

Graduate Student Continuous Registration Policy

1. The University requires continuous registration across all schools. In order to qualify for continuous registration, a master's (thesis) or doctoral student must have completed all required courses and have earned (or have previously registered for) all required thesis or dissertation credit. In order to maintain an enrolled status once all required credit has been earned, students should be registered for a Continuous Registration FT (or HT) class for required terms of enrollment up to the point of graduation.
2. Instead of continuous registration, students on assistantships should be registered for Assistantship FT (or HT) upon completion of all required credits until such time that the assistantship has ended. If continued enrollment is necessary beyond this point, continuous registration should be used. The use of Assistantship FT (or HT) may be used throughout a student's program of study and is not restricted to terms following the completion of all earned credit.
3. If a student has a half-time assistantship (and is registered for Assistantship HT) but needs full-time enrollment status, the student may be registered for continuous registration HT to gain a (combined) FT status. Other than this scenario, students registered for continuous registration may not be registered for anything else. *The continuous registration implies that the student has completed all required course work and has completed or previously registered for thesis or dissertation credit.*
4. A fee is charged per term (fall, spring, and summer) for continuous registration (FT or HT) for all graduate students.
5. For students who "stop-out" and have missed required terms of enrollment, retroactive continuous registration sections will be created and students charged the flat rate in effect at that time for the number of required terms they have missed.
6. *Schools may not use continuous registration just to enable FT status while a student is still earning credit.* If required courses in a student's program are not offered, and this results in a gap to make it to FT status, alternative courses should be considered. Full-time graduate students may participate in the Pittsburgh Council on Higher Education (PCHE) program and may register for one course a term (fall and spring) at a participating PCHE school. Schools are also encouraged to substitute available course offerings for required program courses that are not being offered, if the lack of offering is negatively impacting the student's ability to register as needed to graduate on time.