

New Enrollment Appointment Request Process:

**Enrollment appointments cannot be changed.** Requests for new enrollment appointments will be accepted if students were not assigned one due to the following:

- Student previously applied to graduate and was denied
- Student has returned from active military duty
- Student has internally transferred from a school that did not use appointments
- Students was admitted/readmitted after appointments were assigned

A representative from the student's dean's office (or appropriate administrative office) will send an email to both Ryan Mahramas ([mahramas@pitt.edu](mailto:mahramas@pitt.edu)) and Patti Carroll ([carrollp@pitt.edu](mailto:carrollp@pitt.edu)) that contains the following information:

- Student Name
- PeopleSoft ID#
- Reason for requesting new enrollment appointment

If/when it is determined that the student meets the above criteria for a new appointment, an appointment will be assigned. Either Ryan or Patti will reply to the request listing the new day/time in which the student can enroll; it will be the responsibility of that administrative office to contact the student and/or refer them to their Student Center to view their new appointment.

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