

## **TABLE OF CONTENTS**

---

Spring 2012 Accelerated Calendar.....	2
Online Computer Requirements.....	3
Registration Procedures.....	4
Student Accounts Fee Schedule.....	7
General Policies and Procedures.....	9
Special Features.....	12
Important Class Notice.....	13
Schedule of Classes	
Graduate Accelerated.....	14
Undergraduate Accelerated.....	19

### **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

### **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.

### **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.....	412-392-3861
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

*Point Park University*  
*Accelerated Spring 2011-2012*

## **Spring 2012 CALENDAR – ACCELERATED**

Advising/Registration for Spring 2012 Begins .....	November 7	(M)
Schedule Change Period Begins .....	November 28	(M)
Book Vouchers Available .....	TBA	
Spring 2012 Tuition/Student Accounts Clearance Due – <b>ALL</b> Students.....	December 15	(H)
University Offices Close for Winter Break.....	12:30 p.m. ....	December 23 (F)
University Offices Reopen .....	8:30 a.m. ....	January 3 (T)
Accelerated Programs 1 <sup>st</sup> Quarter Spring 2012 Semester Begins .....	8:00 a.m. ....	January 14 (S)
Final Day Book Vouchers Available .....	TBA	
Schedule Change Period Ends .....	January 20	(F)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition .....	January 23	(M)
Final Day to Apply for Summer 2012 Graduation.....	January 30	(M)
Fall 2011 Employer Reimbursed Tuition Due .....	TBA	
Final Day to Withdraw from ANY Course (Automatic “F” after this date), Accelerated Only.....	February 14	(T)
Accelerated Saturday Programs 1 <sup>st</sup> Quarter Spring 2012 Semester Ends .....	5:30 p.m. ....	February 25 (S)
Accelerated Saturday Programs 1 <sup>st</sup> Quarter Grades Due to Registrar’s Office .....	4:30 p.m. ....	February 29 (W)
Accelerated Evening Programs 1 <sup>st</sup> Quarter Spring 2012 Semester Ends .....	10:00 p.m. ....	March 1 (H)
Accelerated Programs’ Mid-Semester Break .....	March 3	(S)
Accelerated Evening Programs 1 <sup>st</sup> Quarter Grades Due to Registrar’s Office.....	4:30 p.m. ....	March 6 (T)
Accelerated Programs 2 <sup>nd</sup> Quarter Spring 2012 Semester Begins.....	8:30 a.m. ....	March 10 (S)
Advisory/Registration for Summer & Fall 2012 Begins.....	March 12	(M)
Schedule Change Period Ends .....	March 16	(F)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition Quarter II .....	March 19	(M)
Graduation Fair, Caps/Gowns go on Sale .....	March 26/27	(M/T)
Schedule Change Period for Summer & Fall 2012 Begins .....	April 2	(M)
Accelerated Break.....	April 7	(S)
Final Day to Withdraw from ANY Course (Automatic “F” after this date), Accelerated Only.....	April 17	(T)
Accelerated Programs’ 2 <sup>nd</sup> Quarter Spring 2012 Ends.....	5:30 p.m. ....	April 28 (S)
Term Ends.....	9:00 p.m. ....	May 4 (F)
Commencement .....	May 5	(S)
Grades Due to Registrar’s Office .....	4:30 p.m. ....	May 10 (H)

### **NOTICE**

**The Advisory Period/Registration for Spring 2012 is Monday, November 7, 2011 through Wednesday, November 23, 2011.**

**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.**

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

### **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.

### **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 6.x while the Firefox browser is recommended for use with Blackboard.*

### **Minimum Requirements for PC Desktops or Notebooks:**

Operating System: Microsoft Windows XP / Vista

Processor: Intel Core 2 Duo

Processor Speed: 2.19 GHz

RAM: 1.5GB

Hard Disk Space: 120 GB

Wired Ethernet Adapter: 100/1000MB

Video Card

DVD-Burner

Note: *Macintosh specifications should match these as closely as possible and should be at least a G5 model*

### **Other Technology Requirements:**

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

Computer with printing capability

Internet browser software (Internet Explorer & Firefox)

Microsoft Office: Word, PowerPoint, Excel (2003 or newer)

DVD player

An internet webcam

USB headphones with microphone

### **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**

#### **Monday, November 7, 2011 – Wednesday, November 23, 2011**

- a. Obtain a copy of the Course Book either in the Office of the Registrar or on PointWeb and Registration Form from the department of your major or the Student Service Center.
- b. Make an appointment with your academic advisor to select your schedule.
- c. 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.
- d. Make sure your academic advisor signs the form.
- e. If a course is closed, obtain the signature of the instructor or department chair of that course.
- f. 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 Academic Dean. There is a specialized fee of \$50 per credit (not included in full-time tuition).
- g. If you are registering for an internship, fill out the green Internship Card, which must be signed by your department chair, faculty supervisor, and Academic Dean. This form must accompany your Registration Form.
- h. The Registration Form will not be processed until all necessary forms are attached.

Bring the completed and signed Registration Form and all attached forms to the Office of the Registrar, Student Service Center, for processing. Your registration is not complete until it has been entered into the computer and date-stamped by the Office of the Registrar.

### **SCHEDULE CHANGE REQUEST**

#### **Monday, November 28, 2011– Friday, January 20, 2012 (Quarter I), Tuesday, March 16, 2012 (Quarter II)**

- a. Obtain a Schedule Change Request Form from the department of your major or the Student Service Center.
- 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 Friday, January 20, 2012 (Quarter I), Tuesday, March 16, 2012 (Quarter II)**

- 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.
- f. All late schedule change requests will be assessed a \$50.00 late fee.

### **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, Student Service Center.
- 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.

### **COURSE WITHDRAWALS (Automatic “W” Grade)**

#### **Monday, January 23, 2012 – Monday, February 13, 2012**

- 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.

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

#### **Tuesday, February 14, 2012 (Quarter I), Tuesday, April 17, 2012 (Quarter II)**

- 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, February 14, 2012 (Quarter I) and Tuesday, April 17, 2012 (Quarter II).**

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

*Point Park University*  
*Accelerated Spring 2011-2012*

**COMPLETE WITHDRAWALS (Withdrawals from the University for the Spring 2012 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, [www.pointpark.edu](http://www.pointpark.edu). Complete the form, listing all of the courses you are registered for. If you are unable to come into the University, write a letter or complete the withdrawal form online and submit the form to the Office of the Registrar stating that you will not be attending the Spring 2012 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, 9<sup>th</sup> floor Thayer Hall.
- 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 February 14th, also obtain the signatures of your instructors.)
- d. Go to Student Financial Services Center for completion of the tuition refund section. See REFUND SCHEDULE below.
- 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.

## **STUDENT ACCOUNTS 2011-2012 FEE SCHEDULE**

---

<b>Full-Time Tuition (per semester)</b>	<b><u>COPA</u></b>	<b><u>NON COPA</u></b>
<b>Undergraduate (12-18 credits)</b>	<b>\$14,450</b>	<b>\$11,450</b>
University Fee – Mandatory (Full-time students)	250	250
Activity Fee – Mandatory (Full-time students)	160	160
<b>Undergraduate Part-time &amp; Accelerated</b>		
Tuition Per Credit	820	650
University Fee – Mandatory Per Credit	35	35
<b>Graduate</b>		
Tuition Per Credit		725
University Fee – Mandatory Per Credit		40

---

### **ROOM AND BOARD RATES (Per Semester)**

#### **Residence Halls – Lawrence Hall and Thayer Hall:**

Single Room.....	3,420
Double Room.....	2,310
Triple Room.....	2,100

14 Meal Flex Plan with \$200 Flex Dollars .....	2,550
10 Meal Flex Plan with \$275 Flex Dollars .....	2,380

#### **Suites – Conestoga and Pioneer suites:**

Fall or Spring Semester.....	3,600
Summer Semester .....	2,910

75 Block Plan with \$125 Flex Dollars .....	.800
50 Block Plan with \$200 Flex Dollars .....	.625
30 Block Plan with \$175 Flex Dollars .....	.470
400 Flex Dollars.....	.400

#### **Boulevard Apartments:**

4 Beds (per semester).....	3,990
6 Beds (per semester).....	3,890

#### **Apartment & Commuter Meal Plan:**

75 Block Plan with \$125 Flex Dollars .....	.800
30 Block Plan with \$175 Flex Dollars .....	.470
400 Flex Dollars.....	.400

### **AUDIT FEES**

The audit fee is charged at 50% of the applicable per credit tuition rate. The mandatory University fee is assessed at 100% of the applicable per credit rate. See rate schedule above.

**STUDENT ACCOUNTS 2011-2012 FEE SCHEDULE (cont.)**

---

**MISCELLANEOUS FEES**  
**•NOT INCLUDED IN FULL TIME TUITION•**

Audit fees are charged at 50% of the applicable per credit tuition rate.  
The University fee is assessed at 100% of the application per credit rate.

Pioneer Experience Freshmen Orientation Fee .....	100
Late Fee if not Cleared by Student Accounts (per month) .....	75
Per Semester Payment Plan Application Fee .....	65
Annual Payment Plan Application Fee .....	115
Per Month Late Fee for Annual or Semester Payment Plan.....	25
Employer Reimbursed Tuition Agreement Fee.....	45
Per Month Late Fee for Employer Reimbursed Tuition.....	75
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
Identification Card Replacement Fee .....	25

**\*\*\*PLEASE REFER TO THE POINT PARK UNIVERSITY WEBSITE ([www.pointpark.edu](http://www.pointpark.edu))  
FOR IMPORTANT INFORMATION REGARDING STUDENT ACCOUNTS CLEARANCE\*\*\***

## **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 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. (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, 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 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 30, SPRING-SEPTEMBER 23, SUMMER-JANUARY 30**

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 2011, Spring 2012, and Summer 2012 are eligible to attend the Commencement to be held on May 5, 2012.

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

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

### **HOUSING RULES**

The Housing & Food Service Contract states that if the student voluntarily cancels the contract prior to move-in, the \$250.00 room deposit will be forfeited unless the contract is cancelled by the pre-established date published by the University.

A student who voluntarily terminates from the dormitory, after the first day of occupancy, will be subject to the refund schedule published in the Pioneer Guide and on the back of the Housing & Food Service Contract.

### **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 Spring 2012 term on Tuesday, January 17, 2012 and end on Monday, April 30, 2012. Classes will not be held during Pittsburgh Filmmakers' Spring Break: Monday, March 5 – Friday March 9, 2012. Filmmakers' classes will not meet on Monday, January 16, 2012.

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, 625 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 Janice Klembus (1005 TH) or Dr. Anthony Moretti (915 TH) in the School of Communications.

Students taking classes at Pittsburgh Filmmakers MUST have their charges to the University satisfied by the published due date or their Filmmakers' classes will be dropped.

### **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. – 4:30 p.m. AND 5:30 p.m. – 9:30 p.m. .... SATURDAY

(The 10:00 – 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. – 5:30 p.m. AND 6:30 p.m. – 10:00 p.m. .... SATURDAY

12:00 p.m. – 4:30 p.m. AND 7:00 p.m. – 10:00 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 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.

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

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

### **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 13). 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
ART 100.EA – Introduction to the Visual Arts	ART 100.EB – Introduction to the Visual Arts
BMGT204.EA - Salesmanship	BMGT202.EA - Business Law II
ECON201. EA – Principles of Econ/Macroeconomics	BMGT441.EA - Cross-cultural Business Management
MBA 595.EA – Int'l Regimes & Macro Projects	ECON202.EA - Principles of Econ/Microeconomics
MBA 596.EA - Int'l Regimes & Macro Projects	ECON395.EA – Survey of European Union
MLDR528.EA – Decision Making Tools for Leaders	MBA 541.EA - Cultures of International Business
MUS 101. EA – Music Appreciation	MUS 101. EB – Music Appreciation

#### **TUESDAY**

Track A	Track B
BMGT201.EA – Business Law I	BMGT221.EA – Business Communications and Research

#### **WEDNESDAY**

Track A	Track B
MBA 574.EAFT – Organizational Behavior	MBA 570.EBFT – Global Environment of Business
MBA 576.EBFT – Quantitative Methods	MBA 578.EAFT – Managerial Economics
NSET101.DA – Intro to Nat Sciences and Engineering Tech	MLDR536.EA – Research Design in Org. Leadership
POLS395. EA- The Courts & the Laws of Elections	

#### **THURSDAY**

Track A	Track B
BMGT305.EA – Regulations in the Workplace	BMGT316.EA - Labor and Management Relations
NSET101.EA – Intro to Nat Sciences and Engineering Tech	JOUR390.DA – International Media- Italy
	NSET101.EB – Intro to Nat Sciences and Engineering Tech

#### **SATURDAY**

Track A	Track B
MBA 570.SBFT – Global Environment of Business	MBA 570.SAFT – Global Environment of Business
MBA 574.SAFT - Organizational Behavior	MBA 576.SBFT – Quantitative Methods
MBA 576.SAFT – Quantitative Methods	MBA 578.SAFT – Managerial Economics

### **SPECIAL DELIVERY TRACK DATES**

<b>MONDAY</b>		<b>TUESDAY</b>		<b>WEDNESDAY</b>		<b>THURSDAY</b>	
<b>TRACK A</b>	<b>TRACK B</b>	<b>TRACK A</b>	<b>TRACK B</b>	<b>TRACK A</b>	<b>TRACK B</b>	<b>TRACK A</b>	<b>TRACK B</b>
1/16/2012	1/23/2012	1/17/2012	1/24/2012	1/18/2012	1/25/2012	1/19/2012	1/26/2012
1/30/2012	2/6/2012	1/31/2012	2/7/2012	2/1/2012	2/8/2012	2/2/2012	2/9/2012
2/13/2012	2/20/2012	2/14/2012	2/21/2012	2/15/2012	2/22/2012	2/16/2012	2/23/2012
2/27/2012	3/12/2012	2/28/2012	3/13/2012	2/29/2012	3/14/2012	3/1/2012	3/15/2012
3/19/2012	3/26/2012	3/20/2012	3/27/2012	3/21/2012	3/28/2012	3/22/2012	3/29/2012
4/2/2012	4/9/2012	4/3/2012	4/10/2012	4/4/2012	4/11/2012	4/5/2012	4/12/2012
4/16/2012	4/23/2012	4/17/2012	4/24/2012	4/18/2012	4/25/2012	4/19/2012	4/26/2012

# ATTENTION:

**ROOM ASSIGNMENTS ARE SUBJECT TO CHANGE.**

**TAKE ADVANTAGE OF *POINTWEB* TO CHECK YOUR SCHEDULE AND VIEW CLASSROOM CHANGES.**

**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.**