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### **KEY**

Academic Hall .....	AH
Lawrence Hall .....	LH
Patterson Building .....	PT
Pittsburgh Filmmakers-Oakland .....	PF
Pittsburgh Playhouse.....	PH
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

### **COURSE SECTION DESCRIPTION**

Day.....	D
Evening .....	E
Saturday .....	S
Online.....	ON
Hybrid .....	HY

### **IMPORTANT PHONE NUMBERS**

Admissions.....	412-392-3430
Bookstore .....	412-392-3448
Campus Ministry.....	412-392-4732
Career Development .....	412-392-3950
Conservatory of Performing Arts.....	412-392-3450
Criminal Justice and Intelligence Studies .....	412-392-3830
Education and Community Service.....	412-392-3972
Financial Aid.....	412-392-3930
Graduate and Adult Enrollment .....	412-392-3808
Humanities and Human Sciences.....	412-392-3480
International Enrollment Services .....	412-392-3901
University Center .....	412-392-3171
Natural Sciences and Engineering Technology...	412-392-3900
Program for Academic Success (PAS).....	412-392-3870
Registrar.....	412-392-3865
School of Arts and Sciences.....	412-392-3986
School of Business .....	412-392-3940
School of Communication .....	412-392-4730
Student Accounts .....	412-392-3424
Student Development.....	412-392-3840

### **NOTICE OF NON-DISCRIMINATION**

Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran, sexual orientation, marital, or familial status in the administration of any of its educational programs, activities, or with respect to employment or in and admission to the University's educational programs and activities.

This policy is in accord with state and federal laws, including Title VI 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 and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, 2<sup>nd</sup> floor, Thayer Hall, telephone number (412) 392-3952. Inquiries regarding Title IX and the Title IX regulations can also be referred to the Human Resources Officer as the Title IX coordinator, or to the federal funding agency. Information and policies are subject to change.

## **Fall 2010 CALENDAR - ACCELERATED**

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### **ACCELERATED, QUARTER I**

Advising/Registration for Fall 2010 Begins .....	March 15	(M)
Schedule Change Period Begins .....	April 5	(M)
Final Day to Apply for Fall 2010 Graduation .....	July 26	(M)
Fall Bookstore Cards Available .....	TBA	(X)
Fall 2010 Tuition Due/Account Clearance Due - <b>ALL</b> Students .....	August 16	(M)
All Fall 2010 Saturday Classes Begin .....	8:00 a.m. August 28	(S)
Labor Day Holiday – No Classes, University Offices Closed .....	September 6	(M)
1 <sup>st</sup> Quarter Evening Fall 2010 Semester Begins .....	6:00 p.m. August 30	(M)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition .....	September 7	(T)
Final Day Bookstore Cards Available .....	TBA	(X)
Schedule Change Period Ends .....	September 14	(T)
Final Day to Apply for Spring 2011 Graduation .....	September 24	(F)
Final Day to Withdraw from ANY Course (Automatic “F” after this date) .....	September 27	(M)
1 <sup>st</sup> Quarter Fall 2010 Semester Ends .....	5:30 p.m. October 9	(S)
1 <sup>st</sup> Quarter Evening Fall 2010 Semester Ends .....	10:00 p.m. October 18	(M)
Accelerated Programs’ Mid-Semester Break .....	October 16-22	(S-F)

### **ACCELERATED, QUARTER II**

2 <sup>nd</sup> Quarter Fall 2010 Semester Begins .....	8:00 a.m. October 23	(S)
2 <sup>nd</sup> Quarter Evening Fall 2010 Semester Begins .....	10:00 p.m. October 25	(M)
Final Day to Withdraw Completely and Receive 100%, 2 <sup>nd</sup> Quarter Accelerated Only .....	November 2	(T)
Schedule Change Period Ends .....	November 2	(T)
Thanksgiving Recess Begins, No Classes .....	November 22	(M)
Thanksgiving Holiday, University Offices Closed .....	November 25-27	(H/F/S)
Classes Resume .....	November 29	(M)
Final Day to Withdraw from ANY Course (Automatic “F” after this date) .....	November 29	(M)
2 <sup>nd</sup> Quarter Fall 2010 Semester Ends .....	5:30 p.m. December 11	(S)
2 <sup>nd</sup> Quarter Evening Fall 2010 Semester Ends .....	10:00 p.m. December 16	(H)
Grades Due to Registrar’s Office .....	4:30 p.m. December 22	(W)
Final Day to Apply for Summer 2011 Graduation .....	January 28	(F)

## **NOTICE**

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The Advisory Period/Registration for Fall 2010 begins Monday, March 15, 2010 for Graduates, Accelerated, Post-baccalaureates, and undergraduate seniors. For more information visit the Point Park University website for more information about class level registration at <http://www.pointpark.edu/default.aspx?id=658>.

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 Registrar.

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

## **REGISTRATION PROCEDURES**

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### **REGISTRATION**

#### **Monday, March 15, 2010**

- A. To Register Online:
- Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are also available on PointWeb.
  - Utilize the “Course Needs and “Course Search” feature to find available course(s) for the upcoming term.
  - Review video tutorials and user guides for additional assistance with PointWeb, your Advising Worksheet, and how to register online.
- B. To Register in Person:
- Make an appointment with your academic advisor to select your schedule.
  - 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. Make sure your academic advisor signs the form.
  - If a course is closed, obtain the signature of the instructor of department chair of that course.
  - Bring the completed and signed Registration Form and all attached forms to the Office of the Registrar, 9<sup>th</sup> Floor of Thayer Hall, for processing. 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 chair, and the Dean of the School. There is a specialized fee of \$50 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 chair, faculty supervisor, and the Dean of the School. This form must accompany your Registration Form.
- E. The Registration Form will not be processed until all necessary forms are attached.

### **SCHEDULE CHANGE REQUEST**

#### **Quarter 1: Monday, April 5, 2010 – Tuesday, September 14, 2010**

#### **Quarter 2: Monday, April 5, 2010 – Tuesday, November 2, 2010**

- A. Obtain a Schedule Change Request Form from the department of your major, in the Office of the Registrar, 9<sup>th</sup> Floor Thayer Hall, or on the Point Park University website, <http://www.pointpark.edu/default.aspx?id=659>.
- B. Make an appointment with your academic 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 academic 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 Registrar.

**COURSE WITHDRAWALS**

**Quarter 1: Wednesday, September 15, 2010 - Monday, September 27, 2010**

**Quarter 2: Wednesday, November 3, 2010 - Monday, November 29, 2010**

- A. Complete a Complete Withdrawal Form.
- B. Obtain the signature of your academic advisor.
- C. Process the form in the Office of the Registrar. It is not complete until it has been date-stamped by the Office of the Registrar.
- D. There is NO refund of tuition or fees for a course withdrawal.
- E. Failure to complete a course withdrawal will result in an “F” grade.

**COMPLETE WITHDRAWALS (Withdrawals from the University for the Fall 2010 semester)**

- A. Obtain a Complete Withdrawal Form and a Complete Withdrawal Survey from the Office of the Registrar on the 9<sup>th</sup> floor of Thayer Hall or on the Point Park University website, <http://www.pointpark.edu/default.aspx?id=659>. Complete the form, listing all of the courses you are registered for. If you are unable to come into the University, write a letter to the Office of the Registrar stating that you will not be attending the Fall 2010 Semester. Indicate the reason for your withdrawal and when you plan to return to the University, and sign the letter. The letter will be processed according to the date it is received in the Office of the Registrar, Student Service Center.
- B. Obtain the signature of your academic advisor.
- C. Go to Student Accounts for completion of the tuition reduction section.
- D. Process the form in the Office of the Registrar. It is not complete until it has been entered into the computer and date-stamped by the Office of the Registrar.
- E. Phone calls will NOT be accepted.
- F. You must fill out a Leave of Absence form if: (a) you are full-time and will miss one semester, or (b) you are part-time and will miss two semesters. Failure to do so will require you to go through readmission in the Office of Enrollment Management or the Office of Adult Enrollment and follow the program guide in effect at the time of your return.

**COURSE WITHDRAWALS MAY AFFECT YOUR FINANCIAL AID – CHECK WITH THE OFFICE OF FINANCIAL AID BEFORE PROCESSING A WITHDRAWAL.**

## **STUDENT ACCOUNTS CLEARANCE PROCEDURES**

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The Office of Student Accounts is responsible for granting a student account clearance. This clearance is needed each semester. You cannot receive a current semester sticker on your ID card without a student account clearance. A current semester sticker is needed for you to have access to all Point Park University buildings and facilities.

Students are responsible for all financial obligations with the University.

Students are responsible to apply for financial aid and respond to all requests for information to support the request for financial aid.

The final step in the registration process is securing clearance from the Office of Student Accounts. Options available to clear your student account 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 documentation must be received and reviewed by the Financial Aid Office prior to the Office of Student Accounts providing account clearance.

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

Student Loan Recipients:

Master Promissory Note (MPN) – Federal Stafford Student Loans

- Students can electronically sign their MPN at the Student Service Center. By electronically signing students can accelerate the release of loan proceeds.
- Students who sign their MPN's through a paper process will have a delay in the receipt of loan proceeds.

Work-study and Student Apprenticeships: Funds earned from either program cannot be applied towards a student account clearance. Students earn funds from these programs – much like earnings from an off-campus job.

### **PAYMENT DEADLINES:**

**Tuition charges are due for Fall 2010 on or before August 16, 2010.**

To avoid waiting in line at the Student Accounts Office, located in the Student Service Center, payment can be made by mail or online – Master Card and Discover Cards only – and e-check payments. Credit card payments will be processed through our online provider, which charges a 2.55% processing fee. There is no charge 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 2010 semester and do not have an official Student Accounts Clearance by the published add/drop period will be assessed a late fee each month.

Students who register late will be assessed a late fee of \$75. Students participating in the Corporate Reimbursement Program who do not pay their outstanding balance contract by the designated payment date will be assessed a late fee of \$75.

### **PAYMENT PLAN OPTIONS:**

Point Park University offers several payment plan options for students. Students who do not have sufficient financial aid or who are not eligible for financial aid can select to participate in a payment plan with the University. For more detailed information on the payment plans available students are encouraged to contact the Office of Student Accounts at 412.392.3410.

## **GENERAL POLICIES AND PROCEDURES**

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### **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 Registrar will automatically remove the course from the student's registration and notify the student in writing or by Point Park University electronic mail. It is the responsibility of the student to add another course.

### **UNIVERSITY FEE**

The overall University Fee covers expansion of University facilities, services performed by the Library, identification card, other student 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. 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. 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. (Appropriate service fees will be charged.)

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 Registrar, 9<sup>th</sup> Floor Thayer Hall, 9:00 a.m. - 4:00 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 and Master's) 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 26, SPRING-SEPTEMBER 24, SUMMER-JANUARY 28**

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 2010, Spring 2011, and Summer 2011 are eligible to attend the Commencement to be held on May 7, 2011.

## **GENERAL POLICIES AND PROCEDURES (cont.)**

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### **PROGRAM FOR ACADEMIC SUCCESS**

PAS offers academic/guidance counseling and educational development services which include basic skill development in English/Writing, Math/Science, and Effective Reading/Study Skills. Tutoring in most subject areas is also available by professional peer tutors. SIGN UP EARLY, ALL SERVICES ARE FREE. PAS is located on the 7<sup>th</sup> floor of Lawrence Hall, phone: 412-392-3870.

### **READMISSION**

Full-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 Full-Time Enrollment. Part-time students who have not attended the University for two or more semesters and who did not file a Leave of Absence form must also apply for readmission to the University in the Office of Adult and Graduate Enrollment.

### **REPEATING COURSES**

Please indicate that a course is repeated on your Registration or Schedule Change Request form. 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.

### **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.

### **WRITING-IN-DISCIPLINES COURSES**

Certain classes are designated as Writing-in-Disciplines courses. Using the appropriate reference style, students in these classes will practice the kinds of writing specific to their disciplines and study the issues, sources, and ways of developing ideas specific to their disciplines.

### **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.