Online Registration
Navigate to the Point Park Homepage at: www.pointpark.edu

Locate the “MY POINT PARK” section on the right side of the website and choose PointWeb from the drop down list.
Enter your Point Park Student ID number in the field labeled “PP ID#”.

Enter your password in the field labeled “Password”.

Please reference password instructions provided by the University. If you have forgotten your password – click on the “Give me my Password” link and follow the directions. A new password will be sent to your Point Park email account.

If you need further assistance – please contact:

The Technology Help Desk
412.392.3494 | helpdesk@pointpark.edu
Two Options for Registering via PointWeb

Option 1: Course Needs

This option **will** provide you an in-depth view of your academic progress to date and allow you to search for available courses based on what courses you have left to complete towards your degree.

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>Req</td>
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<tr>
<td>CMPS110</td>
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<td>CMPS205</td>
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<td>ENGL100</td>
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<td>ENGL101</td>
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<td>HIST150</td>
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<td>NSET110</td>
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<td>PSYC150</td>
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<tr>
<th>Category Requirements</th>
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<tr>
<td>Requirement</td>
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<tr>
<td>Human Experience II (Required)</td>
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<tr>
<td>His/Sci Core Requirements (Required)</td>
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<tr>
<td>Math Experience (Required)</td>
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<tr>
<td>Political Science Course (Required)</td>
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<tr>
<td>Sociology Course (Required)</td>
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</table>

Option 2: Generic Course Search

This option will take you directly to a generic course search that will allow you to add courses by a course code search. You **will not** have the in-depth academic information available to you within this area of PointWeb.

Course Search

- Term: **Please use the drop down above**
- Division: **All**
- Course Code: **All**
- Course Number: 
- Delivery Method: **All**

More Search Options
Option 1: Course Needs

Click on the Student Information Tab

Locate and click on the Course Information area

Locate and Click on the ‘Course Needs’ link

Click here to view

Locate and Click on the ‘Click here’ link

Click on the “Click here” link to view your specific course needs.
Course Needs

Your degree requirements will typically be segmented into categories.

Core Requirements
Department General
Department Major
General Electives
Concentration if needed

Opening each segment will allow you to see which courses you need to complete each component of your degree.

* Always ‘Recalculate Student Progress’ before proceeding! *
Choose a course

Course needs is essentially an electronic version of your Advising Worksheet.

Click “See available courses” to choose a section based on the time, professor, class status.
Option 1: Course Needs

Add a Course

Click the Check box beside the course you would like to add.

When finished, click the “Add Courses” button.

Repeat the same steps for each class you would like to Add.

When you are finished adding courses, that is all you need to do.
**Option 2: Generic Course Search**

- **Add and drop courses from this screen.**
- **Allows basic course search.**
- **Use this to do advanced searches.**
- **Search by Professor, Building, Days, Time, Class Status, etc..**

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**Add/Search a Course**

- Click on the Student Tab
- Click on the Course Information Link
- Click on the Registration Link
You are put into reserve status until your advisor logs in and approves the courses in “Awaiting Advisor Approval”.

If you would like to remove classes from your schedule, check the Drop Box to the left of the course, and click the Cancel Selected Approval Request(s) button.
If you need further assistance – please contact:

The Office of the University Registrar
412.392.3861 | registrar@pointpark.edu
For more information and video tutorials please visit the Learning Center at:

Pointpark.edu | Registrar | Learning Center

Thank You