

Cross-Registration Information

Cross-registration is a program through the [Pittsburgh Council on Higher Education \(PCHE\)](#) that provides an opportunity for enriched educational programs by permitting students to attend courses at various participating colleges and universities. AACSB-accredited institutions in the greater Pittsburgh area include:

[Carnegie Mellon University, Tepper School of Business](#)

[Duquesne University, John F. Donahue Graduate School of Business](#)

[Robert Morris University](#)

Cross-registration is limited to full-time MBA students registered during the fall and spring terms only. PCHE cross-registration does not apply to part-time students or during the summer term. There is not an additional tuition charge to cross-enroll; 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 home school. 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, or two mini courses at Carnegie Mellon's Tepper School of Business.

Procedure for Cross-Registration:

1. Submit a completed transfer request form for *graduate* course pre-approval to the academic advisor.
2. Obtain the permission to participate in the *graduate* course of interest from the instructor of the host institution (see 'advice' section below).
3. Complete the PCHE form with *all* necessary signatures from home (Katz) and host institutions.
4. Submit all copies of the cross-registration form to the host Registrar's office during registration.
5. The host Registrar will notify the student by mail if the cross-registration has been approved or not.

Forms:

Transfer credit request forms for various MBA programs can be found on [StudentNet](#) under the 'Forms' document library. PCHE cross-registration forms are available at the Student Students office (301 Mervis, MBA suite).

Caveats:

- 1.) It is the responsibility of the student for ensuring eligibility for the graduate course in which the student is enrolling. To do so, students *must* submit a transfer request form for approval by Katz faculty *prior to* enrolling into a course at a host institution.
- 2.) Students are *strongly discouraged* from cross-registering during their final term/term of graduation. The calendar term at many PCHE institutions often ends later than the corresponding term at the University of Pittsburgh. Students cross-registered at those institutions may not be eligible for graduation as a result of grades arriving too late to comply with official University of Pittsburgh graduation requirements.

Advice:

Contacting an instructor to request permission to enroll into a course of interest is recommended. It is important to note that an instructor's permission to participate in a given course *will not* guarantee entrance into said course; cross-registration is ultimately decided by the school administrators of the host institution. However, if one obtains some form of pre-approval (an email should suffice), it may improve his/her chances for entrance into the course and possibly expedite the registration process itself.