Visiting Guest Student Guide

Visiting & Non-Degree Process

Carnegie Mellon University
University Registrar's Office

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Introduction

As a visiting guest 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 **Visiting Guest Student Petition**.

The Visiting 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 (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 Visiting Guest Student?

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

- Complete the **Visiting Guest Student Petition** (www.cmu.edu/hub/registrar/registration/vnd/docs/guest-petition.pdf) and submit it, along with a statement of interest, to non- degree@andrew.cmu.edu. This petition must be completed by **August 15** for fall semester courses, **December 15** for spring semester courses, **April 30** for summer session all and one courses and **June 15** for summer session two courses

- Submit a scanned copy of your most recent transcript along with your petition. Your application will not be evaluated until the transcript has been received. Please allow approximately two weeks for your application to be processed.

- If your petition is accepted, you will receive an email at the address listed on your registration form providing you with your student ID number and instructions about how to find your Andrew User ID and set your password.

VND 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 the University Registrar's Office at non-degree@andrew.cmu.edu. After the three semesters, you must be admitted into a degree program to continue to take courses during the academic year. VND students are allowed to take summer coursework indefinitely — the three semester limit does not apply to summer. The maximum units a student may take during one summer session is 18.

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 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 non-degree@andrew.cmu.edu and you will be registered for the course (or placed 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 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

Which Courses Should I Take?

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

Students from other universities who are taking courses at Carnegie Mellon should contact their home institutions before beginning the course(s) to ensure that credit for any coursework completed will be eligible to transfer. If you wish to transfer credits back to your home institution, you must submit a transcript request form in Student Information Online (SIO) (www.cmu.edu/hub/sio) after the completion of your coursework. Carnegie Mellon does not automatically send your grades to your home school.

Course Registration

Visiting guest students do not have specific registration start times and are not able to register for courses until after Registration Week ends (see the Academic Calendar for exact dates).

Once your student record has been created, you will receive an email providing 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, view grades, update your contact information, and register for courses. **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.

Course Information

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).

Units: 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.

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:

- Complete the Visiting Guest Student Petition by the specified deadline for the semester or summer session in which you plan to enroll

- Register for courses via SIO or by emailing non-degree@andrew.cmu.edu

- 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. To audit a course, follow these steps by the audit deadline listed on the Academic Calendar:

- Complete the Visiting Guest Student Petition by the specified deadline for the semester or summer session in which you plan to enroll

- Register for courses via SIO or by emailing non-degree@andrew.cmu.edu

- 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

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.

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. 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. You can view Student Financial Obligations at www.cmu.edu/sfs/billing/sfo.

Additional Billing Information

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.

Questions About Billing & Payments?

Email thehub@andrew.cmu.edu.

Contact Information

The HUB

Warner Hall, A12
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 Advisor

non-degree@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 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.

VND Student Benefits

Sponsored 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/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.

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/our-communities/find-housing/summer- housing.

Other Benefits and Services

Visiting/Non-Degree students are not entitled to receive any benefits or services that are not specifically enumerated in this document.

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.