

GRADUATE STUDENT ENROLLMENT GUIDE

This guide will provide valuable information for graduate student registration. For more detailed information, please visit The HUB website at www.cmu.edu/hub.

The HUB - Enrollment Services

Graduate students (with the exception of The Heinz School and Tepper School of Business) should contact an Assistant Director of Enrollment Services in The HUB for information regarding enrollment matters including registration, financial assistance and student accounts. Students may contact the Assistant Directors by visiting The HUB on the Lower Level of Warner Hall, by telephone at (412-268-8186), by e-mail at (thehub@andrew.cmu.edu), or by fax at (412-268-8084).

Office Hours

Monday, Wednesday and Friday - 8:30 a.m. to 4:30 p.m.

Tuesday and Thursday - 10:30 a.m. to 4:30 p.m.

Andrew ID Number and Password

Your Andrew Account is your key to access many of the university's computing services such as the Carnegie Mellon Web Portal, computing clusters, and e-mail. Once this is assigned, you can learn what your account AND e-mail address are by visiting the Carnegie Mellon directory webpage: <http://www.cmu.edu/computing/new-user/graduate/accounts.html>

The HUB Website

The HUB website is your one-stop-shop for all of your enrollment needs!

- In order to use most of The HUB's online services, you will need an Andrew User ID and password.
- Go to www.cmu.edu/hub and click on the link to On-Line Services, located on the navigation bar at the right of the screen.
- Choose the appropriate service from the list, click on the link.
- Log into the system by entering your Andrew User ID and password.
- Practice safe computing - ALWAYS close your browser after completing a session!

Online Enrollment Applications

The following online services have been established to improve our student services. All applications can be found by visiting www.cmu.edu/hub.

Student Information On-Line (SIO)

SIO is where students check their enrollment data, schedules, account balances, financial aid awards, tax credit information and grades. It is also where students can update their address information and order unofficial academic records and official enrollment verifications.

Schedule of Classes (SOC)

SOC is a real-time searchable database of course information, including course descriptions, University Course Assessments and Course Information On-Line links.

Course Information On-Line (CIO)

CIO is where students check for the availability of course sections and get specific information about a course.

On-Line Registration (OLR)

OLR is where students register for classes and make modifications to their course schedules.

University Course Assessment (UCA)

The UCA system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.

ID+ Card

Your ID+ Card is your official Carnegie Mellon photo ID. It is your access to campus buildings, athletic facilities and the Port Authority Transit system. You must have an ID+ Card as a graduate student.

- Visit the ID Card Office with your own photograph or to have your photo taken.
- You may also submit your photograph by e-mail to www.cmu.edu/idplus.
- You may receive your ID+ Card during your department orientation.
- If you do not receive your card during orientation, come to the Card Office during business hours (8:30 a.m. to 5:00 p.m. Monday through Friday) in order to receive it.

For more information on how to receive your ID+ Card visit www.cmu.edu/idplus/ OR visit:

Carnegie Mellon Card Office

Lower Level Warner Hall A15
5000 Forbes Avenue
Pittsburgh, PA 15213
Phone: 412-268-5224
Fax: 412-268-5310
E-mail: idplus@andrew.cmu.edu

More Information

Register for Courses or Change Schedule

Contact your department to register or to change your course schedule. An orientation counselor can direct you to the appropriate office. Visit the SCHEDULE OF CLASSES ON-LINE to view the most accurate listing of course offerings. A link is available from the On-Line Services page of The HUB website at www.cmu.edu/hub.

Academic Calendar

The official Academic Calendar can be found online at <http://www.cmu.edu/hub/calendar.html>. The calendar includes class schedules, payment deadlines and other various deadlines.

Financial Assistance

Information on financial assistance for graduate students can be found in the Graduate Student Assistance Guide online at http://www.cmu.edu/hub/fa/grad_finaid09/10pdf. Further help can be attained by contacting an Assistant Director in The HUB.

Enrollment Services Forms

Enrollment Services forms for various policies and procedures (Leave of Absence, Withdrawal, Change of Name, Transcript Request, etc.) can be found online at <http://www.cmu.edu/hub/docs.html>. For more information on any of these policies, contact an Assistant Director in The HUB.

Graduate Student Handbook

This handbook is designed to assist you in understanding the academic climate at Carnegie Mellon and to assist you in navigating other areas of interest to graduate students, such as financial issues and campus and local services. Pick up a copy of this publication at your department or graduate student orientation.