



The Learning Center



Online Registration

Navigate to the Point Park Homepage at: www.pointpark.edu

Point Park Website

www.pointpark.edu

MY POINT PARK

Locate the “MY POINT PARK” section on the right side of the website and choose PointWeb from the drop down list.



PP ID# Password: [I forgot my password](#)

Enter your Point Park Student ID number in the field labeled “PP ID#”.

Enter your password in the field labeled “Password”.

Please reference password instructions provided by the University. If you have forgotten your password – click on the “Give me my Password” link and follow the directions. A new password will be sent to your Point Park email account.

Quick Links

[Blackboard](#)

[Give Me My Password](#)

[Online Financial Aid](#)

[Point Park Homepage](#)

[Point Park Web Mail](#)

[PointWeb Tutorial](#)

If you need further assistance – please contact the Help Desk at:

412.392.3494

4th Floor Academic Hall
helpdesk@pointpark.edu


Two Options for Registering via PointWeb

Option 1: Course Needs via the Advising Page (Recommended)

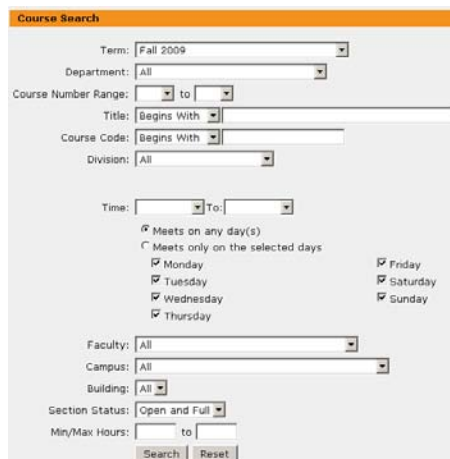
This option **will** provide you an in-depth view of your academic progress to date and allow you to search for available courses based on what courses you have left to complete towards your degree.

Course Requirements								
Req	Description	Status	Course	Course Title	Hours		Grade	
					Needed	Earned	Needed	Earned
CMPS110	Intro to Comp Lit Info Te (Required)	Required	See available courses...		3.00			
COPA250	Arts & the Human Exp I (Required)	Required	See available courses...		3.00			
ENGL150	English Composition I (Required)	Required	See available courses...		3.00			
ENGL151	English Composition II (Required)	Required	See available courses...		3.00			
HIST150	Intro Study of History (Required)	Required	See available courses...		3.00			
MATH180	College Algebra (Required)	Required	See available courses...		3.00			
NSET110	Nat Science I (Required)	Required	See available courses...		3.00			
NSET111	Nat Science II (Required)	Required	See available courses...		3.00			

Category Requirements			
Requirement	Status	Needed	Earned
Human Experience II (Required)	Required	3.00 Credits; 1 Requirement(s)	
HHS Core Requirements (Required)	Required	6.00 Credits; 2 Requirement(s)	
Political Science Course (Required)	Required	3.00 Credits; 1 Requirement(s)	
Sociology Course (Required)	Required	3.00 Credits; 1 Requirement(s)	

[Advising Worksheet](#) 

Option 2: Generic Course Search



This option will take you directly to a generic course search that will allow you to add courses by a course code search. You **will not** have the in-depth academic information available to you within this area of PointWeb.

Option 1: Course Needs via the Advising Page (Recommended)

Home Student Info Admissions My Pages

You are here: Student Info > Home

Student Info

Home

- Student Resources
- Announcements
- Course Schedules
- Grade Report
- MY 1098-T Info
- Student Account Info
- Student Schedule
- Unofficial Transcript
- Academic Information
- Course History

Advising

Housing

Quick Links

My Pages

- Blackboard
- Give Me My Password
- Online Financial Aid
- Point Park Homepage
- Point Park Web Mail
- PointWeb Tutorial



Home Student Info Admissions My Pages

You are here: Student Info > Advising

Student Info

Home

Advising

- Course Needs**
- Degree Audit
- GPA Projection
- Advisor Meetings
- Major Exploration and What If Scenarios

Housing

Quick Links

My Pages

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Advising

Course Needs

No program req

Home Student Info Admissions My Pages

You are here: Student Info > Advising

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Advising

Course Needs

Bob Michael Incredible Jr

Requirements Summary

Name	Status
Core Requirements	✗ Not Met
Dept General Requirements	✗ Not Met
Dept Major Requirements	✗ Not Met
General Electives	✗ Not Met

[Click here](#) to view the course needs for Bob Michael Incredible Jr

Click on the "Click here" link to view your specific course needs.

Student Information Tab

Student Info

Click on the Student Information Tab

Advising

Locate and click on the Advising Content area

Course Needs

Locate and Click on the 'Course Needs' link

[Click here](#) to view

Locate and Click on the 'Click here' link

Option 1: Course Needs via the Advising Page (Recommended)

Advising

[Printer Friendly](#)

Course Needs - Program Requirements

[Course Needs](#) > Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Business Management program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
BMGTCR	Core Requirements	42.00 Credit Hours;	3.00 Credit Hours; 1 Requirements;
BMGTDG	Dept General Requirements	12.00 Credit Hours;	
BMGTDM	Dept Major Requirements	45.00 Credit Hours;	
BMGTGE	General Electives	6.00 Credit Hours;	

[Advising Worksheet](#)

[Recalculate Student Progress](#) **First!**

Course Needs - BMGTCR

[Course Needs](#) > [Program Requirements](#) > BMGTCR

Core Requirements

Course Requirements					Hours		Grade	
Req	Description	Status	Course	Course Title	Needed	Earned	Needed	Earned
CMPS110	Intro to Comp Lit Info Te (Required)	Required	See available courses...		3.00			
COPA250	Arts & the Human Exp I (Required)	Required	See available courses...		3.00			
ENGL150	English Composition I (Required)	Required	See available courses...		3.00			
ENGL151	English Composition II (Required)	Required	See available courses...		3.00			
HIST150	Intro Study of History (Required)	Required	See available courses...		3.00			
MATH180	College Algebra (Required)	Required	See available courses...		3.00			
NSET110	Nat Science I (Required)	Required	See available courses...		3.00			
NSET111	Nat Science II (Required)	Required	See available courses...		3.00			

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[Advising Worksheet](#)

[Recalculate Student Progress](#)

Course Needs

Student Info

[Recalculate Student Progress](#)

*** Always 'Recalculate Student Progress' before proceeding! ***

Your degree requirements will typically be segmented into categories.

Core Requirements
 Department General
 Department Major
 General Electives
 Concentration if needed

Opening each segment will allow you to see which courses you need to complete each component of your degree.

**POINT
 PARK
 UNIVERSITY**

Option 1: Course Needs via the Advising Page (Recommended)

Course Needs - BMGTCR

Course Needs > Program Requirements > BMGTCR

Core Requirements

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[Advising Worksheet](#)

Recalculate Student Progress

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	CMPS 110 D A	Introduction to Computer Literacy &	Serapiglia, Anthony	0/20	F	MW 8:00 AM-9:30 AM	3.00
<input type="checkbox"/>	CMPS 110 D B	Introduction to Computer Literacy &	Elmes, William R	4/20	O	TH 9:40 AM-11:10 AM	3.00
<input type="checkbox"/>	CMPS 110 D C	Introduction to Computer Literacy &	Serapiglia, Anthony	0/20	F	MW 9:40 AM-11:10 AM	3.00
<input type="checkbox"/>	CMPS 110 D D	Introduction to Computer Literacy &	Graham, Charles Edward	1/20	O	TH 11:20 AM-12:50 PM	3.00
<input type="checkbox"/>	CMPS 110 D E	Introduction to Computer Literacy &	Kotts, Vita Santa	2/21	O	MW 11:20 AM-12:50 PM	3.00
<input type="checkbox"/>	CMPS 110 D F	Introduction to Computer Literacy &	Skertich, Robert	1/22	O	TH 1:00 PM-2:30 PM	3.00
<input type="checkbox"/>	CMPS 110 D G	Introduction to Computer Literacy &	Grady, James	1/20	O	T 2:40 PM-5:40 PM	3.00
<input type="checkbox"/>	CMPS 110 D H	Introduction to Computer Literacy &	Serapiglia, Anthony	5/20	O	MW 1:00 PM-2:30 PM	3.00
<input type="checkbox"/>	CMPS 110 D I	Introduction to Computer Literacy &	Land, Richard W	2/20	O	W 2:40 PM-5:40 PM	3.00
<input type="checkbox"/>	CMPS 110 E A	Introduction to Computer Literacy &	Mosey, Joan P.	8/20	O	H 6:00 PM-10:00 PM	3.00
<input type="checkbox"/>	CMPS 110 O N A	Introduction to Computer Literacy &	Mosey, Joan P.	0/20	F	-	3.00
<input type="checkbox"/>	CMPS 110 O N B	Introduction to Computer Literacy &	Mosey, Joan P.	0/20	F	-	3.00
<input type="checkbox"/>	CMPS 110 O N C	Introduction to Computer Literacy &	Wilson, Timothy	0/20	F	-	3.00

Add Courses

Choose a course

The Advising Screen is essentially an electronic version of your Advising Worksheet.

[See available courses...](#)

Click "See available courses" to choose a section based on the time, professor, class status.

Option 1: Course Needs via the Advising Page (Recommended)

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input checked="" type="checkbox"/>	CMPS 110 D A	Introduction to Computer Literacy &	Serapiglia, Anthony	0/20	F	MW 8:00 AM-9:30 AM	3.00
<input type="checkbox"/>	CMPS 110 D B	Introduction to Computer Literacy &	Elmes, William R	4/20	O	TH 9:40 AM-11:10 AM	3.00
<input type="checkbox"/>	CMPS 110 D C	Introduction to Computer Literacy &	Serapiglia, Anthony	0/20	F	MW 9:40 AM-11:10 AM	3.00
<input type="checkbox"/>	CMPS 110 D D	Introduction to Computer Literacy &	Graham, Charles Edward	1/20	O	TH 11:20 AM-12:50 PM	3.00
<input type="checkbox"/>	CMPS 110 D E	Introduction to Computer Literacy &	Kotts, Vita Santa	2/21	O	MW 11:20 AM-12:50 PM	3.00
<input type="checkbox"/>	CMPS 110 D F	Introduction to Computer Literacy &	Skertich, Robert	1/22	O	TH 1:00 PM-2:30 PM	3.00
<input type="checkbox"/>	CMPS 110 D G	Introduction to Computer Literacy &	Grady, James	1/20	O	T 2:40 PM-5:40 PM	3.00
<input type="checkbox"/>	CMPS 110 D H	Introduction to Computer Literacy &	Serapiglia, Anthony	5/20	O	MW 1:00 PM-2:30 PM	3.00
<input type="checkbox"/>	CMPS 110 D I	Introduction to Computer Literacy &	Land, Richard W	2/20	O	W 2:40 PM-5:40 PM	3.00
<input type="checkbox"/>	CMPS 110 E A	Introduction to Computer Literacy &	Mosey, Joan P.	8/20	O	H 6:00 PM-10:00 PM	3.00
<input type="checkbox"/>	CMPS 110 O N A	Introduction to Computer Literacy &	Mosey, Joan P.	0/20	F	-	3.00
<input type="checkbox"/>	CMPS 110 O N B	Introduction to Computer Literacy &	Mosey, Joan P.	0/20	F	-	3.00
<input type="checkbox"/>	CMPS 110 O N C	Introduction to Computer Literacy &	Wilson, Timothy	0/20	F	-	3.00

Add a Course

[CMPS 110 D A](#)

Click the Check box beside the course you would like to add.

When finished, click the "Add Courses" button.

Repeat the same steps for each class you would like to Add.

When you are finished adding courses, that is all you need to do.

Option 2: Generic Course Search

The screenshot shows the 'Student Info' page. In the left sidebar, the 'Course Schedules' link is highlighted with a red box. A red line connects this link to a larger red box that highlights the 'Add/Drop' section of the 'Course Schedules' page. This section includes the text 'Current Term: Fall 2009' and 'Add Period Open / Drop Period Open', along with two icons: 'Add/Drop Courses' (a checklist icon) and 'Course Search' (a magnifying glass icon).



- Add and drop courses from this screen.
- Allows basic course search.



- Use this to do advanced searches.
- Search by Professor, Building, Days, Time, Class Status, etc..

Add/Search a Course

Student Info

Click on the Student Information Tab

Course Schedules

Click on the "Course Schedules" link

Add/Drop

Term: Division:

You are currently registered for **0 credits**. You are pending registration for **3 credits**.

Messages

CMPS 110 D I - Successfully added to registration record.

Course Search

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					
<input type="button" value="Drop Selected Courses"/>					

Schedule

Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	CMPS 110 D I	Introduction to Computer Literacy &	W 2:40 PM - 5:40	Point Park University Academic Hall 406	3.00
! Advisor's approval is required for these courses before registration can be completed.					
<input type="button" value="Cancel Selected Approval Request(s)"/>					

Need Approval

View/Drop Courses

Make sure the current term is selected.

Drop Check this box to drop a course from either list.

Click this button when you select courses from your **schedule** that you would like to drop.

Click this button when you select courses from your **awaiting approval queue** when you want to remove the request.

You are put into reserve status until your advisor logs in and approves the courses in "Awaiting Advisor Approval".

If you would like to remove classes from this section or from your schedule above, check the "Drop" checkbox and click the appropriate button beneath the list of courses.

If you need further assistance – please contact the Help Desk at:

412.392.3494

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helpdesk@pointpark.edu



The Learning Center

For more information and video tutorials please visit the Learning Center at:

Pointpark.edu | Registrar | Learning Center

Thank You