

KEY

Academic Hall	AH
Boulevard Apartments	BA
Center for Media Innovation.....	CMI
Lawrence Hall.....	LH
.....	
.....	
Pittsburgh Playhouse.....	PLH
Thayer Hall	TH
University Center	UC
West Penn Building	WP
Monday	M
Tuesday	T
Wednesday.....	W
Thursday	H
Friday	F
Saturday	S
Monday & Wednesday.....	MW
Tuesday & Thursday.....	TH

IMPORTANT PHONE NUMBERS

Bookstore	412-392-3448
Campus Life.....	412-392-3824
Career Development	412-392-3950
Center for Student Success.....	412-392-8014
Conservatory of Performing Arts.....	412-392-3450
Criminal Justice and Intelligence Studies	412-392-3830
School of Education	412-392-3972
Financial Aid.....	412-392-3930
Admissions.....	412-392-3430
Graduate Admissions	412-392-3808
Humanities and Human Sciences.....	412-392-3480
International Student Services & Enrollment.....	412-392-3901
Library	412-392-3171
Literary Arts.....	412-392-8068
Natural Sciences and Engineering Technology...	412-392-3900
Office of the University Registrar	412-392-3865
School of Business	412-392-3940
School of Communication	412-392-4730
Student Accounts	412-392-3424

COURSE SECTION DESCRIPTION

Day.....	D
Evening	E
Saturday	S
Remote Learning.....	O_RL
Online.....	O_DL for on-ground students
Online.....	O_ON for completely on-line students
Hybrid.....	H_DL

NOTICE OF NON-DISCRIMINATION

This policy affirms Point Park University's commitment to non-discrimination, equal opportunity, and the pursuit of diversity. Point Park University does not discriminate on the basis of: sex, race, ethnicity, religion, color, national origin, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, gender, gender identity, height, weight, genetic information, marital status, caregiver status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Vice President of Human Resources, telephone number (412) 392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX Coordinator, or deputy Title IX coordinators: the Associate Provost, the Vice President of Human Resources or the Vice President of Student Affairs..

Academic Calendar

<https://www.pointpark.edu/calendar/academiccalendar>

NOTICE

Please check with the Office of the University Registrar for your date to register.

All Students **MUST** register for themselves. It is **NOT** the responsibility of the Advisor(s) to complete or forward Registration and/or Schedule Change Request forms to the Office of the University Registrar.

Students **are responsible** for any errors on their Registration or Schedule Change Request forms.

Point Park University reserves the right to withdraw or modify the dates, procedures and information listed.

Online & Distance Learning Information

Course Types and Definitions

Online course – 100% of instruction takes place via distance learning methods.

Hybrid course – a combination of face-to-face and online learning.

Traditional (Face-to-face) course – 100% of all instruction takes place in person.

Remote Learning course- Course meets synchronously at a set day and time, but is broadcast online.

Software

Point Park University uses current Microsoft Office products for documents and files. It is highly suggested for students to also use Microsoft Office products in order to be able to meet course requirements. If a student cannot afford to purchase a license for Microsoft Office, they can try one of the following options:

Use software provided in the Computer Labs on Campus

Purchase a copy of Microsoft Office through a discount partner (<http://www.selectstudent.com>)

Use a free program, called Open Office (<http://www.openoffice.org/>).

**Students may also find it useful to have Windows Media Player and Acrobat Reader.*

Computer Desktops and Notebooks

To help ensure any desktop or notebook you purchase is compatible on Point Park University's network and with University-related the student service systems, the minimum and suggested specifications are listed below for both PC and Macintosh computers.

Note: *Email and PointWeb are primarily designed for a Microsoft Windows platform and Internet Explorer 8.x or higher, while the Firefox browser is recommended for use with Blackboard.*

Minimum Requirements for PC/Mac Desktops or Notebooks:

Operating System: Microsoft Windows 7 / Apple OS X 10.7

Processor: Intel Core i3

Processor Speed: 2.19 GHz

RAM: 2GB

Hard Disk Space: 120 GB

Wired Ethernet Adapter: 100/1000MB

Video Card

DVD-Burner

Other Technology Requirements:

High speed Internet access (DSL, cable modem or better)

Computer with printing capability

Internet browser software (Google Chrome recommended for Blackboard use. Internet Explorer & Firefox)

Microsoft Office: Word, PowerPoint, Excel (2010 or newer)

DVD player

An internet webcam (may be required)

USB headphones with microphone (may be required)

Skills Requirements:

- I know how to connect to the Internet using a web browser.
- I can navigate the Internet and know how to use search engines.
- I know how to send and receive e-mail using the e-mail system of my choice.
- I know how to do basic word processing, including cutting and pasting.
- I know how to open, save, and manage files.
- I have access to a reliable computer with a high speed connection 5-7 days per week.
- The computer I will use meets the basic technology requirements for online classes (see below)
- I have 12 to 15 hours a week to work on each online class.
- I can motivate myself to log in to my Blackboard classroom several times a week.
- I have good reading comprehension and written communication skills, and I enjoy communicating in writing.
- I enjoy figuring things out on my own but am able to ask for help when I need it.

REGISTRATION PROCEDURES

Point Park University reserves the right to withdraw or modify the dates, procedures and information listed in the coursebook.

REGISTRATION

- a. To Register Online:
 - a. Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are also available on PointWeb.
 - b. Utilize the “Course Needs and “Course Search” feature to find available course(s) for the upcoming term.
 - c. Review video tutorials and user guides for additional assistance with PointWeb, your Advising Worksheet, and how to register online.
- b. To Register in Person:
 - a. Make an appointment with your advisor to select your schedule.
 - b. Complete the Registration Form by listing the correct course prefix, number and section (e.g., ART 100.DB); provide all personal information as requested; and sign the form.
 - c. Make sure your advisor signs the form.
 - d. If a course is full, students must add themselves to the waitlist if a waitlist is available. Otherwise, they will need to obtain the signature of department chair or dean of that course.
 - e. Bring the completed and signed Registration Form and all attached forms to the Office of the University Registrar, 9th floor of Thayer Hall. Your registration is not complete until it has been entered into the computer and date-stamped by the Office of the Registrar.
- c. If you are registering for an independent study, fill out the blue Independent Study Form, which must be signed by the instructor, department official, and Assistant Provost. There is a specialized fee of \$65 per credit (not included in full-time tuition). This form must accompany your Registration Form.
- d. If you are registering for an internship, fill out the green Internship Card, which must be signed by your department official, faculty supervisor, and Assistant Provost. This form must accompany your Registration Form.
- e. The Registration Form will not be processed until all necessary forms are attached and proper signatures are obtained.
- f. Bring the completed and signed Registration Form and all attached forms to the Office of the University Registrar for processing. Your registration is not complete until it has been entered into the computer and date-stamped by the Office of the University Registrar.

SCHEDULE CHANGE REQUEST

- a. Obtain a Schedule Change Request Form from the department of your major or the Office of the University Registrar. You may also drop your course(s) via PointWeb during the schedule change period.
- b. Make an appointment with your advisor to select the courses to be added or dropped from your original registration.
- c. Complete the Schedule Change Request Form by listing the correct course prefix, number and section (e.g., ART 100.DB) in the appropriate areas; provide all personal information as requested; and sign the form.
- d. Make sure your advisor signs the form.
- e. As with the registration process (see items e, f, and g above), all necessary forms must accompany the Schedule Change Request form.
- f. The Schedule Change process is not complete until it has been entered into the computer and date-stamped by the Office of the University Registrar.

COURSE WITHDRAWALS (Automatic “W” Grade)

- A. Obtain a Complete Withdrawal Form from the Center for Student Success if you intend to drop all of your scheduled courses. Follow the necessary process.
- B. Complete a Schedule Change Request form if you intend to remain registered for one or more courses.
- C. Obtain the signature of your advisor.
- D. Process the form in the Office of the University Registrar. It is not complete until it has been date-stamped by the Office of the University Registrar.
- E. There is NO refund of tuition or fees for a course withdrawal.
- F. Failure to complete a course withdrawal will result in an “F” grade.

COURSE WITHDRAWALS (Instructor may give “W” or “F”)

- a. Follow the instructions for a COURSE WITHDRAWAL.
 - b. The instructor has the option to grant a “W” or “F” and must write the grade on the form next to his/her signature.
 - c. There is NO refund of tuition or fees for a course withdrawal.
 - d. Failure to complete a course withdrawal will result in an automatic “F” grade.
 - e. **NO course withdrawals are permitted after the last day for “W” grade, as posted on the Academic Calendar.**
- COURSE WITHDRAWALS MAY AFFECT YOUR FINANCIAL AID – CHECK WITH THE OFFICE OF FINANCIAL AID BEFORE PROCESSING A WITHDRAWAL.**

COMPLETE WITHDRAWALS (Withdrawals from the University for the Summer/Fall 2019 semesters)

- a. Obtain a Complete Withdrawal Form from Center for Student Success. Complete the form, listing all of the courses you are registered for. During the schedule change period, courses may also be dropped via PointWeb.
- b. Obtain the signature of the Academic Student Success Center.
- c. Students must see Student Financial Services for completion of the tuition refund section.
- d. Process the form in the Office of the University Registrar. It is not complete until it has been entered into the computer and date-stamped by the Office of the University Registrar.
- e. Phone calls will NOT be accepted.

TUTION AND FEE SCHEDULE

<https://www.pointpark.edu/admissions/tuitioncosts/tuition/index>

FINANCIAL CLEARANCE PROCEDURES

Students are responsible for all financial obligations with the University.

The final step in the registration process is securing financial clearance from the Office of Student Accounts. Options available to obtain financial clearance include the following:

- Make full payment of all charges for each semester by the due dates established
- Enroll in one of the University's payment plans
- Utilize funds through financial aid sources

If you wish to use federal, state or University grants and loans, all completed documentation must be received and reviewed by the Office of Financial Aid prior to the Office of Student Accounts providing financial clearance.

In order to use outside scholarships toward payment, the Office of Student Accounts must receive an official letter from the outside scholarship donor.

Student Loan Recipients:

Master Promissory Note (MPN) – Federal Direct Student Loans

Students can electronically sign their MPN online at www.studentaid.gov.

New borrowers must also complete a Direct Loan Entrance Counseling online at www.studentaid.gov.

Work-study and Student Apprenticeships:

Funds earned from either program cannot be applied towards financial clearance. Students earn funds from these programs – much like earnings from an off-campus job.

PAYMENT DEADLINES:

Payment can be made by mail or online with a credit/debit card or e-check. A 2.55% processing fee will be added to all credit/debit card transactions. There is no fee for e-checks.

Checks should be made payable to Point Park University and sent to the Office of Student Accounts, Point Park University, 201 Wood Street, Pittsburgh, PA 15222-1984. All checks returned from the bank for any reason will be assessed an additional service charge of \$25.

Students who are enrolled for the Fall 2020 semester and do not have Financial Clearance by the published tuition due date will be assessed a late fee each month.

Students participating in the Employer Reimbursement Program who do not pay their outstanding balance contract by the designated payment date will be assessed a late fee each month.

GENERAL POLICIES AND PROCEDURES

Point Park University reserves the right to withdraw or modify the dates, procedures and information listed in the coursebook.

CANCELLATION OF COURSE

The University reserves the right to cancel a course due to insufficient enrollment. If a course is cancelled, the Office of the University Registrar will automatically remove the course from the student's registration and notify the student in writing. It is the responsibility of the student to add another course. There is no charge for this schedule change.

UNIVERSITY FEE

The overall University Fee covers expansion of University facilities, services performed by the Library, identification card, other student services, services of the Student Government, and athletic programs. **This is a mandatory fee.**

ENROLLMENT STATUS – UNDERGRADUATE

- a. Students registered for twelve (12) or more credits are full-time.
- b. Students registered for eleven (11) or fewer credits are part-time.
- c. Students registered for less than six (6) credits are considered less-than-half-time.
- d. Persons not registered for a current or future term for any reason are not considered students at Point Park University.

ENROLLMENT STATUS – GRADUATE

- a. Students registered for nine (9) or more credits are full-time.
- b. Students registered for eight (8) or fewer credits are part-time.
- c. Students registered for less than six (6) credits are considered less-than-half-time.
- d. Persons not registered for a current or future term for any reason are not considered students at Point Park University.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (Buckley Amendment)

Point Park University policy disallows disclosure of any personally identifiable information to any person other than the student without the student's specific, signed permission. The only exceptions to this policy are dates of attendance (enrollment), degrees and honors awarded, and major. Upon the specific, signed request of a student, information will be forwarded to a third party for the individual's use only.

Students wishing to see the contents of their transcripts or academic folders may do so by making a request in person in the Office of the University Registrar, 8:30 a.m. - 4:30 p.m., Monday through Friday. (Students with outstanding financial obligations to the University may not have copies of their transcripts and may not forward copies of their transcripts to third parties until such obligations to the University are satisfied.)

The above restrictions do not apply to the transfer of records to the advisors and Deans of Point Park University for their own use in academically relevant matters.

FINANCIAL AID

All financial aid recipients are required to contact the Financial Aid Office prior to Student Accounts Clearance. Students receiving partial or full financial aid coverage must comply with the requirements for clearance.

Financial Aid may be affected by changes in course load or course grade. Please check with the Office of Financial Aid prior to changing your schedule or taking a "W" grade in a class.

GRADUATE STUDENTS

Unless otherwise noted, the regulations for Graduate students are the same as those for Undergraduate students.

GRADUATION

All students who expect to graduate (Certificate, Associate, Baccalaureate, Master's and Doctoral) must apply for graduation when they register for their final term. Students must have a minimum cumulative QPA of 2.00 at the Undergraduate level and 3.00 at the Graduate level and be able to complete all degree requirements by the end of the term for which they applied.

DEADLINES TO APPLY FOR GRADUATION ARE: FALL- JULY 31, FALL-SEPTEMBER 30, SUMMER-JANUARY 31

Students who do not complete their requirements by the end of the term for which they applied must reapply for graduation. Students graduating in Fall 2018, Spring 2019, and Summer 2019 are eligible to attend the Commencement to be held on April 27, 2019.

GENERAL POLICIES AND PROCEDURES (cont.)

Point Park University reserves the right to withdraw or modify the dates, procedures and information listed in the coursebook.

READMISSION

Full-time and part-time students who have not attended the University for one or more semesters and who did not file a Leave of Absence form MUST apply for readmission to the University in the Office of Admissions. Online students who have not attended the University for the past two consecutive eight-week sessions and who did not file a Leave of Absence form must also apply for readmission to the University in the Office of Admissions.

REPEATING COURSES

The last earned grade, whether higher or lower, will affect the QPA.

REVISION OF INSTRUCTOR

The University reserves the right to revise instructor assignments due to the fact that schedules must be prepared up to six months in advance.

SPECIAL DELIVERY COURSES

A minimum of seven (7) sessions are held throughout the term (see SPECIAL DELIVERY TRACK DATES on page 12). You MUST check with the instructor regarding the attendance policy for the course. Failure to attend the first class could result in a forced withdrawal from the class. Due to the reduced number of contact hours, additional hours of equivalent instruction outside the classroom are required, as directed by the instructor's syllabus.

SPECIALIZED INSTRUCTIONAL FEES

Fees are applicable to specified courses, since a number of degree programs at the University require specialized instruction over and above the usual classroom presentations. Individual courses in the programs may require laboratory equipment and supplies; additional space such as laboratories, studios and/or the Pittsburgh Playhouse; additional personnel for extended time periods; field trips; and/or other activities which create ongoing costs for the University.

AMERICAN SOCIETY OF CLU AND ChFC CONTINUING EDUCATION CREDIT

Most courses offered in Business, Accounting, and Computer Science satisfy requirements for Professional Achievement in Continuing Education credit for Chartered Life Underwriter (CLU) and Chartered Financial Consultant (ChFC) designees. For specific information, please contact the School of Business at 412-392-3940.

SPECIAL FEATURES

SPECIAL DELIVERY

Some courses are offered on a time schedule which allows students to take two courses in one time slot, by selecting one course from Track A and one course from Track B, which meet on alternate weeks. Due to the reduced number of contact hours in the Special Delivery format, additional hours of equivalent instruction outside the classroom are required, as directed by the instructor's syllabus.

ATTENTION:

ROOM ASSIGNMENTS ARE SUBJECT TO CHANGE.

TAKE ADVANTAGE OF *POINTWEB* TO CHECK YOUR SCHEDULE AND VIEW CLASSROOM CHANGES BEFORE THE START OF THE SEMESTER.

CLASSROOM CHANGES ARE POSTED AT THE ENTRANCE TO EACH ROOM.

PLEASE TAKE ADVANTAGE OF THE COURSE SEARCH FUNCTION ON *POINTWEB* FOR THE MOST UP-TO-DATE INFORMATION REGARDING ADDED COURSES, CANCELLED COURSES AND WHETHER OR NOT A COURSE HAS AVAILABLE SEATS.