

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 for information regarding registration, financial assistance and student accounts. To find out which Assistant Director is assigned to your college or department, visit www.cmu.edu/hub/hours.html or visit The HUB located in the lower level of Warner Hall. Students may also call 412-268-8186 or e-mail thehub@andrew.cmu.edu for assistance. Office hours are:

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 User ID 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>. Contact Computing Services at 412-268-2638 if you cannot find your Andrew User ID and password.

Online Enrollment Applications

The HUB website is your one-stop shop for all of your enrollment needs! 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 Online (SIO)

SIO is a secure site where you can find important, personalized information, including E-Bills and student account information, financial aid status/eligibility, grades and QPA, and course schedule. You can plan your schedule, register for classes, update your contact information, sign up for E-Check & E-Refund, authorize friends and family to receive your E-Bill, request verifications, and much more. To log on, go to www.cmu.edu/hub/sio and enter your Andrew User ID and password.

Schedule of Classes (SOC)

SOC is a real-time searchable database of course information, including course descriptions.

Faculty Course Evaluations (FCE)

The FCE 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.

To access any of The HUB's online services:

- Go to www.cmu.edu/hub
- Choose the appropriate online service from the lefthand navigation
- Log into the system by entering your Andrew User ID and password

ID Card

Your ID Card is your official Carnegie Mellon photo identification. 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. To obtain your card:

- Visit ID Card Services in The HUB, lower level of Warner Hall, with your own photo or to have your photo taken.
- You may also submit your photograph via the online ID Photo Submission Application at www.cmu.edu/idplus/idcards/idphotos.html.
- You will receive your ID Card during your department orientation.
- If you do not receive your card during orientation, visit ID Card Services during business hours (www.cmu.edu/hub/hours.html) in order to receive it.

For more information about the Carnegie Mellon ID Card visit www.cmu.edu/idplus. For questions, 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. Visit the Schedule of Classes (SOC) online to view the most accurate listing of course offerings. You may also use the Plan Course Schedule feature in Student Information Online (SIO) to plan your schedule for upcoming semesters.

Academic Calendar

The official Academic Calendar can be found at www.cmu.edu/hub/calendar.html. The calendar includes class schedules, payment deadlines, add/drop deadlines and other important deadlines.

Financial Assistance

Information on financial assistance for graduate students can be found at www.cmu.edu/finaid. Further help can be attained by contacting an Assistant Director in The HUB.

Billing & Payments

For information regarding billing and payments, including electronic student account invoices (E-Bills), E-Pay/E-Refund, past due accounts, and more, visit www.cmu.edu/hub/billing.

Enrollment Services Forms

Enrollment Services forms for various policies and procedures (Leave of Absence, Withdrawal, Change of Name, Transcript Request, etc.) can be found at www.cmu.edu/hub/forms.html.

Additional information for prospective and current graduate students can also be found at www.cmu.edu/graduate.