



Visiting High School/Minor Student Guide

Visiting & Non-Degree Process

Carnegie Mellon University
University Registrar's Office

Table of Contents

Introduction.	2
General Information	2
Visiting/Non-Degree Restrictions	3
Enrollment Information	4
Student Account/Billing Information	5
Contact Information.....	6
Student Policies & Information	6
Visiting/Non-Degree Student Benefits.....	7

Introduction

As a Visiting High School/Minor Student at Carnegie Mellon University, you can expand your education and take 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 High School/Minor Student Petition**.

The Visiting/Non-Degree website (www.cmu.edu/hub/registrar/registration/vnd) is your source for information involving petitions and enrollment for visiting/non-degree students.

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 High School/Minor 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):

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.

Student Visas

International students who are already in the U.S. may be able to join Carnegie Mellon as Visiting High School/Minor students. However, Carnegie Mellon is not able to issue immigration documents to Visiting High School/Minor Students. We recommend that students who are in the U.S. have an immigration status that allows them to take classes at CMU. Students outside the U.S. may not obtain a student visa to participate in this program.

Financial Delinquency

If you are financially delinquent with Carnegie Mellon, you may not become a VND student.

- Complete the Visiting High School/Minor Student Petition (www.cmu.edu/hub/registrar/registration/vnd/docs/hs-minor-petition.pdf), including the statement of interest and list of courses you would like to take, and a parent or guardian signature, and submit it to non-degree@andrew.cmu.edu. This petition must be completed by **August 1** for fall semester courses, **December 1** for spring semester courses, **April 1** for summer session all and one courses, and **June 1** for summer session two courses
- You must submit a scanned copy of your official high school transcript along with your petition. In addition, we require written permission from your high school to attend classes at Carnegie Mellon.
- 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.

Andrew User ID & Password

If your petition is accepted, you will be assigned an Andrew User ID and password. Your Andrew ID is the prefix to your CMU email address.

Your Andrew ID will grant you access to the university computing facilities and services, including email, internet access, computer clusters, and the library information system. For more information, please visit the Computing Services website at www.cmu.edu/computing.

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 create your list of courses of interest. Please keep in mind that not all courses will be available to visiting high school/minor students.

VND Student Restrictions

Restricted Registration

As a VND student, there are courses that you may not be eligible to attend. In some cases, the department has reserved space for degree-seeking students, the course has no slots available, or there are prerequisite requirements you may not have yet met. In addition, Pennsylvania requires all instructors and teaching assistants working with high school students and minors to have PA Act-153 clearances.

If you wish to register for a course with pre-requisites, you may have to show you have taken required pre-requisite courses before you will be permitted to register. You should contact the Non-Degree Advisor to see if the course is available to high school/minor students and to share your academic background and preparation. The Non-Degree Advisor will review this information with the course instructor, and if agreeable, will register you for the course-section (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. Should you be invited to join a course from the waitlist, the Non-Degree Advisor will register you. You can learn more about the waitlist process and timeline by viewing the Waitlist Navigation Guide webpage (www.cmu.edu/hub/registrar/registration/waitlist-action-timeline).

Enrollment Information

Course Registration

If your petition is accepted, you will be able to register for courses. **All visiting high school/minor students are required to have an advising appointment with the Non-Degree Advisor prior to registration.** You can make an appointment by emailing non-degree@andrew.cmu.edu. Please note that appointments are only available to students whose petitions have been accepted. Once you have decided on a course schedule, the Non-Degree Advisor will register you for courses. You will not be able to register on your own.

You will also 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, view grades (if applicable), and update your contact information. **Be sure to update your emergency contact information and permanent address.**

You will not be able to add or drop courses via SIO. If you wish to add or drop a course, contact the Non-Degree Advisor. 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). 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.

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.

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 High School/Minor Student Petition by the deadline for the semester or summer session in which you plan to enroll
- The Non-Degree Advisor will register you for courses
- 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 High School/Minor Student Petition by the deadline for the semester or summer session in which you plan to enroll
- The Non-Degree Advisor will register you for courses
- 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

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. (Cont. on page 6).

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).

Forms & Documents

The Pass/No Pass Approval form, Course Audit Approval form, and other important forms and documents are available on The HUB website at www.cmu.edu/hub/forms.

Questions About Billing & Payments?

Email thehub@andrew.cmu.edu.

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.

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. Fall and spring high school students are assessed at 50 percent the current undergraduate rate.

Additional Billing Information

VND students are not eligible for university scholarships or grants.

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.

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.

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.