr>
</tbody>
</table>

**Admissions Process**: Human Resources is not involved in the admissions process for any school/degree program. Faculty and staff are not guaranteed admission into any university program.

**Authorization**: Staff must receive authorization from their manager in order to take classes. Permission may be denied in cases where the employee is on probation for performance issues, or when the employee’s absence from work would affect the department’s operation.
Enrollment

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What is Enrollment?

Enrollment is the process by which students confirm that they will be attending the university for a given semester and by which Enrollment Services acknowledges that all requirements for registration and payment have been satisfied. In short, an enrolled student has both registered for courses and settled financially with The HUB.

"Enrolled" students are those who are both academically registered and financially cleared. Enrollment must be completed before students may begin classes and before they may utilize university facilities. Students who do not settle financially with The HUB before the tenth day of classes will be assessed a Late Enrollment Fee of $150. Credit will not be permitted for students who fail to fulfill registration or financial obligations to the university. Enrollment deadlines are listed on the official academic calendar.

Enrollment Statuses

These codes denote a student’s enrollment status in SIS (please refer to the SIS Screen and Website Guide for a complete list of enrollment status codes):

- **AB** — Doctoral Student in absentia
  
  See the section on All but Dissertation Status in absentia for more information.

- **BB** — Ineligible to Enroll
  
  This means a student is ineligible to enroll. If a student has this enrollment status, a new semester record will not be created for the student.

- **D1** — Academic Drop
- **D2** — Disciplinary Drop
- **E1** — Enrolled

  This is the status all enrolled students have.

- **F1** — Admission Forfeit

  Students are coded F1 when they forfeit admission. Their admission records are not retained by Enrollment Services.

- **G1** — Graduated
- **G2** — Pending Graduate
- **IN** — Inactive Record

  Sometimes, a student will be entered accidentally into the system twice, under two Student IDs. The most recent Student ID is kept active, while the other is marked "inactive."

- **LA** — Leave of Absence

  See the section on Leaving the University for details.

- **R1** — Conditionally Enrolled
- **R2** — Admission Deferred
- **R3** — Eligible to Enroll
- **S1** — Academic Suspension
- **S2** — Disciplinary Suspension
- **S3** — Administrative Suspension – Financial
- **S4** — Administrative Suspension with other conditions regarding the student’s return

  See the section on Leaving the University — Suspensions for details.

- **W1** — Withdraw/Administratively
- **W2** — Withdrawal
- **W3** — Involuntary Withdrawal

Full-Time Status

Full-time is defined by a minimum of 36 units of credit. Permission to drop below the 36-unit minimum must be granted by the student’s Associate Dean. Undergraduates who are registered as part-time are also subject to the deadlines for adding/dropping a course. Undergraduates who are registered as full-time students as of the tenth day of classes are expected to remain full-time for the duration of the semester.

Other issues that may affect enrollment

- Payment codes
- Health insurance issues
- Clear/reg flags
- RRD3

Whom to call for help

All enrollment issues should be directed to The HUB.
All But Dissertation Status

What is it?
Once doctoral students have completed all degree requirements except for their dissertation and public final examination, they are considered “all but dissertation.” There are two types of all but dissertation students:

1. ABD — all but dissertation on campus
2. ABS — all but dissertation in absentia

Descriptions and policies for each of the all but dissertation types are listed below.

When students decide which all but dissertation type they want to become, they must complete a Doctoral Candidate Contractual Agreement form. The student’s department or dean must approve the form and send it to the University Registrar’s Office. The Contractual Agreement form is only used once.

If program changes become necessary for a student, the department must send the University Registrar’s Office a memo. To assist departments in keeping track of doctoral programs, we send Doctoral Status reports in mid–June and in mid–October. This report reflects our records of all the doctoral students in each department, their current programs and their enrollment statuses. The report is sent in June and October so that any program changes which affect tuition can be made before student bills are produced.

ABD — All But Dissertation on campus
ABD students remain on campus to finish their dissertations. They must register and pay for a minimum of five units each semester (ABD students who receive full–time support from the university must register for a minimum of 36 units). The student’s department determines the actual number of units taken, following college and university policies. The department is also responsible for registering ABD students for the appropriate number of units each semester.

ABD students enroll like all other students; they must meet all registration and payment deadlines. Enrolled ABD students are verified as full–time students.

ABD students may be eligible for a tuition refund or discount in their final semester (see “Waiving/Prorating ABD Tuition Charge”).

ABS — All But Dissertation in absentia
ABS students finish their dissertations in absentia. They do not register for courses and are not charged tuition, except for their final semester, where they must register for and pay for a minimum of five units.

Refunds for declaring ABS status are not given after the tenth day of classes in each semester.

To become ABS, a student must meet three requirements:
1. The student must have been enrolled as a full–time Carnegie Mellon graduate student for at least one academic year. Departments may, at their discretion, count part–time enrollment towards this requirement.
2. The student cannot receive a graduate student stipend (one based on status as a graduate student) paid by the university.
3. The student cannot require substantial use of university resources.

Since ABS students must enroll for their final semester, their department must send us a memo (giving the student’s name, Computer ID, and defense date). We then:

- change the student’s enrollment status from AB to R1 (since the SIS will not allow ABS to register, and no students become R3 after tenth day). Once the student pays the Cashier, his/her enrollment status becomes E1.
- assess a tuition charge and the $65 graduation fee.

ABS students aren’t verified as current students (full–time or part–time). For this reason, international students with J–1 or F–1 visas cannot become ABS. Please contact the Office of International Education (x85231) for more information.

ABS students are allowed only limited access to university facilities, such as libraries and computer clusters. Students can get special ABS stickers from our office. The sticker is a small green square with “ABS” and the semester printed on it. It is attached to the back of the ID+ Card.

The access regulations for ABS Students are as follows. ABS students may:

- obtain university health insurance
- use university libraries, computing facilities (for thesis text preparation) and the bookstore
- enter university buildings for faculty/student consultations
- become full–time or part–time faculty or staff

ABS students may not:

- live in university housing
- use the gymnasium, student employment, Dining Services meal plans or Plaid Cash services
- buy parking permits
- be employed with a graduate student stipend (see above)
- use University Health Services *

*University Health Services is available only to currently–enrolled students; however, they will help in an emergency.
All But Dissertation Status

Waiving/Prorating ABD Final Semester Tuition Charge
If an ABD student completes all degree requirements by September 30 for Fall, January 31 for Spring, or June 30 for Summer, tuition charges for that semester are waived. The student will be registered for 01-999 ("Dissertation Complete," 0 units) if his/her tuition is waived. Otherwise, tuition is prorated (assessed proportionately) by the quarter–semester. Departments must send a memo to us as notification of the completion date and authorization to waive or prorate charges.

Time Limits and Lapses
All but dissertation students generally have seven years to complete their dissertations, but their department or college policy may set a shorter period. The time limit begins the semester the student becomes all but dissertation. The time limit is not affected or interrupted by Withdrawal or leave of absence. In extraordinary circumstances (e.g. call to military service), the student’s department or college may extend the time limit to include the time lost. The student’s dean must approve such an extension.

Departments whose students have a seven–year time limit are responsible for warning students at the six–year mark that their candidacy will expire in one year. If the candidacy expires, students have three options:
1. Leave the university
2. Reapply to a different department for doctoral candidacy
3. Appeal to their dean for a candidacy extension.
Study Abroad/International Exchange

Website: http://www.studentaffairs.cmu.edu/oie/

All Carnegie Mellon students who are studying abroad (except those involved in summer CMU–administered programs) must complete the “Study Abroad Transfer Credit Permission” form, available from the Office of International Education (OIE).

Study Abroad
Carnegie Mellon students from every major can study in any part of the world for a semester, year or summer. Short–term programs during spring and winter break are also possible. A well–planned study abroad program will allow a student to receive credit for study abroad and graduate on time. Most students study abroad during their junior year; however, a growing number of students are studying abroad during their sophomore and senior years.

The study abroad advising staff offers general information sessions as well as individual advising appointments to assist students in all stages of the study abroad process. The Office of International Education (OIE) has a large in–house library as well as useful web links to help students find the most appropriate study abroad program. In addition, OIE offers orientations to help with personal, academic and acculturation issues before and after a study abroad experience.

Carnegie Mellon offers students a variety of payment schemes for study abroad to allow students to study abroad regardless of financial need. There are three categories of programs: Exchange Programs, Sponsored Programs, and External Programs. More detailed information can be found at www.cmu.edu/studyabroad.

Sponsored Study Abroad Programs
The university has designated a few study abroad programs administered by other organizations or universities as sponsored programs. To participate in these programs, students pay a university fee equivalent to current tuition, room and board, and retain their eligibility for all financial aid. Carnegie Mellon in turn pays the program costs to the study abroad sponsor. Where applicable, funds are distributed to the student for room, board, travel, and personal expenses.

Currently, Carnegie Mellon has 38 sponsored programs available around the world. A full list can be found at www.cmu.edu/studyabroad or in consultation with a study abroad advisor.

Registration: Students register for the course(s) specified by their department.
Payment: Depending on the program, students are either assessed a tuition charge payable to Carnegie Mellon or not assessed a tuition charge if payment is coordinated between the department and the host institution.

Program: SAB — we change student programs after we receive student lists from the departments offering sponsored programs.

External Programs
Students may also participate in a program sponsored by another university or study abroad organization if the student’s home department and/or relevant discipline–specific faculty approves the program and its course offerings. Students will pay the other organization or institution directly. Students who receive institutional aid from Carnegie Mellon will not be eligible for this aid while they are abroad. However, students with state and federal aid will still qualify. Students can learn more about external program options during study abroad advising appointments and by exploring the study abroad website.

Exchange Programs
Students who participate in exchange programs pay Carnegie Mellon tuition and receive their regular financial aid package. Students are responsible for room, board, travel, and miscellaneous expenses.

University Exchanges
Carnegie Mellon University has university–wide exchange programs with institutions located in Australia, Chile, Hong Kong, Israel, Japan, Mexico, Qatar, Singapore, and Switzerland.

Departmental Exchanges
Architecture, Art, Chemical Engineering, Design, Drama, Electrical and Computer Engineering, English, Heinz School, Information Systems, Materials Science and Engineering, Modern Languages, Computer Sciences, and Business Administration offer departmental exchange programs. Students should contact their departments or the study abroad website for additional information.

Outgoing Exchange Students (home institution is Carnegie Mellon)

Registration: OIE registers these students for 00–060, Section A (“Tuition Exchange Outgoing”) for 36 units. Students should use the Study Abroad Transfer Credit Permission Form to register for the course. The form must be signed by the student’s department. The student then takes the form to OIE, where the course information is entered into the student’s schedule and the student’s program is updated in SIS.
Study Abroad/International Exchange Programs

Payment: Students are charged the undergraduate full–time rate (excluding the activities fee), payable to Carnegie Mellon. We verify these students as full–time.

Program: Students are identified by a SIS program code which denotes the name of the host institution (e.g. NAN = Carnegie Mellon students studying at the University of Nancy). All International Exchange program codes are in Appendix D.

After the student has completed the term abroad, they must ask the host institution to submit appropriate credit and levels of achievement to OIE. OIE then sends the information to the student’s home department, and the department determines how much credit should be awarded. This information must be sent to be included on the student’s academic record.

Incoming Exchange Students (home institution is not Carnegie Mellon)

Registration: OIE registers these students for 00–070, Section A (“Tuition Exchange Incoming”) for 36 units.

Payment: Students are not assessed a tuition charge, since they pay their own institution.

Program: Students are identified by a program code which denotes the student’s home school (e.g. FR1 = University of Nancy students studying at Carnegie Mellon). All International Exchange program codes are in Appendix D.

After registering the students, OIE sends a list of international students to Student Accounts so that the student can be cleared in the SIS. The URO sends all enrollment information to OIE.

When the students arrive on campus, they are informed during orientation to meet with a department advisor and choose a course schedule. The student then registers via OLR to add the appropriate courses and drop 00–070.
Leaving the University

Students who withdraw have left the university with no intent to return. Students who take a leave of absence have left the university temporarily and have stated their intent to return. Suspended students are asked to leave the university temporarily. Dropped students are asked to indicate their intent to return. Suspended students are asked to leave the university temporarily and have stated their intent to return. Students who take a leave of absence have left the university temporarily and have stated their intent to return. Students who withdraw have left the university with no intent to return.

A withdrawal is voluntary or involuntary.

- A student who wishes to withdraw must complete an Application for Withdrawal form. A student cannot withdraw from the university simply by notifying his/her instructors or ceasing to attend classes. Students who voluntarily withdraw have their enrollment status changed to W2.

- A student may be “administratively withdrawn” as a result of the student’s failure to initiate or complete enrollment. Administratively withdrawn students have their enrollment status changed to W1 after the tenth or fifteenth day of classes.

A leave of absence is voluntary.

- A student who wishes to take a leave of absence must complete an Application for Leave of Absence form, available from the student’s dean or from The HUB. A student cannot take a leave of absence from the university simply by notifying his/her instructors or ceasing to attend classes. Students who voluntarily take a leave of absence have their enrollment status changed to LA.

A suspension is either academic or disciplinary.

- Departments suspending a student for academic reasons should send a memo to Enrollment Services with the student’s name and ID number, along with the length of the suspension. Returning to the university must then be cleared through the student’s college. Students on academic suspension have their enrollment status changed to S1.

- Returning to the university after a disciplinary suspension must be cleared through the Dean of Student Affairs. Students on disciplinary suspension have their enrollment status changed to S2.

- If a student both owes a balance and has additional disciplinary restrictions concerning his/her return, the student is assigned the enrollment status code S4.

A drop is either academic or disciplinary.

- Departments dropping a student for academic reasons should send us a memo with the student’s name and ID number. Students dropped for academic reasons have their enrollment status changed to D1.

- Students dropped for disciplinary reasons have their enrollment status changed to D2.

A dropped student’s dean or college council can rescind a drop. Students can appeal drops to the Provost.

Undergraduate departments must decide whether to drop or suspend a student. Graduate departments follow their own guidelines for suspensions and drops.

Please see the Undergraduate Catalog and the Student Handbook for complete suspension and drop policies.

If a student is withdrawing or taking a leave of absence, an Application for Withdrawal or Leave of Absence must be signed by the student, the student’s department, and the student’s dean (and the student’s parents, if he/she is under 18). Any constraints governing the student’s eligibility to return must be specified on the form by the department, dean, and/or the designated person in the Division of Student Affairs. The student submits the form to his or her dean, who submits it to us.

A Withdrawal or leave of absence is not final until all signatures are on the Application for Withdrawal or Leave of Absence and all outstanding bills have been paid. If the Withdrawal or leave is to take effect during a semester, the Withdrawal or leave starts on the date indicated next to the dean’s signature, unless we receive the form more than one week beyond that date. In that case, the Withdrawal or leave starts the date we receive the form.

If an undergraduate withdraws or takes a leave of absence during a semester (up to and including the last day of classes), grades for that semester are recorded depending on the date of the Withdrawal or leave. Withdrawals and leaves taken after the last day of classes do not affect the final grades recorded for that semester. First and third mini-course grades recorded before the student withdraws or takes a leave of absence are kept. If the Withdrawal or leave is:

- on or before the university deadline to drop courses, all courses are removed — none appear on the student’s transcript.

- after the drop deadline but on or before the last day of classes, “W” (Withdrawal) grades are assigned to all courses — courses appear on the transcript.

Graduate students have all courses removed from their transcripts no matter when they withdraw during a semester.

Students who withdraw, take a leave of absence, or are suspended must leave campus (including dormitory, fraternity, and sorority houses) within two days of the action. Students must remain off campus for the duration of their leave or suspension. Suspended students are
Leaving the University

not allowed to enroll at Carnegie Mellon for the duration of the suspension. Suspended MCS/CIT students are not allowed to take courses at any school for the duration of the suspension. However, students may complete any Summer–I/All courses for which they have registered and paid.

Deceased Students
If a department learns of the death of a currently–attending student, the department should notify the Dean of Student Affairs immediately; Student Affairs will notify Enrollment Services. We change the student’s enrollment status to DS and make a notation on the student’s academic record. We also flag the student’s SIS directory information as NO and send a letter to the student’s family that we will release no information on the student (excepting court orders). Finally, we will refund all tuition charges (except Financial Aid); Housing and Dining Services will also make the appropriate refunds. The Dean of Student Affairs coordinates all refunds and sends the combined refund check to the student’s family.

Refunds due to Withdrawal or Leave of Absence
We assess, adjust and refund tuition, the late enrollment fee and the commencement graduation fees. We do not handle any other refunds; students must notify Housing and Dining Services and Student Health Services to get a refund from those offices.

Returning to the University

Students who have withdrawn must reapply for degree candidacy to return to Carnegie Mellon. Undergraduates must reapply through the Admissions Office; graduate students must reapply through their department.

Most students on a leave of absence are eligible to return to the university without reapplying. Exceptions are:

- students who became full–time students or degree candidates elsewhere (these students must apply as Transfer Students); and
- students whose leave has lasted more than four years.

All returning students who are on voluntary leaves of absence who wish to return must complete an Application for Return from a Leave of Absence. Students who have been suspended must first clear their return with their college (academic suspensions) or with the Dean of Student Affairs (disciplinary suspensions), then complete an Application for Return from a Leave of Absence. The Application must be submitted to the University Registrar’s Office at least 90 days before the start of the academic year of return. For additional deadline information, please contact us or the Financial Aid Office.

If a student took courses at another university while on leave, he/she must send us an official transcript in order to receive transfer credit. If the student does not submit an official transcript, no transfer credit will be transferred.

When the University Registrar’s Office receives an Application for Return from a Leave of Absence, we check to see if the student has any academic or financial “holds” on his or her record and if the student is eligible to enroll. For example, we would check to see if a suspended student’s suspension period is over. Students who deliver the form by hand receive the student copy; otherwise, we keep it.

If the student is not eligible to return, or if the student has any holds, the University Registrar’s Office notifies the student in writing. If the student is eligible to return, the URO forwards the Application for Return from a Leave of Absence to the student’s department or dean. The dean will get department approval, add the dean’s approval, note any conditions applying to the student’s return, and send the form back to us. We then notify the student in writing that he/she is clear to return and send copies of notification to the student’s department and to the Financial Aid Office. Finally, we change the student’s enrollment status to R3 (eligible to enroll) for the semester of return.
Transfer Credit

Transfer Credit Evaluation and Assignment Policy

The Policy on Grades for Transfer Courses, originally dated January 13, 1993, and approved by the Committee on Educational Programs and Student and Faculty Affairs states:

“Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows:

Carnegie Mellon courses and courses taken through the university’s cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their colleges’ and departments’ policies allow this).

Definitions

A Carnegie Mellon course is one conducted under Carnegie Mellon University regulations regarding course content and grading and taught by faculty under the supervision of a Carnegie Mellon academic unit. Courses taught by Carnegie Mellon faculty on the Carnegie Mellon campus qualify. Courses that are part of the regular offerings of other universities do not quality, unless faculty at the other universities receive appointments at Carnegie Mellon and handle Carnegie Mellon students under Carnegie Mellon academic regulations.

Courses offered for cross-registration are those taken under PCHE (Pittsburgh Council on Higher Education) agreement during the academic year.”

Transfer Credit Evaluation Procedure

External Transfer Students

External applicants applying for transfer to Carnegie Mellon will arrange for a submission of:

- official transcripts to the Office of Undergraduate Admission as part of the admission process,
- official, final transcripts to the Office of Undergraduate Admission once they are admitted and prior to their beginning coursework at Carnegie Mellon.

As part of the admission process, Admission will verify the official final transcripts, and then send them to the appropriate academic unit responsible for college/department acceptance decisions. Each unit will be responsible for students’ review of transfer credit and the establishment of transfer course credit for each individual student.

Current Students

Current Carnegie Mellon students taking courses at other accredited institutions (colleges and universities), during either summer semesters or as part of exchange programs or other departmentally approved programs, or while on leave from Carnegie Mellon, must arrange for the submission of official final transcripts to Enrollment Services.

Upon receipt, Enrollment Services will verify these official transcripts and send a copy of the transcript to the appropriate academic unit responsible for that student’s college/department transfer credit decisions. The official transcript will reside in the student’s university academic folder in Enrollment Services. Each unit will be responsible for its students’ transfer credit review and the establishment of transfer course credit for each individual student. Should a unit receive the official transcript, it must be sent immediately to Enrollment Services for proper (re)distribution and inclusion in the student’s academic folder.

AP Credit

Carnegie Mellon may grant advanced placement and credit for scores of four and five on exams taken in the CEEB Advanced Placement program. Students who take AP exams have their scores sent to Carnegie Mellon with their admission materials. Upon enrollment, students’ colleges/schools evaluate their scores and inform them if AP credit has been awarded.
Grades

The undergraduate student Grading Standard is as follows:

Grade  Quality Points
A .......... 4.0  Excellent
B .......... 3.0  Good
C .......... 2.0  Satisfactory
D .......... 1.0  Passing
F .......... 0.0  Failure
X .......... 0.0  Conditional Failure
P .......... Non-Factorable  Passing
N .......... Non-Factorable  Not Passing
O .......... Non-Factorable  Audit
W .......... Non-Factorable  Withdrawal
I .......... Non-Factorable  Incomplete
AD .......... Non-Factorable  Credit granted for work completed at another institution or examination credit

This grading standard is for all students classified as seeking an undergraduate degree and special students taking undergraduate courses.

Any +/- grades received by undergraduate students when taking graduate-level courses will automatically convert to the corresponding letter grade as listed in the scale above.

The graduate student Grading Standard is as follows:

Grade  Quality Points
A+ .......... 4.33  (Not applicable to CIT or H&SS)
A .......... 4.00
A- .......... 3.67
B+ .......... 3.33
B .......... 3.00
B- .......... 2.67
C+ .......... 2.33
C .......... 2.00
C- .......... 1.67  (Not applicable to TSB, HNZ or H&SS)
D+ .......... 1.33
D .......... 1.00
R .......... 0.00  Failure
X .......... 0.00  Conditional Failure
P .......... Non-Factorable  Passing
N .......... Non-Factorable  Not Passing
O .......... Non-Factorable  Audit
W .......... Non-Factorable  Withdrawal
I .......... Non-Factorable  Incomplete
AD .......... Non-Factorable  Credit granted for work completed at another institution or examination credit

Grading standards are based upon a student's home academic program and are defined by their home college. The college's standards determine if certain grades are applicable and if undergraduate course are factored into their mid-semester and final semester quality point averages (QPA). Otherwise, the university policy is that only graduate courses (700 level and higher, unless a department specifies 600 level as graduate) are factored into the semester QPA.

Pass/Fail policies for graduate students vary and students should be advised to check with their individual college/department/program for details.

Minimum passing grades in graduate courses are determined by the department and college policy. Any course that a graduate student completes will be graded using this scale. This includes undergraduate courses taken by graduate students, and non-degree students taking graduate courses.

Units and Quality Points

Carnegie Mellon has adopted the method of stating in "units" the quantity of work required of students. In each subject of study, the college catalog indicates how much time per week is expected of the average student for each kind of work (e.g., recitations, laboratory, studio, study). For the average student, one unit represents one work-hour of time per week throughout the semester. The number of units in each subject is fixed by the faculty of the college offering the subject. Three units are the equivalent of one traditional semester credit hour.

A subject requiring 9 hours of the average student's time per week for a semester is known as a 9-unit subject. For example, Chemistry might require 3 hours in the laboratory, 3 hours of lecture/recitation and 3 hours of preparation, a total of 9 work hours. Mathematics might require 3 hours of recitation plus 3 hours of preparation for each recitation, a total of 12 work hours.

Final grades are given “Quality Point Values” as follows:

A (excellent)   = 4
B (good)   = 3
C (satisfactory)   = 2
D (passing)   = 1
R (failure)   = 0

Units earned for a course multiplied by the Quality Point Value of the grade given for that course equals the Quality Points for that course. For example, a 9-unit course assigned a “C” grade is awarded 18 quality points (9 units x 2 quality points = 18 quality points). Total Quality Points divided by Total Units Factorable equals the Quality Point Average.
For example, a student’s record in one semester might be:

11 units in Mathematics “A”
11 units x 4 quality points = 44 quality points
10 units in Physics “R”
10 units x 0 quality points = 0 quality points
9 units in Chemistry “B”
9 units x 3 quality points = 27 quality points
9 units in History “C”
9 units x 2 quality points = 18 quality points
9 units in English “D”
9 units x 1 quality point = 9 quality points

Total Units = 48
Total Quality Points = 98
Quality Point Average (98 divided by 48) = 2.04

“I” (incomplete), “P” (pass), and “W” (withdrawal) grades are not awarded quality points and are not considered as “factorable” units when calculating the QPA.

The same procedure is applied to all grades earned at the university to establish the Cumulative Quality Point Average.

Mini–course grades
There are two mini–courses (“minis”) in each Fall, Spring, and Summer semester: the two in the Fall semester are the first and second minis (Mini–1 and Mini–2); the two in the Spring semester are the third and fourth minis (Mini–3 and Mini–4); and the two in the Summer semester are the fifth and sixth minis (Mini–5 and Mini–6). Final grades for first and third minis are reported during normal midterm grade processing each semester (Heinz and Tepper dates vary). Final grades for second and fourth minis are reported during normal final grade processing each semester. Mini courses are not assigned mid–semester (i.e. midway–through–the–course) grades.

First and third mini grades appear on the student’s transcript, along with semester and cumulative QPA, after midterm grade processing. Students who withdraw after a mini grade has been assigned will retain that mini grade (All other courses will be removed or assigned a “W” grade; see “Leaving the University” for more information).

Semester and Cumulative QPA
The SIS calculates QPAs (Quality Point Averages) according to the following formulae:

• semester QPA — quality points divided by factorable units
• cumulative QPA — total quality points divided by total factorable units

Undergraduate courses are excluded from 9–point graduate QPA calculations. Any undergraduate courses are noted on a (9–point scale) graduate student’s transcript with a special notation and message.

ROTCAgrades and QPA
Effective Spring 1989, the QPA upon which academic actions are based excludes ROTC (Reserve Officers’ Training Corps) courses (30–xxx, 31–xxx, and 32–xxx). A separate ROTC semester and cumulative QPA is calculated for students taking ROTC courses. ROTC units are considered “Units Passed” but are not considered “Units Factorable;” therefore, they are not calculated in students’ semester and cumulative QPAs. ROTC courses, grades, and QPAs are located in the lower right corner of the transcript.

Grade Entering
Grades are entered twice per semester: at midterm and after final exams. Instructors enter grades for their course(s) via E–Grades. See the SIS Screen and Website Guide for details.

Changing Grades
To change a permanent grade to a different permanent grade (e.g. B to A), the University Registrar’s Office must receive a “Change of Grade” form signed by the dean and department head of the college offering the course, and by the course instructor.

To change a conditional grade to a permanent grade (e.g. I to A or X to D), we must receive a “Change of Grade” form signed by the dean and department head of the college offering the course and by the course instructor. An "X" grade can only be replaced with a D or R. After updating the SIS, we mail the pink copy of the form to the student’s department and the yellow copy to the student’s dean.

Note: We only accept Change of Grade forms from a dean, department or instructor. We will not accept the form from a student.

Missing Grades
If a grade is not submitted during the period that E–Grades is turned on for instructors, the instructor should complete, sign, and send us a Change of Grade form. If a student was not registered for the course at the end of the semester, a completed Retroactive Add/Drop form must accompany the Change of Grade form.

Note: We only accept Change of Grade forms from a dean, department or instructor. We will not accept the form from a student.
E–Grades Process

E–Grades is the website–based entry method for grades. Full details are in the SIS Screen and Website Guide.

Accessing E–Grades
E–grades can be accessed from The HUB website by clicking on "Services for Departments" on the right–side links menu, scrolling down the list of services, and clicking on "Faculty Information On-line (E–grades)," or directly at https://acis.as.cmu.edu/grades/.

Entering Grades
Place your cursor on the first student blank grade column and enter the grades for that student. Grades are not case–sensitive. To move the cursor to the next column/row, you can use your mouse to click in the appropriate text field or press the TAB key to move to the next field (SHIFT+TAB moves back one field).

Default Grades
Whenever you enter an Incomplete grade (I) for a student, you must specify the default grade. The default grade is the grade a student with an incomplete grade would receive if he/she did no more work. For instance, a student who was unable to turn in a large assignment by the end of classes might be assigned an Incomplete grade (if the instructor agrees). If the student turns in the work, the instructor can choose to change the grade later to a higher grade to reflect the work submitted. Or, if the student decides not to complete the work, the grade reverts to whatever the instructor has set as the default grade. Incomplete grades revert to the default grade if the instructor has not completed a Change of Grade form, changing the Incomplete grade to a permanent grade, by the last day of the examination period of the following semester.

Entering grades for additional sections
If you need to enter grades for additional sections, click the "Enter Grades" button, which will take you back to the selection list. Then highlight the course and click the Continue button.

Verifying Your Grades
Verifying your grades is very important! Please double–check to make sure the grade that’s recorded is the grade you assigned.

We update the website every 15–30 minutes, depending on the number of students being updated at a time. To verify your grades, try the following:

– Review your e–grade confirmation via email. The email will give you more details regarding the grade submissions such as errors or reasons why a grade was not saved.
– On the website, you can verify your grades by selecting "Enter Grades" again after 15 minutes.
– Print a class roster through the website after 15 minutes. Click on the “Class Roster” button.
– If you have a SIS account, you can verify the individual student grades through the RGD1 screen or by roster through the RRD2 screen.

NOTE: All grading is recorded at the recitation level. If you have a lecture with recitations, you will enter grades for each recitation. Adding grades to the lecture will not permit the students to have their grade calculated into their QPAs.

Important: Undergraduates can only receive +/- grades at midterm. Graduate students can receive +/- grades for both midterm and final grades.

NOTE: Do not assign "I" grades at mid–semester, even if some work is complete. Instead, assign the letter grade the student would earn at that point.

Changing Grades
If you need to change a grade within the grade submission period, you can use E–Grades at any time to do so. After the grade submission period is over, you must submit a Change of Grade form. Change of grade forms are to be used for final grades only.

Submitting Grades Via Proxy
If someone other than you must submit your grades, that person will need to be set up as a proxy through Enrollment Services. Only the instructor of record, assistant or associate department head, and the associate dean are permitted to register a proxy. Let your proxies know they must have an active Andrew account to be registered. If a proxy does not have an active Andrew account, please have him/her contact Computer Services at x8–4357.

Send e–mail to egrades@andrew.cmu.edu to register your proxy. In your e–mail message, please provide us with the proxy name, proxy Andrew userid, course number, course section, semester, and person giving authorization.
Graduation

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Graduation and Commencement

Departments certify their own graduates for graduation. There are three times annually that students can graduate: August, December, and May. The actual graduation dates are:

- August — the date that Summer–2 and Summer–All grades are due
- December — the date that Fall final grades are due
- May — the date of the Commencement ceremony

Commencement Process Overview
The commencement process has several main components:

- Student Data Collection
- Department Maintenance and Verification of student data
- Diploma Ordering
- Commencement Program Production
- Diploma Distribution
- Degree Certification

Academic departments have several tools to assist them in moving students through the Graduation Process: the Student Information System screens\(^1\) and Administrative Graduation On-Line (AGOL).

Students are responsible for:
Updating their diploma name, expected graduation date, thesis titles (if applicable) and mailing address and/or phone number on Graduation On-line (GOL).

Academic departments are responsible for:
1. Maintenance and verification of student data. In many instances, departments will need to review their students for the correct:
   a. expected semester of graduation (SIS: RDU1 screen and AGOL website)
   b. students’ major, additional major(s) and/or minor(s) (SIS:RDU1 and AGOL website)
   c. spelling of their diploma name (AGOL)
   d. thesis titles, where applicable (AGOL)
2. Finalizing data for the commencement program. The Office of University Events and Communications Design produce and publish the Commencement program.
3. Certifying the students’ degrees including majors, additional majors and minors.
4. The University Registrar’s Office is responsible for:
   1. Assisting with this process, informing the students of deadlines, correcting errors and problems for academic departments; providing honors datasets.
   2. Ordering diplomas and distributing those diplomas to academic departments upon their arrival from the vendor.
   3. Mailing any diplomas to students not attending the ceremony
   4. Holding diplomas due to financial or community obligations
   5. Handling returns of diplomas
   6. Reordering of diplomas

Students: Graduation On–Line (GOL)
Enrollment Services, along with ACIS have developed a web-based student interface so that students can enter their graduation information data via the web. It will be accessed through The HUB’s home web page (http://www.cmu.edu/hub), as a link to “Graduation On-Line” and is secure and validated through the Andrew email servers and the SIS.

Students will enter a web-based screen to update:
- Diploma Name (No all caps, use upper and lower case)
- Expected Graduation Date
- Thesis Title (as appropriate for doctors, masters, honors undergraduates—do not use quotes!)
- Advisors (for doctoral students only—no titles and if multiple advisors, then list them alphabetically)
- Attendance at May ceremony
- Diploma Mailing Address (for those graduating other than May)

They will be asked to verify the following:
- Degree(s)
- Major(s)
- Additional Major(s)
- Minor(s)

\(^1\) See the SIS Screen and Website Guide for information on the SIS screens used in the Graduation/Commencement Process.
Students are mailed the following message throughout the semester reminding them to update their graduation information:

**Example:**

```
Dear Student

We are writing to tell you about the process for graduating in May. At this time, and continuing through March 9, you will be able to link to Graduation On-Line from The HUB Website (http://www.cmu.edu/hub).

The On-Line Graduate Record will ask you to provide the following:

- The exact spelling of your name for your diploma (NO all caps, please use upper and lower case),
- The semester you expect to graduate,
- The address to which you would like your diploma mailed, if you are not planning to attend the May ceremony,
- The title of your thesis, if one is required for your program (do not use quotes around your entire thesis title),
- Your advisor’s name (for doctoral students; do not enter titles and if there are multiple advisors, please list alphabetically).

The Web page will also display all the information we currently have for you relating to graduation (e.g., degree title, primary major, double major, minor, etc.). If you notice any discrepancy in your academic information, please contact your department. Students may not change academic data, your department must make any changes.

Be sure also to clear your student balance. Diplomas will not be given to you if you owe the university.

We would like to take this opportunity to offer our congratulations on your upcoming graduation from Carnegie Mellon.

Best Wishes and Good Luck,

John Papinchak
University Registrar
```

Students can see a prototype of their diplomas via GOL. This diploma prototype represents data that was there as of the prior night. If any data elements are changed, the prototype will not reflect those changes until the following day (after overnight processing occurs).

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**Academic Departments: Administrative Graduation On–Line (AGOL)**

This web based application that reflects the data in the SIS:RDU1/RDD1 screens and allows electronic student graduation certification by setting a status for the degree, major(s) or minor(s); allowing input for the thesis title and advisor input; updating honors (dean’s offices only); and indicating mailing information. The screen includes electronic diploma ordering directly to our diploma vendor.

Website: [https://acis.as.cmu.edu/gale2/servlet/commence](https://acis.as.cmu.edu/gale2/servlet/commence). *(Don't forget to type the 's' after http...that's because it's a secure server.)*

**Instructions**

- Use AGOL to review ALL of your department’s students (bachelor’s, master’s and doctor’s, as appropriate) where their expected graduation date=Syy for the correct spelling of their name, accuracy of their major, additional majors and minors as well as setting their status (See IMPORTANT section).

  - In addition, check that your doctors’ candidates have entered a thesis title (no quotes) and a doctoral advisor (no titles and if multiple advisors, list them alphabetically). If any information is missing, please complete the appropriate fields.

  - The same information on AGOL will be used in the Commencement program known as Gallies.
    - if the status is set as ‘In Progress’ or ‘Certified’ for bachelor and master degrees;
    - if the status is set as ‘Certified’ for Doctor’s Hooding Ceremony. Doctor’s candidates will be listed in alpha order by department, by college, to reflect the order in which they will be hooded on stage.
      - The doctor’s listing will include the following for each candidate:
        - Candidate name (first, middle, last)
        - Major
        - Thesis Title
        - Advisor’s Name

Department coordinators should include the name of the advisor(s) for each candidate. In the event of multiple advisors, please enter them alphabetically. Enter the advisor’s full name as it should appear in the printed program. Do not enter any title before or after the advisor’s name. The name will appear without a title.

* For students not graduating in Syy, please change their expected graduation date to a future semester as appropriate.
Graduation and Commencement

IMPORTANT—Information regarding Status:
Students who are POTENTIAL show up on the AGOL lists as RED, IN PROGRESS as YELLOW and CERTIFIED as GREEN. AGOL must be used to review your students so that their status is correctly updated for each major, additional major and minor from POTENTIAL to:
- ‘IN PROGRESS’ or ‘CERTIFIED’ for May commencement. These actions must be taken on or before April 10th so that diplomas for those students will be ordered in time.
- ‘CERTIFIED’ for August or December commencement.
A student has an OVERALL STATUS and a STATUS for each of their major degree, additional major(s) and minor(s). If any of the students’ specific STATUS (major, additional major or minor) remain as POTENTIAL or IN PROGRESS but the student’s primary degree is CERTIFIED, their OVERALL STATUS will remain as POTENTIAL or IN PROGRESS. This is because the OVERALL STATUS only changes to CERTIFIED once ALL of the specific statuses for major, additional major(s) or minor(s) are changed to CERTIFIED. Therefore, a transcript will not show the degree if an additional major or minor is still ‘IN PROGRESS,’ even if the primary major is ‘CERTIFIED.’ It’s an all or nothing concept for the degree certification.
Remember to query your additional majors and minors and set the status for those students appropriately.

May Commencement Process Timeline

The specific Commencement Process Timeline is located on the AGOL main page for your use. It is located at https://acis.as.cmu.edu/gale2/servlet/commence, after clicking on the “DOCUMENTS” button.

As an overview, GOL and AGOL are turned on in early January, with the expectation that students and departments should review the data for accuracy and enter appropriate information. Students are expected to complete this process by early–March and departments are expected to have the majority of students coded as IN PROGRESS by early April. Colleges are expected to enter seventh-semester College and University Honors by March 1. Diplomas will be ordered for expected May graduates on April 12 based on data collection. After this date, diplomas are then ordered manually and individually for students whose data is changed through the certification date.

Departments should be reviewing the daily web galley layouts, with the expectation that the data will be given to Communications Design in April for layout into the Commencement program, along with the Doctor’s Hooding program. Departments should then expect to receive and to review diplomas in early/mid–May and to review graduating student grades immediately before Commencement. Department certification of graduating students should begin to take place then and through June 8. After Commencement, final departmental certifications should be made, and those diplomas not earned or picked up should be returned to Enrollment Services for re-ordering, destruction and mailing.

Honors

College Deans’ Offices (and the School Offices in CFA) are responsible for reviewing, adding and updating University and College honors for their graduating students. The University supports two honors: University and College Honors.

University Honors is awarded to those students who have a seventh-semester cumulative QPA of 3.50 or higher and those students who have a final cumulative QPA of 3.50 or higher. University Honors is noted on the diploma and on their transcript. Colleges’ Honors do not appear on the student’s diploma, but does appear as a footer on the student’s transcript.

May Honors Graduates

Each college plans their own honors ceremony, which takes place at 10 a.m. on Saturday of Commencement weekend. Each college will be responsible for issuing invitations to honor students and their parents, making logistical arrangements, distributing medallions and cords and any other additional tasks for their ceremony.

Seventh semester College and University Honors candidates should be identified and entered into AGOL by March 1 so colleges can begin to send invitations to students and parents. Colleges are responsible for making sure that the list of their honors students is accurate and kept up-to-date. This information will be used for the Commencement program.
- The University Registrar’s Office will provide a dataset to the deans’ offices in mid-March in order to assist in the invitation process. After that date, any additional honors students will need to be reflected in AGOL and departments will need to create their own mailing labels.
- NOTE: Each student and parent should receive ONE invitation that indicates the following: 1) if the student is receiving University Honors; 2) if the student is receiving College Honors; 3) if the student is receiving College Honors from another college besides their home college and 4) details about the ceremony (time, location, etc). (See additional details below.)

Associate Deans (and CFA Departments) can make an exception for University Honors, by going to the query by honors tab and selecting the department and choose “Potential College Honors.” You’ll get a complete listing of the department and then can assign the University Honors to that student there. University Honors for
Graduation and Commencement

Previously certified students must be done via the paper certification form.

- Please note, in any instances where a dual–degree student’s “home” college is unclear, it is recommended that those colleges involved speak directly with each other to clarify which college is the home college.

Adding College Honors may be done for previously certified students via AGOL. However, if you want to give your College Honors to a student NOT in your home college, you will need to email the student’s home college and Enrollment Services (commence@andrew.cmu.edu) so that we can manually indicate this on the student’s record.

- If a student is being awarded College Honors from another college besides their home college the ‘other’ college should notify the student’s home college in order to 1) make sure the additional college honor information is included in the student and parent invitation and 2) to make sure that the student receives BOTH honor cords at the student’s home college ceremony.

- Colleges will also need to make arrangements to get any other honor cords that may be needed. There are no departmental honors that appear on the transcript or diploma. Departmental Options have to be manually added by Enrollment Services to the SIS, after we receive a memo from you notifying us of the Option.

August/December Honors Graduates

Departments can update information about August graduates who are receiving honors by setting the expected graduation date to Myy or Fyy and the status to ‘In Progress’.

Commencement Program Review and Production (May Commencement only)

Academic departments should review the on-line galley program proof available through AGOL. It will be web based and your access rights to AGOL will give you access to view the page proofs. Please refer to the timeline for pertinent dates.

ALL changes to student data should be made on AGOL!

As you make changes on AGOL, the data will change and produce new files overnight. In early April, we will outload and send the galley files to Communications Design to produce the printed program. ONE paper proof will be provided, after that, departments will be emailed a FINAL proof. During the time that AGOL is turned OFF, you must track your changes and input those changes to AGOL to ensure that each student’s records are accurate.

For all degree candidates, please carefully check the following information for accuracy:

- Candidate Name (check for typos, correct spelling, upper and lower case, preferred diploma name, etc.)
- Type of degree (BS, BA, BHA, MS, PhD, etc.)
- College Name (this is particularly important for candidates from joint degree programs)
- Department Name (play close attention to include any department or program name changes which have taken place in the last year, or to reflect interdisciplinary programs)
- Major Name (Physics, Physics and English, Human-Computer Interaction, etc.)
- Additional Major(s), if appropriate
- Minor(s), if appropriate
- Thesis title, if appropriate (do not use quotes around entire title)
- Advisor’s name(s), if appropriate (do not list titles before or after name and if multiple advisors, please list alphabetically)

May Degree Certification (after final grade submission)

Departments should begin certifying students’ majors AFTER final grades are submitted through June 8th through AGOL and changing the status to ‘CERTIFIED’. After that, you will need to provide us with a paper graduation certification form in order to certify your graduates. Department staff will only be able to certify students in their home department for their primary majors and for any student with their department’s additional major(s) and minor(s). These permissions are granted on department level, not on majors. Additional majors and minors may be certified as the student completes the appropriate degree requirements. Any student NOT meeting your department’s MAJOR degree requirements should have their expected graduation date changed to a future semester as appropriate.

Any student NOT meeting your department’s ADDITIONAL MAJOR or MINOR degree requirements, should have that additional major or minor deleted from their record via the RDU1 screen. So a transcript will not print the degree IF a additional major or minor is still ‘IN PROGRESS’ but the major is CERTIFIED! It’s an all or nothing concept for the degree.

Retroactive Degree Certification

Many of you have inquired about the process and form used for prior degree certification. College Honors may be added for prior degree (Fyy and earlier) recipients via AGOL by the College Deans’ Offices University Honors for prior degrees (Fyy and earlier) must be added manually by completing the attached Graduation Certification Form and sending it to Enrollment Services. Likewise, any degree certification for semesters Fyy and earlier, must be added manually by completing the Certification Form and sending it to Enrollment Services.
Diplomas

Ordering Diplomas

Diplomas WILL NOT be ordered for majors, additional major(s) and minor(s) that are listed as POTENTIAL. Therefore, it is critical and imperative that departments review and modify student records to delete additional majors and minors where the student is NOT making satisfactory progress.

For the May ceremony, we will be ordering diplomas for:
- ONLY students who have an expected graduation date of Syy.
- ONLY those students with IN PROGRESS or CERTIFIED additional major(s) and/or minor(s) will have those additional major(s) and minor(s) listed on their diplomas.
- This must be completed on or before the diploma deadline. Changes (names, majors, etc.) made to AGOL after April 10 will result in a new diploma being ordered for that student. We cannot guarantee that diplomas will be delivered in time for distribution at the May ceremony.

If a student is not graduating in Syy, please change their expected graduation date to a future semester. If a student is not attending the university, delete his/her degree from RDU1.

For August & December, we will be ordering diplomas for:
- ONLY students who have an expected graduation date of Myy or Fyy respectively
- ONLY students with CERTIFIED additional major(s) and/or minor(s) will have those additional major(s) and minor(s) listed on their diplomas.

May Diploma Distribution

Diplomas from the initial April 10 deadline will take 3 weeks for diplomas to be received, checked and packed in early May and then delivered to the departments by FMS. FMS delivers them according to their schedule. As we continue to receive corrected diploma orders from AGOL, we will make sure that those diplomas are checked and delivered to you as they are received and checked.

If you need to make the changes on RDU1 and/or AGOL after the diploma deadline, we will mail them to the address listed on AGOL (please modify as necessary).

- To ADD any additional major(s), and/or minor(s):
  - go into the SIS:RDU1 screen and add it; AND go into AGOL and then certify it and verify the student’s mailing address. The system will automatically order a new diploma and we’ll mail it to the address listed on AGOL upon receipt (in about 8 weeks).

August/December Diploma Distribution

The University Registrar’s Office will mail diplomas to students. We will no longer hold diplomas for the May Commencement ceremony.

Diploma Holds

Students who have an obligation to the university will not receive their diplomas, nor will they be able to receive transcripts or verifications, until the obligation is settled.

- Students with financial holds must settle their obligations with The HUB/Student Accounts.
- Students who are in the process of having a Carnegie Mellon community standards’ violation, or who have not fulfilled their obligations to resolve a Carnegie Mellon community standards’ violation, will not have their degree certified by their home academic department until that matter has been adjudicated and their obligation fulfilled. The University Registrar’s Office will un-certify such student’s degree and will not produce a diploma for said student until the matter is fully resolved and approved by the Student Life Office.

Diploma Authentication

The following describes the process by which the University Registrar’s Office provides diploma authentications:

1. Student provides an 8 1/2” x 11” copy of his/her diploma. There is a $10 charge for diploma authentications.
2. We verify the degree and produce an authentication letter with the diploma copied onto the back. This letter is notarized and signed by the University Registrar.
3. We do not fax degree authentications.
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Information Requests & Retrievals

We can provide departments with SIS information that doesn’t appear in our standardized reports (i.e. class rosters, ENANs, etc.) Retrievals are limited—scope SIS searches

Example: a report of all male MCS students, listed alphabetically by last name.

Common retrievals include address labels, students with QPAs greater than 3.0, and all students with a particular minor.

if a department needs university statistics (e.g. faculty–to–student ratios, housing statistics, enrollment numbers, &c.), consult the Carnegie Mellon Quick Facts document (see below).

For lists and special requests, departments should contact MaryAnn Moyer or Kathy Sloan. Depending on the complexity of the retrieval, and the time of the year, retrievals may take up to one week to process. Departments should contact us as early as possible to schedule retrievals. Advance planning is crucial.

All requests will be evaluated by FERPA (Buckley Amendment) guidelines, especially for nonacademic departments requesting individual student data (e.g. grades, QPA, birthdate, &c.).

Carnegie Mellon Quick Facts


It includes our most recent student enrollment and faculty counts by college, race, and gender; undergraduate and graduate costs of attendance; freshman applicant information; degrees awarded by college, class level, race, and gender; and other important university information. Please consult the Quick Facts document before sending an information request.

Reports

We regularly send reports to departments. These reports are intended to help departments keep track of student enrollment and registration. Departments should inform us of any changes to student statuses.

Enrollment Analysis

The Enrollment Analysis (ENAN) report reflects FTE (full–time equivalent) enrollment statistics within the different colleges, departments and classes (undergraduate and graduate). We generate ENANs every month for the Fall and Spring semesters. There are no ENANs for Summer, since Summer–1/All and Summer–2 are held during different fiscal years.

Barbara Wagner distributes ENANs per semester to departments at the end of every month. Departments only receive those portions of the enrollment analysis which deal specifically with their students. The final ENAN is considered the "official" university report for that semester. Departments may use the enrollment analysis to project or compare budget costs, or to track the enrollment progress of their students.

Only students who have an enrollment status of E1 (enrolled), R1 (eligible to enroll), or R1 (Conditionally Enrolled) are included in the FTE calculations. Students who have withdrawn are tallied in the report and their Dollar FTE (at the time of Withdrawal) is reported.

Dollar FTE calculation

The formula for calculating the Dollar FTE is based on the tuition charged each student, which is based upon the number of units carried by the student (36 units and above indicating full–time, 35 units and below indicating part–time).

The undergraduate calculation is as follows:

- The full–time tuition charge ($19,575 for Fall 2008) equals one FTE. Students charged full–time tuition are said to represent one Dollar FTE.
- Students charged less than full–time tuition represent a percentage of one Dollar FTE. This percentage is the actual tuition which is charged divided by the full–time tuition charge. (e.g. a student charged $9792 for 18 units represents $9792/$19,575 = 0.5 Dollar FTE).

The graduate calculation is as follows. If the tuition assessed is:

- equal to or greater than the college or school full–time rate, the student represents one Dollar FTE.
- less than the college or school full–time rate, the student represents a percentage of one Dollar FTE.
Reports

Units FTE Calculation

The formula for calculating the Units FTE is based on the full-time units for each student, which is based on the number of units carried by the student. Students who carry 36 units and above represent one Units FTE. Students who carry 35 units or less represent a percentage of a Units FTE. This percentage is the units carried by the student divided by the 36 (full-time) units (i.e., a student carrying 18 units represents 0.5 Units FTE).

Note that, for some students, the Dollar FTE does not match up with the Units FTE. Example: a student registers full-time and pays full-time charges, represent one Dollar FTE and one Units FTE. After the fifteenth day of classes, the student drops one course, resulting in less than full-time units, while the student’s tuition remains at the full-time rate, because refunds are not given after the fifteenth day. As a result, the next ENAN would show the student as one Dollar FTE but only 0.75 Units FTE (because 9 units were dropped from the full-time 36, and $27/36 = 0.75$).

Enrollment Analysis Report Breakdown

The enrollment analysis calculates a variety of Dollar FTEs and Units FTEs: by individual, by class, by department, by gender, &c. The analysis consists of twelve separate reports:

1. Headcount Summary: totals number of students in each department. This is really a condensed version of the entire ENAN, without student names.

2. Student Enrollment Report: totals of all student Dollar FTEs by class and gender. The report is alphabetic by college code (e.g. College of Fine Arts (CFA) before Carnegie Institute of Technology (CIT)), then alphabetic by department.

3. Student Enrollment Report (R1 students): totals all "frozen tuition (R1) students’ Dollar FTEs by class and gender. The report is alphabetic by college code, then alphabetic by department.

4. Student List: reports students by name, listing the Dollar FTEs. The report is alphabetic by college, then by department. The students are listed alphabetically within their classes.

5. Concurrent Department List: reports Dollar FTEs for all students in concurrent departments. The report is alphabetic by college, then by department. The students are listed alphabetically within their classes.

6. sFTE Part–time Summary: totals of Dollar FTEs for students who are below one Dollar FTE.

7. sFTE Frozen Tuition (R1) Summary: totals of Dollar FTEs for students who have "frozen tuition" for the semester.

8. sFTE Total Summary: reports Dollar FTE totals of all part–time and full–time students.

9. Units FTE Part–time Summary: totals of Units FTE for students who are below full–time units.

10. Units FTE Total Summary: totals of Units FTE for all full–time and part–time students.

11. Tuition Income Summary Report: reports charges assessed for each commodity code, within each college and department. NOTE: Commodity codes represent dollar amounts of fees assessed or removed (e.g., commodity code RE01 represents the undergraduate full-time tuition charge; the Tuition Income Summary Report multiplies the RE01 dollar amount by the number of students in a particular college/class who were assessed RE01).

12. Total Charge by Commodity Code: total charges assessed for each commodity code (e.g., for the RE85 commodity code, multiplies the RE85 dollar amount by the total number of students assessed RE85).

Course Rosters

Course rosters, as well as photo rosters are available online at the Faculty Information On–Line website: https://acis.as.cmu.edu/fio, as well as via the RRD2 screen on SIS. See the SIS Screen and Website Guide for details. Only faculty may see photo rosters.

Grade Reports

Department grade reports are produced twice each semester, immediately after midterm and final grades have been processed. Summer grade reports are only produced upon request.

The rosters should be reviewed by the department and/or by the appropriate instructor(s). If a department finds discrepancies or problems on the grade rosters, they should contact the University Registrar’s Office.
QPA and Rank in Class Reports
These nine (9) official reports are printed and distributed after each Fall and Spring semester. Typically, the Fall QPA and Class Rank reports are generated the second week in January, after the missing grade forms are processed. Spring QPA and Class Rank reports are generated approximately a week after Spring final grades are due. The QPA and Class Rank reports contain information for undergraduates only.

QPA Reports list students in straight alphabetical order. There are two report variations of these reports.
1. Cumulative QPAs by college by class
2. Cumulative QPAs by department by class

Class Rank Reports list students in rank order according to their college or department. Four (4) report variations are distributed to departments which apply to their particular college and department. Each department receives one copy of each report pertaining to their department and/or college.
3. Semester rank by department by class
4. Cumulative rank by department by class
5. Semester rank by college by class
6. Cumulative rank by college by class

There are also three (3) reports that go directly to Student Affairs:
7. Rank by fraternity
8. Rank by sex female
9. Rank by sex male

Student Data Verification Reports
Carnegie Mellon offers a variety of academic programs intended to enrich students' learning experiences. Because these academic programs often have unique and/or tiered tuition charges, it is imperative that the students are correctly coded. Each student's tuition charge is based upon their academic program code.

Students are entered into a program code via the GDS1 screen (for newly entering graduate students) or via the RBM1 screen (for returning students). The RBM1 screen is used by University Registrar's Office to move students from one academic program code to another as directed by the academic department.

Academic or graduate program coordinators are sent verification reports at three different times during a given semester which includes the following information: Student ID, Last Name, First Name, Program Code, Program Description, College, Department, Class, Enrollment Status, Registered Status, Cleared Status, Units Carried, Tuition Charge.

They will be asked to review this list for accuracy to avoid billing and registration errors. Any changes that must be made should be submitted using the Student Academic Program Code Change form using following timetable:

For fall semester: by July 1 & by 10th class day
For spring semester: by December 1 & by 10th class day
For summer semester: by April 15 & by 10th class day
Adding Faculty Members to SIS

Adding New Faculty
1. Send the faculty member’s information to Human Resources
2. Human Resources runs a job which enters the information into SIS.
3. Use the RSU1 / RSU2 screens on SIS to tie the faculty to their course/section(s). See the SIS Screen and Website Guide for more information.
4. Send an e-mail to courses@andrew.cmu.edu if there is a problem.

Adding New Advisors
1. Send an e-mail to olr@andrew.cmu.edu including the name and Andrew ID of the new advisor(s). In the message, also include the college, department, and class level (undergrad or grad) the advisor(s) will be advising. Please remember to include a department contact phone number, building and room.
2. If the advisor requested is not in SIS, contact MaryAnn Moyer or Kathy Sloan will call the department for more information (i.e. SSN)
3. A confirmation e-mail will be sent to the department by MaryAnn or Kathy when the process is complete.
Academic Calendar

The Academic Calendar is produced by the Calendar Committee three years in advance of its use. This calendar, which shows July of one year to August of the next, lists important academic dates, as well as major holidays.

The official Academic Calendar is available online (in PDF form) at [http://www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html).

Note: The Tepper School and Heinz College have separate calendars for their programs.

Department Calendar

The University Registrar’s Office produces a calendar for departments which shows deadlines, process timelines, etc. This calendar allows departments to see at a glance what deadlines are upcoming and what processes should be begun/finished.

The Department Calendar is color-coded based on the item type:

- Yellow — Action items.
- Red — Deadlines.
- Grey/Purple — Academic wall calendar dates.
- Pink — Report distribution (ENANs, etc.)
- Blue — Postings/System availabilities.
- Green — Tuition/Billing

The Department Calendar is updated as needed, and departments will be notified of updates. It is distributed via PDF, available online at [http://www.cmu.edu/hub/forms/asoc.html](http://www.cmu.edu/hub/forms/asoc.html).
Privacy

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Release of Student Information

FERPA Information — What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) covers the release and inspection of each student’s educational records. Students have several rights under FERPA:

- the right to inspect and review their education records;
- the right to exercise some control over the disclosure of information from their education records, in certain circumstances; and
- the right to request amendment to their education records, in certain circumstances.

Good practice by staff requires that they maintain, report, and make available information included in the student educational records in compliance with the requirements of FERPA and Carnegie Mellon Policy.

What are considered "educational records?"
Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. Such records include written documents, student advising folders, computer media, microfilm and microfiche, video, audio tapes or CDs, film, or photographs. This is not limited to academic records.

What are not considered "educational records?"
These records include private notes ("sole possession" notes) of individual staff not kept in student advising folders, campus police records, medical records, and statistical data compilations that contain no mention of personally identifiable information about any specific student. However, some of these records may be protected under other state or federal laws such as doctor/patient privilege.

What information can I share with a student’s parent(s)?
When a student attends a university, the student exercises his/her rights under FERPA. Therefore, without written consent from the student, staff may not share any educational records with a parent.

What are the sanctions or liability risks for a FERPA violation?
FERPA provides for a complaint procedure to the U.S. Department of Education with an ultimate sanction of withholding federal funding. Students may seek to hold the university or individuals liable. Staff who violate the university's FERPA policy will be subject to corrective or disciplinary action, depending on the individual circumstances.

What if a federal investigator asks me for student information?
You cannot release information to anyone without a signed release form from the student. Refer the investigator to the University Registrar’s Office.

How does a student give specific consent for the release of educational records?
Students can give specific consent by completing and signing a Consent to Release Student Information form available in The HUB or on The HUB website, www.cmu.edu/hub.

Admission Materials
Are admission materials covered under FERPA?
No. Admission materials are not covered under FERPA until a student enrolls at Carnegie Mellon, which is the first day of class.

What if a student requests to view his/her admission materials?
Students are not permitted to see items in their admission files until they matriculate, i.e., until the first day of classes. If a student has waived access to his/her letter of recommendation, he/she may not see it. If the student has not waived access, he/she may see the letter and may be given a copy (but never the original!).

If a denied applicant requests access to his/her application materials/letters of recommendation, please reply with the following blurb:

“Carnegie Mellon University considers all applicant materials confidential and does not release information from applicant files unless required to do so by law. The University recommends that you request a copy of the letter of reference from the individual or institution that provided the letter.”

NOTE: If a student who previously applied to Carnegie Mellon later applies to another department (e.g. for a graduate program), the new department is not entitled to the student’s previous admission records.

What is "Directory Information?"
The only public information available is "Directory Information." This information may be disclosed by the institution for any purpose, without the student’s written consent. However, students may choose to restrict disclosure of directory information by contacting Enrollment Services and completing a Request to Restrict Directory Information Form. This information includes:

- Student name
- Local telephone listing
- University post office box number
- University e-mail address
• Academic class level (i.e. senior, junior, sophomore, freshman)
• Enrollment status (i.e. enrolled, half-time, less than half-time, or not enrolled)
• Expected degree and/or degree earned
• Dates of attendance
• Weight, height, and sport of participation (for members of athletic teams)
• Sorority or fraternity affiliation

With whom can I share information?
You can share information with a school official or colleague who has a "legitimate educational interest" in the protected records. Legitimate educational interest includes performing a task that is specified in the official's position description or contract agreement, related to a student's education, or related to the discipline of the student; providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. Interest does not include simply having a curiosity. Thus, all records of all students are not open to all staff members at the university.

Social Security & Student ID Numbers
As we continue to ensure student privacy, we need to take particular note that e-mail is not a secure transmission medium. Andrew e-mail is not encrypted and is transmitted as clear text. Anyone who wants to access our e-mail could pick up student data. Therefore, staff should not include student ID numbers or social security numbers in e-mail messages. Also, when working with students at a counter, over the phone, by e-mail, etc., do not ask for their student ID numbers or SSNs. Instead, ask for a student's first and last name and look for the student in the Student Information System. The student ID number and SSN are not considered public or directory information either by the university or by the definitions included in FERPA. As such, the student ID number (and SSN) may not be released to a third party without written permission from the student.

Workstudy Student Confidentiality
Using students in tasks which give them access to other students' academic records is discouraged. However, there are many offices which could not perform many of their functions without the help of students. Thus it is important that each office takes steps to eliminate, or significantly reduce, the risk of an unethical student breach of security in the disclosure of confidential student academic information.

Both our office and the Financial Aid Office utilize students regularly in many tasks which require exposure to such confidential information. Prior to the student's employment, the students are interviewed and informed of the confidential nature of the position. If the student accepts the position, he or she signs a confidentiality agreement which states that no information which the student encounters in the office is discussed or disclosed outside the office. Any violation of this rule will lead to propt termination of employment.

Dos and Don'ts for Departments & Staff
DO obtain signed, written permission from the student before sharing educational record information, including grades and grade point averages, with parents or others outside the institution.
DO check with Enrollment Services before disclosing any student educational record information to third parties outside the institution.
DO refer all subpoenas, IRS summons or other legal process requests for education records to Enrollment Services.
DO dispose of confidential student information in a secure manner, such as shredding, that will maintain confidentiality. Student information should only be kept as long as it is valid and useful.
DON'T release confidential student information to parents unless it is determined that a health or safety emergency exists.
DON'T share by phone or correspondence information from the student's educational records, including grade point averages or letters of recommendation, with parents or others outside the university without written permission from the student.
DON'T release a student's directory information without checking with Enrollment Services to see if the information has been flagged for non–release.
DON'T leave confidential student information visible on your computer or in any printed format that others can see.
DON'T release student names and addresses for commercial purposes.
DON'T access a student's records by computer unless you have a legitimate educational interest or are authorized by the university to do so.
DON'T share student educational record information, including grades or grade point averages, with other faculty members. This includes requests involving employment decisions. Other faculty members must have official responsibilities with a legitimate educational interest.
DON'T send a scanned image of a transcript or other confidential document via e–mail. Do not send Student ID numbers via e–mail, either.
Federal Investigators

Transcripts for Government
When an agent from a government office comes to Enrollment Services looking for a transcript, he/she MUST have a release form from the student to release the transcript. Our staff will handle the request, depending on who is available. **Transcript requests must go through the University Registrar’s Office.**

We will then process the transcript as usual and put it in one of the envelopes used for pick-ups.

- If the agent asks if the student has any holds on his/her account, **we say that the student is in good standing,** since we were able to process the transcript.
- If the student does have a financial hold (or community hold), **we inform the agent that the student needs to contact the university.** If the government agent asks why, we just repeat the statement that the student needs to contact the university.

Investigators Going to Departments
The investigator must have a signed release from the student, and you should retain a copy of that release and a copy of the investigator’s business card. Then, you or the faculty member can discuss subjective material, but nothing from the student education record (i.e. degree(s), dates of attendance, grades, courses, etc.). **Those items must be gathered from the University Registrar’s Office.**

Why do investigators appear at times? Students will list faculty as a reference in their applications for government work. Some investigators will appear to departments based on that reference. Investigators also come to the University Registrar’s Office to request a transcript to verify their degree and grades. As long as they present a signed release, it is okay to discuss the subjective material only. If the agent does not have a signed release, direct him/her to the University Registrar’s Office, Warner Hall A19.

Subpoenas
If your office receives a subpoena, read it carefully for what is it requesting. Also forward a copy to the University Registrar. In some cases, we send it to the Office of the General Counsel for review and approval. Why? Sometimes the case for the subpoena can be more than just what it is requesting. In most cases, it is character-based information, however.

The Office of the General Counsel will advise us on what documents to submit, if need be.
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