

# Table of Contents, Phone List, Academic Calendar

TABLE OF CONTENTS	PHONE LIST
Contents, Phone List, Calendar	1 Admissions 3430
Registration Procedures	2-3 Booksore 3448
Student Accounts Fee Schedule	4 Career Development 3950
Financial Clearance Procedures	5 Conservatory of Performing Arts 3450 Criminal Justice & Intelligence 3830
General Policies & Procedures	6-7 Education 3972
Summer Class Meeting Schedule	8 Financial Aid 3930 Graduate and Adult Enrollment 3808
<b>BUILDING KEY</b>	
Academic Hall	AH International Enrollment Services 3901
Lawrence Hall	LH University Center 3171
Patterson Building	PT Natural Sciences & Engineering Tech. 3900
Pittsburgh Filmmakers	PF Program for Academic Success (PAS) 3870
Pittsburgh Playhouse	PH Registrar 3865
Thayer Hall	TH School of Arts and Sciences 3986
University Center	UC School of Business 3940 School of Communication 4730
West Penn Building	WP Student Accounts 3445 Student Development 3840

<b>Summer I</b>	<b>Summer 12-Week</b>	<b>Summer II</b>
<u>Registration</u> 3/15/10—5/8/10 <u>Schedule Change</u> 4/5/10—5/24/10 <i>Last Day to Withdraw and Receive 100% Tuition Reduction: 5/17/10</i> <u>Automatic W Course Withdrawals</u> 5/25/10—6/1/10 <u>W or F Course Withdrawals</u> 6/2/10-6/14/10 <i>Last Day to Withdraw from Any Class: 6/14/10</i> <b><u>Term Begins: 5/8/10</u></b> <b><u>Term Ends: 6/21/10</u></b>	<u>Registration</u> 3/15/10—5/8/10 <u>Schedule Change</u> 4/5/10—5/24/10 <i>Last Day to Withdraw and Receive 100% Tuition Reduction: 5/17/10</i> <u>Automatic W Course Withdrawals</u> 5/25/10—6/22/10 <u>W or F Course Withdrawals</u> 6/23/10-7/26/10 <i>Last Day to Withdraw from Any Class: 7/26/10</i> <b><u>Term Begins: 5/8/10</u></b> <b><u>Term Ends: 8/2/10</u></b>	<u>Registration</u> 3/15/10—6/22/10 <u>Schedule Change</u> 4/5/10—7/6/10 <i>Last Day to Withdraw and Receive 100% Tuition Reduction: 6/29/10</i> <u>Automatic W Course Withdrawals</u> 7/7/10—7/20/10 <u>W or F Course Withdrawals</u> 7/21/10-7/26/10 <i>Last Day to Withdraw from Any Class: 7/26/10</i> <b><u>Term Begins: 6/22/10</u></b> <b><u>Term Ends: 8/2/10</u></b>
<u>Tuition Due: 5/1/10</u> <u>Bookstore Charges: 4/17/10-5/19/10</u> *CLOSED on Memorial Day, 5/31/2010	<u>Tuition Due: 5/1/10</u> <u>Bookstore Charges: 4/17/10-5/19/10</u> *CLOSED on Memorial Day, 5/31/2010 and Independence Day, 7/4/2010-7/5/2010	<u>Tuition Due: 5/28/10</u> <u>Bookstore Charges: 4/17/10-5/19/10</u> *CLOSED on Memorial Day, 5/31/2010 and Independence Day, 7/4/2010-7/5/2010

# Registration Procedures

Point Park reserves the right to withdraw or modify the dates, procedures and information listed in the course-book. **No paper registration is complete until it has been entered and stamped by the Registrar's Office.**

## REGISTRATION

**Summer I and Twelve-Week: 3/15/10—5/8/10**

**Summer II: 3/15/10—6/22/10**

### To Register Online:

- Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are available on PointWeb and on the Registrar's Office webpage at [www.pointpark.edu](http://www.pointpark.edu).
- Make sure PointWeb is set to the correct term. 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.

### 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. *You may complete one form for Summer I/Twelve-Week/Summer II courses. Please place an asterisk (\*) next to all Twelve-Week classes.* Make sure your academic advisor signs the form.
- If a course is closed, obtain the signature of the instructor or department chair of that course.
- Bring the completed and signed Registration Form and all attached forms, including signed independent

## SCHEDULE CHANGE REQUEST

**Summer I and Twelve-Week: 4/5/10—5/24/10**

**Summer II: 4/5/10—7/6/10**

### To Add or Drop a Class Online:

- Navigate to PointWeb. Utilize the "Add/Drop" feature under the "Student Info" tab to make changes to your schedule.

### To Add or Drop a Class in Person:

- 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>.
- Make an appointment with your academic advisor to select the courses to be added or dropped from your original registration.
- Complete the Schedule Change Request Form by listing the correct course prefix, number and section (e.g., ART100DB) in the appropriate areas; provide all personal information as requested; and sign the form. Make sure your academic advisor signs the form before returning it to the Office of the Registrar.

## LATE SCHEDULE CHANGE REQUEST

**Summer I: After 5/24/10**

**Summer Twelve-Week: After 5/24/10**

**Summer II: After 7/6/10**

- 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. Follow all instructions under SCHEDULE CHANGE REQUEST.
- 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.
- Obtain the signature of the class instructor, in addition to your academic advisor, on the Schedule Change Request form.
- All late Schedule Change Requests are subject to the approval of the Registrar.

# Registration Procedures Continued

---

<b>COURSE WITHDRAWALS (Automatic “W” Grade)</b>	<b>COURSE WITHDRAWALS (Instructor May Give “W” or “F”)</b>
<p><b><u>Summer I: 5/25/10—6/1/10</u></b>  <b><u>Summer Twelve-Week: 5/25/10—6/22/10</u></b>  <b><u>Summer II: 7/7/10—7/20/10</u></b></p> <ul style="list-style-type: none"> <li>• Complete a Schedule Change Request Form, putting the courses to receive a “W” in the “Courses to be Dropped” section.</li> <li>• Obtain the signature of your academic advisor.</li> <li>• 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.</li> <li>• There is NO refund of tuition or fees for a course withdrawal.</li> <li>• Failure to complete a course withdrawal will result in an “F” grade.</li> </ul>	<p><b><u>Summer I: 6/2/10—6/14/10</u></b>  <b><u>Summer Twelve-Week: 6/23/10—7/26/10</u></b>  <b><u>Summer II: 7/21/10—7/26/10</u></b></p> <ul style="list-style-type: none"> <li>• Follow the instructions for a COURSE WITHDRAWAL.</li> <li>• The instructor has the option to grant a “W” or “F” and must write the grade on the form next to his/her signature.</li> <li>• There is NO refund of tuition or fees for a course withdrawal.</li> <li>• Failure to complete a course withdrawal will result in an automatic “F” grade.</li> <li>• <b>NO course withdrawals are permitted after the following dates: Summer I – Monday, June 14, 2010; Summer Twelve-Week/Summer II – Monday, July 26, 2010.</b></li> </ul>

<b>COMPLETE WITHDRAWAL (from all courses)</b>
<ul style="list-style-type: none"> <li>• Obtain a Complete Withdrawal Form and a Complete Withdrawal Survey from the Office of the Registrar on the 9th floor of Thayer Hall or on the Point Park University website, <a href="http://www.pointpark.edu">www.pointpark.edu</a>.</li> <li>• 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 Summer 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.</li> <li>• Obtain the signature of your academic advisor. (After Automatic “W” date, also obtain the signatures of your instructors.)</li> <li>• Go to Student Accounts for completion of the tuition refund section.</li> <li>• Process the form in the Office of the Registrar. It is not complete until it has been time-stamped by the Office of the Registrar.</li> <li>• Phone calls will NOT be accepted.</li> <li>• 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 and Graduate Enrollment and follow the program guide in effect at the time of your return.</li> </ul>

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

# Student Accounts 2009-2010 Fee Schedule

## Undergraduate Part-Time & Accelerated

## COPA

## NON COPA

Tuition Per Credit	713	574
University Fee—Mandatory Per Credit	22	22

## Graduate

Tuition Per Credit	660	660
University Fee—Mandatory Per Credit	27	27
<b>Private Voice Instructional Fee</b>	585	
<b>Private Piano Instructional Fee</b>	585	

## ROOM AND BOARD RATES (for Summer I, II & PAS)

### Dormitory:

Single Room .....	1,340
Double Room.....	903
Triple Room.....	823
14 Meal Flex Plan with \$50 Flex Dollars .....	991
Suites .....	2,770
Boulevard Apts. ....	3,040

Summer I	May 8 – June 21
Summer II	June 22 – August 2
PAS	June 21 – July 30

\*Cost is for May 2<sup>th</sup> through August 27<sup>th</sup>; residents must take at minimum the \$400 flex meal plan.

## MISCELLANEOUS FEES ·NOT INCLUDED IN FULL TIME TUITION·

Specialized Instructional Fees (determined by department) .....	TBD
Independent Study Specialized Instructional Fee (per credit) .....	50
Experiential Evaluation Fee .....	75
Experiential Learning Fee (per credit).....	100
Credit by Examination Test Fee .....	75
Credit by Examination Tuition (per credit) .....	100
Not included in Full Time Tuition	
Employer Reimbursed Tuition Agreement Fee .....	45
Annual Payment Plan Agreement Fee .....	125
Per Semester Payment Plan Application Fee .....	75
Late Fee if not Cleared by Student Accounts (per month).....	50
Monthly Late Payment Fee for Annual Payment Plan & TIP Agreements .....	25
Late Payment Fee for Employer Reimbursed Tuition .....	75

**PLEASE REFER TO THE POINT PARK UNIVERSITY WEBSITE  
([www.pointpark.edu](http://www.pointpark.edu))**

FOR IMPORTANT INFORMATION REGARDING STUDENT ACCOUNTS CLEARANCE

# 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 Summer I/ Twelve-Week 2010 on or before Friday, May 1, 2010. The tuition due date for Summer II 2010 is Friday, May 28, 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 Summer 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. 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 of the Student Government, and athletic programs. This is a mandatory fee.

**TAKING COURSES AT ANOTHER INSTITUTION:** The Cross-Registration Program is not in effect for the Summer term. Students who wish to register at another institution must complete the Request to Take Courses at Another Institution form. This form must be approved by the Department Chair or Program Director and Dean **before** a registration is processed at the other institution.

**DISABLED STUDENT SERVICES:** It is the intention of Point Park University to provide appropriate, reasonable accommodations for students who are disabled in accordance with the Americans with Disabilities Act (ADA) of 1990. All campus accommodations are coordinated through the PAS (Program for Academic Success) office located on the 7<sup>th</sup> floor of Lawrence Hall. Students should contact PAS for specific information on the University's ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations. Call 412-392-3870 or consult the PAS web site for further information.

**ENROLLMENT STATUS – UNDERGRADUATE:** Students registered for twelve (12) or more credits are full-time. Students registered for eleven (11) or fewer credits are part-time.

**ENROLLMENT STATUS – GRADUATE:** Students registered for nine (9) or more credits are full-time. Students registered for eight (8) or fewer credits are part-time.

*\*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, Student Service Center, 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.

# General Policies Continued

---

## **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 Student Accounts 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.

**GRADUATION:** All students who expect to graduate must apply for graduation when they register for their final term. Students must have a cumulative QPA of 2.00 (3.00 for Master's) or higher 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 held May 7, 2011.

## **PITTSBURGH FILMMAKERS**

Film and Video Production (FILM) and Photography (PHT) classes are taught at The Pittsburgh Filmmakers at 477 Melwood Avenue in the Oakland Section of Pittsburgh (Phone: 412/681-5449).

The Pittsburgh Filmmakers Summer I 2010 term begins Monday, May 10, 2010 and ends Monday, June 23, 2010.

The Pittsburgh Filmmakers Summer 12-Week 2010 term begins Monday, May 10, 2010 and ends Monday, August 9, 2010.

The Pittsburgh Filmmakers Summer II 2010 term begins Thursday, June 24, 2010 and ends Monday, August 9, 2010

There will be no classes at Pittsburgh Filmmakers in observance of Memorial Day: Monday, May 31, 2010.

There will be no classes at Pittsburgh Filmmakers in observance of Independence Day: Monday, July 5, 2010.

*All FILM and PHT courses follow the respective Point Park Summer Term Calendar for Registration Procedures and Student Accounts Clearance.*

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

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

# Summer 2010 Class Meeting Schedule

---

## SUMMER I

<b>MONDAY</b>	5/10/10	5/17/10	5/24/10	6/7/10	6/14/10	6/21/10
<b>TUESDAY</b>	5/11/10	5/18/10	5/25/10	6/1/10	6/8/10	6/15/10
<b>WEDNESDAY</b>	5/12/10	5/19/10	5/26/10	6/2/10	6/9/10	6/16/10
<b>THURSDAY</b>	5/13/10	5/20/10	5/27/10	6/3/10	6/10/10	6/17/10
<b>FRIDAY</b>	5/14/10	5/21/10	5/28/10	6/4/10	6/11/10	6/18/10
<b>SATURDAY</b>	5/8/10	5/15/10	5/22/10	5/29/10	6/5/10	6/12/10

## SUMMER II

<b>MONDAY</b>	6/28/10	7/12/10	7/19/10	7/26/10	8/2/10	*
<b>TUESDAY</b>	6/22/10	6/29/10	7/6/10	7/13/10	7/20/10	7/27/10
<b>WEDNESDAY</b>	6/23/10	6/30/10	7/7/10	7/14/10	7/21/10	7/28/10
<b>THURSDAY</b>	6/24/10	7/1/10	7/8/10	7/15/10	7/22/10	7/29/10
<b>FRIDAY</b>	6/25/10	7/2/10	7/9/10	7/16/10	7/23/10	7/30/10
<b>SATURDAY</b>	6/26/10	7/10/10	7/17/10	7/24/10	7/31/10	8/7/10

\*Summer II classes will meet 5 times due to the July 4th holiday. An equivalent instructional activity will substitute for class time.

## SUMMER TWELVE-WEEK

<b>MONDAY</b>	5/10/10	5/17/10	5/24/10	6/7/10	6/14/10	6/21/10
	6/28/10	7/12/10	7/19/10	7/26/10	7/27/10	8/2/10
<b>TUESDAY</b>	5/11/10	5/18/10	5/25/10	6/1/10	6/8/10	6/15/10
	6/22/10	6/29/10	7/6/10	7/13/10	7/20/10	7/27/10
<b>WEDNESDAY</b>	5/12/10	5/19/10	5/26/10	6/2/10	6/09/10	6/16/10
	6/23/10	6/30/10	7/7/10	7/14/10	7/21/10	7/28/10
<b>THURSDAY</b>	5/13/10	5/20/10	5/27/10	6/3/10	6/10/10	6/17/10
	6/24/10	7/1/10	7/8/10	7/15/10	7/22/10	7/29/10
<b>FRIDAY</b>	5/14/10	5/21/10	5/28/10	6/4/10	6/11/10	6/18/10
	6/25/10	7/2/10	7/9/10	7/16/10	7/23/10	7/30/10
<b>SATURDAY</b>	5/8/10	5/15/10	5/22/10	5/29/10	6/5/10	6/12/10
	6/19/10	6/26/10	7/10/10	7/17/10	7/24/10	7/31/10

**FINAL EXAMINATIONS ARE GIVEN IN THE LAST CLASS OF EACH SESSION**

# Online & Distance Learning Information

---

## **Basic Requirements for Distance Learners:**

- Must be very comfortable using a computer, various software and the Internet.
- Must be eager to learn about new technology.
- High speed access to the Internet.
- Have the required computer programs on your computer (indicated below).
- The ability to work independently and be self motivating.
- The ability to express themselves clearly in writing.
- Be able to meet strict deadlines for assignments. Be able to work in groups.

## **Minimum Computer Requirements for Online Learners:**

### Minimum Suggested Requirements(PC):

Internet Cable/DSL Connection: 728k/128k or greater (728k is the download rate while 128k is the upload rate.)  
Processor: Pentium 4 1.6 GHz  
RAM: 728MB  
Hard Disk: 40GB  
Windows XP SP2  
Internet Explorer 6.0  
Office 2003

### Minimum Suggested Requirements(Mac):

Internet Cable/DSL Connection: 728k/128k or greater (728k is the download rate while 128k is the upload rate.)  
Processor: G5  
RAM: 1GB  
Hard Disk: 40GB  
Mac OSX  
Internet Explorer for Mac  
Office 2008 for Mac

### Preferred Suggested Requirements (PC):

Internet Cable/DSL Connection: 728k/128k or greater (728k is the download rate while 128k is the upload rate.)  
Processor: Pentium Core 2 Duo 2.66 GHz  
RAM: 1.5GB  
Hard Disk: 80GB  
Windows XP SP3  
Internet Explorer 7.0  
Office 2007

### Preferred Suggested Requirements (MAC):

Internet Cable/DSL Connection: 728k/128k or greater (728k is the download rate while 128k is the upload rate.)  
Processor: Intel Mac  
RAM: 1.5GB  
Hard Disk: 80GB  
Mac OSX  
Internet Explorer for Mac  
Office 2008 for Mac