



The Learning Center



Online Registration

Navigate to the Point Park Homepage at: www.pointpark.edu

Point Park Website

www.pointpark.edu

Locate the “MY POINT PARK” section on the right side of the website and choose PointWeb from the drop down list.

**POINT
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UNIVERSITY

Enter your Point Park Student ID number in the field labeled “PP ID#”.

Enter your password in the field labeled “Password”.

Please reference password instructions provided by the University. If you have forgotten your password – click on the “Give me my Password” link and follow the directions. A new password will be sent to your Point Park email account.



If you need further assistance – please contact:

The Technology Help Desk
412.392.3494 | helpdesk@pointpark.edu

Two Options for Registering via PointWeb

Registration Options

Option 1: Course Needs

This option **will** provide you an in-depth view of your academic progress to date and allow you to search for available courses based on what courses you have left to complete towards your degree.

Course Requirements							
Req	Description	Status	Course	Course Title	Hours Needed	Grade Earned	Grade Needed
CMPS110	Intro to Comp Lit Info Te (Required)	Required		See available courses...	3.00		
COPA250	Arts & the Human Exp I (Required)	Required		See available courses...	3.00		
ENGL150	English Composition I (Required)	Required		See available courses...	3.00		
ENGL151	English Composition II (Required)	Required		See available courses...	3.00		
HIST150	Intro Study of History (Required)	Required		See available courses...	3.00		
NSET110	Nat Science I (Required)	Required		See available courses...	3.00		
NSET111	Nat Science II (Required)	Required		See available courses...	3.00		
PSYC150	Psychological Foundations (Required)	Required		See available courses...	3.00		

Category Requirements			
Requirement	Status	Needed	Earned
Human Experience II (Required)	Required	3.00 Credits; 1 Requirement(s)	
HHS Core Requirements (Required)	Required	6.00 Credits; 2 Requirement(s)	
Math Experience (Required)	Required	3.00 Credits; 1 Requirement(s)	
Political Science Course (Required)	Required	3.00 Credits; 1 Requirement(s)	
Sociology Course (Required)	Required	3.00 Credits; 1 Requirement(s)	

Option 2: Generic Course Search

Course Search

Term: **Please use the drop down above**

Division:

Course Code:

Course Number:

Delivery Method:

[More Search Options](#)

This option will take you directly to a generic course search that will allow you to add courses by a course code search. You **will not** have the in-depth academic information available to you within this area of PointWeb.

Option 1: Course Needs

You are here: Students > Student Information

Students

Student Information

Academic Information

Residence Information

Notifications

Course Information

Degree Information

Student Accounts

Financial Aid

Bookstore

Advising



You are here: Students > Course Information

Students

Student Information

Course Information

Course History

Course Needs

Registration

GPA Projection

Grade Report

Student Schedule

Degree Information

Student Accounts

Financial Aid

Bookstore

Advising

You are here: Students > Course Information

Students

Student Information

Course Information

Course History

Course Needs

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Quick Links

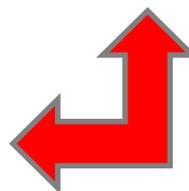
Course Information

Course Needs

Requirements Summary

Name	Status
Core Requirements	✗ Not Met
Dept General Requirements	✗ Not Met
Dept Major Requirements	✗ Not Met
General Electives	✗ Not Met

[Click here to view the course needs for Sean P McGowan](#)



Student Information Tab

Students

Click on the Student Information Tab

Course Information

Locate and click on the Course Information area

Course Needs

Locate and Click on the 'Course Needs' link

[Click here to view](#)

Locate and Click on the 'Click here' link

**POINT
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Click on the "Click here" link to view your specific course needs.

Option 1: Course Needs

Course Information

Printer Friendly 

Course Needs - Program Requirements

Course Needs > Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Sports, Arts and Entertainment Mgmt program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
SPORTCR	Core Requirements		
SPORTDG	Dept General Requirements		
SPORTDM	Dept Major Requirements		
SPORTGE	General Electives		

Advising Worksheet 

Recalculate Student Progress

First!

Course Information

Printer

Course Needs - **SPORTCR**

Course Needs > Program Requirements > **SPORTCR**

Core Requirements

Course Requirements

Req	Description	Status	Course	Course Title	Hours		Grade	
					Needed	Earned	Needed	Earned
CMPS110	Intro to Comp Lit Info Te (Required)	Required	See available courses...		3.00			
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NSET110	Nat Science I (Required)	Required	See available courses...		3.00			
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Advising Worksheet 

Recalculate Student Progress

Course Needs

Students

Recalculate Student Progress

*** Always 'Recalculate Student Progress' before proceeding! ***

Your degree requirements will typically be segmented into categories.

Core Requirements
Department General
Department Major
General Electives
Concentration if needed

Opening each segment will allow you to see which courses you need to complete each component of your degree.

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Option 1: Course Needs

Course Information

Printer

Course Needs - SPORTCR

Course Needs > Program Requirements > SPORTCR

Core Requirements

Course Requirements

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Advising Worksheet 

[Recalculate Student Progress](#)

Course Needs - Results

Course Needs > Program Requirements > SPORTCR > Results

Search Results

New Search Term: Division: Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D A	Introduction to Computer Literacy &	Martin, Nicole Anne	0/20	Full	MW 8:00 AM-9:30 AM; Point Park University, Academic Hall, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D B	Introduction to Computer Literacy &	Angiulli, Anthony	0/20	Full	TH 11:20 AM-12:50 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D C	Introduction to Computer Literacy &	Angiulli, Anthony	0/20	Full	TH 1:00 PM-2:30 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D D	Introduction to Computer Literacy &	White, Lisa J	1/20	Open	MW 1:00 PM-2:30 PM; Point Park University, Academic Hall, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 E A	Introduction to Computer Literacy &	Tutolo, Michael T.	3/20	Open	H 6:00 PM-9:00 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014

Choose a course

Course needs is essentially an electronic version of your Advising Worksheet.

[See available courses...](#)

Click "See available courses" to choose a section based on the time, professor, class status.

Option 1: Course Needs

Add a Course

Course Needs - Results

Course Needs > Program Requirements > SPORTCR > Results

Search Results

New Search

Term: Fall 2014

Division: All

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D A	Introduction to Computer Literacy &	Martin, Nicole Anne	0/20	Full	MW 8:00 AM-9:30 AM; Point Park University, Academic Hall, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D B	Introduction to Computer Literacy &	Angiulli, Anthony	0/20	Full	TH 11:20 AM-12:50 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D C	Introduction to Computer Literacy &	Angiulli, Anthony	0/20	Full	TH 1:00 PM-2:30 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 D D	Introduction to Computer Literacy &	White, Lisa J	1/20	Open	MW 1:00 PM-2:30 PM; Point Park University, Academic Hall, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 E A	Introduction to Computer Literacy &	Tutolo, Michael T.	3/20	Open	H 6:00 PM-9:00 PM; Point Park University, The West Penn Building, Computer Lab	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 O N A	Introduction to Computer Literacy &	Mosey, Joan P.	0/21	Full	Online Course; Point Park University	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 O N B	Introduction to Computer Literacy &	Mosey, Joan P.	0/20	Full	Online Course; Point Park University	3.00	8/25/2014	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	CMPS 110 O N C	Introduction to Computer Literacy &	Mosey, Joan P.	11/20	Open	Online Course; Point Park University	3.00	8/25/2014	12/12/2014

Add Courses

Add



Click the Check box beside the course you would like to add.

Add Courses

When finished, click the "Add Courses" button.

Repeat the same steps for each class you would like to Add.

When you are finished adding courses, that is all you need to do.

Option 2: Generic Course Search

You are here: Students > Course Information

Students

- Student Information
- Course Information
- Course History
- Course Needs
- Registration**
- GPA Projection
- Grade Report
- Student Schedule

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Advising

 [Add/Drop Courses](#)

- Add and drop courses from this screen.

- Allows basic course search.

Registration - Add/Drop Courses

Add/Drop >> Add/Drop Courses

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **0 credits**.

Course Search

Term: **Please use the drop down above**

Division:

Course Code:

Course Number:

Delivery Method:

[More Search Options](#)

 [Course Search](#)

- Use this to do advanced searches.

- Search by Professor, Building, Days, Time, Class Status, etc..

Add/Search a Course

[Students](#)

Click on the Student Tab

[Course Information](#)

Click on the Course Information Link

[Registration](#)

Click on the Registration Link

Registration - Add/Drop Courses

Add/Drop > Add/Drop Courses > Add/Drop Courses

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **0 credits**. You are pending registration for **3 credits**.

Messages

CMPS 110 D D - Successfully added to registration record.

Course Search

Term: **Please use the drop down above**

Division:

Course Code:

Course Number:

Delivery Method:

[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
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No Current Courses for the selected Term and Division.

Schedule

Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	CMPS 110 D D	Introduction to Computer Literacy &	MW 1:00 PM - 2:30	Point Park University Academic Hall 408	3.00	Regular	UNDERGRADUATE

! Advisor's approval is required for these courses before registration can be completed.

Need Approval

Add/Drop Courses

Make sure the current term is selected.

Drop

Check this box to drop a course from either list.

Click this button when you select courses from your **schedule** that you would like to drop.

Click this button when you select courses from your **awaiting approval queue** when you want to remove the request.

You are put into reserve status until your advisor logs in and approves the courses in "Awaiting Advisor Approval".

If you would like to remove classes from your schedule, check the Drop Box to the left of the course, and click the Cancel Selected Approval Request(s) button.

If you need further assistance – please contact:

The Office of the University Registrar
412.392.3861 | registrar@pointpark.edu



The Learning Center

For more information and video tutorials please visit the Learning Center at:

Pointpark.edu | Registrar | Learning Center

Thank You