As a visiting/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 25 universities by U.S. News & World Report in 2013.

To complete the visiting/non-degree student registration process, you will need to complete a Visiting/Non-Degree Student Petition Form, included in this Guide.

The HUB website (www.cmu.edu/hub) 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, student account, etc. You will also find a complete list of online enrollment applications including Student Information Online (SIO) and the Schedule of Classes.

The HUB 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).
GENERAL INFORMATION

What is a visiting/non-degree student?

A visiting/non-degree (VND) student attends classes at Carnegie Mellon University, but has not been admitted into a specific degree program. This student population includes:

- 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 VND student?

Follow these steps (note that links to all online enrollment applications are available on The HUB website at www.cmu.edu/hub):

- Complete the VND petition form found at the end of this Guide. This petition must be completed for each semester you wish to enroll. Students who are currently, or have previously attended another institution of higher education must submit a transcript when dropping off the petition at The HUB in Warner Hall. It is preferable that you submit the transcript and petition together as your application will not be evaluated until the transcript(s) have been received.

- After we have processed your registration form, we will charge all new visiting students a one-time $25 processing fee that can be paid along with your tuition payment. To help you get started, you will be sent an email to the address on your registration form that will give you your Student ID as well as instructions on how to find your Andrew User ID and set your password. For more information regarding your Andrew User ID and password visit Computing Services at http://www.cmu.edu/computing/new-user/guests/accounts.html. (See page 7.)

What courses should I take?

You may contact Amy Yearwood, Associate Director of Enrollment Services (amymly@andrew.cmu.edu), who will act as the advisor to all VND students for assistance with schedule planning. For more assistance or questions within a specific college or program you may contact one of the associate deans listed on page 6 of this Guide.

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.
VISITING/NON-DEGREE STUDENT RESTRICTIONS

Three-semester time limit

As a VND student, you may take courses for three long semesters (fall/spring), up to 24 units per semester. If you wish to take more than 24 units, you must appeal to Assoc. Director, Amy Yearwood (amymly@andrew.cmu.edu). After the three semesters, you must be admitted into a degree program to continue to take courses during the academic year. This limit does not apply to current employees, current high school students or retired Carnegie Mellon University employees. VND students are allowed to take summer coursework indefinitely – the three semester limit does not apply to the summer. The maximum units a student may take in the summer is 18 units.

Financially delinquent students

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

Restricted registration

As a VND student, there are courses that you may not be eligible to attend. Some courses are only available to students in that particular department. Other courses may have prerequisites. You will have to show you have taken required pre-requisite courses before you will be permitted to register. You should contact the teaching professor directly to obtain permission.

ENROLLMENT INFORMATION

Course registration

Once the registration form is submitted and your record is created, you will receive an e-mail which will provide you with information on how to log into Student Information Online (SIO) to access electronic bills (E-Bills), see all account activity, plan your schedule, register for courses, view grades (if applicable), as well as update your contact information. You may create your schedule by using the plan course schedule tool in SIO. You may register for courses in SIO or through the teaching department of the course. Current course offerings are listed in the online Schedule of Classes. Undergraduate level courses generally have courses ending in the range of 000-599. Graduate level generally range from 600-999. (*Note: Some 600 level courses can be considered undergraduate and graduate level in certain departments.) You may add or drop courses via SIO.

Make all attempts to drop any courses before the add/drop deadline listed on the Academic Calendar. After the add/drop deadline or to drop below 36 units, VND students need to contact Amy Yearwood for assistance. 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 a Withdrawal Form which can be found on The HUB website at www.cmu.edu/hub/forms.html. Students who drop courses after the add/drop deadline, are fully responsible for all tuition and fees. Any appeals for adjustment to tuition must be made in writing to the University Registrar, John Papinchak (jp7p@andrew.cmu.edu) using the Tuition Appeal Form found at www.cmu.edu/hub/forms.html.
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 VND Petition Form (included in this Guide) and submit any required fees.
- Register for the course that you wish to audit.
- Complete a Course Audit Approval Form (on The HUB website)
- 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 payment deadline on the student account invoice (E-Bill). Students may access their E-Bills by logging into Student Information Online (SIO) (www.cmu.edu/hub/sio). Hover over ‘Finances’ and click on ‘Student Account Invoices.’

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. View payment options on The HUB website at www.cmu.edu/hub/billing/payment.

Interest will accrue monthly 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 at thehub@andrew.cmu.edu with questions or view the Student Financial Obligations at www.cmu.edu/hub/billing/sfo.

Tuition Charges

VND students are assessed tuition on a part-time, per-unit basis up to 36 units for all courses as well as any fees (lab) that may be associated with the courses. Students registering for graduate level courses are assessed tuition at the appropriate graduate per unit tuition charge which varies by program. Once a student reaches 36 units he/she will be considered full-time and assessed the semester rate for the appropriate course level (undergraduate or graduate). VND students registered for courses of varying levels will be assessed tuition based upon the part-time per unit tuition rate applicable for each course. Tuition and fees for those registering for summer courses are available on The HUB website at www.cmu.edu/hub/tuition. Fall and spring high school students are assessed at 50 percent of the current undergraduate rate.

Additional Fees

For more information on fees, please see the Tuition & Fees page on The HUB website (www.cmu.edu/hub/tuition):

- An activity fee is charged in the fall and spring for a student enrolled in more than 18 units.
- Some courses may require payment of lab or other fees.
- A technology fee is charged per semester (in the fall and spring).
ADDITIONAL BILLING INFORMATION

If you are a Carnegie Mellon Employee, you must complete a Tuition Remission Request using HR Connection, available on the Human Resources website at http://www.cmu.edu/hr/benefits/benefit_programs/tuition/apply.html. This form is **REQUIRED for EACH SEMESTER** that you are enrolled as a VND student.

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

If you are expecting to receive employer reimbursement, you are still required to pay your full tuition by the payment deadline. Students who receive Carnegie Mellon employee tuition remission are not eligible for scholarships from the school.

CONTACT INFORMATION

The HUB
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone: 412-268-8186
Fax: 412-268-8084
tethehub@andrew.cmu.edu
www.cmu.edu/hub

Visiting/Non-Degree Student Advisor
Amy Yearwood
Associate Director of Enrollment Services
5000 Forbes Avenue, Warner Hall A19
Pittsburgh, PA 15213-3890
Phone: 412-268-9796
Fax: 412-268-6651
amymly@andrew.cmu.edu

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
undergraduate-admissions@andrew.cmu.edu
www.cmu.edu/admission
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)**
Kurt Larsen, Assistant Dean for Undergraduate Studies
412-268-2479, klarsen@andrew.cmu.edu

**College of Fine Arts (CFA)**
Eric Anderson, Associate Dean
412-268-3181, ea@andrew.cmu.edu

**College of Humanities & Social Sciences (H&SS)**
Joseph Devine, Associate Dean
412-268-2924, jd0x@andrew.cmu.edu

**David A. Tepper School of Business (TSB)**
Wendy Hermann, Graduate Contact
412-268-2280, hermann@andrew.cmu.edu

**David A. Tepper School of Business (TSB)**
Stephen Pajewski, Undergraduate Contact
412-268-8549, pajewski@andrew.cmu.edu

**The H. John Heinz III College (HC)**
Brenda Peyser, Associate Dean
412-268-7198, peyser@andrew.cmu.edu

**Mellon College of Science (MCS)**
Eric Grotzinger, Associate Dean
412-268-6679, eg1b@andrew.cmu.edu

**School of Computer Science (SCS)**
Thomas Cortina, Associate Dean
412-268-3514, tcortina@andrew.cmu.edu
OTHER AREAS OF INTEREST

Student ID Cards

As a VND student, you are eligible to receive a Sponsored ID Card if: You have a current student record, and you are eligible to enroll/are currently enrolled for the semester in which you are applying for the card. With this Sponsored ID 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 obtain your ID Card, visit 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 a Sponsored ID Card.

Plaid Cash

Plaid Cash is a prepaid, stored-value/debit account that is accessible via your ID Card. You can use Plaid Cash for textbooks, school supplies, food and more. The area's most popular businesses accept Plaid Cash. For more information, visit www.cmu.edu/idplus/ or call The HUB at 412-268-8186.

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 Computing Services website at www.cmu.edu/computing. Questions may also be directed to the Computing Services Help Center at 412-268-4357.

Student Information Online (SIO)

SIO (www.cmu.edu/hub/sio) is where students check their enrollment data, schedule, student account balance and grades. It is also where students update their address information, order an unofficial academic record or official enrollment verification, and register for courses. You must have an active Andrew User ID in order to be granted access into SIO.

Student Handbook/The WORD

All students at Carnegie Mellon are expected to follow all applicable university policies. The WORD, Carnegie Mellon’s student handbook, serves as a guide to academic and university life. Published annually by the Division of Student Affairs, it provides an overview of campus resources, university policies, and contacts on campus and in the Pittsburgh community. The WORD is available online at www.cmu.edu/student-affairs/theword.
Visiting/Non-Degree Student Petition

Semester (circle one):  Fall  Spring  Summer-All  Summer-1  Summer-2  Year: _________

STUDENT INFORMATION

Student Andrew ID (if already assigned): __________________________  or  Student ID Card # (if already received): __________________________

Student Name: ___________________________________________ Last/Family  ___________________________ First and/or Preferred  ___________________________ Date of Birth (mm/dd/yyyy): ___________________________

Student ID Number (if already assigned): ___________________________ Visa Type: ___________________________ E-mail Address: ___________________________

Are you a Pittsburgh resident?  ☐ Yes  ☐ No

☐ Male  ☐ Female  Are you Hispanic/Latino?  ☐ Yes  ☐ No

Regardless of the answer to the previous question, please select one or more races:

☐ American Indian  ☐ Black or African American  ☐ White

☐ Asian  ☐ Native Hawaiian or Other Pacific Islander

☐ Check here if your permanent and local addresses are the same.

Permanent Address: ___________________________________________ Street Address  ___________________________________________ City  ___________________________ State  ___________________________ Zip  ___________________________

Phone #: ___________________________ Cell Phone #: ___________________________ Emergency Contact Name: ___________________________

Course Name: ___________________________ Course #: ___________________________ Course Section: ___________________________ Emergency Contact Address: ___________________________

Emergency Contact #: ___________________________

Have you previously attended Carnegie Mellon?  ☐ Yes  ☐ No  If yes, when? ___________________________

Are you currently a high school student?  ☐ Yes  ☐ No  If previously attended or current/retired faculty/staff member, list Andrew ID: ___________________________

Are you a current or retired Carnegie Mellon faculty/staff member?  ☐ Yes  ☐ No

Are you the child of a Carnegie Mellon faculty/staff member?  ☐ Yes  ☐ No

Are you currently enrolled at a 2 or 4 year institution?  ☐ Yes  ☐ No

SIGNATURE

I, the undersigned, have read the Visiting/Non-Degree Student Guide and understand that I am financially responsible for all charges incurred while in attendance at Carnegie Mellon University.

Student Signature: ___________________________________________ Date: ___________________________

OFFICE USE ONLY

Program: NOD or APC  College: MIS  Dept: SPC  Class: 0  App Fee Assessed (RG50): ___________________________

Entered By: ___________________________ Date: ___________________________
Attention Residents of AL, AR & MN:

If you are a resident of Alabama, Arkansas or Minnesota, you are not eligible to apply for enrollment in Carnegie Mellon courses and programs delivered via distance education. For more information, please visit www.cmu.edu/hub/consumer.

Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to 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 and fire safety report describing the university’s security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report is also available online at www.cmu.edu/police/annualreports.