

From: [Kubick, Lisa Marie](#)
To: [AS - Department Graduate Administrators](#)
Cc: [White, Katelyn Marie](#); [Fite, Abigail Lynn](#); [St. Clair, Briea Dawne](#); [Carter, Philippa K](#)
Subject: Reminder: Fall Enrollments or ADD/DROP After the University Deadlines
Date: Monday, September 14, 2020 1:24:38 PM
Attachments: [Late Add Drop Form.pdf](#)

Hello Everyone,
The deadline for add/drop has passed.

Per the 2020-2021 academic calendar, the last day to process an ADD/DROP was Friday, September 4, 2020.

<http://www.provost.pitt.edu/students/academic-calendar>

At this time, ALL courses are considered **CLOSED** and late enrollment or add/drop must be approved and processed through Katelyn White in the Graduate Studies Office and then approved by the Registrar's Office.

In order for students to enroll and/or add/drop at this time for the Fall Term 2020 (2211), the enrollment form attached must be completed and accompanied by a memo from the Department requesting the late enrollment and/or add/drop. The departmental advisor must include their eSignature. *Graduate Administrators must assign a special permission number for every course added on the enrollment (with the exception of FTDS – our office will assign this special permission number). The special permission number must be written on the enrollment form.*

Effective 2187, any late enrollment and/or add/drop must be accompanied by a departmental memo providing the departmental account number to pay for the late fee or a statement that indicates the student will be paying the late fee. If either our office or the Registrar's Office receives the memo and there is no account number or a statement about the student paying the late fee it will be returned to the department and not approved until it is corrected.

The documentation must be forwarded to Katelyn White to process permitting the late enrollment and/or add/drop. Once Katelyn has approved the late enrollment and/or add/drop, it will be forwarded to the Registrar's Office.

I have attached the enrollment form to this email. If you have any questions, please contact Katelyn.

Thank you,

Lisa Kubick
Director of Graduate Student Admissions
Kenneth P. Dietrich School of Arts and Sciences
University of Pittsburgh
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Phone: 412-624-6095 | Fax: 412-624-6855

Work Hours: 7:30am-5:30pm M-T-TH; 7:30am-5:00 F

Every day, we learn more about COVID-19. University of Pittsburgh experts are carefully monitoring this new knowledge and adjusting course in response. Please visit www.coronavirus.pitt.edu often and consult <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines> for the University's standards and guidelines.