

As a visiting/non-degree student at Carnegie Mellon University, you can take advantage of our innovative coursework in fine arts, business, engineering, technology, humanities, 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 2017.

To complete the visiting/non-degree student registration process, you will need to complete a Visiting/Non-Degree Student Petition form.

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 staff is 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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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):

- If you are not a U.S. citizen or permanent resident, make certain you already have a valid visa to study in the United States. Carnegie Mellon University does not support visa documentation for visiting/non-degree students. If you are unable to obtain a visa through another institution/organization, it will not be possible to take non-degree coursework at CMU.
- Complete the Visiting/Non-Degree Student Petition (www.cmu.edu/hub/registrar/registration/visiting-non-degree.html). **This petition must be completed for each semester you wish to enroll at least two weeks before the first day of the semester.** 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 ID number 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 www.cmu.edu/computing/accounts. (See page 6.)

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 any questions concerning coursework. For questions about applying to a specific college or program you should contact the department directly.

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 in SIO 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 during one summer session 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 may have to show you have taken required pre-requisite courses before you will be permitted to register. You should contact the instructor directly to share your academic background and obtain permission to enroll. If permission is granted by the instructor, forward that message to Amy Yearwood and she will register you for the restricted course (or place you on the waitlist, if applicable).

Minors

If you are a minor (under the age of 18), your parent or guardian will be required to sign your VND Petition form. In addition, **you will be required to have an advising appointment** with Amy Yearwood prior to registration to select your coursework. Not all coursework is available to minor visiting students, so make certain to plan well in advance of the start of the semester.

ENROLLMENT INFORMATION

Course Registration

Once the petition form is submitted and your record is created, you will receive an email which will provide you with information on how to log into Student Information Online (SIO) (www.cmu.edu/hub/sio) to access student account invoices, see student 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 Amy Yearwood if there are course restrictions and you have received permission from the instructor. Current course offerings are listed in the online Schedule of Classes. (<https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>). Undergraduate level courses generally have course numbers ending in the range of 000-599. Graduate level generally range from 600-999. (*Note: Some 600 level courses can be considered undergraduate or graduate level in certain departments.) You may add or drop courses via SIO.

Make all attempts to drop any courses before the drop deadline to receive tuition adjustment listed on the Academic Calendar (www.cmu.edu/hub/calendar). To add a course after the add/drop deadline, 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. 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 using the Tuition Appeal form. These forms can be found on The HUB website at www.cmu.edu/hub/forms.html.

Grade Options

Unless you choose to complete one of the following processes, you will receive a letter grade for any course in which you enroll.

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 by the deadline
- Register for the course that you wish to audit
- Complete a Course Audit Approval Form (www.cmu.edu/hub/forms.html)
- Email or deliver the completed form (with your and your instructor's signatures) to Amy Yearwood to sign and send along to be processed

Pass/No Pass Grade

If you would prefer to receive a 'pass/fail' grade for a course rather than a letter grade, follow these steps by the pass/no pass deadline listed on the Academic Calendar (www.cmu.edu/hub/calendar):

- Complete the VND Petition form by the deadline
- Register for the course(s)
- Complete a Pass/No Pass Approval Form (www.cmu.edu/hub/forms.html)
- Email or deliver the completed form to Amy Yearwood to sign and send along to be processed

PAYING YOUR STUDENT ACCOUNT

All students are responsible for paying their accounts in full by the payment deadline on the student account invoice. Students may access their invoices 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/sfs/billing/payments.

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/sfs/billing/sfo.html.

Tuition Charges

VND students are assessed tuition on a part-time, per-unit basis for all courses as well as any fees (lab) that may be associated with the courses. Tuition and fees for VND students are available on The HUB website at www.cmu.edu/sfs/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/sfs/tuition). 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 in Workday in order to utilize your employee benefits to cover tuition. This is REQUIRED for EACH SEMESTER that you are enrolled as a VND student. If you are expecting to receive employer reimbursement, you are still required to pay your full tuition by the payment deadline. CMU staff tuition benefits information may be found at www.cmu.edu/hr/benefits/tuition/staff.html.

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

VND students are not eligible for university scholarships or grants.

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
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

Benefits - CMU Works Service Center

CMU Works Service Center
Carnegie Mellon University
4516 Henry Street
Pittsburgh, PA 15213
Phone: 412-268-4600
cmu-works@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. You will not have free access to the city's public transportation.

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/plaidcash.

Housing

You may live in university housing only during summer sessions. For more information, contact Housing & Dining Services at 412-268-2139 or find information about summer housing at www.cmu.edu/housing/summer-housing.

Andrew User ID & Password

As a Carnegie Mellon visiting/non-degree 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.

Campus Maps & Parking

For online or printable campus maps and parking information, visit www.cmu.edu/visit/maps-parking-transportation.html.

Distance Education

For information regarding distance education and other consumer information, please visit www.cmu.edu/hub/consumer-information.

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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018.

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