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KEY

Academic Hall	AH
Boulevard Apartments	BA
Center for Media Innovation	CMI
Lawrence Hall	LH
Patterson Building.....	PT
.....	
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

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	

NOTICE OF NON-DISCRIMINATION

This policy affirms Point Park University's commitment to non-discrimination, equal opportunity, and the pursuit of diversity. Point Park University does not discriminate on the basis of: sex, race, ethnicity, religion, color, national origin, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, gender, gender identity, height, weight, genetic information, marital status, caregiver status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII 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, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Vice President of Human Resources, telephone number (412) 392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX Coordinator, or deputy Title IX coordinators: the Associate Provost, the Vice President of Human Resources or the Vice President of Student Affairs..

Fall 2018 CALENDAR

Advising/Registration for Fall 2018 Begins.....	February 12	(M)
Schedule Change Period Begins.....	March 27	(T)
Final Day to Apply for Fall 2018 Graduation.....	July 31	(T)
Fall 2018 Tuition/Student Accounts Clearance Due – ALL Students	August 15	(W)
Saturday Full Term and Term I Fall 2018 Semester Begins	8:00 a.m. August 25	(S)
Online Term I Fall 2018 Begins.....	August 26	(Su)
Evening Term I Fall 2018 Begins.....	August 27	(M)
Term I Schedule Change Period Ends.....	August 31	(F)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition	August 31	(F)
Labor Day Holiday – No Classes, University Offices Closed	September 3	(M)
Final Day for Automatic “W” Grade: Online, Saturday, and Evening Term I	September 17	(M)
Final Day to Withdraw from ANY Course (Auto “F” after this date) Online, Sat., and Evening Term I.....	October 1	(M)
Final Day for Automatic “W” Grade: Saturday Full Term	October 9	(T)
Saturday Fall 2018 Term I Ends.....	5:30 p.m. October 13	(S)
Saturday Term I Grades Due to University Registrar’s Office	4:30 p.m. October 17	(W)
Online and Evening Fall 2018 Term I Ends.....	October 19	(F)
Saturday Term II Fall 2018 Semester Begins	8:00 a.m. October 20	(S)
Online Term II Fall 2018 Semester Begins.....	October 21	(Su)
Evening Term II Fall 2018 Semester Begins	October 22	(M)
Online and Evening Term I Grades Due to University Registrar’s Office.....	4:30 p.m. October 24	(W)
Term II Schedule Change Period Ends	October 26	(F)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition Term II.....	October 26	(F)
Final Day for Automatic “W” Grade: Online, Saturday, and Evening Term II	November 12	(M)
Final Day to Withdraw from ANY Course (Automatic “F” after this date): Saturday Full Term	November 16	(F)
Final Day to Withdraw from ANY Course (Automatic “F” after this date) Online, Sat., & Eve. Term II....	November 26	(M)
Saturday Full Term & Term II Fall 2018 Semester Ends	5:30 p.m. December 8	(S)
Saturday Full Term & Term II Grades Due to University Registrar’s Office.....	4:30 p.m. December 12	(W)
Online and Evening Term II Fall 2018 Semester Ends.....	December 14	(F)
Online and Evening Term II Grades Due to University Registrar’s Office	4:30 p.m. December 19	(W)

NOTICE

The Advisory Period/Registration for Fall 2018 is Monday, February 12, 2018 through Friday, March 26, 2018.

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 University 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 course book.

Online & Distance Learning Information

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 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, February 12, 2018 – Monday, March 26, 2018

- 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

Tuesday, March 27, 2018– Friday, August 31, 2018 (Term I) OR Friday, October 26, 2018 (Term II)

- 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)

Deadline: Monday, September 17, 2018 (Term I) OR Monday, November 12, 2018 (Term II)

- 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”)

Deadline: Monday, October 1, 2018 (Term I) OR Monday, November 26, 2018 (Term 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 Monday, October 1, 2018 (Term I) and Monday, November 26, 2018 (Term II).**

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 Fall 2018 semester)

- 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. (After September 17th (Term I) or November 12th (Term II) also obtain the signatures of your instructors.)
- 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 2018-2019 FEE SCHEDULE

Full-Time Tuition (per semester)	<u>COPA</u>	<u>NON COPA</u>
Undergraduate (12-18 credits)	\$19,110	\$14,990
University Fee – Mandatory (Full-time students)	300	300
Activity Fee – Mandatory (Full-time students)	185	185
Technology Fee (Full-time students)	175	175
 Undergraduate Part-time		
Tuition per Credit	1043	819
University Fee – Mandatory per Credit	49	49
Technology Fee (per credit)	6	6
 Online (Fully Online Programs)		
Undergraduate		433
Graduate		595
Graduate Education Programs		467
Technology Fee		10
Graduate Education Programs Technology Fee		10
 Graduate		
Tuition per Credit	881	881
Education Programs (masters & certificate)		467
Doctoral Programs		812
Psy. D.		881
University Fee – Mandatory per Credit	54	54
Technology Fee (per credit)	6	6

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

*****PLEASE REFER TO THE POINT PARK UNIVERSITY WEBSITE (www.pointpark.edu)
FOR IMPORTANT INFORMATION REGARDING STUDENT ACCOUNTS CLEARANCE*****

GENERAL POLICIES AND PROCEDURES

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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-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.

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.

MONDAY

TRACK A	TRACK B
POLS 408.EA – International Law	

TUESDAY

TRACK A	TRACK B
ART 100.EA - Introduction to the Visual Arts	ART 100.EB – Introduction to the Visual Arts
BMGT 316.EA - Labor and Management Relations	BMGT 330.EA - Compensation and Benefits
MBA 576.EA - Quantitative Methods	

WEDNESDAY

TRACK A	TRACK B
BMGT 201.EA – Business Law I	ECON 202.EA - Principles of Econ/Microeconomics
MBA 570.EB - Global Environment of Business	MBA 571.EBFT - Legal Environment of Business
MBA 571.EAFT - Legal Environment of Business	MBA 572.EAFT - Marketing
MBA 572.EBFT - Marketing	MBA 574.EBFT – Organizational Behavior
MBA 574.EAFT - Organizational Behavior	MBA 578. EAFT - Managerial Economics
MBA 578.EBFT - Managerial Economics	
NSET 101.DA - Introduction to NSET	
POLS 215.EA - Introduction to Legal Studies	

THURSDAY

TRACK A	TRACK B
NSET 101.EA - Introduction to NSET	

SPECIAL DELIVERY TRACK DATES

<u>MONDAY</u>		<u>TUESDAY</u>		<u>WEDNESDAY</u>		<u>THURSDAY</u>	
TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B	TRACK A	TRACK B
8/27/2018	9/10/2018	8/28/2018	9/4/2018	8/29/2018	9/5/2018	8/30/2018	9/6/2018
9/17/2018	9/24/2018	9/11/2018	9/18/2018	9/12/2018	9/19/2018	9/13/2018	9/20/2018
10/1/2018	10/8/2018	9/25/2018	10/2/2018	9/26/2018	10/3/2018	9/27/2018	10/4/2018
10/15/2018	10/22/2018	10/9/2018	10/16/2018	10/10/2018	10/17/2018	10/11/2018	10/18/2018
10/29/2018	11/5/2018	10/23/2018	10/30/2018	10/24/2018	10/31/2018	10/25/2018	11/1/2018
11/12/2018	11/26/2018	11/6/2018	11/13/2018	11/7/2018	11/14/2018	11/8/2018	11/15/2018
12/3/2018	12/10/2018	11/27/2018	12/4/2018	11/28/2018	12/5/2018	11/29/2018	12/6/2018

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.