

# African Studies Program Undergraduate Enrollment Application and Entry Survey Instructions

1. On your computer, log in to your **my.pitt.edu** account.
2. On your home page, scroll down and locate the **“myPittGlobal” tab on the right-hand side**, and click to enter the Suitable platform.



**“myPittGlobal”** on the upper left-hand side. Then, click the left-hand tab labeled **“Achievements”**.

- a. Note: if you see that your page is labeled **“The Outside the Classroom Curriculum”**, then click the blue tab on the upper right labeled **“Change Program”** and select **“myPittGlobal”** from the dropdown bar.

myPittGlobal Change Program Dashboard

**Welcome Casey!**  
You have **20** upcoming activities

**Monthly leaderboard** Your activities View all activities

Rank	Name	Score
1	Nicole Schnee Senior	1060
2	Chade Darby Junior	525

**Your activities**

- Upcoming** Recommended New
- Global Distinct...** Level 1 **Interdisciplinary Connections** **12:00 PM EST**  
Today **Nov 11, 2019**  
Pitt Global Hub

- Next, scroll down and locate your appropriate certificate program. For undergraduate students, select **“African Studies – Undergraduate (AFRICANUG)”**. Once you have located the certificate program you would like to enroll in, click on that program title.

Program Name	Progress
<b>African Studies - Undergraduate (AFRICANUG)</b> ASP promotes the interdisciplinary study and...	64%
<b>Related Concentration in Latin American Studies- Undergraduate (RCLASUG)</b> Similar to a minor and designed to learn about the cultures an...	13%
<b>International and Area Studies (BPHIL)</b> The University Honors College (UHC) and University Center fo...	4%
<b>Transatlantic Studies (TSCUG)</b> Lets students pursue a comparative study of Europe...	0%

- Once you have entered your selected program, locate and click the tab titled **“(AFRICANUG) Undergraduate Certificate Enrollment and Completion”**.

**African Studies - Undergraduate (AFRICANUG)**

ASP promotes the interdisciplinary study and research of Africa, providing students with opportunities to expand and widen their knowledge of Africa and foster a greater understanding of the diverse continent. Through a wide selection of courses undergraduate and graduate students can study the continent's cultures and societies as well as the history, demographics, politics, economies, and development. They can also pursue international credentials and participate in field-based learning, research and internships in Africa or at home to enrich their understanding and appreciation of Africa within the global context.

64%

- (AFRICANUG) Advising Requirement: 75.0% (1 Activity Left)
- (AFRICANUG) Complete 4 elective courses: 100.0%
- (AFRICANUG) Digital Portfolio: 0.0%
- (AFRICANUG) Graduation Presentation: 0.0%
- (AFRICANUG) Language proficiency: 100.0%
- (AFRICANUG) One required core course: 100.0%
- (AFRICANUG) Undergraduate Certificate Enrollment and Completion: 75.0% (1 Activity Left)**

Casey McMullen | 11600 pts

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6. Locate the two bullets labeled “(AFRICANUG) Undergraduate Enrollment Application” and “(AFRICANUG) Entry Survey”. Click on whichever one you would like to complete first.

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**(AFRICANUG) Undergraduate Certificate Enrollment and Completion**

Complete the entrance survey and enrollment forms when you enroll in the certificate. Complete the exit survey when you are getting ready to graduate.

Level 1  
Career and Professional Development  
No Due Date Applied

Added by UCIS

75%

**Required** **Options**

- ✓ (AFRICANUG) Entry Survey ←
- 📄 (AFRICANUG) Exit Survey
- ✓ (AFRICANUG) Undergraduate Enrollment Application ←
- ✓ African Studies Satisfaction Survey

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7. To begin each respective form, **click on the circle to the left of the title**. Once you have completed the application or survey, the circle and bar will turn green and will be labeled “completed” to the right.

The screenshot shows the myPittGlobal dashboard. On the left is a dark sidebar with navigation icons for SCORECARD, ACTIVITIES, LEADERBOARD, ACHIEVEMENTS, EXPLORE, PORTFOLIO, and RESOURCES. The main content area has a search bar containing "(AFRICANUG) Undergraduate Enrollment Application" and a "Request an activity" button. Below the search bar are tabs for "All activities", "Upcoming", "Recommended", "New", "Completed", and "Pending approval". The "All activities" tab is selected. A single activity card is displayed with a yellow header "Enrollment Application". The card title is "(AFRICANUG) Undergraduate EnL." with "Level 1" and "Career and Professional Development" tags. A blue button labeled "Career and Professional Development" is on the right. Below the title, it says "Added by UCIS" and "(AFRICANUG) Undergraduate Enrollment Application". On the far right, it says "No Due Date Applied" with a right-pointing arrow. A red arrow points to a small white circle on the left side of the activity card.

This screenshot shows the same myPittGlobal dashboard as above, but the activity card is now highlighted with a green background. A green checkmark icon is visible on the left side of the card, indicating it is completed. The text "Completed" is now displayed on the right side of the card, replacing "No Due Date Applied". The rest of the dashboard interface remains the same.