

2074 PittOnline Student Guide

Welcome to the PittOnline! The information listed in this document should help you successfully begin to work on your course(s). Remember to read your course syllabus and note course requirements to help create a plan for completion of your course. If you have any questions about your course schedule, please call the College of General Studies at 412-624-6600.

CGS – PittOnline

College of General Studies
Fourth Floor, Cathedral of Learning
Pittsburgh, PA 15260
412-624-6600
www.solutions.pitt.edu
E-mail: PittOnline@cgs.pitt.edu

CIDDE Testing Services

Testing Center
824 Alumni Hall
4227 Fifth Avenue
Pittsburgh, PA 15260
412-624-7215

www.pitt.edu/~ciddeweb/UESP/index.html

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- Online and Hybrid courses require a computer access and a reliable Internet connection.
- Check your syllabus for more information about your course. Syllabus materials are available at www.solutions.pitt.edu/

Pitt Online offers three types of Web-based courses:

- Web courses feature Web-based instruction and interaction. . Students interact with their instructor and other students through the class Web site. Students complete the course requirements within one term and move through the course materials as a cohort.
- Hybrid courses combining Web-based interaction with face-to-face instruction. Students attend scheduled workshops and participate in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort.
- Self-paced courses utilizing a flexible format where students move through assigned course materials at their own pace. Workshops and Web-based activities are features of some courses. The course syllabus provides more information about workshops and Web-based activities for these courses. Students are strongly encourages to complete the course in one term.
- You can take course exams in the CIDDE Testing Center, which is centrally located on the Oakland campus in 824 Alumni Hall, or at one of ten off-campus testing locations.
- The test site selection form is available online at www.pitt.edu/~ciddeweb.

At a Glance

At a Glance materials listing course faculty, textbooks, and other important information are available for each PittOnline course on the College of General Studies Web site. View for current and past terms online at www.cgs.pitt.edu.

Email

If your habitual-use email address is not your Pitt email address, you must forward your Pitt email to your habitual-use email address. Email from your instructor and the PittOnline administrators will be sent to your Pitt email account.

Address/Telephone Changes

If your mailing address, permanent address or telephone number changes, it is important that you notify us immediately. Failure to change an address may result in you not receiving University mailings. You can update your address and telephone number by completing the Change of Address form. Print the completed form, sign it, and mail it to:

Office of the University Registrar
University of Pittsburgh
G-3 Thackeray Hall
Pittsburgh, PA 15260

Photo ID

Every student, faculty, and staff member at the University of Pittsburgh receives a photo ID card at Panther Central in the Litchfield Towers lobby. To get your Panther Card, bring positive photo identification (for example, a driver's license or passport) to Panther Central, Monday–Friday, 7:30 a.m. to 6 p.m.

CourseWeb

Your syllabus will indicate if your course (s) has an online component. If so, you can follow these instructions to access your online course materials:

1. Go to www.my.pitt.edu.
2. Login using your Pitt user account name.
3. Click on Student Services.
4. Click on the CourseWeb link.

Contact the Helpdesk at www.technology.pitt.edu/tech_help.html if you have problems with Blackboard access. The Helpdesk can also be reached 412-624-HELP (4357).

Fare-free Public Transportation

Avoid the aggravation and expense of commuting by car. Ride Port Authority Transit fare free by showing the driver your Panther Card (Pitt ID). All University of Pittsburgh students, faculty, and staff may ride all Port Authority buses, trolleys, and inclines within Allegheny County free of charge. Family members and guests must pay the full fare. Interactive bus schedules are available at www.portauthority.org. Printed schedules are available in the Department of Parking, Transportation and Services located at 3525 Forbes Avenue.

Parking

Evening student permits are on sale year round in the Parking Services Office, located in 204 Brackenridge Hall. The evening student permit is valid from either 2:50 p.m. or 4:50 p.m. through midnight on weekdays and all day on weekends, except—depending upon location—during special events. You'll need a valid Panther Card and vehicle registration card to obtain your permit. If you prefer to pay as you park, you can find hourly and daily rates at the University's OC, OH, PH, SN, and SO lots. Refer to parking maps for lot and parking meter locations. Parking maps are available at www.pts.pitt.edu.

Software

University of Pittsburgh students are eligible for numerous software applications at no cost (or for a small fee for disks and/or CDs) from CSSD. Many of these applications can be downloaded from the web at www.technology.pitt.edu/softwareHardware.html.

Digital Library

Pitt's collection of electronic resources is growing rapidly and now includes thousands of databases, more than 5,500 electronic journals, and more than 147,000 electronic books. In addition, ULS now offers Zoom!, which allows users to search many different databases at the same time, including the library's online catalog, PittCat. The Digital Library of the University Library System converts articles, photographs, maps, databases and other material to electronic files to make them more accessible.

*On-Campus Access to library databases:

www.library.pitt.edu

*Off-Campus Access to library databases:

<http://sslvpn.pitt.edu>

Getting the Help You Need

Students enrolled in PittOnline courses are encouraged to use the support services offered by the University. These services include:

McCarl Center for Nontraditional Student Success

**401 Cathedral of Learning
412-624-7683**

The mission of the center is to provide programs and services from orientation through graduation to promote and support the academic success, career development and personal growth of the College of General Studies students. The center offers regularly scheduled new student orientations, academic survival/success workshops and career counseling seminars. The center houses offices for CGS one-stop advising, the CGS career counselor, the director of the center, the CGS student government and the CGS alumni society board, as well as a seminar/conference room, tech stations for student use, a student lounge and a career resources library.

Academic Support Center

**311 William Pitt Union
412-648-7920
<http://www.pitt.edu/~asc/>**

In addition to the McCarl Center, CGS students are also encouraged to use the services offered through the University of Pittsburgh Academic Support Center (ASC). This center offers programs to help students develop the skills, strategies and behaviors of confident, independent and active learners. These support programs include individual subject tutoring, study skills workshops, learning skills workshops, and supplemental instruction study groups. The ASC also supports the Academic Support Hotline (412-624-2052).

Math Assistance Center

**322 Thackeray Hall
412-624-6588**

Students who are experiencing difficulty in their math and/or statistics courses may go to the University's Math Assistance Center. The Math center is staffed by faculty and undergraduate teaching assistants from the University of Pittsburgh's math department. The Math Assistance Center offers tutorials for: Math 0010, 0020, 0025, 0031, and 0032.

The Writing Center

412-624-6556

M-2 Thaw Hall

<http://www.english.pitt.edu/writingcenter>

The Writing Center is a place for students of the University of Pittsburgh to go to work on their writing. The Center is staffed by experienced consultants who have been trained to help others with their writing. These staff work with student writers on a one-on-one basis. The Writing Center also sponsors the Writer's Café, a regular workshop and writing exercise gathering for Pitt undergrads who are interested in creative writing and a peer tutoring program that allows Pitt undergraduate students to learn about writing and teaching.

CGS 0093 Mastering the University

CGS 0093 Mastering the University helps students to build skills, habits, and strategies to meet the academic challenges they encounter as university students. This course maximizes student potential for academic success in college by presenting various methods and procedures for successful management of their college learning experience. The course is intended to provide participants an opportunity to learn, adopt, and adapt techniques, strategies, and skills to enhance their college success. Check with your CGS advisor to register for this course.

University of Pittsburgh Academic Policies

Academic Integrity Code

As members of a community of learners, all students are expected to meet the obligations of honesty and respect for the ethical standards of the University community and of their chosen field of study. You are therefore expected to familiarize yourself with the published rules and regulations governing *academic integrity*, a term meaning the ethical standards of integrity by which each student and faculty member is expected to operate. The College of General Studies Academic Affairs and Advising maintains an Academic Integrity Officer who handles disputes regarding the Academic Integrity Code for negotiation of grievances between faculty and students.

For specific information, visit the College of General Studies' Web site at <http://www.solutions.pitt.edu/default.aspx?EntryUID=39adab30-436c-4c6c-966c-0c86a9aad10d>. You may read the full Academic Integrity Code online at www.as.pitt.edu/academicintegrity.html.

For more information or to speak with the Academic Integrity Officer about a grievance, please contact the CGS Assistant Dean of Student Services at 412-624-6600.

Grade Disputes

In case a grade dispute occurs between you and an instructor, you should keep all graded work from each of your courses so that you have a record of your achievement. If you ever have a grade dispute, the first step is for you to meet with your instructor in an attempt to resolve the issue. It could be easily corrected at this stage. However, if no resolution can be reached, you may seek an appointment with the Assistant Dean of Student Services who is responsible for grade disputes and who will investigate and make a final decision on behalf of the College of General Studies.

For more information on grade dispute procedures, contact please contact the CGS Assistant Dean of Student Services at 412-624-6600.

"G" Grade Policy

Please review the University of Pittsburgh's "G" grade policy which states:

"A "G" grade is given by an instructor when course work is unfinished because of extenuating personal circumstances. Students are usually instructed to complete some clearly defined work (e.g. a final examination paper) within a specified period of time when they are given a "G" grade. The "G" grade must be completed no later than one year after the term or session in which the course was taken. Students should not request or be given a "G" grade if, in actuality, they need to repeat the course."

Important Dates for 2074

January 3	Term Begins Registration Ends
January 15	University closed
January 20	First Workshop (check your syllabus for specific dates)
January 16	Add/Drop Period Ends
March 4-11	Recess (no classes)
March 9	University closed
March 14	Deadline for Monitored Withdraw
April 28	Term ends

February 19
Summer term registration begins

March 15
Fall term registration begins: First two days reserved for seniors

Purchasing Books

For Oakland courses:

University Book Center
4000 Fifth Avenue
Class Order
Pittsburgh, PA 15213
www.pitt.edu/~bookctr
412-648-1450
Fax: 412-624-0600

For Nursing or Dental Hygiene courses:

Health Book Center
3527 Forbes Avenue
Pittsburgh, PA 15260
412-648-8915
Fax: 412-648-1902

For Greensburg courses:

University of Pittsburgh at Greensburg
Book Center, Text Department
1150 Mt. Pleasant Road
Greensburg, PA 15601
724-836-9928
Fax: 724-836-7796

Course materials may be requested by mail, phone, or fax. You must pay with a credit card. Orders need to include:

- **class number** (*found beneath the course title on course syllabus*)
- **course and catalog number** (*found in the upper right corner of course syllabus*)
- **title and author** (*refer to "Course Materials" section on the front of course syllabus*)
- **price** (*book center will provide purchase price*)
- **quantity**

Testing Information

PittOnline Testing

Testing is available at the CIDDE Testing Center located in Alumni Hall at 4227 Fifth Avenue, Room 824, at one of ten off-campus sites, or by special proctor arrangements.

Complete a test site selection form online at www.pitt.edu/~ciddeweb, test information can be found under Academic Testing.

More information may be obtained by calling 412-624-7215. Reminder: Always read your course syllabus so you can plan to complete all of the course requirements and tests by the end of the term. This will minimize stress and assist you in the development of your testing schedule.

CATS-Computer Assisted Testing

CATS is a testing system that enables you to take exams via computer. CATS allows you to mark your answers, yet go back and forth throughout your exam without disrupting your normal test-taking strategies. Testing through CATS provides you with immediate feedback on multiple choice and true/false exams. Courses may also integrate substantive feedback as part of the review process. This feedback can help you identify problems in your understanding of the material and in your exam preparation strategies. If you test at an off-campus site and use CATS, your results will be sent to the instructor faster.

Testing Procedures

Check the calendar of dates to determine when tests will be available in Oakland. The following procedures apply to every exam setting:

- complete a test site selection form after choosing a testing site
- Show a form of photo identification such as your Panther Card or a driver's license.
- Sign the testing card or test control form in the presence of the proctor.
- Leave all books, study guides, notes or other materials with the proctor unless otherwise indicated on the exam coversheet.
- Complete the exam to the best of your ability within the time limit indicated on the coversheet.
- Do not engage in conversation with other students while taking an exam.
- Remain in the testing area while working on the exam. *Under no circumstances is a student permitted to leave the testing area before the exam is completed.*
- Give the completed exam and any essay booklets, answer sheets, or scratch paper to the proctor immediately upon completion.
- Consider the testing hours for each site and allow yourself enough time to finish.

What Happens After I Take My Exam?

Oakland:

Your exam is hand-carried to the instructor if he/she has an office on campus. Otherwise, the exam is sent via US mail to the instructor.

Proctor and Off-Site:

Your exam is sent to the CIDDE Testing Center where it is logged onto your testing card and then mailed or hand-carried to the instructor.

Expect feedback approximately two weeks after your test.

Proctored Exams

When you take an exam in a supervised setting, the proctor represents your instructor. The proctor is required to report any suspected violation of the University of Pittsburgh Academic Integrity Guidelines to the Academic Integrity officer at the Testing Center.

Testing Sites

Please allow enough time to complete exam by closing time.

Call the Testing Sites for Current Hours of Operation.

CIDDE Testing Center

(Oakland Campus) 🏢

824 Alumni Hall

412-624-7215

Joanne Rosol: rosol@cidde.pitt.edu

Tues., Thurs., Fri	8:30 a.m.–5 p.m.
Wed.	8:30 a.m.–8 p.m.
Sat.	10 a.m.–4 p.m.
Sun., Mon.	closed

663 Franklin Avenue

Aliquippa, PA 15001

Cindy Brown—724-375-2900

Bethel Park Public Library***

5100 West Library Avenue

Bethel Park, PA 15102

Fayth Groesch—412-835-2207

Citizens Library**

55 South College Street

Washington, PA 15301

Ella Hatfield—724-222-2400

Greensburg Campus 🏢

University of Pittsburgh

Greensburg, PA 15601

Michele Dugan

724-836-7825 (Greensburg)

412-624-6118 (Pittsburgh)

Monessen Public Library*

326 Donner Avenue

Monessen, PA 15062

J. Allen Feryok—724-684-4750

Johnstown Campus Library**

University of Pittsburgh

Johnstown, PA 15904

Dan Parker—814-269-7298

Shaler-North Hills Library 🏢

1822 Mt. Royal Boulevard

Glenshaw, PA 15116

Sharon McRae—412-486-0211

Titusville Campus Library 🏢

University of Pittsburgh

Titusville, PA 16354

Allan Hughes—814-827-2702

St. Mary's Community Education Council

4 Erie Avenue, Suite 200

St. Mary's, PA 15857

Jackie Stefano—814-781-3437

Bradford Campus Library* 🏢

University of Pittsburgh

Bradford, PA 16701

Micquel Glow—814-362-7616

* Appointment Required

** Appointments Required for First Exam only

*** Noise Level Potentially Disturbing

🏢 Computer Assisted Testing Available

B.F. Jones Memorial Library*