

Welcome to Point Park University. This check sheet will help you complete the final steps to becoming a Point Park University student.

\_\_\_\_\_ **Registrar's Office**-Located in the ninth floor of Thayer Hall. Phone: (412) 392-3861  
E-mail: [registrar@pointpark.edu](mailto:registrar@pointpark.edu).

- Select courses and register for classes.

\_\_\_\_\_ **Student ID Center**-Located within the Public Safety Department, 205 Frontier Hall.  
Confirm hours at [www.pointpark.edu/IDCenter](http://www.pointpark.edu/IDCenter) or 412-392-8066.

- Have an ID picture taken. (Students attending off-site locations will receive a non-picture ID once the semester has begun.) The ID card will be held in the Public Safety Department in Frontier Hall for you to pick up once payment arrangements have been made and you are financially cleared. You must bring an existing photo ID or driver's license to obtain your Point Park University photo ID.

\_\_\_\_\_ **Financial Aid**- Located in the Student Service Center on the first floor of Thayer Hall. Phone: (412) 392-3930. E-mail: [financialaid@pointpark.edu](mailto:financialaid@pointpark.edu). *MAY 1 DEADLINE TO APPLY FOR PA STATE GRANTS. Complete FAFSA by May 1 to maximize your aid.*

- Students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code is 003357. This document is required for all types of funding including grants, institutional aid, and loans.
- Make sure that all documents requested and needed are received in the Financial Aid Office in order for your file to be completed and reviewed by the Financial Aid staff.
- If a new Master Promissory Note (MPN) for federal student loans is needed, you can complete it at the kiosk in the Student Service Center.
- If additional funding is needed, private alternative loans and/or other options may be available to you. Contact the Financial Aid Office to arrange a meeting with a financial aid counselor.

\_\_\_\_\_ **Student Accounts**- Located in the Student Service Center on the first floor of Thayer Hall.  
(412) 392-3424. E-mail: [studentaccounts@pointpark.edu](mailto:studentaccounts@pointpark.edu).

- Make arrangements with the Office of Student Accounts for any outstanding balance not covered by the financial aid award. The balance can be paid in full or a payment plan option is available.
- EMPLOYER REIMBURSEMENT**-You can defer the portion of your tuition that your employer will be providing by submitting an Employer Reimbursement Agreement form to the Student Accounts Office. This form is available online via Pointweb or in the Student Financial Services Office. You will need to supply employer contact information so your reimbursement eligibility can be verified by our staff. Please note that there is a processing fee for using the deferment option.

Please Note: Students who file for financial aid late in the enrollment process may not be financially cleared for the semester and will be expected to make arrangements to pay all charges or negotiate a payment plan with the University until aid eligibility is determined.

\_\_\_\_\_ **Bookstore**-Located on the first floor of Lawrence Hall. (412) 392-3448.  
Textbooks can be purchased on-campus or online.

- You must have a copy of your schedule with course and section numbers in order to purchase the correct book(s).
- Books may also be purchased online at [www.pointpark.bncollege.com](http://www.pointpark.bncollege.com).

\_\_\_\_\_ **MY POINT PARK**- Using the pull-down menu located on the right side of Point Park's home page [www.pointpark.edu](http://www.pointpark.edu), new students can access Point Park's e-mail, BlackBoard, and PointWeb. Contact the University Helpdesk at (412) 392-3494 or [helpdesk@pointpark.edu](mailto:helpdesk@pointpark.edu) with questions. Web tutorials are also available at <http://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/LearningCenter>.

- PointWeb** is an online information system where students can check their course schedule, grades, and statement of account. Your username for this system will be your student number which can be found on your acceptance letter and schedule. Click on "Give Me My Password" to get a password emailed to you. <https://pointweb.pointpark.edu>
- Point Park E-mail**—Review information on your email account at <http://www.pointpark.edu/NewAccount>. Your user name will be the first letter of your first name, your middle initial, and the first 5 letters of your last name (Example—Student: **Jane A Johnson**, E-mail Address: **jajohns@pointpark.edu**) The student password is the last four numbers of the social security number + the initial of the first name + the initial of the last name + the middle two numbers of the social security number. (Example—Student Name: **John Doe**, Social Security Number: **123-45-6789**, Password: **6789jd45**). The username and password are the same when using the Student Technology Labs, Email and Blackboard systems. You can access email from the home page.
- Blackboard** is a web-accessible course management system that can be used by faculty to supplement a course. Course information such as the syllabus, assignments, announcements and even student grades can be found on the Blackboard site for a course. Blackboard also supports communication methods such as discussion groups, chat and email. <http://bb.pointpark.edu/>

\_\_\_\_\_ **Register for PointALERT**- Register with the University's voluntary Emergency Notification System to receive text message alerts direct to your cell phone or email for up to two devices and email addresses. Visit [www.pointpark.edu/PointAlert](http://www.pointpark.edu/PointAlert) to register.

#### **Additional Information for Downtown Pittsburgh:**

- The **Point Café** is located on the 2<sup>nd</sup> floor of Lawrence Hall. It is open extended hours each evening and on Saturdays. Hot and cold entrees are available.
- **Starbucks** is located on the first floor of Conestoga Hall.
- Osteria 101 – a new restaurant - opens this summer adjacent to our Village Park on the corner of First Avenue and Wood Street.
- **Parking garages** are located on the Boulevard of the Allies and on Third Avenue. Evening and Saturday rates are reduced.
- The **Student Center**, located along the Boulevard of the Allies, is open free of charge to all Point Park University students. For a complete list of amenities please visit: <http://www.pointpark.edu/StudentLife/StudentCenter>
- **Room Assignments**—classes listed on your schedule will have a number followed by a building code. The number indicates which floor (i.e. Room 301 is on the 3<sup>rd</sup> floor) and the letters indicate the building.

**AH—Academic Hall**  
**LH—Lawrence Hall**

**TH—Thayer Hall**  
**PT—Patterson Building**

**UC—University Center**  
**WP—West Penn Building**

Rev. 5/1/12:NPM