WHAT'S NEXT?

AN ADMITTED STUDENT'S GUIDE TO THE UNIVERSITY OF PITTSBURGH AT JOHNSTOWN

University of Pittsburgh at Johnstown
Admissions Welcome Center
157 Blackington Hall
450 Schoolhouse Road
Johnstown, PA 15904
upj.pitt.edu

E-mail: upjadmit@pitt.edu

1-855-LIKE-UPJ
814-269-7050

University of Pittsburgh Johnstown

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www.upjohnstown.edu

2016

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PEOPLE + PROGRAMS + PLACE = PERFORMANCE

THE REGIONAL LEADER EDUCATING FOR SUCCESS IN THE REAL WORLD.
What's Next...

Good Question! We know this is an exciting time for you and your family. We also know that it can be stressful time as you maneuver the ins and outs of getting ready for college.

Following the arrival of the acceptance letter, admitted students often ask "What's Next?" This booklet was designed to guide you through the next few months... from paying the tuition deposit until the start of classes. The topics follow a basic chronological order but may vary in some instances.

Not all of the entries in this booklet pertain to every incoming freshman, but most do. Topics identified by the symbol may not apply to all students, but the information is available as needed.

Whenever possible, we have tried to indicate whether you should expect the information in the text or if the process is handled completely online.

It is our hope that the information contained in this booklet will help answer some of your questions, and if you have questions or need additional information, please feel free to contact us:

University of Pittsburgh at Johnstown
Admissions Welcome Center
979 Aikens Iron Hall
Johnstown, PA 15954
uoj.pitt.edu
E-mail: ujappmitted@pjt.edu
1-855-LIKE-UPJ
814-269-7050

Work Study / Campus Employment

While we recognize that working while going to school is a wise choice for everyone, working on campus is complex; not in terms of bossy instructors, but also because you are involved with the campus outside of the classroom. Various jobs, which allow students to work on campus, are available through either the "Work Study" program or our "Campus Employment" program.

Find the "Work Study" Program
To qualify for work study, you must complete the FAFSA (free), no later than April 1 each year. Be sure to indicate that you are interested in where employment assistance is needed. Financial Aid will award you a percentage of your EFC that you can use toward the cost of attending school. Financial Aid will determine your work study award, which is based on your need and the availability of funds. When you receive your financial aid award, check your schedule of flexible jobs that allow you to work around your classes. Beginning July 15, of open jobs for the 2014-2015 aid year can be found online at uoj.pitt.edu/925/awso.

The University does not place you in a job, nor does it guarantee employment. Each job that you intend to pursue must be negotiated by you and the supervisor. The job pays so you must negotiate your salary. If you and the supervisor agree on the salary, you must fill out the job offer form in the Human Resources pay system so that you receive a monthly paycheck. Full-time and part-time positions are available during the summer.

Campus Employment

Do you want to complete a FAFSA in order to be considered for campus employment. Individual departments pay a portion of the total cost of the student's education. The total cost is determined by you and the department head.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits us from sharing information about students with other individuals or organizations without written authorization from the student. Written authorization must be on file from the student or his/her legal guardian. The student is considered to be a legal guardian when the student is financially independent from his/her parent and is not married. Students should sign a written notification of specific information necessary for the school to provide you with required or other interest parties, but we are bound by law to protect your right to privacy.

For better information regarding FERPA visit the Office of the Registrar:

Office of the Registrar
799 Potomac Hall
Johnstown, PA 15956
(814) 269-7050
(814) 269-7051
(814) 269-7053

A student may select a Review in Release of Educational Information form that parents may have access to his student's information.

To access this form: uoj.pitt.edu/RegistrationRelease.html

Military

The University has a long-standing policy (OSU-050) that permits students who have orders mandating them to active military duty in this country, regardless of the date they are on active status. Students need to submit a copy of their orders to military personnel headquarter, in which a written statement is required to be written and signed by the student or their legal guardian. Students must meet all the requirements for admission to the university.

In most cases, we will defer the term's registration so the student will not have to re-enroll for the term and receive no grades. There will be no exceptions to this, depending on personal or financial reasons.

If the student receives another enrollment in the same term, the student may be eligible to take a final exam. If it is the case, the student will need to submit courses and will then be allowed to receive grades. The student must take the courses as the student's major and must meet all the requirements for admission to the university.

For more information, contact the Registrar's Office at (814)-269-7050.

For more information concerning military benefits, please see: uoj.pitt.edu/Veterans

Over the course of the next few months, you will be interacting with a number of campus and university offices as you make preparations to begin your college career. Having certain information handy should make those interactions easier. This sheet will provide you with a convenient way to keep track of your information organized.

Student ID: All the letters you have received from the PR-Johnstown Admission office have included your unique 7 digit identification number. Knowing this number will be useful when interacting with various campus offices and when filling out paperwork. The student ID number is:

Financial Aid: In order to be eligible for any need-based financial aid, it is important that you file the FAFSA form. Deadlines for filing are April 1, 2016, but the sooner you file the better. You will be eligible for any aid awards for PR-Johnstown when you have received the FAFSA, All of the Five PR campuses use the same code.

The financial aid code for UPJ is:

The financial aid code for UPJ is:

7308

Filed the FAFSA on: 08/01/15

My FSA ID is:

Placement Exam

All incoming students are required to take both a Math Placement Exam and an English Composition Placement Exam. Students in the arts and sciences are also required to take a Chemistry Placement Exam. Events in Foreign Languages are also available for current students. Students can take the exam at any time during the year, but are also offered in conjunction with the Admitted Students programs earlier in the fall. You can choose any of the dates.

My Placement Exam was/t is be/t will be taken: 01/22/16

Academic Planning Days

Academic Planning Days are held in June and are assigned based on your major. If you must attend the program, you are required to attend at least one of the sessions if your assigned date is due in attendance.

My Academic Planning Day date is:

Move-In

Classes for the fall semester begin on the last Monday of August. All students are required to attend Move-In Day. You will be assigned a Move-In time that will be determined by Housing and Residence Life.

My Move-In date is:

My first day of class is:

Translation: Provided by Integrative Discovery (ID) on 3/15/15. Revised on Wednesday, February 25, 2015 2:14:44 AM.
Good Question! We know this is an exciting time for you and your family. We also know that it can be stressful time as you maneuver the ins and outs of getting ready for college.

Following the arrival of the acceptance letter, admitted students often ask “What’s Next?”

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Whenever possible, we have tried to indicate whether you should expect the information in the mail or if the process is handled completely online.

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Student ID:
All of the letters you have received from the PR-Johnston Admission office have included your unique 7 digit student identification number. Knowing this number will be useful whenever you interact with various campus offices.

University User Name:
Shortly after paying the $300 tuition deposit, you will receive an e-mail explaining how to activate your university computer account. Once activated, you will be asked to create a password. You will need this password to be used every time you wish to access your PR account. All official notifications come through this account.

My University User Name is: ___________________________
My university Password is: ___________________________

Financial Aid:
In order to be eligible for any need-based financial aid, it is important that you file the FAFSA form. Deadline for filing is April 1, 2016, but the sooner you file the better. You will be notified by the end of the school year for PR-Johnston when filing the FAFSA. All of the FAFSA campuses use the same code.

The financial aid code for UPJ is: 000121
I filled the FAFSA on: ___________________________
My FSA ID is: ___________________________

Placement Exam:
All incoming students are required to take both a Math Placement Exam and an English Composition Placement Exam. Students majoring in the sciences are also required to take a Chemistry Placement Exam. Events in Foreign Languages are also available for eligible students. This year’s dates will be announced later in the year, but are also offered in conjunction with the Admitted Students programs earlier in the fall. You can choose any of the dates.

My Placement Exam will be taken: ___________________________

Academic Planning Days:
Academic Planning Day sessions are held in June and are assigned based on your major. You should try to attend the program for your designated major, but you may attend any of the sessions if your assigned date is inconvenient.

My Academic Planning Day is: ___________________________

Move-In:
Classes for the fall semester begin on the last Monday of August. All new students are required to be on campus for move-in. The Student Housing Welcome Team programming, as well as helps new students acclimate to campus.

My Move-In date is: ___________________________
My first day of class is: ___________________________

For more information concerning Military benefits, please see: upj.pitt.edu/Veterans

What's Next...
1. File the FAFSA Form

To receive financial aid, you must first complete the Free Application for Federal Student Aid - commonly called the FAFSA. The FAFSA can be completed any time after January 1 of each year, and can be found at www.fafsa.gov. In fact, we encourage you to apply as early as possible to avoid missing Pitt-Johnstown's April 1 priority filing deadline. Financial aid applications received after the deadline will be processed on an ongoing basis.

If you or your parents have not completed your Federal Income Tax Return but wish to complete the FAFSA, you may use estimated income information to ensure that your information is received by the Federal Processor before Pitt-Johnstown's April 1 priority filing deadline.

Approximately seven to ten business days after completing the FAFSA online, you will receive an e-mail with a link to your Student Aid Report (SAR) acknowledgement, which signifies that your FAFSA has been processed by the Department of Education. The SAR explains your Expected Family Contribution (EFC) for the academic year. The EFC does not reflect what you and your family will have to pay out-of-pocket for your college expenses, nor does it reflect what your family can afford to pay out-of-pocket. The school, the state grant agency and the federal government use your calculated EFC to determine the types and amounts of financial aid that you will receive. Be sure to review your SAR for accuracy. If you need to make any changes to any of the information appearing on the SAR, simply log onto www.fafsa.gov and submit your changes there.

Be sure to keep copies of your FAFSA.

You must complete a FAFSA each year that you wish to apply for any financial aid, including Stafford and PLUS loans. Students may complete the FAFSA through the Internet by accessing the application at www.fafsa.gov.

Please use the University of Pittsburgh code: 008815. All five campuses within the Pitt system use the same school code.

2. Pay Tuition Deposit

The Tuition Deposit is your signal to us that you are planning to be a student at Pitt-Johnstown. We use it to reserve a seat for you in the freshman class. The deadline for the tuition deposit is May 1. The deposit is $100.00. You received an "Admission Data Form" with your acceptance letter. You should submit the Admission Data Form along with the deposit. Please return the form to the Admissions Office. We accept check, Visa or MasterCard. We can only accept cash in person.

If you need another copy of this form, please call 855-LIKE-UPJ or you can download a copy at: upj.pitt.edu/AdmittedStudentProgram

Your $100 Tuition Deposit is non-refundable but will appear as a credit on your fall semester bill.

3. Activate Your Pitt Computer Account

Shortly after paying your $100 Tuition Deposit, you will receive an e-mail explaining how you can activate your official University of Pittsburgh computer account.

In prior years, this information would have been sent to you in the mail. THIS IS NO LONGER THE CASE.

Your notification will be sent to the e-mail address that you provided the University on your admissions application. If you are no longer using the same e-mail address as provided, or provided an incorrect e-mail address, you may miss this important notice. If you are unsure which address you supplied, you can call us at 855-LIKE-UPJ, and we can access that information for you.

For students who did not provide an e-mail address on the admissions application, your notice to activate your Pitt account will be mailed to your home address. Even though you are admitted to the University of Pittsburgh at Johnstown, this notification will be mailed from the University of Pittsburgh. It is important that you do not discard this letter.

If you think that you may have missed the letter, deleted an e-mail, or have any questions at all, you can call the University of Pittsburgh Technology Help Desk at (412) 624-4357.
Activate Your Pitt Computer Account (Con't.)

Activating Your Account...

Once you have received your notice (e-mail or letter) to activate your Pitt account, you will need to visit the website:

my.pitt.edu

And click the "New Account Activation" link located in the box designated for "Students, Faculty, & Staff"

After confirming your identity, you will be guided through a series of online steps to activate your University Computing Account.

You will use the "Username" and "Activation Key" provided to you in the e-mail (or letter).

If you have questions at any point in this process, please call:
University of Pittsburgh Technology Help Desk at (412) 624-4357.

Your Pitt Username and Password

As you activate your Pitt Account, you will be asked to create a password to go along with your username. Be sure to remember and keep your Password as well as your Username secure... It will be very important to you as you move through the next few months.
Activate Your Pitt Computer Account (Con’t.)

Some of what you will need it for...

- Access Grades
  Grades are posted online. You can also view your whole academic history.
  See #10

- Placement Exams
  See #18

- Software & Computer
  See #18

- Create a Schedule
  See #14

- Photo ID
  See #11

- What’s Next...

- Emergency Notification
  You will set up an emergency notification account to alert you and your family of any incident on campus.
  See #9

- Meal Plan
  See #9

One more time... If you have any trouble activating your University of Pittsburgh computer account please call:

University of Pittsburgh Technology Help Desk
(412) 624-4357

Arrange Campus Housing

Following the May 1, 2016, Tuition Deposit deadline (see number 2), the Office of Housing and Residence Life will mail housing information. No housing information will be sent until after May 1, 2016.

This information will include a detailed description of the Housing Application process and will go to all incoming freshmen who have paid the Tuition Deposit and indicated that they would like campus housing on their Admissions Application. The housing application process is completed online only.

All incoming Pitt-Johnstown students are housed together in units designated for freshmen.

There is a $150 Housing Deposit that is due before you can apply for housing. You are encouraged to pay the housing deposit and submit a housing application by July 1, 2016.

Your Housing Deposit will show as a credit on your Spring Semester bill.

If you indicated that you do not want campus housing on your original Admissions Application, you will not receive this housing information. If, between the time you were admitted and mid-May, you change your mind about living on campus, notify the Admissions Welcome Center (855-LIKE-UPJ).
Select a Roommate

As part of the online Housing Application, you will answer a series of roommate matching questions. The Office of Housing and Residence Life will use your answers to these questions to match you with another incoming freshman, who will become your roommate.

If you know another incoming freshman (of the same gender) and would like to room together, you can request one another through the online Housing Application.

Commuter Rooms

Students who choose not to live on campus have the option of signing up to be part of the “Commuter In Residence” program. Participation in this program provides commuting students with a room on campus where they can study, store personal belongings, and interact with residential students. Participation in this program is completely free of charge. First-year commuter students are assigned to either Laurel, Maple, or Oak Hall. A commuter student shares a room with approximately five other commuter students. As commuters-in-residence, students are issued a room/locker key. Inside the room, commuters share the following: study desks and chairs, campus telephone, and a “MicroFridge” (a small refrigerator & microwave combo). The rooms are available every class day from 6:00 am to Midnight. Students are not permitted to remain overnight in commuter rooms.

Space is limited and is provided on a first-come-first-served basis. Sign-ups for the program open in late July. If you did not indicate that you wanted campus housing on your original Admissions Application, you will receive a letter in late July describing the application process.

4 Health Forms

The University of Pittsburgh at Johnstown is committed to providing quality health care for our students. In order to provide these services, all students are required to have an up-to-date health record on file with Health Services, including documentation of current immunization status.

The health record is to be completed online at campusservices.upj.pitt.edu after the $100.00 tuition deposit has been processed.

Health forms should be completed before the start of classes in the fall.

Disabilities

The University of Pittsburgh at Johnstown offers services to students with disabilities in order to create optimal and equal access for academic success.

Should you have any concerns, the Office of Disability Services is here to provide information about our services and how to receive reasonable accommodations for a documented disability.

You can find more information at: upj.pitt.edu/DisabilityServices

If you have questions or specific inquiries related to these services, please feel free to contact the Office of Disability Services at: (814) 269-7119 or e-mail at: OHWS@pitt.edu

5 Visit the Campus

For many individuals, a first-time visit to Pitt-Johnstown can be love at first sight. Brochures and websites offer a glimpse of the Pitt-Johnstown experience, but nothing beats being here in person. The Admissions Welcome Center benefits from the effort of a group of dedicated student tour guides, the STARs (Student Tourguide and Admissions Representatives). These students are the real experts on campus. They live, eat, and go to class here, and in most cases are only a few years older than the student visitors. They are very often the single best source of campus information. The Pitt-Johnstown STARs, along with the Admissions’ Staff invite you and your family to visit our beautiful campus.
Weekday Visits

Weekday campus visits provide the best opportunity for personalizing your campus visit. A student guide will take you on a campus tour, giving you a first-hand look at what Pitt-Johnstown has to offer. The Admissions Welcome Center offers student guided tours throughout the week. In addition to the tour, you may also schedule an admissions interview. This is an informal meeting between an Admissions Counselor and the student and his or her family. These meetings are designed as a way for the families to ask questions and gather information about Pitt-Johnstown. We want to ensure that a staff member and tour guide are available, so we ask that you call ahead to schedule your visit.

To schedule a weekday visit, please contact the Admissions Welcome Center at: 855-LIKE-UPJ

Admitted Student Days

As a future Pitt-Johnstown student, we invite you to attend a special program designed for admitted students only. You can Get Ready for the Real World at Pitt-Johnstown's Admitted Students' Reception Program. The morning begins with an information session followed by an office/activities fair where you will be able to talk with faculty and staff, visit campus offices, and learn more about student activities offered at Pitt-Johnstown! Additional information will be posted online closer to the dates listed.

The programs are Friday, February 19, 2016, Friday, March 18, 2016 and Friday, April 15, 2016.

Agenda:
8:30–9:30 Light Refreshments & Registration
9:15–10:00 Welcome and Presentation
10:15–11:15 Information Fair

Representatives from the academic divisions, campus offices, and student organizations will be on-hand to provide information regarding services available to Pitt-Johnstown students. This segment of the program is designed to be flexible and interactive based on your interests.

Campus Tours

Full campus tours will be available after the program. These tours will depart from the Admissions Welcome Center in Blackington Hall. The tours provide an excellent opportunity to chat informally with a current Pitt-Johnstown student as you stroll the campus grounds.

You may register for one of these programs several ways:

Register online at upj.pitt.edu/AdmittedStudentDay
or by phone at 855-LIKE-UPJ

Submit AP Test Scores

If you have taken, or plan to take an Advanced Placement (AP) Exam while in high school, it is important that you report your scores to us if you wish to use the AP credits in college. AP credits may impact the schedule that your advisor will be creating with you this summer (see number 14). If you do not report your scores, you may not get credits due you, or you may end up taking unneeded courses.

Please be sure to have your AP Exam scores sent to:
Office of the Registrar
279 Blackington Hall
University of Pittsburgh at Johnstown
450 Schoolhouse Rd.
Johnstown, PA 15904

For a list of AP Exam scores and the equivalent credits given, go to:
upj.pitt.edu/APGuidelines
7 College in High School

If you have taken any college classes while attending high school, you want to ensure that those credits are also reflected in your fall schedule. You will need to contact the college that offered the courses and request that a transcript be sent to our Registrar's Office (see number 6) before the summer Orientation dates (see number 13).

If you took advantage of a College-In-High-School program through any Pitt campus, you do not need to request a transcript as it will automatically appear on your Pitt record.

For a list of other college courses and the equivalent credits given, go to: upj.pitt.edu/TransferCreditEquiv

8 Submit a Final Transcript

It is required that a final official high school transcript indicating a high school graduation date and your final senior grades be mailed to the Admissions Welcome Center. Please contact your high school guidance counselor and they will prepare and mail the transcripts during the summer months.

Please be sure to have your final high school transcripts sent to:

Admissions Welcome Center
157 Blackington Hall
University of Pittsburgh at Johnstown
450 Schoolhouse Rd.
Johnstown, PA 15904

Failure to submit your final high school transcript prior to the beginning of the fall semester may result in rescinding admission or placing a hold on your university account.

NCAA Clearinghouse

If you are planning to participate in an NCAA sport while in college... Or are even considering it, you should submit a Student Request Form (SRF) to the NCAA Initial Eligibility Clearinghouse. The Clearinghouse will determine if you are eligible to participate at either the Division I or Division II level.

Pitt-Johnstown competes at the NCAA Division II level. No student athlete is able to participate unless he or she has been certified through the NCAA Clearinghouse.

If you have any questions concerning the NCAA Eligibility process, you should ask your high school coach or Athletic Director. You can also find information at: www.ncaa.org

9 Choose a Meal Plan

During the month of May, incoming students will receive a letter from our Auxiliary Services Office. The letter will contain information on how to contract for a meal plan using the Campus Services on-line registration.

For more information concerning your meal plan options, some frequently asked questions, and even a brochure from our Dining Services: upj.pitt.edu/Dining
10 Take Placement Exam

As part of our commitment to excellence, we require all students to take a diverse selection of classes in the natural sciences, the humanities, and the social sciences. By the time they graduate, students must also show competence in writing, speaking, and quantitative reasoning.

To assist us in preparing an appropriate class schedule and to offer you an opportunity to test out of certain courses, all incoming students are required to take **Math and English Composition Placement Exams**. The results of the exams are extremely important for scheduling your courses.

You will also have an opportunity to take a placement exam in **Chemistry**. Students who plan to enroll in Biology, Chemistry, Geology and Planetary Sciences, Secondary Education Sciences, Pre-Health or Pre-Pharmacy professions, or Engineering and Engineering Technology **must** take the chemistry placement exam.

Students who wish to study a foreign language at the college level and have prior coursework in that language should take a placement exam in **French** or **Spanish**. This will help us schedule you for the most appropriate classes.

In order to ensure that you are given the most appropriate schedule, it is important that the placement exams be completed **prior** to the Summer Orientation programs. Placement exams are only offered on campus. This year, the exams are scheduled for:

**Saturday, May 14, 2016 and Saturday, May 21, 2016**

You can select either of the dates. All three exams will be given on each of the dates.

You can find more information on the Pitt-Johnstown placement exams at:  
upj.pitt.edu/PlacementExams

This site will include practice exam questions, an explanation of the grading system, as well as a "Frequently Asked Question" section that you may find helpful. Students are encouraged to familiarize themselves with the practice problems (both Chemistry and Math). Retesting is possible.

You will be notified by mail as well as e-mail when registration for these exams opens. You can register online using the same web address above. In order to register for the May dates, you will need your University of Pittsburgh username (**see number 3**).

**Students planning to take a placement exam must bring a photo ID and a scientific calculator.**

**Programmable and/or graphing calculators are not permitted.**

You will be notified by mail of your score, as well as which class you will be required to take. This information will also be used by academic advisors to assist in creating your first semester schedule.

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**PLEASE NOTE:**

Given that the exam **MUST** be taken on campus and needs to be completed prior to the summer Orientation dates (**see number 13**), we have also arranged to offer both the Math and Chemistry exams following our Admitted Student Program on February 12, March 18 and April 15 (**see number 5**).

Should you decide that the May dates are not convenient or would like to test earlier (retesting is permitted), you may opt to take one or both of the placement exams following these programs.

In order to register for these exam dates, call the Admissions Welcome Center at 855-LIKE-UPJ. Registration for the exams offered in February, March and April can be done online if you have paid your tuition deposit ahead of time.
11 Photo ID

As part of the orientation activities (see number 13), freshmen students are ushered to the ID Center to be photographed for their official University of Pittsburgh ID Card. ID Cards are not immediately produced, but are printed during the summer and distributed to students move-in weekend (see number 19). Students may also have their photos taken during the May Placement Exams (see number 10) or during the Admitted Student Days (see Number 5).

The primary purpose of an ID Card is to identify a person as attending the Pitt-Johnstown campus. The front of a Pitt-Johnstown ID Card contains an individual’s photograph, name and access number and provides a means for housing residents to gain access to their building. The back of the card has a magnetic strip that contains meal plan information and/or debit account information.

There is no initial charge for a Pitt-Johnstown ID Card. However, there is a $20 fee to replace a lost card and a $5 fee to purchase a Temporary ID Card. If a card has been misplaced, the ID Center will deactivate the card and can then issue a temporary ID if requested by the student. The temporary ID Card is valid for a period of seven days.

If the original card is found during this period, the owner should return the temporary card to the ID Center at which time his/her original card will be reactivated.

12 Thinking of Changing Your Major? 🕵️‍♂️

Things change. You may have listed a particular major when you first applied for admission, but now have a different idea. Perhaps you listed “Undecided” then, and now have a major in mind... Or you listed a major and now want to be “Undecided”.

If you are thinking about changing your major, you can notify us and we can make the change. We would like to make the change official as early as possible so that you are assigned to the appropriate summer orientation program (see number 13).

Generally, changing majors is a simple process, but for certain majors such as Nursing or Engineering, your application may need to be reevaluated.

If you are interested in changing your major prior to May 1, you will need to contact the Admissions Welcome Center at 855-LIKE-UPJ.

After May 1, you can still make a major change, but you will need to contact the Registrar’s Office at (814) 269-7055.

13 Attend Academic Planning Days

At Pitt-Johnstown we have a two-part orientation, held at different times in the summer. We do this so that we can time the information you are receiving to better suit your needs.

The first part of orientation is one of our “Academic Planning Days”. You are assigned to one of these programs based on your intended major. These days are designed to familiarize you with the academic requirements of freshman year. A big part of this day is the opportunity for you to meet with a representative from your academic division and to receive your fall semester class schedule. In addition, you and your parents have an opportunity to meet with representatives from campus offices in order to take care of any last minute details. You should plan to attend the date assigned to your particular major (see below) if possible. If your scheduled date is not suitable, you can attend the make-up session held in July.

The dates for the Academic Planning Days (Orientation Part I) are:
- **Monday, June 13** – Education, Engineering, Nursing & Health Science, and Undeclared
- **Thursday, June 16** – Natural Sciences and Undeclared
- **Monday, June 20** – Business & Enterprise, Humanities, Social Sciences, and Undeclared
- **Thursday, June 23** – Catch All

You will be receiving a full schedule of events for these days as well as registration information later in the spring.
14 Complete Your Scheduling and Advising Module

To help us create your fall schedule, all incoming freshman are required to complete our Scheduling and Advising Assistant. In fact, we build your fall course schedule by combining introductory major requirements and the information you provide us in this profile.

The module will be available sometime after January and to those students who submitted their $100.00 tuition deposit. To access the module profile, please visit [http://CampusServices.upj.pitt.edu](http://CampusServices.upj.pitt.edu)

Please use your Pitt computer account and password to access the system and then look for the "Student Advising Module." From there, you can follow the online instructions to complete the module.

For more information, please contact your academic division. They are here to help you as much as possible throughout this process.

- Business & Enterprise ........................................ (814) 269-2990
- Education ......................................................... (814) 269-7010
- Engineering Technology ...................................... (814) 269-7245
- Humanities ....................................................... (814) 269-7140
- Natural Sciences ................................................ (814) 269-2900
- Nursing & Health Sciences ................................... (814) 269-2995
- Social Sciences .................................................. (814) 269-2990
- Undeclared ......................................................... (814) 269-7998

Once you have your schedule, you can buy books (see number 16) if you’d like. As questions or concerns arise regarding your schedule, the academic advisors on campus will be able to assist you.

15 Pay Your Bill

You will not be receiving a bill from us… You will be receiving an “e-Bill” from us!

e-Bills are electronic bills from the University. e-Bills are online student billing statements that display charges for tuition, fees, meal plans, and housing. Your e-bill details charges and payments. If you’d like a paper copy, a printable statement is available in PDF format. We do not mail paper bills.

Benefits of an e-Bill?

- Convenient access – 24/7 access from any internet connection
- Information is secure and confidential – only you and those you authorize can see your e-Bill
- If you also pay online, you will see your “e-Check” (see below) or credit card payment on your Student Account after receiving your online receipt
- Access to e-bill history
- Timely reminders to pay your bill to avoid late charges
- No stamps, post office, or costly snail mail delays

Downside of an e-Bill?

- We don’t mail a bill. If you don’t know where to look for your bill, you might not know you have one.
Pay Your Bill (Con’t.)

Here is how you access your e-Bills:

Go to www.my.pitt.edu and log into the Portal, using your username and password. (See Number 3)

After logging into the site, select “Communities”, then “Student Services”, and the link to “PittPAY”

Once in “PittPAY”, select “Most Recent e-Bill.”

In “PittPAY” you can also authorize payers (parents, guardians, spouses, third parties) who can then access and pay your e-Bills. E-mail notices of e-Bill postings will also be sent to Authorized Payers.

How do you pay an e-Bill?

You or your “Authorized Payers” can pay online, while you are in PittPAY, by either “e-Check” or credit card.

   e-Check is a fast and secure method for you to pay your e-Bills from any personal checking account without having to mail a check and hoping it arrives by your due date. Money market accounts, home equity accounts, or other lines of credit cannot be processed as an e-Check. There is no additional charge to pay by e-Check. (The PittPAY vendor will assess a 2.75% fee for providing credit card payment services).

   Both e-Check and credit card payments will be posted to your student account immediately and you will receive a receipt in PittPAY. You can see the payment on your student account by selecting “View Account” from the PittPAY menu. Your Authorized Users will also be able to view your student account by selecting that menu option. You can also view the details of online payments by selecting “Transaction History” from the PittPAY menu.

Although we encourage you to make payments online, payments made via the mail are still accepted.

Please mail check or money orders only, NOT cash. Payments can be mailed to:

Pitt-Johnstown Business Office
125 Blackington Hall
450 Schoolhouse Road
Johnstown, PA 15904

All of this information is outlined in detail on the Business Office website, and can be found at: upj.pitt.edu/BusinessOffice

16 Buy Books

At the Pitt-Johnstown Book Center, you have the ability to either buy or rent new and/or used books as well as buying an eTextBook (if available). Books can be purchased in the Book Center or online at: bkstr.com/johnstownbookstore/home.

Reservations for the Fall term begin after June 15 and for the Spring term, in mid-November.

We do suggest you read and understand the Book Return Policy before placing a reservation.

This information can be found at: upj.pitt.edu
17 Parking

All students are permitted to have cars on campus; however, all cars must be registered with the Campus Police.

1. Parking permits may be purchased in the Public Safety Office.
2. Proof of ownership is required for each registered vehicle.
3. Parking permits (hang tag) must be displayed on the rear view mirror with the number color code facing the windshield. This must be removed when vehicle is in motion.
4. Permits are issued for specific parking areas and are valid only in these areas.
5. Full-time vehicle registration fee is $95.00 / year.

Not planning on bringing a car? That’s OK. The “CamTran” (Cambria County Transit Authority) provides local bus service between the Pitt-Johnstown campus and local points of interest.

18 Software and Computer

Microsoft Campus Software for students is provided at no cost to all active University of Pittsburgh at Johnstown students.

Download software at my.pitt.edu within the My Resources dropdown.

You will receive more information from our Information Technology Department over the summer.
You can find more information at: upj.pitt.edu/IT

In the meantime, here are some of the common questions they address...

Do I need to bring my own computer?
Personal computers are not required at Pitt-Johnstown. Adequate computer labs are available for student use.

Should I buy a laptop or desktop?
A laptop provides more flexibility in your room, around campus, and provides you with the option of taking work home on weekends. A desktop PC will probably last longer and provide better operating stability.

What about other computer discounts?
Pitt-Johnstown participates in programs with Apple, DELL and Lenovo that offer students discounted prices on all personally configured computers. Information and ordering information is available online at: pitt.edu/computer-discounts.

A Windows-based or Apple PC?
The choice is yours. All student labs and instructors are equipped with Windows-based PC’s, but we do provide all the necessary software for Apple PC’s and support them on our network.

What software do I need to buy?
Virtually none. All students receive Microsoft Office Professional, operating systems, LoJack theft protection and Symantec Anti-Virus software free of charge.

What are the recommended PC configurations?
We recommend brand name computers (ex: DELL) as they generally ensure better industry-standard compatibility. Avoid bargain basement models/configurations if you plan on keeping this computer for 4 years.

19 Move-In

The second part of Orientation (see number 13) is Move-In Weekend. All students living on campus will be able to move into the residence halls on Thursday, August 25, 2016. All commuter students are invited to campus later in the day. There is also an opportunity for parents to see the campus again and finalize any details. On Thursday afternoon, all students (both commuter and resident), as well as their parents are invited to attend Convocation where they are formally welcomed to the campus community. Following the Convocation, parents are encouraged to depart. What follows is a non-stop series of events for new students. Thursday, Friday, and Saturday are devoted to allowing the new student to get accustomed to the place before the upperclassmen move in on Sunday and classes start on Monday.

A full description of all of the offerings will be available online later in the summer.
20 Start Classes

Classes for the Fall Semester (September through December) at Pitt-Johnstown begin on Monday, August 29, 2016. By that time, you will have set up your fall schedule (see number 14), bought your books (see number 16), and are ready to start your freshman year. The schedule that you will have made during the summer Orientation (see number 13) will be based on the requirements for your particular major (or General Education requirements for Undecided students).

If any last minute adjustments need to be made to your class schedule, there is a chance for you and your academic advisor to make them. This is done during ADD/DROP period. Adding or Dropping a class should not be done without the assistance and approval of your academic advisor! Making changes to your schedule may cause problems that may impact your ability to make appropriate academic progress.

During the fall, you will again have an opportunity to work with your academic advisor to set up your schedule for the Spring Semester (January through April).

21 Get Help

By the time you have worked through all of the steps in this booklet and made it to the beginning of classes, you should have started to realize that college is not like high school. Your first semester of college will present you with a wide range of challenges... Some inside the classroom, others outside. Between the time you pay your Tuition Deposit (see number 2) and the time classes start, you will have been exposed to many of the offices and services that are here to ensure your success. Not every student will need all of these services... But they are here to help, and we encourage you to become familiar with them.

22 Get Involved

It's not all about the classroom. At Pitt-Johnstown, we want you to connect to the campus, the community, and the world. There's no excuse for not being engaged. All students at Pitt-Johnstown are encouraged to participate in the Real World Action program.

This is a structured and interactive program that engages students and gives them a framework for expanding their horizons. Much more information on this program can be found here: upj.pitt.edu/RealWorldActionProgram

For a list of student organizations, check out: upj.pitt.edu/Organizations and for a sample of the offices here to help: upj.pitt.edu/AdminOffices