

TABLE OF CONTENTS

Content and Phone List	1
Calendar.....	2
Registration Procedures.....	3-5
Student Accounts Fee Schedule	5-6
Financial Clearance Procedures	7
General Policies and Procedures	8-9
Summer Class Meeting Schedule.....	10
Online & Distance Learning Information.....	11

KEY

Academic Hall	AH
Lawrence Hall.....	LH
Patterson Building	PT
Pittsburgh Filmmakers-Oakland	PF
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

COURSE SECTION DESCRIPTION

Day	D
Evening.....	E
Saturday	S
Online	O_DL
Hybrid.....	H_DL

NOTICE OF NON-DISCRIMINATION

Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran, sexual orientation, marital, or familial status in the administration of any of its educational programs, activities, or with respect to employment or in and admission to the University's educational programs and activities.

This policy is in accord with state and federal laws, including Title VI 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 and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, 2nd floor, Thayer Hall, telephone number (412) 392-3952. Inquiries regarding Title IX and the Title IX regulations can also be referred to the Human Resources Officer as the Title IX coordinator, or to the federal funding agency. Information and policies are subject to change.

SUMMER 2017 CALENDAR

Summer I	Summer 12-Week	Summer II
<p><u>Registration</u> 3/13/17—5/6/17</p> <p><u>Schedule Change</u> 3/27/17—5/15/17</p> <p><i>Last Day to Withdraw and Receive 100% Tuition Reduction: 5/15/17</i></p> <p><u>Automatic W Course Withdrawals</u> 5/15/17—5/30/17</p> <p><u>W or F Course Withdrawals</u> 5/30/17—6/13/17</p> <p><i>Last Day to Withdraw from Any Class: 6/13/17</i></p> <p><u>Term Begins: 5/8/17</u> <u>Term Ends: 6/19/17</u></p> <p><u>Tuition Due: 5/1/17</u></p> <p>* CLOSED on Memorial Day, 5/29/2017</p>	<p><u>Registration</u> 3/13/17—5/6/17</p> <p><u>Schedule Change</u> 3/27/17—5/15/17</p> <p><i>Last Day to Withdraw and Receive 100% Tuition Reduction: 5/15/17</i></p> <p><u>Automatic W Course Withdrawals</u> 5/15/17—6/12/17</p> <p><u>W or F Course Withdrawals</u> 6/12/17—7/25/17</p> <p><i>Last Day to Withdraw from Any Class: 7/25/17</i></p> <p><u>Term Begins: 5/8/17</u> <u>Term Ends: 8/1/17</u></p> <p><u>Tuition Due: 5/1/17</u></p> <p>* CLOSED on Memorial Day, 5/29/2017, and Independence Day, 7/4/2017</p>	<p><u>Registration</u> 3/13/17—6/20/17</p> <p><u>Schedule Change</u> 3/27/17—6/26/17</p> <p><i>Last Day to Withdraw and Receive 100% Tuition Reduction: 6/26/17</i></p> <p><u>Automatic W Course Withdrawals</u> 6/26/17—7/11/17</p> <p><u>W or F Course Withdrawals</u> 7/11/17—7/25/17</p> <p><i>Last Day to Withdraw from Any Class: 7/25/17</i></p> <p><u>Term Begins: 6/20/17</u> <u>Term Ends: 8/1/17</u></p> <p><u>Tuition Due: 5/1/17</u></p> <p>*CLOSED on Independence Day, 7/4/2017</p>

NOTICE

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

Point Park reserves the right to withdraw or modify the dates, procedures and information listed in the coursebook. No paper registration is complete until it has been entered and stamped by the Registrar's Office.

REGISTRATION

Summer I and Twelve-Week: 3/13/17—5/6/17

Summer II: 3/13/17—6/20/17

To Register Online:

- Navigate to PointWeb and obtain a copy of your Advising Worksheet. Course listings are available on PointWeb and on the University Registrar's Office webpage at www.pointpark.edu.
- Make sure PointWeb is set to the correct term. Utilize the "Course Needs and "Course Search" features 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.

To Register in Person:

- Make an appointment with your academic 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. *You may complete one form for Summer I/Twelve-Week/Summer II courses. Please place an asterisk (*) next to all Twelve-Week classes.* Make sure your academic advisor signs the form.
- If a course is full, obtain the signature of the department chair of that course.
- Bring the completed and signed Registration Form to the Office of the University Registrar to be processed.

SCHEDULE CHANGE REQUEST

Summer I and Twelve-Week: 3/27/17—5/15/17

Summer II: 3/27/17—6/26/17

To Add or Drop a Class Online:

- Navigate to PointWeb. Utilize the "Add/Drop" feature under the "Students" tab to make changes to your schedule.

To Add or Drop a Class in Person:

- 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, www.pointpark.edu/registrar
- Make an appointment with your academic advisor to select the courses to be added or dropped from your original registration.
- Complete the Schedule Change Request Form by listing the correct course prefix, number and section (e.g., ART100DB) in the appropriate areas; provide all personal information as requested; and sign the form. Make sure your academic advisor signs the form before returning it to the Office of the University Registrar.

LATE SCHEDULE CHANGE REQUEST

Summer I: After 5/15/17

Summer Twelve-Week: After 5/15/17

Summer II: After 6/26/17

- 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. Follow all instructions under SCHEDULE CHANGE REQUEST.
- Only additions or add/drops will be considered. See the section on COURSE WITHDRAWALS for the procedure to drop a course after the end of the Schedule Change Request period.
- Obtain the signature of the class instructor, in addition to your academic advisor, on the Schedule Change Request form.
- All late Schedule Change Requests are subject to the approval of the University Registrar and/or dean.

COURSE WITHDRAWALS (Automatic “W” Grade)

Summer I: 5/15/17—5/30/17

Summer Twelve-Week: 5/15/17—6/12/17

Summer II: 6/26/17—7/11/17

- Complete a Schedule Change Request Form, putting the courses to receive a “W” in the “Courses to be Dropped” section.
- Obtain the signature of your academic advisor.
- 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.
- There is NO refund of tuition or fees for a course withdrawal.
- Failure to complete a course withdrawal will result in an “F” grade.

COURSE WITHDRAWALS (Instructor May Give “W” or “F”)

Summer I: 5/30/17—6/13/17

Summer Twelve-Week: 6/12/17—7/25/17

Summer II: 7/11/17—7/25/17

- Follow the instructions for a COURSE WITHDRAWAL.
- The instructor has the option to grant a “W” or “F” and must write the grade on the form next to his/her signature.
- There is NO refund of tuition or fees for a course withdrawal.
- Failure to complete a course withdrawal will result in an automatic “F” grade.
- **NO course withdrawals are permitted after the following dates: Summer I – Monday, June 6, 2016; Summer Twelve-Week/Summer II – Tuesday, July 18, 2016.**

COMPLETE WITHDRAWAL (from all courses)

- Obtain a Complete Withdrawal Form and a Complete Withdrawal Survey from the Center for Student Success located at 101 Wood Street.
- Complete the form, listing all of the courses you are registered for.
- Obtain the signature of your academic advisor. (After Automatic “W” date, also obtain the signatures of your instructors.)
- Go to Student Accounts for completion of the tuition refund section.
- Process the form in the Office of the University Registrar. It is not complete until it has been time-stamped by the Office of the University Registrar.
- Phone calls will NOT be accepted.
- You must fill out a Leave of Absence form if: (a) you are full-time and will miss one semester, or (b) you are part-time and will miss two semesters. Failure to do so will require you to go through readmission in the Office of Admissions or the Office of Graduate & Adult Enrollment and follow the program guide in effect at that time.

COURSE WITHDRAWALS MAY AFFECT YOUR FINANCIAL AID – CHECK WITH THE OFFICE OF FINANCIAL AID BEFORE PROCESSING A WITHDRAWAL.

STUDENT ACCOUNTS 2017-2018 FEE SCHEDULE

Full-Time Tuition (per semester)	<u>COPA</u>	<u>NON COPA</u>
Undergraduate (12-18 credits)	\$17,770	\$13,890
University Fee – Mandatory (Full-time students)	280	280
Activity Fee – Mandatory (Full-time students)	185	185
Technology Fee (Full-time students)	160	160
Undergraduate Part-time		
Tuition per Credit	1004	788
University Fee – Mandatory per Credit	44	44
Technology Fee (per credit)	6	6
Online (Fully Online Programs)		
Undergraduate		412
Graduate		566
Graduate Education Programs		467
Technology Fee		5
Graduate Education Programs Technology Fee		6
Graduate		
Tuition per Credit	881	881
Education Programs (masters & certificate)		467
Ed.D. Program		780
University Fee – Mandatory per Credit	49	49
Technology Fee (per credit)	6	6

ROOM AND BOARD RATES (for Summer I, II)

Single	\$1,583.00
Double	1,071.00
Triple	974.00
Suites	3,210.00*
Apartments	3,210.00*

\$1,205.00 14 meal plan with \$50.00 flex dollars
400.00 Flex only – only available for suite/apartment residents

Summer I	May 8 – June 19
Summer II	June 20 – August 2

*cost is for May 8th through August 26th; resident must be residing in residence halls for fall.

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.....	585
Independent Study Specialized Instructional Fee (per credit)	50
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
Full-time students take 12 to 18 credits per semester. No tuition cost difference for out-of-state or international students.

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 Summer 2017 on or before May 1, 2017. 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 Summer 2016 semester and do not have an official Student Accounts Clearance by the published tuition due date 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 412.392.3424.

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.

TAKING COURSES AT ANOTHER INSTITUTION: The Cross-Registration Program is not in effect for the Summer term. Students who wish to register at another institution must complete the Request to Take Courses at Another Institution form. This form must be approved by the Department Chair or Program Director and Director of Articulation **before** a registration is processed at the other institution.

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.

ENROLLMENT STATUS – UNDERGRADUATE: Students registered for twelve (12) or more credits are full-time. Students registered for eleven (11) or fewer credits are part-time.

ENROLLMENT STATUS – GRADUATE: Students registered for nine (9) or more credits are full-time. Students registered for eight (8) or fewer credits are part-time.

**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, 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.

Point Park University
Summer 2017-2018

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 Student Accounts 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.

GRADUATION: All students who expect to graduate must apply for graduation when they register for their final term. Students must have a cumulative QPA of 2.00 (3.00 for Master’s) or higher 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 29, SUMMER-JANUARY 29. 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 2016, Spring 2017, and Summer 2017 are eligible to attend the Commencement to be held on April 29, 2017.

SUMMER 2017-2018 CLASS MEETING SCHEDULE

SUMMER I

MONDAY	5/8/17	5/15/17	5/22/17	6/5/17	6/12/17	6/19/17
TUESDAY	5/9/17	5/16/17	5/23/17	5/30/17	6/6/17	6/13/17
WEDNESDAY	5/10/17	5/17/17	5/24/17	5/31/17	6/7/17	6/14/17
THURSDAY	5/11/17	5/18/17	5/25/17	6/1/17	6/8/17	6/15/17
FRIDAY	5/12/17	5/19/17	5/26/17	6/2/17	6/9/17	6/16/17

SUMMER II

MONDAY	6/26/17	7/3/17	7/10/17	7/17/17	7/24/17	7/24/17
TUESDAY	6/20/17	6/27/17	7/11/17	7/18/17	7/25/17	8/1/17
WEDNESDAY	6/21/17	6/28/17	7/5/17	7/12/17	7/19/17	7/26/17
THURSDAY	6/22/17	6/29/17	7/6/17	7/13/17	7/20/17	7/27/17
FRIDAY	6/23/17	6/30/17	7/7/17	7/14/17	7/21/17	7/28/17

SUMMER TWELVE-WEEK

MONDAY	5/8/17	5/15/17	5/22/17	6/5/17	6/12/17	6/19/17
	6/26/17	7/3/17	7/10/17	7/17/17	7/24/17	7/24/17
TUESDAY	5/9/17	5/16/17	5/23/17	5/30/17	6/6/17	6/13/17
	6/20/17	6/27/17	7/11/17	7/18/17	7/25/17	8/1/17
WEDNESDAY	5/10/17	5/17/17	5/24/17	5/31/17	6/7/17	6/14/17
	6/21/17	6/28/17	7/5/17	7/12/17	7/19/17	7/26/17
THURSDAY	5/11/17	5/18/17	5/25/17	6/1/17	6/8/17	6/15/17
	6/22/17	6/29/17	7/6/17	7/13/17	7/20/17	7/27/17
FRIDAY	5/12/17	5/19/17	5/26/17	6/2/17	6/9/17	6/16/17
	6/23/17	6/30/17	7/7/17	7/14/17	7/21/17	7/28/17

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 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.