

## Frequently Asked Advising Questions for Religious Studies

### ***How do I declare a major or minor in Religious Studies?***

- Complete this form <https://www.asundergrad.pitt.edu/student-toolkit/forms>.

### ***How can I find out what courses I still need to take to complete the major?***

- Fill out the checklist for majors. For the checklist, see <http://www.religiousstudies.pitt.edu/undergraduate/checklists.php>
- Also see the Department of Religious Studies website on the undergraduate major at <http://www.religiousstudies.pitt.edu/undergraduate/major.php>

### ***What can I do if I am unable to register for a course because it is closed?***

- Check to see if it is cross-listed with another course. If it is, you might be able to register for the course using a different course number. For example, “RELGST 1120 Origins of Christianity” is cross-listed with History. So you can register for it as “HIST 1775 Origins of Christianity.”
- Ask the instructor for special permission to enroll in the course. After getting the instructor’s permission, you will need to get a special permission number to enroll in the course. You might be able to get the special permission number directly from the instructor. If not, you will need to get from the departmental administrator the form titled “Department of Religious Studies Request for Admission to a Closed Course.” Fill out the form and have the instructor sign it. Then submit it to the departmental administrator.

### ***How can I find out if a course is cross-listed?***

- First see the course description at <http://www.courses.as.pitt.edu>. Then click on the class number. Under the heading “Combined Section” it will list the course numbers of the courses with which it is cross-listed.

### ***What can I do if the special permission number I received is not working?***

- Check to make sure you typed in the correct number. Numbers are often just mistyped.
- Make sure you are using the special permission number to register for a course using the RELGST course number. The numbers issued by the Department of Religious Studies can only be used for RELGST courses. If a religious studies course is cross-listed, you can only use the number with the RELGST course number. For example, if you received a special permission code from the Department of Religious Studies advisor (DUS) or instructor for “Origins of Christianity” the number will only work for “RELGST 1120 Origins of Christianity”; it will not work for “HIST 1775 Origins of Christianity.”

### ***What if I want to take more than 18 credits?***

You can register for up to 18 credits on your own. For those credits over 18, you will need an Assistant Dean’s permission:

- Call 412-624-6480 to schedule an appointment with an assistant dean for approval.

***I am a double major. Can courses I take for my other major also count toward my religious studies major?***

- A&S regulations state that up to six credits (typically two courses) of overlap is permitted.

***I plan to participate in a study abroad program. Will any of the courses I take abroad count toward my religious studies major?***

- First talk with the Study Abroad Office in the William Pitt Union, room 802. Then show the information on the course you plan to take to the departmental advisor (DUS), who will be able to tell you whether a course can count toward the major.
- Keep the syllabus and any course work or exams you do for the course to show the advisor. Upon your return, the advisor might need to see them to determine what credit, if any, can be put toward the major.

***I am a senior who is planning to graduate within the next academic year. How can I get a special permission number to register for the capstone course?***

- During your advising session, ask the DUS for a permission number. When you enroll for the course, make sure you enroll for it as three credits. The default is one credit, so you will have to manually change it to 3.

***How can I find out about scholarships, internships and other opportunities for religious studies majors?***

- See <http://www.religiousstudies.pitt.edu/undergraduate/scholarships.php>, which lists scholarship and financial aid opportunities.
- See <http://pittreligiousstudies.blogspot.com>, which is our departmental blog “Ex Cathedra.”

***How can I subscribe to “Ex Cathedra”?***

1. Go to <http://pittreligiousstudies.blogspot.com>
2. Scroll down to the bottom of the page
3. Enter your e-mail address
4. Click “Subscribe”

***Where can I find out about internships?***

- In addition to “Ex Cathedra” see the Office of Experimental Learning’s website: <http://www.as.pitt.edu/undergraduate/offices/experiential-learning/index.html>

***As a religious studies major I am concerned about getting a job. Where can I go for career counseling?***

- You can go to Career Services in the William Pitt Union, room 224. You can see someone there without an appointment Monday through Friday 10:00 a.m. to 4 p.m. You can learn more about Career Services on their website <http://www.careers.pitt.edu>. Jillian Lucas is the career counselor for religious

studies majors. You can schedule an appointment with her by calling the receptionist at 412.648.7130 or by e-mailing her at [jil76@pitt.edu](mailto:jil76@pitt.edu).

- See also <http://www.religiousstudies.pitt.edu/undergraduate/careerpaths.php>.