

Carnegie Mellon

ENROLLMENT SERVICES

Enrollment Services – The HUB
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www.cmu.edu/hub

NON-DEGREE STUDENT REGISTRATION GUIDE

As a non-degree student at Carnegie Mellon University, you can take advantage of our innovative programs in fine arts, business, engineering, technology, liberal arts, etc. Our non-degree program allows you to improve yourself and expand your education at an institution that has been ranked as one of the nation's top universities by U.S. News & World Report in 2009.

To complete the non-degree registration process, you will need to complete a Non-Degree Student Registration Form, which is available on The HUB website.

The HUB website is your one-stop shop for enrollment information. You can view valuable enrollment announcements, the Academic Calendar, forms, contact information and details on every area of your enrollment: registration, financial aid, student account, etc. You will also find a complete list of On-Line Enrollment Applications including Student Information On-Line (SIO), On-Line Registration (OLR) and the Schedule of Classes.

www.cmu.edu/hub

The Assistant Directors are available Monday, Wednesday and Friday from 8:30 a.m. until 4:30 p.m. and Tuesday and Thursday from 10:30 a.m. until 4:30 p.m. to assist you with all of your enrollment needs.

Visit us at The HUB, Warner Hall (Lower Level)

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GENERAL INFORMATION

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

How do I become a non-degree student?

Follow these steps (*Note that links to all On-Line Enrollment Applications are available on The HUB Website. The URL is located at the bottom of each page in this guide*):

- Complete a Non-Degree Student Registration Form, available on The HUB website at or at The HUB. This must be completed each semester you wish to enroll. Return this 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 we have processed your registration form, you will be assigned an Andrew User ID and password. For more information regarding your Andrew User ID, visit FreshStart at www.cmu.edu/computing/freshstart/. (See page 8.)
- Check the Schedule of Classes prior to registration week.
- Register for your courses by visiting On-Line Registration (OLR) (using your Andrew User ID). *Non-Degree students register for classes AFTER freshman.* If you are unable to register online, please contact the teaching department (page 7).

What courses should I take?

You may contact an Associate Dean for assistance with schedule planning or questions about prerequisites (page 7).

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. If you wish to transfer credits back to your home institution, you must submit a transcript request form to The HUB after the completion of your coursework. Carnegie Mellon does not automatically send your grades to your home school.

NON-DEGREE STUDENT RESTRICTIONS

Three-semester time limit

You may take courses as a non-degree student for three semesters at the per semester maximum of 36 units. If you wish to take more than 36 units, you must submit an appeal to the Director of Enrollment Services and University Registrar, John Papinchak, whose contact information can be found on The HUB Website. After three semesters, you 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 Students

If you have been suspended or dropped from Carnegie Mellon, you may not become a non-degree student (even if you are currently employed by Carnegie Mellon).

Financially delinquent students

If you are financially delinquent with Carnegie Mellon, you may not become a non-degree student (even if you are currently employed by Carnegie Mellon).

Restricted registration

As a non-degree student, there are courses that you may not be eligible to attend. Some courses are only available to students in that particular department. Contact the teaching department if you are unsure of prerequisites or other course information/requirements.

ENROLLMENT INFORMATION

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. Students who need to make changes to their schedule should visit The HUB.

To add or drop a course, follow the instructions located on the OLR help screen. After the add/drop deadlines or to drop below 36 units, non-degree students need to stop by The HUB for assistance. Full time is defined as a minimum of 36 units. Permission to drop below full-time status must be granted by the student's Associate Dean. (Non-degree students are represented by the assistant directors in The HUB). A student who would like to drop below full-time status must complete the Request to Drop Below Full Time form. If you drop a course after the university drop deadline, you will receive a W (withdrawal) grade. Students who withdraw from a course with the intention of leaving the university for the semester are required to complete an Application for Withdrawal. Contact The HUB at 412-268-8186 for assistance. *Note: All applicable forms are available on the forms page of The HUB website.*

Auditing a course

Auditing is defined as presence in the classroom without academic credit or grade. You may attend classes and take examinations, but will not receive credit or a grade. The amount of participation in the course is set by the instructor. If you audit a course, you will be charged the same tuition as taking the course for credit. To audit a course, follow these steps by the audit deadline listed on the Academic Calendar.

- Complete the Non-Degree Registration Form and submit any required fees.
- Register for the course that you wish to audit.
- Complete a Course Audit Approval Form
- Return the completed form (with your and your instructor's signatures) to The HUB.

PAYING YOUR STUDENT ACCOUNT

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

To settle your student account balance, return your invoice and payment prior to the due date. Please note that if you enroll during the first week of classes, payment is due at the time of registration. Your account can be paid via personal check, cash, wire transfer, scholarships or loan proceeds. Please include your name and the last four digits of your 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 your student account if you have not paid your balance due in full by the deadline. If you do not pay your balance in full, you will not be permitted to register for future semesters. In addition, you will not receive grades or transcripts. Contact The HUB with any payment problems.

Tuition Charges

Part-time charges are on a per-unit basis. Please see the Schedule of Classes for the correct number of units.

Non-degree students who register for undergraduate level courses are assessed part-time tuition (See Tuition & Fees page on The HUB website for complete information). After 36 units, tuition will be assessed at the full-time rate. Students registering for graduate level courses are assessed tuition at the appropriate graduate per unit tuition charge. Non-degree students registered for courses of varying levels will be assessed tuition based upon the part-time per unit tuition rate applicable to each course. Tuition and fees for those registering for summer course are available on The HUB website. Fall and spring high school students are assessed at 50 percent of the current rate.

Example: A student is registered for one nine-unit undergraduate course and a 12-unit Mellon College of Science affiliated graduate course. The tuition is assessed as follows:

$$\begin{aligned} 9 \times \$549 &= \$4,941 \\ 12 \times \$486 &= \$5,832 \\ \text{Total} &= \$10,773 \end{aligned}$$

Additional Fees

For more information on fees, please see the Tuition & Fees page on The HUB website.

- An activity fee is charged per semester for a student enrolled in more than 18 units.
- Some courses may require payment of lab or other fees.
- A \$75 technology fee is charged per semester.

ADDITIONAL BILLING INFORMATION

If you are a Carnegie Mellon Employee, you 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** that you are enrolled as a non-degree student.

If you are a student from another university, you are not eligible to receive financial aid from Carnegie Mellon, including Federal Stafford Loans.

If you are expecting to receive employer reimbursement, you are still required to pay your full tuition 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 may be eligible for one of the above options.

CONTACT INFORMATION

The HUB - Enrollment Services

Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Phone: 412-268-8186

Fax 412-268-8084

thehub@andrew.cmu.edu

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Office of Undergraduate Admission - If you are interested in applying for admission to a specific degree program, please contact the Office of Undergraduate Admission.

Office of Undergraduate Admission
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Phone: 412-268-2082

undergrad-admissions@andrew.cmu.edu

www.cmu.edu/admission

ASSOCIATE DEAN CONTACT INFORMATION

Below are contacts for each college. If you are unable to register for classes online or you need assistance with schedule planning or prerequisites, please contact the appropriate Associate Dean or departmental contact below.

Carnegie Institute of Science (CIT) - Assistant Dean for Undergraduate Studies

Kurt Larsen
412-268-2479

College of Fine Arts (CFA) - Associate Dean

Barbara Anderson
412-268-1580

College of Humanities & Social Sciences (H&SS) - Associate Dean

Joseph Devine
412-268-2924

David A. Tepper School of Business (TSB) - Graduate Contact

Wendy Herman
412-268-2280

David A. Tepper School of Business (TSB) - Undergraduate Contact

Stephanie Westline
412-268-8549

The H. John Heinz III College (HNZ) - Associate Dean

Dan Martin
412-268-6086

Mellon College of Science (MCS) - Associate Dean

Eric Grotzinger
412-268-6679

School of Computer Science (SCS) - Associate Dean

Mark Stehlik
412-268-3609

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 your 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/.

Note: Employees taking non-degree classes will not be issued an Affiliate Card.

Plaid Ca\$h

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

Housing & Dining

You may live in university housing only during summer sessions. For more information, contact Housing & Dining Services at 412-268-2139.

Andrew User ID & Password

As a Carnegie Mellon student, you will be assigned an Andrew User ID and password. This will grant you access to the university computing facilities and services including e-mail, Internet access, computer clusters and the Library Information System. For more information, please visit the FreshStart website at www.cmu.edu/computing/freshstart/. Questions may also be directed to the Computing Services Help Center at 412-268-4357.

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 an unofficial academic record, and official enrollment verifications.. You must have an active Andrew User ID in order to be granted access into SIO. SIO can be accessed on The HUB website.

COLLEGE/SCHOOL KEY:

CFA	College of Fine Arts
CIT	Carnegie Institute of Technology
CMU	Carnegie Mellon Interdisciplinary
MCS	Mellon College of Science
SCS	School of Computer Science
HNZ	The John H. Heinz III School of Public Policy and Management
TSB	David A. Tepper School of Business
H&SS	College of Humanities and Social Sciences

Statement of Assurance

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Carnegie Mellon does not discriminate in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Presidential Executive Order directing the Department of Defense to follow a policy of “Don’t ask, don’t tell, don’t pursue” excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-6684 or the Vice President for Campus Affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Carnegie Mellon University publishes an annual campus security report describing the university’s security, alcohol and drug, and sexual assault policies and containing statistics about the number and type of crimes committed on the campus during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The security report is also available online at www.cmu.edu/police/statistics.htm.

Carnegie Mellon University makes every effort to provide accessible facilities and programs for individuals with disabilities. For accommodations/services, please contact the Equal Opportunity Services Office at 412-268-2000.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon

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Committed to ...

- Integrity
- Excellence
- Accountability
 - Service
 - Dedication
 - Diversity
 - Teamwork
 - Sensitivity