



HOW TO  
EFFECTIVELY  
SCHEDULE AT  
PITT-GREENSBURG

This guide will help you navigate through the Schedule of Classes, learn to use your Student Center in PeopleSoft, explain terminology, help balance your schedule, schedule your classes for the next semester, and allow you to move comfortably through your time at Pitt-Greensburg!

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## Part one: The Schedule of Classes

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The Schedule of Classes is available every semester under the Academics tab on the Pitt Greensburg website. It contains a list of all the classes for the upcoming semester, organized alphabetically by subject abbreviation and course number. Some classes have multiple sections for you to choose from, while others are only offered at one time. The Schedule of Classes includes the days, times, instructor, and location for every class being offered for the upcoming semester. It also includes information about prerequisites, general education requirements, as well as enrollment restrictions. All of this information is important to consider when you're choosing your classes.

Pitt-Greensburg requires students to take general education and competency classes to round out their education and provide opportunities to take non-major classes. General Education requirements include classes in the humanities, social sciences, and natural sciences. The competency/skill requirements include classes in composition, public speaking, quantitative reasoning, and foreign language. Some requirements may be determined by your major. The distribution of credit checklist (DOC) will outline which and how many classes you must take. You should review your DOC with your advisor every semester.

Some classes will have minimum grade requirements, prerequisites (PREQ), co-requisites (COREQ), or require permission of the instructor. Usually, a prerequisite must be completed with a C- or higher in order to move on to the next course in the sequence. A co-requisite requirement (COREQ) is a class that must be taken simultaneously with another class. These are usually lecture/laboratory combinations.

Classes have two associated numbers: the 4-digit catalogue number which never changes, and the 5-digit class number which changes with each semester and class time. PeopleSoft requires the class number when enrolling. The self-enrollment forms require both.

### Foreign language classes

- If you completed four years of high school study in the same language earning C or better grade, you will be exempt from the foreign language requirement.
- If you plan to continue with the language you studied previously, you will need to take a placement test. This applies regardless of your reason for taking language courses, such as completing a minor, satisfying general education requirements, or as an elective!
- If you have not completed four years of a language, you can either:
  - Complete the three course (nine credit) sequence in French, German, or Spanish
  - Complete the two courses (10 credit) sequence in Chinese

### General Education Overview

#### Humanities (4 classes)

- Literature Tradition (LT) - Literature
- Artistic Tradition (AT) - Art History, Music, Studio Art, Theater
- Philosophical Tradition (PT) - Philosophy

- Humanities Elective (HM) - One additional LT, AT, PT or HM class which includes language, culture, writing, communication, religious studies, digital humanities
- Natural Science (3-4 classes)
- Astronomy, Biology, Chemistry, Geology, Physics, and interdisciplinary science classes designated NS
- Social/Behavioral Sciences (4 classes)
- Human Behavior (SS1)
  - American Society (SS2)
  - Global Themes and Issues (SS3)
  - Social Science Elective (SS) – One additional SS1, SS2, SS3 or SS class
- World Perspective (1 class)
- Humanities and social science courses that provide a diverse perspective (WP)

There is a list of general education classes in the appendix of this document.

### Part two: Balancing your schedule

Some students also work part-time or full-time, participate in a sport, volunteer their time through community service, or enjoy working within clubs. Whatever type of student you are, balancing your schedule is important. Not only do you want to balance your time, but your education as well.

Balancing your schedule takes into consideration your commitments outside the classroom such as your job hours, practices, when club meetings/events take place, and personal time. For commuters, driving time should also be considered.

All programs at Pitt Greensburg require a minimum of 120 credits and a 2.0 GPA to graduate. Averaged over four years, this means that you want to aim for an average of 15 credits per semester. But you should also consider your extracurricular commitments, as well the number of credits you can complete successfully. Some students will take 17-18 credits every semester, while others choose to take a lighter load. You have to pick the credit load that works for you. Your advisor will be able to help you make those decisions.

Full-time tuition covers anywhere from 12 to 18 credits. For every credit over 18, there is an additional per credit cost.

In an average semester, a good rule of thumb is to complete 2-3 classes within your discipline and 2-3 that satisfy general education classes each semester. Some majors have a sample 4-year plan on their webpage that you can use as a guide. Overloading, burning out, or stressing yourself out is not the goal when scheduling; Everyone's circumstances are unique. Consider course combinations and credits that work for you.

Some classes are sequential and are offered consecutively. The first class in the sequence is a prerequisite for the next class and so on. If the first class is offered in the fall, it's usually safe to assume that the second class will be offered in the spring. If you do not successfully complete the first class, you may have to wait a semester before having the opportunity to retake the class. Additionally, you will not be able to continue in the sequence until the first class is completed.

Before meeting with your advisor, you should review the Schedule of Classes, your DOC, select 5-10 classes, and complete a self-enrollment form. This form will also be signed by your advisor and either the Advising Office or one of the faculty secretaries will lift your advising hold. The self-enrollment form is important because it is your roadmap to the semester. During your advising appointment, your academic advisor will tell you about any additional holds or any other papers that must be submitted while enrolling for classes. Consider choosing alternative classes to swap if you are Wait Listed or run into other issues. These extra submissions will be discussed in part four. A copy of the self-enrollment form is in the appendix.

#### [Pro-Tip: Academic Holds](#)

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Sometimes, you will find a hold on your account. You'll be able to view the hold in your Student Center. Each one has a code and brief description. All students have an Advising hold placed on their account prior to the start of the enrollment period. This hold is lifted after you meet with your advisor to discuss your course selection. In addition to the standard advising hold, there are also a variety of financial and judicial holds. Most will prevent you from enrolling in the next semester and may prevent you from making changes to your schedule or withdrawing from a class. It is important to resolve a hold as quickly as possible.

#### [Pro-Tip: Degree Audit](#)

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In order to prepare for your final semesters, the Academic Advising office conducts degree audit appointments with second semester juniors and seniors. This appointment will include a detailed review of remaining classes and requirements needed in order to graduate.

#### [Pro-Tip: Summer classes](#)

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Taking a class during the summer can be a good way to get ahead or make up credits. Pitt-Greensburg offers free housing during the summer to any student who takes 6 credits during the two six-week sessions. There is some financial aid available through the summer.

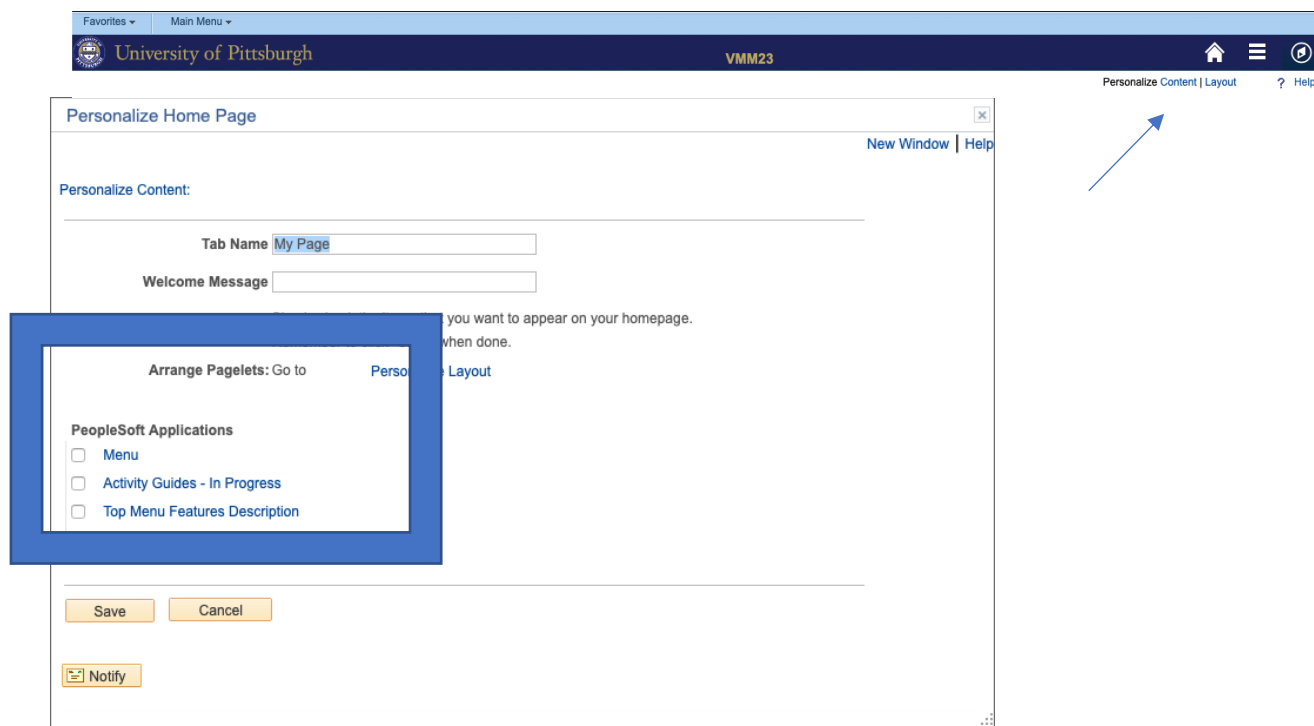
## Part three: Using Peoplesoft

### Fixing your home screen

At this point, you should know which classes to take, you've met with your advisor to discuss your classes as well as any concerns or questions you may have. You may also talk about co-curricular experiences you might pursue such as an internship, study abroad experience, or capstone interests. The advising hold has been released from your account, and you've blocked out time for jobs/clubs. When enrolling for classes online, have your self-enrollment sheet nearby. Having the 5-digit ***class*** numbers are vital to smooth scheduling.

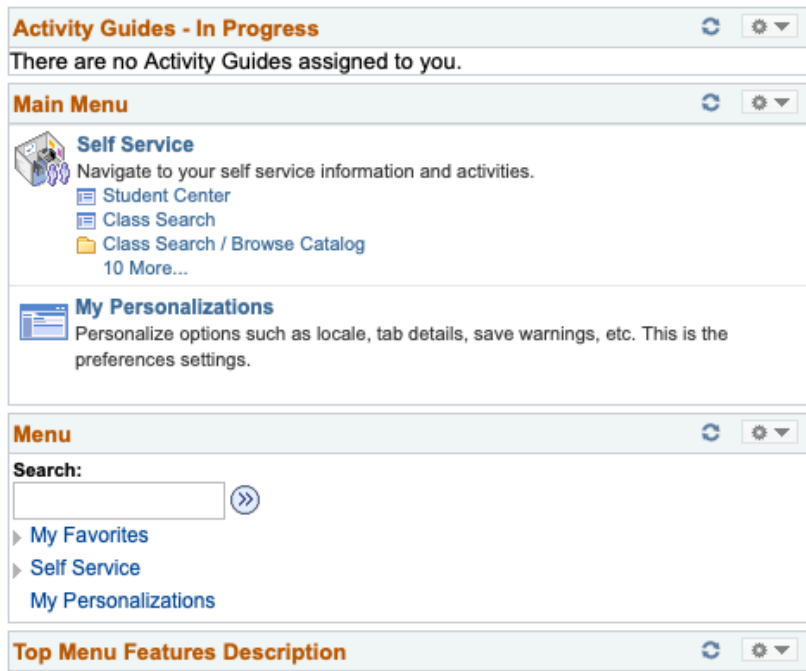
Let's begin by getting rid of this blank home screen in PeopleSoft. This application allows you to see unofficial transcripts, enroll for your classes, and check your grades. Since it provides many services, you'll want to be able to access them easily.

In the right-hand corner, click Content.



Under *PeopleSoft Applications*, check the entire list, and press Save.

Now your PeopleSoft home screen looks and functions better!



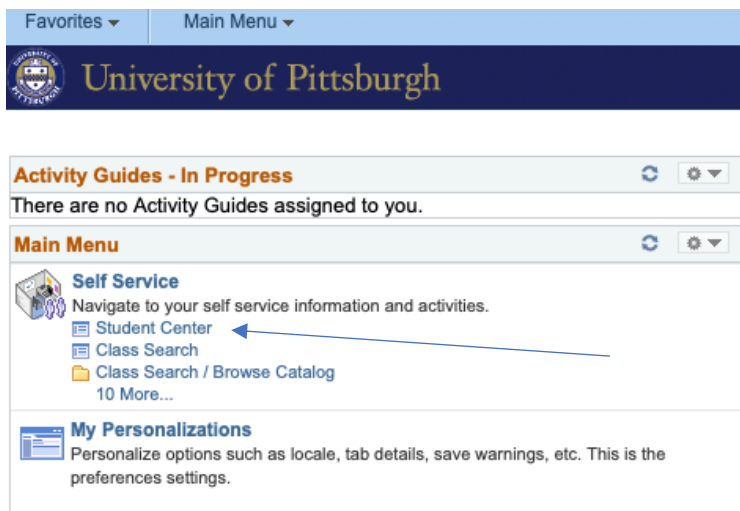
## Enrolling in Classes

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### Student Center

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From the *Main Menu*, under the *Self Service* heading, access your *Student Center*.



The Student Center page lists academics, finances, and personal information. It shows whether you have a hold on your account, your enrollment date (the day you can first schedule your classes), who your advisor is, and much more. This is the central hub of PeopleSoft.

▼ **Academics**

Search  
Plan  
Enroll  
My Academics  
Mid-Term Grades  
Schedule Planner

other academic... ↕

Deadlines URL

This Week's Schedule	
Class	Schedule
ARTSC 1676IS-1010 LEC (24558)	TO BE ARRANGED
BIOSC 1371-3010 LEC (31302)	MoWeFr 8:00AM - 8:50AM B-13 Smith Hall
HIST 0711-3020 LEC (22955)	MoWeFr 1:00PM - 1:50PM 115 Powers Hall
HIST 1745-3010 DIR (31507)	TuTh 2:30PM - 3:45PM 108 Powers Hall
PHIL 1120-3010 LEC (31328)	TuTh 1:00PM - 2:15PM 214 Smith Hall

Weekly Schedule ▶

Enrollment Shopping Cart ▶

Search for Classes

▼ **Holds**

No Holds.

▼ **To Do List**

Official College Transcript(s)  
Official College Transcript(s)

More ▶

▼ **Enrollment Dates**

Open Enrollment Dates

▼ **Advisor**

Program Advisor

► **Finances**

► **Personal Information**

To enroll in classes from this page, two things may be done. First, under *Academics*, click *Enroll*.

▼ **Academics**

Search  
Plan  
Enroll  
My Academics  
Mid-Term Grades  
Schedule Planner

other academic... ↕

Deadlines URL

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Weekly Schedule ▶

Enrollment Shopping Cart ▶

Search for Classes

▼ **Holds**

No Holds.

▼ **To Do List**

Official College Transcript(s)  
Official College Transcript(s)

More ▶

▼ **Enrollment Dates**

Open Enrollment Dates

After you select the term, the *Add Classes* page will appear.



## Add Classes



## 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh

Change Term

● Open    ■ Closed    ▲ Wait List

**Add to Cart**  
Enter Class Nbr  
  
Enter

Summer Term 2018-2019 Shopping Cart  
Your enrollment shopping cart is empty.

Class Search  
 My Requirements  
 My Planner

Search

Schedule Planner

To select your first class, enter the class number (5 digit), which you should have on your self-enrollment form.

An *Enrollment Preference* screen will appear next.

### Pro-Tip: Your Unofficial Transcript

In PeopleSoft, you can access a printable transcript which provides a term-by-term listing of your course history. This includes individual grades, term and cumulative grade point average, course repeats, and academic standing. Under the Academic Records tab, you will choose the *View Unofficial Transcript* option.

[View Unofficial Transcript](#)

### Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
<a href="#">View Report</a>	03/20/2019	ACADEMIC RECORD	UPITT	VMM23	Immediate Processing	03/20/2019	+	-
<a href="#">View Report</a>	03/20/2019	ACADEMIC RECORD	UPITT	VMM23	Immediate Processing	03/20/2019	+	-

From this page, click View Report. The transcript will not be shown in your browser, so please allow pop-ups or look for the notification within the address bar.

## Add Classes



## 1. Select classes to add - Enrollment Preferences

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh  
 ENGCOMP 0031 - BUSINESS WRITING

## Class Preferences

ENGCOMP 0031-3010 Seminar ● Open

Session Six Week - First

Career Undergraduate

## Enrollment Information

- PREQ: ENGCOMP 0020; PLAN: Management major

Wait List  Wait list if class is full

Permission Nbr

Grading Letter Grade

Units 3.00

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
3010	Seminar	MoWe 1:00PM - 4:05PM	136 McKenna Hall	Lou Sears	05/13/2019 - 06/22/2019

Let's break down this screen...

1. Class Preferences
  - a. Confirm the status of the class (Open, Closed, or Wait List)
2. Wait List
  - a. If the class is closed, consider adding yourself to the Wait List.
  - b. Check the Wait List option! The Wait List is important for those classes which fill quickly or have a limited number of seats. Placing yourself on the Wait List does not guarantee a chair in the class, but allows you to be moved into the class when an open seat becomes available
  - c. Academic Advising recommends swapping a class if you are number six or below on the Wait List. Please see page 12 on how to swap your class.
3. Enrollment Information
  - a. Check to make sure you meet prerequisites, co-requisites, or major requirements.

After confirming everything is correct, click *Next* to add that class to your shopping cart.

Once all classes are collected in the cart, click *Proceed to Step 2 of 3*.

**Add to Cart**

Enter Class Nbr

**Find Classes**

Class Search

My Requirements

My Planner

[Schedule Planner](#)

Summer Term 2018-2019 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGCOMP 0031-3010 (16976)	MoWe 1:00PM - 4:05PM	136 McKenna Hall	L. Sears	3.00	<span style="color: green;">●</span>

TL; DR- Financial Responsibility Agreement  
 You agree to pay the tuition, the whole tuition, or you will get a hold on your account, so help you. Click *Accept Terms and Register*.

## 2. Financial Responsibility Agreement

● Open     ■ Closed     ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGCOMP 0031-3010 (16976)	BUSINESS WRITING (Seminar)	MoWe 1:00PM - 4:05PM	136 McKenna Hall	L. Sears	3.00	<span style="color: green;">●</span>

If there are any problems, the *Results* screen will warn you of any holds, stipulations, or errors.

## 3. View results

View the following status report for enrollment confirmations and errors

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ENGCOMP 0030	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✔</span>
ENGCOMP 0031	<b>Error:</b> Unable to add this class - prerequisites have not been met. PREQ: ENGCOMP 0020; PLAN: Management major	<span style="color: red;">✘</span>
ENGLIT 0110	<b>Error:</b> You cannot add this class due to a time conflict with class 20712. Select another class.	<span style="color: red;">✘</span>
ENGLIT 0360	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✔</span>

## Schedule Planner

If you find fitting days and times tricky to schedule, use the Schedule Planner available in PeopleSoft. The Schedule Planner allows you to block out club or work time, add classes to your cart, and generate a weekly schedule. If the Schedule Planner will not open in your browser, please allow pop-ups. If you cannot see a class you want in the schedule planner, it may not be available for your major or you may need a permission form. There is a cheat sheet in the appendix for the Schedule Planner. Please visit the University of Pittsburgh's Office of the Registrar's page for a full walk-through.

## Pro-Tip: Class Search

Class Search is a different way to schedule. There are several ways to access Class Search, including the PeopleSoft homepage, under *Self Service*, or under *Search* in the Student Center. You chose the criteria of the class you want. Scroll and choose the class, PeopleSoft will give you times, dates, class number, and more. Once you select a class, this screen will appear. It gives you all the vital information for the class and allows you to make your decision based off of the information the teacher is willing to supply. After selecting the class, you will be prompted with the Enrollment Preference page.

Class Details			
Status	Open		
Class Number	16976		
Session	Six Week - First		
Units	3 units		
Class Components	Seminar Required		
Career	Undergraduate		
Dates	5/13/2019 - 6/22/2019		
Grading	LG/SNC Elective Basis		
Location	Greensburg Campus		
Campus	Greensburg Campus		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 1:00PM - 4:05PM	136 McKenna Hall	Lou Sears	05/13/2019 - 06/22/2019

Enrollment Information	
Enrollment Requirements	PREQ: ENGCOMP 0020; PLAN: Management major

Class Availability			
Class Capacity	22	Unrestricted Seats	18
Enrollment Total	4	Restricted Seats	0
Available Seats	18	Wait List Capacity	20
		Wait List Total	0

**Description**

This course will help students gain experience in writing work-related letters and memos, a short report, and a long report; the kinds of writing done in business fields. Students will learn how to write documents that effectively meet the needs of particular readers (such as customers, clients, co-workers, and employers). The course will also help students master the standard formats of business writing; develop a reader-friendly style; refine their editing techniques; control tone, diction, sentence structure, and paragraphing; improve their research methods; grasp the fundamentals of the modern language association's documentation system of parenthetical in-text citations; and review the most important principles of grammar, punctuation, and mechanics as they apply to the business world.

**Textbook/Other Materials**

Textbooks to be determined

✔ ENGCOMP 0031 has been added to your Shopping Cart.

Class Details			
Status	Open		
Class Number	16976		
Session	Six Week - First		
Units	3 units		
Class Components	Seminar Required		
Career	Undergraduate		
Dates	5/13/2019 - 6/22/2019		
Grading	LG/SNC Elective Basis		
Location	Greensburg Campus		
Campus	Greensburg Campus		

## Part four: Miscellaneous

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### Pass/fail

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Some courses may be taken on a pass-for credit basis. You will receive a grade of Satisfactory (S) or No Credit (NC). An S grade is equivalent to a letter grade of C or better, meaning you will receive credit for the course. An NC grade means that you will not receive credit. S and NC grades are not included in the calculation of the GPA. No more than 12 credits with S grades may be counted toward graduation. You must declare this decision by the end of the fourth week of the semester.

You can register for pass/fail classes yourself when you are scheduling your classes. On the *Enrollment Preferences* page, drop down the grading arrow to reveal the Satisfactory/No Credit option. You can also select this option by completing the corresponding form available in the Registrar's Office. The deadline for selecting the S/NC option is the end of the fourth week of classes and most students will hold off on selecting the S/NC until they've had a chance to attend a few classes. You cannot reverse this option once you have made your selection.



A word of caution: some undergraduate and graduate level programs may not accept S/NC credits. Choose this option carefully. Please consult with your advisor or a faculty member in your major.

### Cross Registration

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Some credits can be earned on a different University of Pittsburgh campus, or at either Seton Hill University or Westmoreland County Community College. Based on the schedule, you can take one class outside Pitt-Greensburg per semester. First, you must determine where and when you are going to take the class. Does it fit into your schedule? Did you factor driving time? Second, you must get approval from your academic advisor using the attached cross-registration form found in the appendix. Third, you will pay the tuition for the off-campus class in your normal Pitt tuition.

Additional notes:

- You cannot add, register, or switch classes after the first day of classes.
- You may have to pay lab or music fees, depending on the class type.
- If you want to drop a cross-registered class, please see the Registrar's office.

## Swapping classes

If you've found yourself stuck on a waitlist for a class that there is no chance of opening, you can swap your class for another during the same time. Under the *Enroll* tab, there is a *Swap* option.

The screenshot shows a navigation menu with tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these, there are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A blue arrow points to the 'Swap' link. At the top right, there is a 'go to ...' search box with a dropdown arrow and a double-right arrow icon.

There are three ways you can swap a class:

The screenshot shows the 'Swap This Class' form. It has a header 'Swap This Class' and a dropdown menu 'Select from your schedule' with the value 'ENGCMP 0030: COLLEGE COMPOSITION 3'. Below this is a section 'With This Class' containing three options: 'Search for Class' with a dropdown 'Class Search' and a 'Search' button; 'Select from Shopping Cart' with a dropdown and a 'Select' button; and 'Enter Class Nbr' with a text input field and an 'Enter' button. At the bottom, there is a link 'My Summer Term 2018-2019 Class Schedule'.

1. Search for class
  - a. My Planner
    - i. This only includes classes from Pitt Main.
    - ii. Unless you added classes to your Planner via the Schedule Planner, this method does not work.
  - b. My Requirements
    - i. The requirements are updated by Academic Advising, although it is not something they are up to date with. This is not an accurate way of scheduling for yourself.
2. Select from Shopping Cart
  - a. Once you've added the classes with conflicting time slots, you can choose between those classes to fill your credit load.
3. Enter Class Number
  - a. Enter the number of the class via the Class Schedule PDF or the alternate you chose when filling out your self-enrollment form.

For each of these choices, you must click on the button that is **beside** the criteria you chose. If not, the page will reload with an error.

### 1. Select a class to swap - Enrollment Preferences

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh  
GEOG 0101 - WORLD REGIONAL GEOGRAPHY

#### Class Preferences

GEOG 0101-3010    Lecture    ● Open

Wait List  Wait list if class is full

Session Six Week - First

Permission Nbr

Career Undergraduate

Grading Letter Grade

Units 3.00

Cancel

Previous

Next

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
3010	Lecture	SS3	TuTh 9:00AM - 12:05PM	112 Powers Hall	Paul Adams	05/13/2019 - 06/22/2019

Once you've chose what to swap, click *Finish Swapping*.

### 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh

#### ▼ You are replacing this class

✔ Enrolled

⊗ Dropped

▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENGLIT 0110-3010 (20005)</a>	INTRODUCTION TO LITERATURE (Lecture)	TuTh 9:00AM - 12:05PM	113 Powers Hall	K. Maloy	3.00	<span style="color: green;">✔</span>

#### ▼ With this class

● Open

■ Closed

▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">GEOG 0101-3010 (20016)</a>	WORLD REGIONAL GEOGRAPHY (Lecture)	TuTh 9:00AM - 12:05PM	112 Powers Hall	P. Adams	3.00	<span style="color: green;">●</span>

Cancel




Finish Swapping

Ta-Da! You've successfully swapped classes!

### 3. View results

View the results of your swap request. Select **Fix Errors** to try and correct the problems listed or change your swap choices.

Summer Term 2018-2019 | Undergraduate | University of Pittsburgh

 <b>Success:</b> Classes were swapped  <b>Error:</b> Unable to swap class		
Class	Message	Status
Swap ENGLIT 0110 with GEOG 0101	<b>Success:</b> This class has been replaced.	

[My Class Schedule](#)

#### Locked classes

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Some classes require permission to enter. Some classes are preset this way and all students must obtain instructor permission to enroll. Most study abroad, special topics, and internship classes will require instructor permission. In other situations, you may find that you are lacking a prerequisite or are hoping to enroll in a class that has already closed. Under all of these circumstances, a class permission override form is used. Complete the form and make arrangements to meet with the instructor in order to request permission to enroll. If the instructor agrees to let you enroll in the class, they will sign the form. It is your responsibility to then take the form to the Registrar's Office (120 Millstein) so that you can be enrolled in the class. The class permission override form can be found in the appendix.

#### Career Services

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Utilize the Career Services department! They will help you research graduate programs, career options, or ways to gain experience in your field. It's a judge-free zone! According to the US Department of Education, one in three students working on a bachelor's degree will change their major<sup>i</sup>. We have an on-campus resource to help you in your confusion and lead you in the direction you want to go. Don't feel embarrassed if you're not doing exceptionally well in your major classes, Career Services will give you the confidence to keep working!

#### Teacher's Assistant

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If you're shy by a few credits, a great way to make them up is by becoming a teacher's assistant! Each professor will have you do different hands-on work, whether it's setting up a lab, helping with grading papers, or being an extra ear in the classroom. To learn more about the opportunities that may be available to you, we recommend speaking with faculty.



## Study Abroad

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An excellent way to travel, accrue credits, and learn about yourself and another culture is by studying abroad. By getting permission for the class, you agree to attend the classes, do all the assigned work, and pay for the trip. The price of the program will be added to your tuition, and there are many scholarships on campus you can apply for. Each program has a different amount of credits, depending on when you go, and what you learn.

## Transfer Credits

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Credits from another institution will be compared through their course description to be accepted by Pitt-Greensburg. Transfer credits are particular:

1. To graduate with honors, 60 credits must be completed with traditional letter grades (not pass/fail)
2. Half of the total credits towards your major must be completed at Pitt-Greensburg
3. 60 credits may be transferred from a two-year institution, and 90 credits from a four-year institution,
4. If you are currently taking classes at another school, send a transcript to the Academic Advising office for evaluation,
5. **The final 30 degree-credits must be taken at Pitt-Greensburg.**

## Group Advising

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Accounting, Math, Criminal Justice and Education majors will all offer group advising. This packet will give you the tools to schedule before you meet your advisor. For any additional questions or concerns about your self-enrollment form, course selection, or progress of completion of your major/degree, please make an appointment with the Academic Advising office.

## Conclusion

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All material is subject to change, don't wait until it's too late! The Academic Advising office is located in the Millstein Library. For assistance with scheduling, planning ahead for future semesters, or any other academic concerns, the advising staff available to meet with you. Make an appointment by stopping by or calling 724-836-9940.

We hope this guide helps you understand the murky waters of scheduling your college courses. Learning the ins-and-outs of PeopleSoft, understanding the required paperwork, and enrolling yourself will allow you to comfortably navigate your time at Pitt-Greensburg!

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<sup>i</sup> <https://nces.ed.gov/pubs2018/2018434.pdf>