

2024-2025

# POINT PARK UNIVERSITY



# FAMILY GUIDE



# TABLE OF *CONTENTS*

WELCOME PIONEER FAMILIES

**02**

THE PIONEER EXPERIENCE

**03**

CAMPUS OFFICES

**04**

NEW STUDENT ORIENTATION

**06**

CAMPUS SUPPORT

**07**

ACADEMIC CALENDAR

**15**

ADDITIONAL RESOURCES

**17**

# WELCOME PIONEER FAMILIES!



## President Chris Brussalis

Welcome to Point Park University. When one of America's greatest cities is your campus, you have endless opportunities for a more active, more engaged, and more professional education. Our faculty and students are immersed into the fabric of Pittsburgh. We are proud to provide a professionally rich atmosphere where students benefit from academic opportunities through cooperative education, internships, faculty projects, and connections with alumni who are making valuable contributions in their respective fields. We are invested in ensuring that every student who comes to Point Park leaves here with a degree and a path to a successful career. All of our faculty and staff, myself included, are available to assist your students on their journey.

## Provost Michael Soto

Welcome, Pioneer families—we're so glad you've joined us! As the University's chief academic officer, it's my role to make sure that your students receive a top-notch education that prepares them for fulfilling careers. And as the father of a college student and a college-bound middle schooler, the weight of this responsibility isn't lost on me.



## VP of Student Affairs and Dean of Students Keith Paylo

Welcome to the university! All of Student Affairs is waiting with open arms to guide your student through life outside of the classroom. We work alongside your student as they grow both personally and professionally in the Point Park and wider communities. Our success is the student's success, and our goal is not only to meet but to exceed expectations. Please encourage your student to connect with our Student Affairs staff anytime there's a need. Go, Pioneers!





# THE PIONEER EXPERIENCE

## What does it mean to be a Pioneer?

Point Park University is a dynamic urban campus that is unlike many universities. Here the students are immersed in Downtown Pittsburgh and campus life. Being a smaller university we provide a more individualized experience on and off campus. Here your students will be able to gain experience and internships and learn from professors working in the field.



## What is our mission?

Point Park University provides innovative undergraduate and graduate education in a dynamic urban setting. Dedicated to academic excellence and community engagement, we prepare students of diverse backgrounds with the knowledge, skill, and experience to lead meaningful lives as informed citizens and successful professionals.

# CAMPUS OFFICES

## ACCESSIBILITY SERVICES

(Disability Services,  
Accommodations, Accessibility  
Support, and Advocacy)

📍 West Penn, 5th Floor  
🕒 Monday-Friday, 8:30 am-4:30 pm  
✉️ [accessibility@pointpark.edu](mailto:accessibility@pointpark.edu)

## CENTER FOR INCLUSIVE EXCELLENCE (CIE)

(Pedagogical Excellence and  
Inclusive Courses)

📍 Lawrence Hall, 215  
🕒 Monday-Friday, 8:30 am-4:30 pm  
✉️ [cie@pointpark.edu](mailto:cie@pointpark.edu)  
☎️ 412-392-3880

## COMMUTER RESOURCES

(Lockers, Parking, Public  
Transportation, UPass Program)

📍 Student Center, 7th Floor  
🕒 Monday-Friday, 8:30 am-6:00 pm  
✉️ [studentlife@pointpark.edu](mailto:studentlife@pointpark.edu)  
☎️ 412-392-8026

## OFFICE OF COMPLIANCE AND INTEGRITY (OCI)

(Title IX, Discrimination/Harassment,  
Supportive Measures, and Complaints)

📍 Student Center, Room 104  
🕒 Monday-Friday, 8:30 am-4:30 pm  
✉️ [OCI@pointpark.edu](mailto:OCI@pointpark.edu)  
☎️ 412-392-8190

## CAMPUS POLICE

(Point ALERT, tip411, Lock-outs/ID  
Center, and Emergencies/Crime  
Reports)

📍 Frontier Hall, Room 208  
🕒 24-Hour Dispatch Center  
✉️ [pointparkpolice@pointpark.edu](mailto:pointparkpolice@pointpark.edu)  
☎️ 412-392-3960

## University Advising Center

(Academic guidance, connection to  
campus resources, and tutoring/advising  
support)

📍 West Penn, 5th Floor  
🕒 Monday-Friday, 8:30 am-4:30 pm  
✉️ [uac@pointpark.edu](mailto:uac@pointpark.edu)  
☎️ 412-392-8153

## FINANCIAL AID

(Financial Aid Awards, Scholarships,  
Grants, and Loans)

📍 Thayer Hall, Room 103  
🕒 Monday-Friday, 8:30 am-4:30 pm  
✉️ [financialaid@pointpark.edu](mailto:financialaid@pointpark.edu)  
☎️ 412-392-3930

## PROFESSIONAL CAREER- READINESS CENTER

(Career Development, Co-op/Internship, Job  
Search, Resumes, and Interviewing)

📍 Student Center, Lower Level  
🕒 Monday-Friday, 9:00 am-5:00 pm  
✉️ [careerdev@pointpark.edu](mailto:careerdev@pointpark.edu)  
☎️ 412-392-3950

# CAMPUS OFFICES

## RESIDENCE LIFE

**(Campus Housing, Meal Plans, and Room Change Requests)**

- 📍 Student Center, 7th Floor
- 🕒 Monday-Friday, 8:30 am-6:00 pm
- ✉️ [studentlife@pointpark.edu](mailto:studentlife@pointpark.edu)
- ☎️ 412-392-8026

## SPIRITUAL LIFE

**(Spiritual Support, Interfaith Services, and inclusive Community Religious Groups)**

- 📍 Student Center, 2nd floor Floor
- 🕒 For hours, email the office
- ✉️ [SAIL@pointpark.edu](mailto:SAIL@pointpark.edu)

## THE OFFICE OF STUDENT AFFAIRS

**(Multi-faceted, Co-curricular, and Non-academic needs of students)**

- 📍 Student Center, 7th Floor
- 🕒 Monday-Friday, 8:30 am-4:30pm
- ✉️ [studentaffairs@pointpark.edu](mailto:studentaffairs@pointpark.edu)
- ☎️ 412-392-3840

## THE OFFICE OF STUDENT LIFE

**(Residence Life/Housing, Commuter Resources, and Study Abroad)**

- 📍 Student Center, 7th Floor
- 🕒 Monday-Friday, 8:30 am-6:00 pm
- ✉️ [studentlife@pointpark.edu](mailto:studentlife@pointpark.edu)
- ☎️ 412-392-8026

## STUDENT ACCOUNTS

**(Billing, Payment Plans, Collections, and Student Refunds)**

- 📍 Thayer Hall, Room 121
- 🕒 Monday-Friday, 8:30 am-4:30 pm
- ✉️ [studentaccounts@pointpark.edu](mailto:studentaccounts@pointpark.edu)
- ☎️ 412-392-3424

## STUDENT HEALTH CENTER

**(University Nurse, Supportive health care, Community health referrals, and, STI testing/support)**

- 📍 Student Center, 3rd Floor
- 🕒 Monday-Friday, 8:30 am-4:30 pm
- ✉️ [studenthealth@pointpark.edu](mailto:studenthealth@pointpark.edu)
- ☎️ 412-392-3800

## THE OFFICE OF STUDENT CONDUCT

**(Student Accountability, Student Handbook, Drug & Alcohol Education, and Student Support)**

- 📍 West Penn, Room 536
- 🕒 Monday-Friday, 8:30 am-4:30 pm
- ✉️ [studentconduct@pointpark.edu](mailto:studentconduct@pointpark.edu)
- ☎️ 412-392-3993

## UNIVERSITY COUNSELING CENTER (UCC)

**(Individual Psychotherapy, Group Therapy and Initial Screenings/Consultations)**

- 📍 Lawrence Hall, 5th Floor
- 🕒 Monday-Friday, 8:30 am-4:30 pm
- ✉️ [counseling@pointpark.edu](mailto:counseling@pointpark.edu)
- ☎️ 412-392-3977



# NEW STUDENT ORIENTATION



Questions or concerns?  
Contact:  
[orientation@pointpark.edu](mailto:orientation@pointpark.edu)

## What is Pioneer Experience?

Pioneer Experience is a one-week orientation program to help new students transition and acclimate to campus life. This program is led by Pioneer Ambassadors who are upperclass students trained to help facilitate educational learning and support the students. During the week new students can expect to learn about various offices, campus resources, meet other students, and participate in a variety of events.

## Who are the Pioneer Ambassadors?

Pioneer Ambassadors serve as guides during the orientation programs. These select upper-level students receive rigorous training to assist with questions about various topics, from academic resources to clubs and organizations. Ambassadors interact with first-year students through the first semester to assist with their college transition; students can seek help from Ambassadors to resolve any concerns or issues.



# CAMPUS SUPPORT



At Point Park University it is our goal to help students succeed during their time with us. We understand that each student has individual needs in what they require to thrive. While students learn about all of these resources through orientation and in classes, this section is intended to help you support your Pioneers when they turn to you for guidance. We encourage you to coach your students to take initiative so we can help them succeed.



# UNIVERSITY POLICE DEPARTMENT

## Who do students call?

- In case of an emergency on campus, students should call 412-392-3960, or 2222 from any campus phone
- By calling these numbers directly connects students with Point Park Public Safety Dispatch, which is available 24/7
- Point Park Police are an accredited university police department

## What can students call Public Safety about?

- On-campus and off-campus emergencies
- General safety concerns
- Being escorted from one campus building to another (while student safety is a top priority, students may have to wait for an officer to be available in order to be escorted)
- Lockouts

## What is PointALERT?

- PointALERT is an emergency notification system delivered via text message, emails, and voice calls (students and families can sign up for PointALERTs)
- Sign-up information is found on the University Police Department's webpage

## Why doesn't PointALERT notify immediately?

- PointALERT provides all members of the campus community with appropriate notice of an actual immediate threat to health or safety
- If a situation arises and is immediately responded to, making it no longer an immediate a threat, a PointALERT will NOT be sent out

# HEALTH SERVICES

---

## How and what can students be seen about?

- Students can schedule appointments with the nurse on the Health Service webpage
- Students can visit the nurse for:
- First aid intervention, illness and injury assessment, starter doses of over-the-counter medication, health screenings (blood pressure and weight & height check), community health referrals, physicians appointments, and more

## Does Point Park have an affiliation with local hospitals/athletic training?

- Point Park has a relationship with UPMC for athletic training purposes.

## Who has access to the students health information?

- Point Park strictly adheres to HIPAA guidelines
- All health information remains confidential, including from University personnel, family members, guardians, and more.
- Information will only be shared upon a student's request/permission
- The staff of the University's Student Health Center is bound by the medical ethics of confidentiality.
- Information provided will not be released to a third party, including parents/guardians, without the student's written authorization, unless legally required or permitted.

# COUNSELING CENTER

## **Does my student need a reason to see the counseling center?**

- No, school is hard and so is this transition which can bring up a lot of fears and anxiety
- Going to counseling whether or not there is something major in life is a fantastic way to help students navigate this new chapter in life

## **Is it difficult to get an appointment?**

- There are a few factors that impact getting an appointment, one of the biggest being the student's availability
- So while some students may have more trouble getting an appointment due to their schedule, this does not hold true for each individual student. Encourage your student to take the first step by contacting the counseling center or visiting the website

## **What if they can't get an appointment?**

- The counseling center has connections to many different support systems on a wide variation of topics

## **My student said they couldn't get treatment?**

- The staff includes two licensed full-time therapists, as well as doctoral students from Point Park's PsyD Counseling Program. Depending on the severity of treatment needed, students might be referred to seek off-campus, specialized treatment and help)
- The UCC is meant for short-term support of 6-8 sessions. For students interested in continuing long-term care, the UCC can help identify appropriate therapists and mental health professionals in the community





# TITLE IX



## What does Title IX mean for my student?

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance and requires the school not to discriminate.
- This policy applies to conduct committed by students, faculty, (union and non-union) employees, administrators, volunteers, independent contractors, and visitors against a person in the United States. This policy prohibits sexual harassment towards University community members of any sex, gender identity, gender expression, or sexual orientation

## What happens if a student goes to Title IX

- Title IX is a federal government policy that is constantly changing. If a student reports or is reported to Title IX, the office will be in contact with them
- The Title IX office will walk them through the initial reporting process and all available steps and options in congruence within the current policy
- The office's website will have the most updated policies and additional information
- Students are not required to provide a statement if they don't want to. However, the university reserves the right to move forward without a given statement

## Who can report to Title IX?

- **Anybody has the option to make a report to Title IX**
- **ALL University personnel and select student employees are considered and trained to be mandatory reporters**

# TUTORING SERVICES

## What tutoring options are available?

- Students are able to receive help for writing support, general tutoring, as well as academic coaching

## Where to start?

- If your student doesn't know where to start or what kind of help they need, they can visit [pointpark.edu/academics/academicresources/tutoring/index](http://pointpark.edu/academics/academicresources/tutoring/index)

## What kind of tutoring is available?

- Based on what the student needs, they can receive weekly tutoring or just as they need/want a session
- Similar to the Counseling Center, the availability of appointment does partially rely on the student's availability



Note: The more flexibility a student has, the more likely they will have more options for appointments

# Housing & Meal Plans



## Where does my student go to make meal plan changes?

- For meal plan changes students can go to the "Student Life" page, click on "Living on Campus", click on "Contracts & Forms", and select "Meal Plan Change Form"
- Meal plan changes can only be made within the first two weeks of the semester

## How do meal plans transition from each semester?

- For students residing in Lawrence Hall, Thayer Hall, and Conestoga Hall, meal plans are for both fall and spring. Meal plans automatically carry over from Fall to Spring semester
- Boulevard residents **MUST** renew their meal plan each semester if they still wish to continue having one (IT DOES NOT AUTOMATICALLY RENEW)
- Any student can change their meal plans at the start of the Spring semester
- Unused meals do not carry over to the next semester or year.
- Flex dollars carry over from the Fall to Spring semester but must be used by the end of the Spring semester

## Where and who can add Flex?

- Anybody can add Flex to a student's account as long as they have the student's ID and date of birth (This does not grant them access to the student's full account)
- To add flex, go to PointWeb, under "Quick links" selected "Guest Login & Flex", then select again "Guest Login & Flex" (Login not required)

## My student wants to change rooms?

- Students **MUST** talk to their Resident Educator (RE) **BEFORE** submitting a room request, who will walk them through the University's policies and steps
- Students can find the Room Request form on the Student Life "Contracts & Forms" page

# STUDENT HEALTH INSURANCE

## Who is Required to Have Insurance (Mandatory)?

- Athletes, Dance and Theatre majors (all concentrations), and international students are mandatory for insurance
- Cost of the SHIP is automatically added to the tuition bill every fall and spring semester
- Submit online enrollment or waiver request before the posted deadline. Students with an approved waiver by the deadline will receive a credit on their tuition bill; otherwise, the student is enrolled in the SHIP and the charges remain on the student's account for the year.
- SHIP waiver or enrollment is required every academic year the student is mandatory

## Special Note for Athletes

- The SHIP waiver process is not the same as providing an insurance card or information to the Athletics Department or the athletic trainers as part of the medical information required for participation in the student's sport.

## What about Students Not Required to Have Insurance (Voluntary)?

- Voluntary students may enroll in the SHIP but are not required to do so.
- Students may request to use financial aid to cover the cost of insurance. See website for instructions.

## What Else Should I Know About the SHIP?

- The university partners with Highmark Blue Cross Blue Shield for the SHIP
- The plan year runs August 1 through July 31 (12 months)
- Plan is a PPO with in-network and out-of-network coverage
- Dependent coverage is available; the student must also be enrolled
- Coverage is available outside of open enrollment periods for students with a qualifying life event
- All students enrolled in the SHIP who wish to continue their coverage from year to year must re-enroll every academic year. Renewal of coverage is not automatic.

For more information on SHIP enrollment and waiver visit [pointpark.edu/insurance](http://pointpark.edu/insurance)



# 2024-2025 ACADEMIC CALENDAR

## Traditional Fall Semester

08/26/2024 - Fall Term Begins

09/02/2024 - Closed - Labor Day

09/03/2024 - Final Day to Add/Drop Final Day of 100% Reduction of Tuition

09/10/2024 - Final Day to receive a 50% Reduction of Tuition

09/11/2024 - Roster Confirmations Due

09/13/2024 - Census

10/8/2024 - Final Day to Receive an Automatic "W"

10/11/2024 - Midterm Grades Due

10/29/2024 - Pioneer Pause - No classes in session

11/15/2024 - Final Day to Withdraw (Automatic "F" after this date)

11/25/2024 - Thanksgiving Break Begins

12/01/2024 - Thanksgiving Break Ends

12/02/2024 - Classes Resume

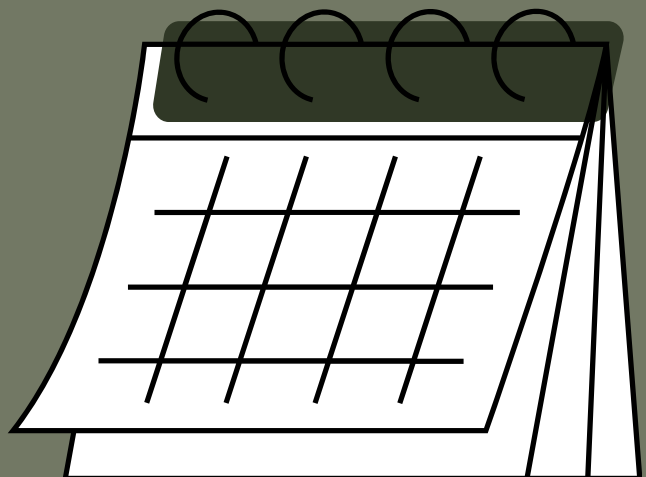
12/09/2024 - Last Day of Class

12/10/2024 - Final Exams Start

12/13/2024 - Final Exams End

12/15/2024 - Fall Term Ends

12/18/2024 - Grades are Due



# 2024-2025 ACADEMIC CALENDAR

## Traditional Spring Semester

01/06/2025 - Spring Term Begins

01/13/2025- Final Day of Add/Drop Final Day of 100% Reduction of Tuition

01/20/2025 - No Class Due to Observance of MLK Day

01/21/2025 - Final Day to receive 50% Reduction of Tuition

01/22/2025 - Roster Confirmations Due

01/24/2025 - Census

02/18/2025 - Final Day to Receive an Automatic "W"

02/23/2025 - Spring Break Begins

03/02/2025 - Spring Break Ends

03/03/2025 - Classes Resume

03/07/2025 - Midterm Grades Due

04/04/2025 - Final Day to Withdraw (Automatic "F" after this date)

04/21/2025 - Last Day of Classes

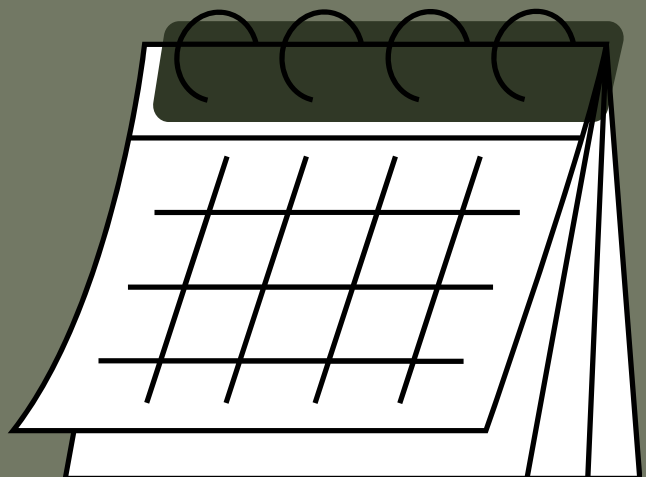
04/22/2025 - Final Exams Start

04/25/2025 - Final Exams End

04/25/2025 - Semester Ends

04/26/2025 - Commencement

04/30/2025 - Grades are Due



# FAMILY ORIENTATION VIDEO



Scan the code for event details and  
registration or visit:  
<http://www.pointpark.edu/familyweekend>

