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KEY

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COURSE SECTION DESCRIPTION

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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, 2nd 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 - NON ACCELERATED

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 Charges Begin	TBA	(X)
Fall 2010 Tuition Due/Account Clearance Due - ALL Students	August 16	(M)
All Fall 2010 Saturday Classes Begin	8:00 a.m. August 28	(S)
Fall 2010 Semester Begins	8:00 a.m. August 30	(M)
Labor Day Holiday – No Classes, University Offices Closed	September 6	(M)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition	September 6	(M)
Final Day Bookstore End	TBA	(X)
Final Day to Withdraw Completely and Receive 50% Reduction of Tuition, Non-Accelerated Only	September 13	(M)
Schedule Change Period Ends	September 14	(T)
Final Day to Apply for Spring 2011 Graduation.....	September 24	(F)
Final Day for Automatic “W” Grade	October 12	(T)
Thanksgiving Recess Begins, No Classes	November 22	(M)
Thanksgiving Holiday, University Offices Closed	November 25-27	(H/F/S)
Classes Resume, Non-Accelerated.....	November 29	(M)
Final Day to Withdraw from ANY Course (Automatic “F” after this date)	November 30	(T)
All Classes End	5:30 p.m. December 10	(F)
Finals Week Begins	8:00 a.m. December 11	(S)
Finals Week Ends.....	9:00 p.m. December 17	(F)
Term Ends.....	9:00 p.m. December 17	(F)
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

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

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, 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 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

Monday, April 5, 2010 – Tuesday, September 14, 2010

- A. Obtain a Schedule Change Request Form from the department of your major, in the Office of the Registrar 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.

LATE SCHEDULE CHANGE REQUEST

After Tuesday, September 14, 2010

- A. Follow all instructions under SCHEDULE CHANGE REQUEST.
- B. Only additions or add/drops will be considered. See the section on COURSE WITHDRAWALS for the procedure to drop a course after the end of the Schedule Change Request period.
- C. Obtain the signature of the class instructor on the Schedule Change Request form.
- D. All late Schedule Change Requests are subject to the approval of the Academic Dean and Registrar.
- E. 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.

COURSE WITHDRAWALS (Automatic “W” Grade)

Wednesday, September 15, 2010 – Tuesday, October 12, 2010

- A. Complete a Schedule Change or 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.

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

Wednesday, October 13, 2010 – Tuesday, November 30, 2010

- 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 Tuesday, November 30, 2010.**

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 Fall 2010 semester)

- A. Obtain a Complete Withdrawal Form and a Complete Withdrawal Survey from the Office of the Registrar 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. Complete the portion explaining your reason for withdrawal and when you plan to return to the University.
- C. Obtain the signature of your academic advisor. (After *October 12*, also obtain the signatures of your instructors.)
- D. Go to Student Accounts for completion of the tuition reduction section.
- E. 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.
- F. Phone calls will NOT be accepted.
- G. 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.

CROSS-REGISTRATION

The purpose of cross-registration is to provide opportunities for enriched educational programs by permitting students at any of the ten Pittsburgh Council of Higher Education (PCHE) institutions to take courses at any other PCHE institution. Member institutions of PCHE are: Carlow University, Carnegie Mellon University, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, and the University of Pittsburgh. Cross-registration is available only during the Fall and Spring semesters. You will be liable for any course instruction fees at the other institution.

- A. You must be a full-time student (minimum of 12 credits) at Point Park University before you will be permitted to cross-register.
- B. You may cross-register for only one course per term.
- C. Obtain a Cross-Registration Form in the Office of the Registrar, 9th Floor of Thayer Hall.
- D. Select the course you wish to enroll in from the schedule of classes of the respective host institution. These schedules are available online or from the host institution.
- E. Submit the completed Cross-Registration form to your academic advisor, the Academic Dean, and the Registrar for approval.
- F. The host registrar will notify you by mail as to whether your cross-registration has been approved.
- G. Please note that the cross-registration process may take up to several weeks. Please allow ample time prior to the host institution's semester start date. Visit the Point Park University website, <http://www.pointpark.edu/default.aspx?id=661>, for additional information regarding the cross-registration process.

STUDENT ACCOUNTS CLEARANCE PROCEDURES

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

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, 9th 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.)

HOUSING RULES

The Housing and Food Services contracts for Room and Board state that unless the student cancels this contract at least ten (10) working days prior to the first day of move-in, the \$100.00 damage deposit will not be refunded and the student will be assessed a \$150.00 penalty fee.

A student who voluntarily terminates from the dormitory, after the first day of occupancy, will be responsible for the full semester room charge. The board charges will be prorated. A student who cancels/terminates this contract and reinstates during the same academic year will be assessed a \$25.00 reinstatement fee.

NATURAL SCIENCES AND ENGINEERING TECHNOLOGY DEPARTMENTAL POLICY

All NSET students must complete the 100-level courses in the Natural Sciences and Departmental Requirements before registering for any 400-level courses in their major.

PITTSBURGH FILMMAKERS

Unless otherwise indicated, Film and Video Production (FILM) and Photography (PHT) courses are taught at the Pittsburgh Filmmakers at 477 Melwood Avenue in the Oakland section of Pittsburgh (Phone: 412/681-5449). Classes begin at the Pittsburgh Filmmakers for the Fall 2010 term on Tuesday, September 7, 2010 and end on Thursday, December 16, 2010. Classes will not be held during Thanksgiving Break: Tuesday, November 23, 2010 – Saturday, November 26, 2010.

Students enrolled in classes at Pittsburgh Filmmakers must pay particular attention to the tuition due dates. Point Park University pays tuition and fees to Pittsburgh Filmmakers in advance. Therefore, Filmmakers classes will be dropped if the student's tuition is not paid in full before the classes begin.

Students in majors other than Film and Video Production may, if space permits, register for certain FILM courses. All students wishing to register for a FILM course must obtain the approval/signature of Marye Thomas in the Conservatory of Performing Arts, 607 LH.

Students in majors other than Photography may, if space permits, register for certain PHT courses. All students wishing to register for a PHT course must obtain the approval/signature of Dr. Anthony Morretti or Janice Klembus in the School of Communication, 10th floor Thayer Hall.

PRODUCTION/REHEARSAL/PERFORMANCE SCHEDULES

The times for all levels of Production/Rehearsal/Performance are:

DANCE:

5:30 p.m. – 9:30 p.m. TWHF

10:00 a.m. – 4:00 p.m. AND 5:00 p.m. – 9:30 p.m. SATURDAY

(The 9:30 – 4:30 time period includes two 15-minute breaks)

By Special Arrangement SUNDAY

THEATRE:

3:00 p.m. – 5:00 p.m. AND 7:30 p.m. – 10:30 p.m. TWHF

9:30 a.m. – 12:00 p.m. AND 1:00 p.m. – 5:00 p.m. AND 7:00 p.m. – 10:30 p.m. SATURDAY

1:00 p.m. – 5:00 p.m. AND 7:00 p.m. – 10:30 p.m. SUNDAY

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 7th 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.

GENERAL POLICIES AND PROCEDURES (cont.)

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.

SPECIAL DELIVERY COURSES

A minimum of seven (7) sessions are held throughout the term (see SPECIAL DELIVERY TRACK DATES on page 10). 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.

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.

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.

MONDAY

Track A	Track B
BMGT201.EA - Business Law I	ECON201.EA - Principles of Economics/Macroeconomics

TUESDAY

Track A	Track B
BMGT316.EA - Labor and Management Relations CMPS111.EA - Information Literacy NSET101.EA - Introduction to the Natural Science	BMGT202.EA - Business Law II BMGT330.EA - Compensation and Benefits CMPS330.EA - Electronic Commerce Management I NSET101.EB - Introduction to the Natural Sciences

WEDNESDAY

Track A	Track B
MBA 578.EA - Managerial Economics NSET101.DA - Introduction to the Natural Sciences	BMGT205.EA - Principles of Marketing ECON205.EA - Survey of Economic Thought MBA 574.EA - Organizational Behavior

THURSDAY

Track A	Track B
BMGT221.EA - Business Communications and Research CMPS110.EA - Introduction to Computer Literacy ECON202.EA - Principles of Econ/Microeconomics	

SPECIAL DELIVERY TRACK DATES

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B
8/30/2010	9/13/2010	8/31/2010	9/7/2010	9/1/2010	9/8/2010	9/2/2010	9/9/2010
9/20/2010	9/27/2010	9/14/2010	9/21/2010	9/15/2010	9/22/2010	9/16/2010	9/23/2010
10/4/2010	10/11/2010	9/28/2010	10/5/2010	9/29/2010	10/6/2010	9/30/2010	10/7/2010
10/18/2010	10/25/2010	10/12/2010	10/19/2010	10/13/2010	10/20/2010	10/14/2010	10/21/2010
11/1/2010	11/08/2010	10/26/2010	11/2/2010	10/27/2010	11/3/2010	10/28/2010	11/4/2010
11/15/2010	11/29/2010	11/9/2010	11/16/2010	11/10/2010	11/17/2010	11/11/2010	11/18/2010
12/6/2010	12/13/2010	11/30/2010	12/7/2010	12/1/2010	12/8/2010	12/2/2010	12/9/2010

SPECIAL FEATURES (cont.)

STACKED COURSES

Some courses are being offered on a time schedule which will permit students to take two courses on the same night. Stack I is 5:30 p.m. - 7:25 p.m. and Stack II is 7:30 p.m. - 9:25 p.m. (unless otherwise indicated in the course schedule). Due to the reduced number of contact hours in the Stacked Course format, additional hours of equivalent instruction outside the classroom are required, as directed by the instructor's syllabus.

MONDAY

Stack I	Stack II
CRMJ150.DA – Introduction to Criminal Justice	

TUESDAY

Stack I	Stack II
CRMJ365.EA – White Collar Crime	

WEDNESDAY

Stack I	Stack II
	FSCI100.EA – Development of the Death Investigation System

THURSDAY

Stack I	Stack II
CRMJ470.EA – Crime Scene and Criminal Profiling	