KEY

Academic Hall	AH
Boulevard Apartments	BA
Center for Media Innovation	CMI
Lawrence Hall	LH
....	
....	
Pittsburgh Playhouse	PLH
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

IMPORTANT PHONE NUMBERS

Bookstore	412-392-3448
Campus Life	412-392-3824
Career Development	412-392-3950
Center for Student Success	412-392-8014
Conservatory of Performing Arts	412-392-3450
Criminal Justice and Intelligence Studies	412-392-3830
Education	412-392-3972
Financial Aid	412-392-3930
Admissions	412-392-3430
Graduate Admissions	412-392-3808
Humanities and Human Sciences	412-392-3480
International Student Services & Enrollment	412-392-3901
Library	412-392-3171
Literary Arts	412-392-8068
Natural Sciences and Engineering Technology	412-392-3900
Office of the University Registrar	412-392-3861
School of Business	412-392-3940
School of Communication	412-392-4730
Student Accounts	412-392-3424

COURSE SECTION DESCRIPTION

Day	D	
Evening	E	
Saturday	S	
Online	O_DL	for on-ground students
Online	O_ON	for completely on-line students
Hybrid	H_DL	

Fall 2019 CALENDAR

Advising/Registration for Fall 2019 Begins..March 8-April 8
Schedule Change Period Begins…………………………………………………………………….March 27
Final Day to Apply for Fall 2019 Graduation…………………………………………………...........July 31
Fall 2019 Tuition/Student Accounts Clearance Due – **ALL** Students ....August 15
Fall 2019 Semester Begins...8:00 a.m. ....August 24
Online Term I Fall 2019 Begins…………………………………………………………..August 24
Evening Term I Fall 2019 Begins…………………………………………………………….August 24
Term I Schedule Change Period Ends...August 30
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition ....September 3
Labor Day Holiday – No Classes, University Offices Closed ....September 2
Final Day to Withdraw to Receive 50% Tuition...September 10
Final Day for Automatic "W" Grade: Online, Saturday, and Evening Term I..................................September 17
Final Day to Withdraw from ANY Course (Auto "F" after this date) Online, Sat., and Evening Term I..........October 1
Final Day for Automatic "W" Grade, Traditional Students ....October 8
Saturday Fall 2019 Term I Ends…………………………………………………………………..October 18
Saturday Term I Grades Due to University Registrar's Office ....…4:30 p.m. ....October 23
Online and Evening Fall 2019 Term I Ends…………………………………………………….....October 18
Saturday Term II Fall 2019 Semester Begins ....8:00 a.m. ....October 19
Online Term II Fall 2019 Semester Begins...October 19
Evening Term II Fall 2019 Semester Begins ....October 19
Online and Evening Term I Grades Due to University Registrar's Office…………….4:30 p.m. …………… October 23
Term II Schedule Change Period Ends ....October 25
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition Term II...................................October 25
Final Day for Automatic "W" Grade: Online, Saturday, and Evening Term II ....November 12
Final Day to Withdraw from ANY course (Auto "F" after this date) Traditional………………………… November 15
Thanksgiving Break…………………………………………………………………..November 25-Dec.1
Last Day of Class, Traditional…………………………………………………………………December 9
Finals Week…………………………………………………………………………………December 13
Final Day to Withdraw from ANY Course (Automatic "F" after this date) Online, Sat, & Eve. Term II….November 26
Fall 2019 Semester Ends...December 13
Grades Due to University Registrar's Office ....4:30 p.m.…………...December 18

NOTICE

**The Advisory Period/Registration for Summer/Fall 2019 is Friday, March 8, 2019 through Friday, April 12, 2019
Registration will open up based on number of credits earned as well as Veteran, Athlete or Honor status. Please check with
the Office of the University Registrar for your date to register.**

**All Students <u>MUST</u> register for themselves. It is <u>NOT</u> the responsibility of the Advisor(s) to complete or forward
Registration and/or Schedule Change Request forms to the Office of the University Registrar.**

Students <u>are responsible</u> 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 course
book.**

Online & Distance Learning Information

Course Types and Definitions
<u>Online course</u> – 100% of instruction takes place via distance learning methods.
<u>Hybrid course</u> – a combination of face-to-face and online learning.
<u>Traditional </u>(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 8.x or higher, while the Firefox browser is recommended for use with Blackboard.*

Minimum Requirements for PC/Mac Desktops or Notebooks:

Operating System: Microsoft Windows 7 / Apple OS X 10.7
Processor: Intel Core i3
Processor Speed: 2.19 GHz
RAM: 2GB
Hard Disk Space: 120 GB
Wired Ethernet Adapter: 100/1000MB
Video Card
DVD-Burner

Other Technology Requirements:

High speed Internet access (DSL, cable modem or better)
Computer with printing capability
Internet browser software (Google Chrome recommended for Blackboard use. Internet Explorer & Firefox)
Microsoft Office: Word, PowerPoint, Excel (2010 or newer)
DVD player
An internet webcam (may be required)
USB headphones with microphone (may be required)

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, March 11, 2019 – Friday, April 5, 2019

a. To Register Online:

    a. Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are also available on PointWeb.

    b. Utilize the "Course Needs and "Course Search" feature to find available course(s) for the upcoming term.

    c. Review video tutorials and user guides for additional assistance with PointWeb, your Advising Worksheet, and how to register online.

b. To Register in Person:

    a. Make an appointment with your advisor to select your schedule.

    b. 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.

    c. Make sure your advisor signs the form.

    d. If a course is full, students must add themselves to the waitlist if a waitlist is available. Otherwise, they will need to obtain the signature of department chair or dean of that course.

    e. Bring the completed and signed Registration Form and all attached forms to the Office of the University 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 official, and Assistant Provost. There is a specialized fee of $65 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 official, faculty supervisor, and Assistant Provost. This form must accompany your Registration Form.

e. The Registration Form will not be processed until all necessary forms are attached and proper signatures are obtained.

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

SCHEDULE CHANGE REQUEST

a. Obtain a Schedule Change Request Form from the department of your major or the Office of the University Registrar. You may also drop your course(s) via PointWeb during the schedule change period.

b. Make an appointment with your 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 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 University Registrar.

COURSE WITHDRAWALS (Automatic "W" Grade)

A. Obtain a Complete Withdrawal Form from the Center for Student Success if you intend to drop all of your scheduled courses. Follow the necessary process.
B. Complete a Schedule Change Request form if you intend to remain registered for one or more courses.
C. Obtain the signature of your advisor.
D. Process the form in the Office of the University Registrar. It is not complete until it has been date-stamped by the Office of the University Registrar.
E. There is NO refund of tuition or fees for a course withdrawal.
F. Failure to complete a course withdrawal will result in an "F" grade.

COURSE WITHDRAWALS (Instructor may give "W" or "F")

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 the last day for "W" grade, as posted on the Academic Calendar.
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 Summer/Fall 2019 semesters)

a. Obtain a Complete Withdrawal Form from Center for Student Success. Complete the form, listing all of the courses you are registered for. During the schedule change period, courses may also be dropped via PointWeb.

b. Obtain the signature of the Academic Student Success Center.

c. Students must see Student Financial Services for completion of the tuition refund section.

d. Process the form in the Office of the University Registrar. It is not complete until it has been entered into the computer and date-stamped by the Office of the University Registrar.

e. Phone calls will NOT be accepted.

STUDENT ACCOUNTS 2019-2020 FEE SCHEDULE

Tuition
Full-time tuition (12 - 18 credits per semester) (BCAS)...................................... $15,590
Full-time tuition (12 - 18 credits per semester) (COPA)...................................... 19,870
Additional credits over 18, per credit (BCAS).. 878
Additional credits over 18, per credit (COPA).. 1,127
University fee (full-time students), per semester 325
Technology Fee (full-time students), per semester 200
Activity Fee (full-time students), per semester 185
Health Services Fee (full-time students), per semester ………………………………………….75

Part-time tuition per credit (BCAS) 878
Part-time tuition per credit (COPA) 1,127
University fee (part-time students, per credit)... 50
Technology Fee (part-time students, per credit) 10
Health Services Fee (part-time students, per credit)…………………………………………….5

Fully Online Undergraduate Programs Tuition and Fees
Tuition per credit.. $480
Technology fee per credit.. 30

University Fees
Full-time Students (undergraduate – 12 or more credits), per semester................ $325
Part-time Students, per credit... 50
Fully Online Programs..None

Activity Fees
Full-time Students (undergraduate - 12 or more credits), per semester $185
Part-time, Accelerated and Fully Online Students ....None

Health Services Fees
Full-time undergraduate students, per semester ………………………………………………… $75
Part-time undergraduate students, per credit…………………………………………………5

Technology Fees
Full-time Students (undergraduate – 12 or more credits), per semester................ $200
Part-time Students, per credit... 10
Fully Online Students, per credit 30

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.

MISCELLANEOUS FEES
•NOT INCLUDED IN FULL TIME TUITION•

Audit fees are charged at 50% of the applicable per credit tuition rate.
The University and Technology fees are assessed at 100% of the applicable 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
Private voice/piano fee...750
Independent Study Specialized Instructional Fee (per credit)..65
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

The University reserves the right to alter the schedule of fees without notice

Tuition and Fees Refund Policy

Refunds to students are computed on the basis of the official date of withdrawal certified by the Office of the University Registrar. It is the responsibility of the student to notify the Office of the University Registrar in writing on the day of withdrawal and inquire with the Office of Student Accounts about a refund. Refunds of tuition will not be made to students who are suspended or dismissed. Withdrawing or dropping courses may affect a student's financial aid awards; therefore, students should meet with the Office of Financial Aid when considering a drop or withdrawal.

Tuition and fees are refunded as follows. Please note that fees are not refunded after the seventh calendar day of the semester.

Fall and Spring 15-week Courses   **Refund**
1-7 calendar days, inclusive –all fees...100%
8-14 calendar days, Tuition Only...50%
More than 14 calendar days ....None
Fall and Spring Courses less than 15 weeks ....**Refund**
1-7 calendar days, inclusive –all fees...100%
More than 7 calendar days ....None
Summer Sessions (Six- and Twelve-week Terms)
1-7 calendar days, inclusive 100%
More than 7 calendar days ....None
Fully Online Programs
Final day of Schedule Change period, inclusive –all fees..........100%

*****PLEASE REFER TO THE POINT PARK UNIVERSITY WEBSITE (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 University 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-halftime.
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-halftime.
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.

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 University Registrar, 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, Master's and Doctoral) 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 31, FALL-SEPTEMBER 30, SUMMER-JANUARY 31
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 2018, Spring 2019, and Summer 2019 are eligible to attend the Commencement to be held on April 27, 2019.

GENERAL POLICIES AND PROCEDURES (cont.)

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

READMISSION
Full-time and part-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 Admissions. Online students who have not attended the University for the past two consecutive eight-week sessions and who did not file a Leave of Absence form must also apply for readmission to the University in the Office of Admissions.

REPEATING COURSES
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 12). 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.

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.

SPECIAL DELIVERY TRACK DATES

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B
8/26/2019	09/09/2019	08/27/2019	09/03/2019	08/28/2019	09/04/2019	08/29/2019	09/05/2019
09/16/2019	09/23/2019	09/10/2019	09/17/2019	09/11/2019	09/18/2019	09/12/2019	09/19/2019
09/30/2019	10/7/2019	09/24/2019	10/1/2019	9/25/2019	10/2/2019	9/26/2019	10/3/2019
10/14/2019	10/21/2019	10/8/2019	10/15/2019	10/9/2019	10/16/2019	10/10/2019	10/17/2019
10/28/2019	11/4/2019	10/22/2019	10/29/2019	10/23/2019	10/30/2019	10/24/2019	10/31/2019
11/11/2019	11/18/2019	11/5/2019	11/12/2019	11/6/2019	11/13/2019	11/7/2019	11/14/2019
12/2/2019	12/9/2019	11/19/2019	12/3/2019	11/20/2019	12/4/2019	11/21/2019	12/5/2019

ATTENTION:

ROOM ASSIGNMENTS ARE SUBJECT TO CHANGE.

TAKE ADVANTAGE OF *POINTWEB* TO CHECK YOUR SCHEDULE AND VIEW CLASSROOM CHANGES BEFORE THE START OF THE SEMESTER.

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.