



New Student Check Sheet

2021

Welcome to Point Park University! This check sheet contains important information you'll need as a new student.

NOTE: As some staff/faculty may be working remotely at times, email is recommended when contacting university personnel.
[Access COVID Updates for the University.](#)

ONLINE ACCESS AT POINT PARK: 3 systems, one log-in

There are three online access points you will use as a Point Park student. All share the same log-in.

1. **Your university email account (@pointpark.edu)**
2. **Our student records portal, Pointweb**
3. **Our online course management system, Schoology**

Access all online systems using **My Point Park** link on the left side of Point Park's home page, www.pointpark.edu – or just bookmark this page: <https://www.pointpark.edu/myPointPark/index>. If accessing our website from a mobile device, click **Menu** and scroll down to the **My Point Park** link.

View system tutorials on email and Pointweb at www.pointpark.edu/learningcenter.

1. Start by accessing your Point Park email account: <https://outlook.office.com>

- Upon admission, you should have received an email to your personal account advising you that your Point Park email is active. Check your spam/junk folder if you did not receive it. *If you have already accessed your Point Park email, please skip to #2.*
- **Point Park Email USER NAME:** First letter of your first name, your middle initial, and the first 5 letters of your last name (Example—Student: **Jane A Johnson**, Email username = ajohns@pointpark.edu)
- **Point Park Email PASSWORD:** A random 12-character password has been sent to the email you used for your application. This password is one-time use, and must be changed immediately after logging in the first time.
- **Please check your email regularly. Once it is created, all University communications will be sent there.**
- For more information on account setup, please click here: <https://www.pointpark.edu/about/admindepts/technologyservices/technologyresources/accountinformation>.
- **Having log-in issues or did not receive your notification email/password? Please contact the Help Desk at helpdesk@pointpark.edu or 412-392-3494. Admissions staff cannot generate passwords or assist with tech issues.**

2. Next step, our student records portal, Pointweb: <https://pointweb.pointpark.edu/ics>

- Log in using your Point Park email account username/password to see your student record and perform various tasks.
VIA DESKTOP/LAPTOP: Click **Students** on top left side of page to view student information links.
VIA MOBILE: Click on the **three lines** at the top left. Click **Students**, then the **blue arrow** at the bottom to view student information links. *Note: the blue arrow also serves as your “back” button when navigating Pointweb on mobile.*
- **Contact the Help Desk at helpdesk@pointpark.edu or 412-392-3494 if you cannot log on to Pointweb.**

On Pointweb's Students tab, you can:

- Check your **financial aid** status (click **Financial Aid**)
- Register for classes (click **Course Information**, then **Add/Drop Courses** or **Course Search**). Your counselor can provide assistance with initial registration.
- Review/print your schedule (click **Course Information**, then **View Details** under **Student Schedule**)
- Review your **student account**, pay your bill, complete employer reimbursement form to defer tuition, or sign up for a payment plan (click **Student Accounts**)

- View/print your unofficial Point Park transcript and check your grades at the end of the term (click **Degree Information**)

3. Schoology houses all online classes and any online course shells for on-campus classes, if your professor creates one: <https://pointpark.schoology.com>

- To learn about the system prior to log-in, check out the Schoology Student Guide here: <https://support.schoology.com/hc/en-us/categories/200077723-General#section-header>. It features detailed instructions and step-by-step walkthroughs.
- It may take 24 hours after registration before you can access Schoology.
- Log in to Schoology using your Point Park email account username and password. Learn more and view a tutorial here: <https://www.pointpark.edu/about/admindepts/technologyservices/technologyresources/schoology/index>.
- New Schoology users - log in, scroll down to the bottom of the page, click Support, then Help Center, then Students to access support information, FAQs and more.
- **NOTE: Schoology course shells are not typically accessible until a few days prior to the start of the course. Do not be concerned if you are unable to access it earlier. Schoology will not show your course before the course is open. This is completely normal.**
- Syllabus, assignments, announcements, and grades can be found on the Schoology site for a course once the instructor has opened the course.
- Schoology also supports communication methods such as discussion groups, chat and messaging.
- Enjoy mobile access to Schoology by downloading the app from your mobile device's app store.

Contact the University Helpdesk at (412) 392-3494 or helpdesk@pointpark.edu with any issues accessing online systems/email.

Academic Calendar

To see key dates on for this and future semesters, go to <http://www.pointpark.edu/Calendar/AcademicCalendar>. Make sure you scroll down to the appropriate calendar to see the dates that apply to you.

Offices to Know

Financial Aid—1st Floor, Thayer Hall / 412-392-3930 / financialaid@pointpark.edu

- ☐ Students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The school code is 003357. This document is required for all types of funding, including 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 (link also available in the Financial Aid page on Pointweb)
- ☐ 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—1st Floor, Thayer Hall / 412 392-3424 / 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. 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 sign up for a payment plan with the University until aid eligibility is determined.

Student ID Center—8th Floor, Frontier Hall (access via First Ave) / 412-392-8066 / www.pointpark.edu/IDCenter

- ☐ Once you have registered for classes and have your Point Park username and password, you need to obtain your student ID, the Pioneer Card. An ID card is now required to access all campus buildings.
- ☐ Go to <https://myphoto.pointpark.edu/> for instructions and to submit your photo and proof of identity via our online system. Video tutorial here: <https://www.youtube.com/watch?v=E3aH5dfTK7w>
- ☐ After processing, your card will be mailed to you or may be picked up at the ID center; call the Center for details.

_____ **Bookstore—1st Floor, Lawrence Hall / 412-392-3448 / <https://www.pointpark.edu/CurrentStudents/Bookstore>**

Textbooks can be purchased on-campus or online. Rental/used options and digital downloads may be available. ISBNs are provided, and the bookstore will price match for selected online retailers.

- ☐ Click Textbooks, then enter your term and course/section information from your schedule to locate/purchase the correct book(s).

_____ **Registrar's Office—9th Floor, Thayer Hall / 412-392-3861 / registrar@pointpark.edu**

- ☐ Obtain transcripts and grade reports; turn in academic forms for processing; apply for graduation.

_____ **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 to register.

Graduate Student Association

The Graduate Student Association (GSA) at Point Park University creates networking opportunities, cross-industry knowledge-sharing, educational opportunities and cross-cultural understanding between graduate students, alumni, and local professionals. Follow them on PointSync and Social Media to stay up to date on meetings and events.

<https://pointsync.pointpark.edu/organization/graduate-student-association>

Facebook/LinkedIn: Point Park GSA

Instagram/Twitter: pointparkgsa

Email: gsa@pointpark.edu

Downtown Pittsburgh/Campus Information

- The **Point Café** is located on the 2nd floor of Lawrence Hall. It is open extended hours each evening and on Saturdays. Hot and cold entrees are available.
- Our new campus coffeehouse, **Point Perk**, is located at 100 Wood Street and Village Park. Enjoy Starbucks coffee, breakfast options, pizza, sandwiches, and other light fare from 7 a.m. to 8 p.m.
- **Parking garages** are located on the Boulevard of the Allies and on Third Avenue (Pittsburgh Parking Authority info is here: <http://www.pittsburghparking.com/garages-and-attended-lots>.) 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 3rd floor; Room 1120 is on the 11th floor), and the letters indicate the building. The six main classroom buildings are:

AH—Academic Hall
LH—Lawrence Hall

TH—Thayer Hall
WP—West Penn Building

UC—University Center
PLH—Playhouse