

# Non-Degree Student 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 25 universities by U.S. News & World Report in 2010.*

To complete the non-degree registration process, you will need to complete a Non-Degree Student Registration Form, included in this guide.

The HUB website ([www.cmu.edu/hub](http://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 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).

### CONTENTS:

General Information .....	2
Non-Degree Restrictions .....	3
Enrollment Information .....	3
Billing Information .....	4
Contact Information .....	5
Associate Dean Contacts .....	6
Other Areas of Interest .....	7
Campus Map .....	8
Non-Degree Registration Form .....	9



# 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 online enrollment applications are available on The HUB website at [www.cmu.edu/hub](http://www.cmu.edu/hub)*):

- Complete a Non-Degree Student Registration Form, attached to this guide. 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 sent an email to the address on your registration form that will give you your Student ID as well instructions of 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 Jarrin Nevel ([jfn@andrew.cmu.edu](mailto:jfn@andrew.cmu.edu)), Assistant Registrar, who will act as the advisor to all non-degree 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.

# 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 University Registrar John Papinchak ([jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu)). 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.

## 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

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, and 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. Students who need to make changes to their schedule should visit The HUB. Once you register for classes, you will be assessed tuition on a per-unit bases up to 36 units for all courses as well as any fees (lab) that may be associated with the courses. Once a student reaches 36 units they will be assessed the full-time semester rate for the appropriate course level (undergraduate or graduate). (See page 4, Tuition Charges.)

You may add or drop courses via SIO. After the add/drop deadlines or to drop below 36 units, non-degree students need to visit The HUB for assistance. Full time is defined as a minimum of 36 units. 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 is found on The HUB website on the Forms & Guide page. Contact The HUB at 412-268-8186 for assistance.

## 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.

*Cont'd on next page*

- Complete the Non-Degree Registration 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 semester payment deadline. See the Academic Calendar for due dates. Students may access their electronic bills (E-Bills) by logging into Student Information Online (SIO) ([www.cmu.edu/hub/sio](http://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. Your account can be paid via personal check, cash, or electronic funds transfers (EFT). 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 Billing & Payments section of The HUB website ([www.cmu.edu/hub/billing](http://www.cmu.edu/hub/billing)).

A 1.5% penalty charge will be assessed 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 with any payment problems.

### Tuition Charges

Non-degree students are assessed tuition on a part-time, per-unit basis up to 36 units.

Students who register for undergraduate level courses are assessed part-time tuition. (See Tuition & Fees page on The HUB website for complete information.) Undergraduate level courses generally have courses ending in the range of 000-599. Graduate level generally range from 600-999. (\*Note: Some 600 level course can be considered undergraduate and graduate level in certain departments.)

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 for 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.

### 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 technology fee is charged per semester.

## 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](http://www.cmu.edu/hr/benefits/benefit_programs/tuition/apply.html). 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 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, but may be eligible for one of the above options.

## CONTACT INFORMATION

### The HUB

Carnegie Mellon University  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3890  
Phone: 412-268-8186  
Fax: 412-268-8084  
[thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu)  
[www.cmu.edu/hub](http://www.cmu.edu/hub)

### Non-Degree Student Advisor

Jarrin Nevel  
Assistant Registrar  
5000 Forbes Avenue, Warner Hall A19  
Pittsburgh, PA 15213-3890  
Phone: 412-268-8250

**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](mailto:undergraduate-admissions@andrew.cmu.edu)  
[www.cmu.edu/admission](http://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)**

Kurt Larsen, Assistant Dean for Undergraduate Studies  
412-268-2479

### **College of Fine Arts (CFA)**

Barbara Anderson, Associate Dean  
412-268-1580

### **College of Humanities & Social Sciences (H&SS)**

Joseph Devine, Associate Dean  
412-268-2924

### **David A. Tepper School of Business (TSB)**

Wendy Herman, Graduate Contact  
412-268-2280

### **David A. Tepper School of Business (TSB)**

Stephen Pajewski, Undergraduate Contact  
412-268-8549

### **The H. John Heinz III College (HC)**

Brenda Peyser, Associate Dean  
412-268-7198

### **Mellon College of Science (MCS)**

Eric Grotzinger, Associate Dean  
412-268-6679

### **School of Computer Science (SCS)**

Mark Stehlik, Associate Dean  
412-268-3609

## OTHER AREAS OF INTEREST

### Student ID Cards

Non-degree students are issued a Student ID 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 ID Card Services (located in The HUB). You must present a government issued photo ID (driver's license or passport). For more information, visit [www.cmu.edu/idplus/](http://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/](http://www.cmu.edu/idplus/) or call ID Card Services 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 Computing Services website at [www.cmu.edu/computing](http://www.cmu.edu/computing). Questions may also be directed to the Computing Services Help Center at 412-268-4357.

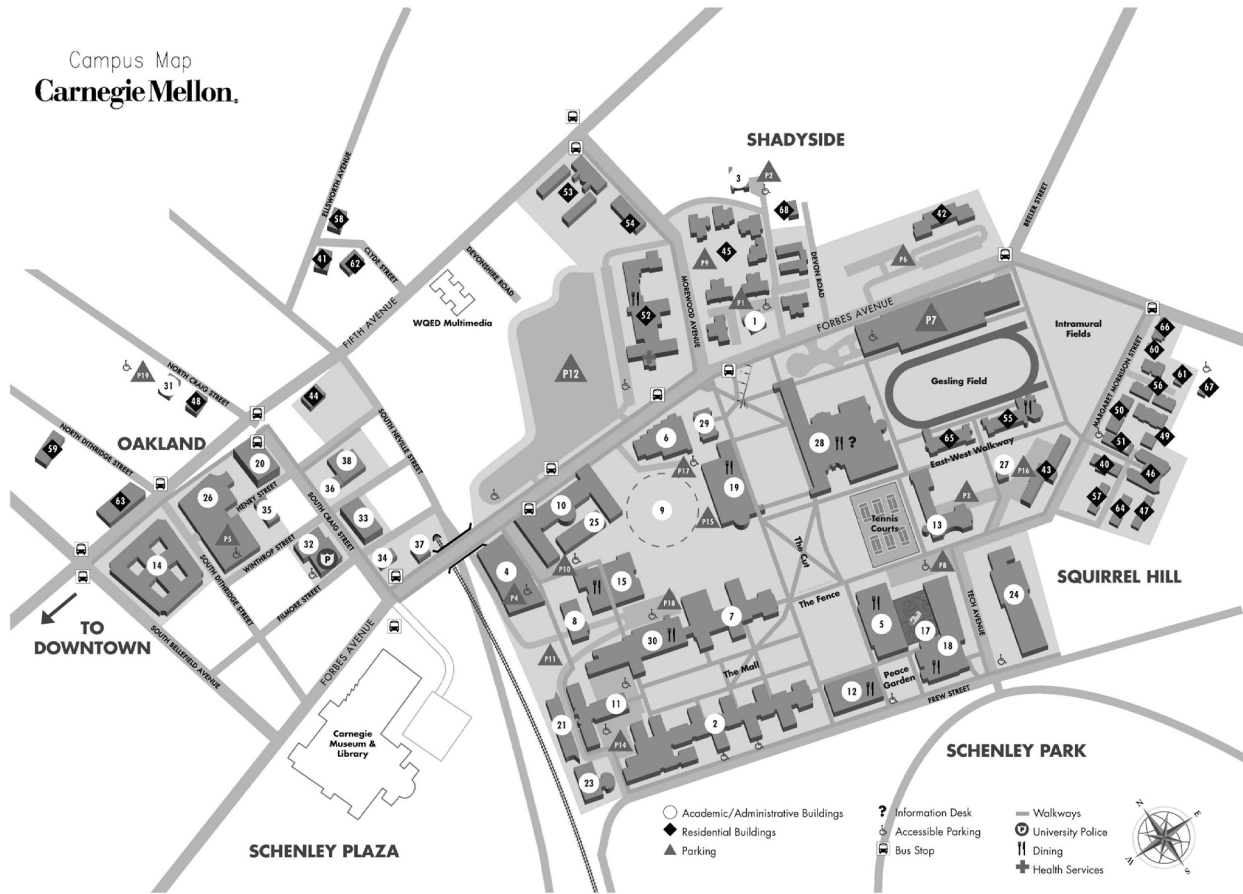
### Student Information Online (SIO)

SIO ([www.cmu.edu/hub/sio](http://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.

## 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
HC	H. John Heinz III College
TSB	David A. Tepper School of Business
H&SS	College of Humanities and Social Sciences

Campus Map  
Carnegie Mellon.



5/25

○ **ACADEMIC/ADMINISTRATIVE**

- 1 Alumni House
- 2 Baker/Porter Hall (H&SS)
- 3 Bramer House
- 4 Collaborative Innovation Center (CIC)
- 5 College of Fine Arts (CFA)
- 6 Cyert Hall
- 7 Doherty Hall
- 8 Facilities Management Services Building
- 9 Future Site of School of Computer Science Complex, Gates Center for Computer Science and Hillman Center for Future-Generation Technologies
- 10 Hamburg Hall (Heinz School)
- 11 Hamerschlag Hall
- 12 Hunt Library
- 13 Margaret Morrison Carnegie Hall
- 14 Mellon Institute (MCS)
- 15 Newell-Simon Hall (SCS)
- 16 Pittsburgh Technology Center\* (ETC)
- 17 Posner Center
- 18 Posner Hall (Tepper)
- 19 Purnell Center for the Arts
- 20 Rond Building
- 21 Roberts Engineering Hall
- 22 Robotics Engineering Consortium\* (NREC)
- 23 Scaife Hall (CIT)
- 24 Skibo Gymnasium
- 25 Smith Hall
- 26 Software Engineering Institute (SEI)
- 27 Solar Decathlon House
- 28 University Center
- 29 Warner Hall (Office of Admission)
- 30 Wean Hall
- 31 Whitfield Hall (HR)
- 32 300 South Craig (Police)
- 33 311 South Craig
- 34 407 South Craig
- 35 4516 Henry (UTDC)
- 36 4609 Henry (H&SS Grad Labs)
- 37 4615 Forbes
- 38 4616 Henry (INI)
- 39 6555 Penn\*

◆ **RESIDENTIAL**

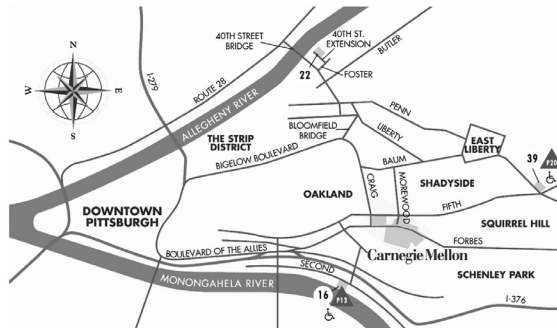
- 40 Boss House
- 41 Cathedral Mansions
- 42 Doherty Apartments
- 43 Donner House
- 44 Fairfax Apartments
- 45 Fraternity Quadrangle
- 46 Hamerschlag House
- 47 Henderson House
- 48 London Terrace Apartments
- 49 Margaret Morrison Apartments/Plaza
- 50 Margaret Morrison Sorority Houses
- 51 McGill House
- 52 Morewood Gardens (Housing Offices)
- 53 Mudge House
- 54 New House (Stever House)
- 55 Resnik House & Tartans Pavilion
- 56 Roselawn Houses
- 57 Scobell House
- 58 Shady Oak Apartments
- 59 Shirley Apartments
- 60 Spirit House
- 61 Tech House
- 62 Veronica Apartments
- 63 Webster Hall
- 64 Welch House
- 65 West Wing
- 66 Woodlawn Apartments
- 67 99 Gladstone
- 68 1094 Devon

▲ **PARKING**

- ♻️ P1 Alumni House\*\*\*
- ♻️ P2 Bramer House\*\*\*
- ♻️ P3 Children's School
- ♻️ P4 CIC Garage\*\*|\*\*\*\*
- ♻️ P5 Dithridge Street Garage\*\*
- ♻️ P6 Doherty Apartments\*\*\*
- ♻️ P7 East Campus Garage\*\*|\*\*\*\*
- ♻️ P8 Fine Arts
- ♻️ P9 Fraternities
- ♻️ P10 Hamburg Hall\*\*\*
- ♻️ P11 Junction Hollow
- ♻️ P12 Morewood\*\*\*|\*\*\*\*
- ♻️ P13 Pittsburgh Technology Center\* (ETC)
- ♻️ P14 Porter-Hamerschlag-Wean
- ♻️ P15 Purnell Center - closed for construction
- ♻️ P16 Sororities
- ♻️ P17 Warner
- ♻️ P18 West Campus
- ♻️ P19 Whitfield Hall
- ♻️ P20 6555 Penn\*

\* Off campus, see inset  
 \*\* Open to visitors 9 a.m.-5 p.m. Monday - Friday  
 \*\*\* Open to visitors after 5 p.m. and weekends  
 \*\*\*\* City parking meters

Additional on-street parking available on city streets.  
 Primary circulation routes and access parking areas are shown.





## 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.

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