



Faculty/Staff Non-Degree Guide

Visiting & Non-Degree Process

Carnegie Mellon University
University Registrar's Office

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Introduction

As a faculty/staff non-degree student at Carnegie Mellon University, you can expand your education by taking advantage of our innovative coursework in fine arts, business, engineering, technology, humanities, and more.

To complete the visiting/non-degree registration process, you will need to complete a **Faculty/Staff Non-Degree Petition**.

The Faculty and Staff Non-Degree webpage (www.cmu.edu/hub/registrar/registration/vnd) is your source for information involving petitions and enrollment.

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 regarding 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) (www.cmu.edu/hub/sio) and the Schedule of Classes (SOC) (<https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>).

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
- High school students
- Students from other universities
- Career professionals
- Spouses, partners, or children of faculty and staff
- Pittsburgh-area residents

How do I Become a Faculty/Staff Non-Degree Student?

Follow these steps (note that links to all online enrollment applications are available on the Visiting/Non-Degree website at www.cmu.edu/hub/registrar/registration/vnd):

HUB Hours

MWF: 8:30 a.m. - 4:30 p.m.

Tu & Th: 10:30 a.m. - 4:30 p.m.

Contact Information

Phone: (412) 268 8186

Email: thehub@andrew.cmu.edu

Follow The HUB on Facebook ([@TheHUBatCMU](https://www.facebook.com/TheHUBatCMU)) and Twitter ([@TheHUBatCMU](https://twitter.com/TheHUBatCMU)) for important updates and information.

Financial Delinquency

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

- Complete the Faculty & Staff Non-Degree Petition (www.cmu.edu/hub/registrar/registration/vnd/docs/faculty-staff-petition.pdf). When you have completed your petition, email it to non-degree@andrew.cmu.edu. This petition must be completed for each semester you wish to enroll by the first day of classes. Current faculty and staff are not required to submit an official transcript.
- Confirm that you are eligible for tuition benefits by visiting the Human Resources Tuition and Childcare Benefits webpage (www.cmu.edu/hr/benefits/tuition). If you are eligible, you will need permission from your supervisor to be considered for tuition benefits. Eligible faculty and staff should apply for tuition remission through Workday by the first day of classes of the semester in which they wish to enroll.

Which Courses Should I Take?

View the Schedule of Classes (SOC) (<https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>) to search for courses.

You may contact non-degree@andrew.cmu.edu for assistance with any questions concerning coursework. For questions about applying to a specific college or program, you should contact the department directly.

VND Student Restrictions

Restricted Registration

As a VND student, there are courses that you may not be eligible to attend, either because the department has reserved space for degree-seeking students, the course has no slots available, or because there are prerequisite requirements you have not yet met. You may have to show you have taken required prerequisite courses before you will be permitted to register. In this case, 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 non-degree@andrew.cmu.edu and someone will register you for the restricted course (or place you on the waitlist, if applicable).

Waitlist Policy & Process

If you are interested in a course with a pre-existing waitlist, please be aware that you will be placed at the end of the waitlist, as preference is given to degree-seeking students. You can learn more about the waitlist process and timeline by viewing

Types of Courses

Semester Course: Semester courses begin on the first day of classes and run through the entire semester (approximately 15 weeks).

Mini Course: Mini courses run for half a semester (approximately 7.5 weeks) and begin either on the first day of classes or after mid-semester break.

Course Numbers: Undergraduate level courses generally have course numbers ending in the range of 000-599. Graduate level generally range from 600-699. (Note: some 600 level courses can be considered undergraduate or graduate level in certain departments).

What is a Unit?

The unit system at Carnegie Mellon is the equivalent of the credit system at most other colleges and universities. Three units are the equivalent of one credit. A 12 unit course is the equivalent of a 4 credit course at most other institutions.

the Waitlist Navigation Guide (www.cmu.edu/hub/registrar/registration/waitlist-action-timeline).

Please note that departments manage their waitlists independently; if you have questions pertaining to your position on any applicable waitlists, please reach out to the appropriate department contact (www.cmu.edu/hub/registrar/registration/waitlist-policy).

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 about how to log into Student Information Online (SIO) (www.cmu.edu/hub/sio) in order to access student account invoices, see student account activity, plan your schedule, register for courses, view grades (if applicable), and update your contact information. Be sure to update your emergency contact information and permanent address. You may create your schedule using the course schedule tool in SIO. You may register for courses in SIO or through non-degree@andrew.cmu.edu, if there are course restrictions and you have received permission from the instructor.

You may also add or drop courses via SIO. Make all attempts to drop any courses before the drop deadline to receive a 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 non-degree@andrew.cmu.edu 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.

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.

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:

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 and emergency contact information, order unofficial academic records or official enrollment verifications, and register for courses. You must have an active Andrew User ID in order to be granted access to SIO.

Important

VND students are subject to all dates and deadlines listed on the Academic Calendar. It is important to familiarize yourself with the calendar for the semester or academic year in which you are enrolled so that you do not miss dates and deadlines. The University Registrar's Office recommends bookmarking the Academic Calendar webpage (www.cmu.edu/hub/calendar).

- Complete the Faculty/Staff Non-Degree Petition by the first day of classes
- Register for the course(s)
- Complete a Pass/No Pass Approval form
- Email the completed form (with your instructor's signature) to non-degree@andrew.cmu.edu for processing

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. You must be registered for a course in order to audit or sit in. Your instructor will determine the level of participation required to receive an audit grade. To audit a course, follow these steps by the audit deadline listed on the Academic Calendar:

- Complete the Faculty/Staff Non-Degree Petition by the first day of classes
- Register for the course that you wish to audit
- Complete a Course Audit Approval form
- Email the completed form (with your instructor's signature) to non-degree@andrew.cmu.edu for processing

Student Account/Billing Information

Paying Your Student Account

If you are a benefits eligible Carnegie Mellon employee, you must complete a Tuition Reimbursement 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 non-degree student. Please note that tuition benefits are not an automatic process; you will have an account balance due if you have not gotten it approved in Workday beforehand. CMU staff tuition benefits information may be found at www.cmu.edu/hr/benefits/tuition/.

If you are expecting to receive employer reimbursement, you are still required to pay your full tuition by the payment deadline on the student account invoice. You may access your invoices by logging into Student Information Online (SIO) (www.cmu.edu/hub/sio). Hover over 'Finances' and click on 'Student Account Invoices.'

Accounts & Billing

You can learn more about payment options by visiting the Student Financial Services website at www.cmu.edu/sfs/billing/payments.

Learn more about student financial obligations at www.cmu.edu/sfs/billing/sfo.

Questions about Finances? Email thehub@andrew.cmu.edu

Tuition Charges

VND Students are assessed tuition on a part-time 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.

Fees

A technology fee will be assessed to faculty and staff per semester in the fall and spring, but if you are eligible for tuition benefits, it will be removed once your benefits are approved. If you are registered for 19 or more units of coursework, you are responsible for paying the Student Activities fee, even if you receive tuition remission.

For more information on fees, please see the Tuition & Fees page on The HUB website at www.cmu.edu/sfs/tuition.

Additional Billing Information

Visiting/Non-Degree students are not eligible for university scholarships or grants.

Faculty/Staff Non-Degree Benefits

Confirm that you are eligible to receive tuition benefits by visiting the Human Resources Tuition Benefits for Faculty (www.cmu.edu/hr/benefits/tuition/faculty) or Tuition Benefits for Staff (www.cmu.edu/hr/benefits/tuition/staff) webpage. If you are eligible, you will need to receive permission from your supervisor to be considered for tuition benefits.

If you are eligible for benefits, **please apply after your course schedule has been finalized and registration has been completed.** This ensures that the appropriate taxation is calculated, if applicable. Applications for tuition benefits should be submitted by the first day of classes of the semester in which you wish to enroll.

Contact Information

Visiting/Non-Degree Advisor

non-degree@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

Student Policies & Information

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.

Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, for 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 3930.

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