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KEY

Academic Hall	AH
Lawrence Hall	LH
Patterson Building.....	PT
Pittsburgh Playhouse.....	PH
Thayer Hall	TH
University Center	UC
West Penn Building	WP
Center for Media Innovation.....	CMI

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.....	O_DL
Online.....	O_ON
Hybrid.....	H_DL

IMPORTANT PHONE NUMBERS

Admissions.....	412-392-3430
Bookstore	412-392-3448
Career Development	412-392-3950
Center for Student Success.....	412-392-8002
Conservatory of Performing Arts.....	412-392-3450
Criminal Justice and Intelligence Studies	412-392-3830
Education	412-392-3972
Financial Aid.....	412-392-3930
Graduate and Adult Enrollment	412-392-3808
Humanities and Social 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
University Registrar	412-392-3865
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 Affairs.....	412-392-3851

for on-ground students
for completely online students

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 - TRADITIONAL

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 Due/Account Clearance Due - ALL Students	August 15	(W)
All Fall 2018 Saturday Classes Begin.....	8:00 a.m.	August 25 (S)
Fall 2018 Semester Begins.....	8:00 a.m.	August 27 (M)
Labor Day Holiday – No Classes, University Offices Closed	September 3	(M)
Final Day to Withdraw Completely and Receive 100% Reduction of Tuition	September 4	(T)
Schedule Change Period Ends	September 4	(T)
Final Day to Withdraw Completely and Receive 50% Reduction of Tuition	September 11	(T)
Final Day to Apply for Spring 2019 Graduation.....	September 30	(Su)
Final Day for Automatic “W” Grade	October 9	(T)
Final Day to Withdraw from ANY Course (Automatic “F” after this date)	November 16	(F)
Thanksgiving Recess Begins, No Classes.....	November 19-24	(M-S)
Thanksgiving Holiday, University Offices Closed	November 23-25	(H/F/S)
Final Day of Class.....	December 10	(M)
Finals Week Begins	8:00 a.m.	December 11 (T)
Finals Week Ends.....	9:00 p.m.	December 14 (F)
Term Ends.....	9:00 p.m.	December 14 (F)
Grades Due to Registrar’s Office	4:30 p.m.	December 19 (W)
Final Day to Apply for Summer 2019 Graduation.....	January 31	(H)

NOTICE

The Advisory Period/Registration for Fall 2018 begins Monday, February 12, 2018 for Graduates, Online, Post-baccalaureates, and undergraduate seniors. For more information visit the Point Park University website for more information about class level registration at <http://www.pointpark.edu/registrar>.

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.

REGISTRATION PROCEDURES

REGISTRATION

Monday, February 12, 2018-Monday, March 26, 2018

- A. To Register Online:
- Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are also available on PointWeb.
 - Utilize the “Course Needs and “Course Search” feature to find available course(s) for the upcoming term.
 - Review video tutorials and user guides for additional assistance with PointWeb, your Advising Worksheet, and how to register online.
- B. To Register in Person:
- Make an appointment with your advisor to select your schedule.
 - 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.
 - Make sure your advisor signs the form.
 - 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.
 - 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 and 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.
- F. 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.

SCHEDULE CHANGE REQUEST

Tuesday, March 27, 2018 – Tuesday, September 4, 2018

- A. Obtain a Schedule Change Request Form from the department of your major, in the Office of the University Registrar or on the Point Park University website, <http://www.pointpark.edu/registrar>.
- 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)

Wednesday, September 5, 2018 – Tuesday, October 9, 2018

- 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”)

Wednesday, October 10, 2018 – Friday, November 16, 2018

- 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 Friday, November 16, 2018.**

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 and a Complete Withdrawal Survey from the Center for Student Success located on the 5th floor of West Penn 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 advisor. (After *October 9th*, also obtain the signatures of your instructors.)
- D. Go to Student Accounts for completion of the tuition reduction section.
- E. 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.
- F. Phone calls will NOT be accepted.
- G. You must fill out a Leave of Absence form if: (a) you are on-ground and will miss one semester, or (b) you are online and will miss two consecutive eight week terms. Failure to do so will require you to go through readmission in the Office of Admissions or the Office of Graduate Enrollment and follow the program guide in effect at the time of your return.

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. The Cross – Registration Request Form is found on Point Park University’s website. It must be fully completed (typed, not handwritten) and printed off to obtain the necessary signatures.
- 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 advisor and the Office of the University Registrar for approval.
- F. The host registrar will notify you by mail as to whether your cross-registration has been approved.
- G. Please note that the cross-registration process may take up to several weeks. Please allow ample time prior to the host institution’s semester start date. Visit the Point Park University website, <http://www.pointpark.edu/registrar>, for additional information regarding the cross-registration process.

STUDENT ACCOUNTS CLEARANCE PROCEDURES

The Office of Student Accounts is responsible for granting a student account clearance. This clearance is needed each semester. You cannot receive your Student ID card or a replacement Student ID card without a student account clearance.

Students are responsible for all financial obligations with the University.

Students are responsible to apply for financial aid and respond to all requests for information to support the request for financial aid.

The final step in the registration process is securing clearance from the Office of Student Accounts. Options available to clear your student account include the following:

- Make full payment of all charges for each semester by the due dates established
- Enroll in one of the University's payment plans
- Utilize funds through financial aid sources

If you wish to use federal, state or University grants and loans, all completed documentation must be received and reviewed by the Office of Financial Aid prior to the Office of Student Accounts providing account clearance.

In order to use outside scholarships toward payment, the Office of Financial Aid must receive an official letter from the outside scholarship donor.

Student Loan Recipients:

Master Promissory Note (MPN) – Federal Direct Student Loans

- Students can electronically sign their MPN online at www.studentloans.gov.
- New borrowers must also complete a Direct Loan Entrance Counseling online at www.studentloans.gov.

Work-study and Student Apprenticeships:

Funds earned from either program cannot be applied towards a student account clearance. Students earn funds from these programs – much like earnings from an off-campus job.

PAYMENT DEADLINES:

Tuition charges are due for Fall 2018 on or before August 15, 2018. If registration occurs after the tuition due date, payment is due immediately.

To avoid waiting in line at the Office of Student Accounts, located in the Student Financial Services Center, payment can be made by mail or online – Master Card and Discover Cards only – and e-check payments. Credit card payments will be processed through our online provider, which charges a 2.55% processing fee. There is no charge for e-checks.

Checks should be made payable to Point Park University and sent to the Office of Student Accounts, Point Park University, 201 Wood Street, Pittsburgh, PA 15222-1984. All checks returned from the bank for any reason will be assessed an additional service charge of \$25.

Students who are enrolled for the Fall 2018 semester and do not have an official Student Accounts Clearance by the published tuition due date (August 15, 2018) will be assessed a late fee each month.

Students participating in the Employer Reimbursement Program who do not pay their outstanding balance contract by the designated payment date will be assessed a late fee each month.

PAYMENT PLAN OPTIONS:

Point Park University offers several payment plan options for students. Students who do not have sufficient financial aid or who are not eligible for financial aid can select to participate in a payment plan with the University. Students must sign up for a payment plan on or before the tuition due date. For more detailed information on the payment plans available students are encouraged to contact the Office of Student Accounts at 412.392.3410.

GENERAL POLICIES AND PROCEDURES

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 or by Point Park University electronic mail. It is the responsibility of the student to add another course.

UNIVERSITY FEE

The overall University Fee covers expansion of University facilities, services performed by the Library, identification card, other student 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. 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. 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 University Registrar, 9th Floor Thayer Hall, 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 chairs 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, SPRING-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.)

HOUSING RULES

The Housing and Food Services contracts for Room and Board state that unless the student cancels this contract at least ten (10) working days prior to the first day of move-in, the \$100.00 damage deposit will not be refunded and the student will be assessed a \$150.00 penalty fee.

A student, who voluntarily terminates from the dormitory, after the first day of occupancy, will be responsible for the full semester room charge. The board charges will be prorated. A student who cancels/terminates this contract and reinstates during the same academic year will be assessed a \$25.00 reinstatement fee.

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.

PRODUCTION/REHEARSAL/PERFORMANCE SCHEDULES

The times for all levels of Production/Rehearsal/Performance are:

DANCE:

6:30 p.m. – 10:00 p.m. TWHF

10:00 a.m. – 5:00 p.m. AND 6:00 p.m. – 9:00 p.m. SATURDAY

(The 10:00 – 5:00 time period includes two 15-minute breaks)

By Special ArrangementSUNDAY

THEATRE:

3:00 p.m. – 5:00 p.m. AND 7:30 p.m. – 11:30 p.m. TWHF

9:30 a.m. – 12:00 p.m. AND 1:00 p.m. – 5:00 p.m. AND 7:00 p.m. – 11:30 p.m. SATURDAY

1:00 p.m. – 5:00 p.m. AND 7:00 p.m. – 11:30 p.m.SUNDAY

STUDENTS WITH DISABILITIES

It is the intention of Point Park University to provide appropriate, reasonable accommodations for students with disabilities, in accordance with the Americans with Disabilities Act (ADA) of 1990. All campus accommodations are coordinated through the Center for Student Success, which is located on the 5th floor of West Penn Hall. Students are responsible for contacting the Center for specific information on the University's ADA policy, and the procedures for verifying disabilities and requesting reasonable accommodations.

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.

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 9). 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.

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	

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
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

ONLINE AND DISTANCE LEARNING TECHNOLOGY REQUIREMENTS

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.