

Full-Time MBA Cross-Registration Information – Local Academic Institutions

The [Pittsburgh Council on Higher Education \(PCHE\)](#) cross-registration agreement is an initiative among local academic institutions that provides an opportunity for full-time students to attend courses at various participating colleges and universities as a guest student. Local AACSB-accredited institutions eligible for graduate-level cross registration include:

- [Carnegie Mellon University](#)
- [Duquesne University](#)
- [Robert Morris University](#)

At Katz, cross-registration is limited to full-time MBA students during the *fall and spring terms only*; students must work with local institutions directly if they wish to enroll into summer courses. The PCHE cross-registration agreement does not apply to part-time students. There is not an additional tuition charge to cross-register. However, one may be assessed additional course fees by the host institution, if necessary (lab fees, etc.). The earned grade and units will be transferred to the student's home school and academic record. The academic policies of the host institution prevail. Students normally may cross-register for *only one* course and at *only one* institution in a given term.

Procedure for Cross-Registration:

1. Submit a completed transfer request form ([‘Forms’ section](#) of StudentNet) for *graduate* course pre-approval to your Katz academic advisor. Approval from Katz must be obtained prior to registration at host institution.
2. Obtain written consent from the instructor of the host institution to participate in the *graduate* course of interest.
3. Reference the ‘Cross-Registration’ section of the [University Registrar website](#) to download the PCHE form.
4. Complete document and obtain signature endorsements from MBA office staff.
5. Submit completed cross-registration form and instructor consent record directly to the University of Pittsburgh Registrar office, G-3 Thackeray Hall. [Access campus map](#).
6. The student will be notified by mail if/when the cross-registration has been approved.

Considerations:

- It is the responsibility of the student to ensure transfer credit eligibility of the course in question. That is, the student must submit a transfer request form for approval by Katz faculty *prior to* enrolling into a course at a host institution.
- Students are *strongly discouraged* from cross-registering during their final term/term of graduation. The calendar term at other academic institutions often ends later than the corresponding term at the University of Pittsburgh. Students cross-registered at other institutions may not be eligible for graduation as a result of grades arriving too late to comply with official University of Pittsburgh graduation requirements.
- Contacting an instructor to request permission to enroll into a course of interest is highly recommended. It is important to note that while a host instructor's permission to participate in a given course will not necessarily guarantee enrollment, it may improve the student's likelihood for entrance into the course and possibly expedite the registration process itself.
- It is **strongly recommended** that you begin this process as early as possible since it can take several weeks to obtain approval for a course, receive several signatures, and have your request processed in the host institution's Registrar office.