



Residential Handbook
2008–09

WELCOME

Welcome to your University of Pittsburgh housing accommodations. Whether you are living in a residence hall, apartment-style accommodation, or fraternity complex, you are one of approximately 7,000 undergraduate students residing on campus, and your comfort and satisfaction are very important to us. It is our priority to ensure that your residence in University housing is one of many positive and rewarding experiences here at Pitt. We hope that you are settled in and ready to begin an exciting school year.

The purpose of this **Handbook** is not only to provide you with a comprehensive reference for living on campus, but also to advise you of the policies for residing in University housing.

Upon signing your **Housing and Dining Services Contract (Contract)**, you agreed to, among other things, abide by the policies, rules, and regulations set forth in this **Handbook** and any other official University publications, including, but not limited to, the **Student Code of Conduct and Judicial Procedures**. Communal campus living can be a great college experience, but with your decision to do so comes a responsibility to abide by the rules necessary for the safety and enjoyment of all. With your cooperation, this goal will be met.

This **Handbook** is divided into two sections. The first section (Everyday Living) addresses matters specifically related to your occupancy of University housing. The second section (Resources and Services) provides other useful information pertaining to the University. Each section has been organized alphabetically for easy reference.

If you have any questions or need any additional assistance, please feel free to contact Panther Central at 412-648-1100 or www.pc.pitt.edu. Have a productive school year, and do not hesitate to let us know how our programs, services, and facilities can best serve you.

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1. Access

The information below pertains to access as it relates to admittance through the main door to your residence building and not to your individual room or apartment. For access to your individual accommodation, please refer to Section I, Article 38 (**Keys**) in this **Handbook**.

For the majority of residents, your access is controlled via information that is stored on your Panther Card. The remaining residents access their accommodations via hard key.

All University Housing Accommodations

For your safety and security, residents are permitted access only to the buildings in which they reside.

The main entrance to each residence hall, as well Centre Plaza and Ruskin Hall apartments, is staffed with a security guard (herein referred to as a desk attendant), 24 hours daily, throughout the academic year. All residents must have the desk attendant swipe their Panther Card through a card reader to verify their residence in that building. Once you are verified, the desk attendant will check your photo on the card. Residents attempting to sidestep this procedure

or to gain entry through other means, including fraudulent or improper use of the Panther Card, will be subject to disciplinary action.

The main entrance to the fraternity houses, Bouquet Gardens, Forbes-Craig, and Oakwood apartments is equipped with an electronic locking system that can be unlocked only when the assigned residents swipe their Panther Card through the card reader.

If you are denied access to the main entrance of your facility, call Panther Central at 412-648-1100. If your Panther Card is lost or stolen, please refer to the instructions contained within Section I, Article 38 (**Keys**) in this **Handbook**.

Access for Visitors/Guests

Visitors and guests of residence halls, as well as Centre Plaza and Ruskin Hall apartments, including residents of other halls, are permitted access subject to the rules set forth in the residence hall visitation policy.

Visitors and guests of fraternities, Bouquet Gardens, Forbes-Craig, and Oakwood apartments must access these facilities via an intercom system. To gain access, the visitor must call

the resident from the intercom and the resident will, if desired, allow access into the building.

Please refer also to Section I, Article 38 (**Keys**), Article 64 (**Security**), and Article 77 (**Visitation Policy**) in this **Handbook**.

2. Alcohol Policy

In accordance with Pennsylvania state law, only residents 21 years of age or older are permitted to possess, consume, or transport alcoholic beverages in University housing.

Residents are responsible and legally accountable for their actions and the actions of their visitors, including any damages or injuries resulting from their actions during or after the consumption of alcoholic beverages.

Please refer to the Alcohol Policy in your copy of the **Student Code of Conduct and Judicial Procedures**.

Note: No alcohol is permitted in Towers A and B, since they are “alcohol free.”

3. Appliances *Residence Halls*

The following appliances are permitted in all residence halls:

- Microwaves (800 watts or smaller)

- Refrigerators (4.2 cubic feet or smaller)
- Coffeemakers
- Blenders
- Computers
- Stereos
- TVs, DVDs, VCRs, and radios
- Noncommercial hair dryers and hair-styling tools
- Electric shavers
- Electric toothbrushes
- Irons

Apartment-style Accommodations

All apartments are provided with a refrigerator and stove. Each apartment in Bouquet Gardens, Centre Plaza, and Forbes-Craig is also equipped with a microwave and dishwasher.

All University Housing Accommodations

The following are prohibited:

- Toaster ovens
- Toasters
- Hot plates
- Cup warmers
- Gas grills
- Indoor grills
- Steamers
- Open-flame cooking devices or heating units
- Space heaters
- Air conditioners
- Halogen or high-intensity quartz light fixtures (torchiere)
- Extension cords (power strips with surge protectors are acceptable)

Please refer also to Section I, Article 45 (**MicroFridge**) and Article 53 (**Prohibited Items and Activities**) in this **Handbook**.

4. Application/Assignment

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

5. Cable Television

Basic cable television is provided in each room or suite in every residence hall and each bedroom and/or living room in every apartment, by Comcast Inc. For service call 1-800-266-2278 and say that you are a University of Pittsburgh student and the name of your building.

6. Cancellation

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

7. Check-in

If you return to University housing accommodations next year, you will receive an Arrival Survival packet containing all of the information you will need to know about checking in for the fall term. You should receive this packet at your home address by August.

Arrival Survival

Each year, multiple departments strive to make your check-in process to University housing facilities

as quick and simple as possible. We commonly refer to this process as Arrival Survival.

The Arrival Survival packet contains information about:

- Accessing your accommodation
- Arrival dates
- Directions to Pittsburgh
- Parking and unloading
- Student volunteers
- Carts
- Room furnishings
- Computers, phones, TVs, and MicroFridges
- Security
- Mail service
- Student Health Service
- Book Centers
- Dining facilities

For more information, visit www.arrival.pitt.edu.

8. Check-out *Residence Halls*

Before checking out of your accommodation, you are required to:

- Check out with a resident assistant (RA) or other Residence Life staff member.
- Leave your accommodations in broom-clean condition.
- Clean MicroFridges and any University-owned appliances.

- Remove all personal belongings (failure to do so may result in removal charges).
- Leave sealed bags of dried trash in your room.
- Place all recyclable items in the appropriate recycling area of your residence hall.
- Seal all wet and food-related garbage and place in the appropriate trash room of your residence hall. (Stains caused by such garbage being left in your room may result in damage charges.)
- Turn off all faucets tightly.
- Turn off lights and lock the door.
- Leave a forwarding address at your mail center. Mail without a forwarding address will be returned to sender.

Several weeks before the residence halls close, you will receive a move-out brochure with more detailed information and dates. For specific dates regarding residence hall closings, see Appendix A (**Academic Calendar/Important Dates**) in this **Handbook**.

Apartment-style Accommodations

Several weeks prior to the end of spring term, move-out instructions are

provided for all residents. Key return instructions vary by building; details will be provided with the move-out information. Forwarding address cards will also be provided at that time.

Please refer also to Section I, Article 15 (**Damages**), Article 38 (**Keys**), and Article 62 (**Room Condition Reports**) in this **Handbook**.

9. Cleaning

Please refer to Section I, Article 32 (**Housekeeping**) and Article 74 (**Trash**) in this **Handbook**.

10. Community Living

University housing is home to many students with diverse backgrounds and lifestyles. However, all students have the common desire to further their education at the University of Pittsburgh. With this in mind, it is essential that all are responsible members of the community, thus ensuring a harmonious living environment. By living in University housing, you are joining a community that is diverse academically, varied in age and lifestyle, and multicultural in nature. In addition to upholding the residence hall policies and procedures, community living is essential. The “out-of-classroom” education you receive on campus is just as beneficial as your academic

experiences. Living with one or more roommates and making it work—even enjoying the experience—can teach you a great deal about sharing, cooperating, and negotiating with others. Keeping the following tips in mind may help you live and learn comfortably together:

Establish ground rules that you both (all) can live by:

- Decide who will clean and how often.
- Define conditions required for adequate sleep and study times.
- Discuss use of personal and community property.
- Talk about when guests will be welcome and how often.

Consider and respect how the other feels:

- Remember: Good communication is the most essential factor in a successful relationship.
- Listen and be patient.
- Talk about concerns immediately and openly.

Keep your sense of humor:

- Having a sense of humor does wonders for keeping things in perspective.
- Don't sweat the small things.

Remember that your roommate(s) and you are individuals:

- Expect to have separate friends and activities.

Have an open mind:

- Always make an effort to understand, to share, and to accept.
- Be flexible, and remember that there are ways other than your way to do things.

Residence Halls

If conflict arises between roommates, residents are encouraged to inform their resident assistant (RA) of the situation and seek assistance for resolving the problem. If needed, the RA will review further options available to the residents and may refer the situation to the resident director (RD) if necessary.

Please refer also to Section II, Article 29.f. (**Student Affairs: Residence Life**) in this **Handbook**.

11. Computer Support

Please refer to Section I, Article 60 (**ResNet**) and Section II, Article 5 (**Computing Resources**) in this **Handbook**.

12. Conduct

All individual members of this community are responsible for their own actions, as well as those of their guests.

Failure to comply with guidelines as set forth in the **Student Code of Conduct and Judicial Procedures**, this **Handbook**, and/or city, state, or federal laws and regulations may result in disciplinary action within the University. Furthermore, criminal behavior may be subject to prosecution by local, state, or federal authorities.

The creation and upholding of safe and supportive residential communities is everyone's responsibility. Following the policies and procedures in the **Student Code of Conduct and Judicial Procedures** and this **Handbook**, and encouraging others to do the same, are steps that you can take to uphold community standards.

Violations of residence hall community standards and other misconduct should be reported to appropriate Residence Life staff for investigation and follow-up and may eventually be handled by the Office of Student Conduct. Repeated offenses, violations, and misconduct by nonresidents or in nonresidence areas may also be referred to the Office of Student Conduct for appropriate action.

Students are responsible for knowing and observing University policies as set forth in University publications, such as the **Student Code of Conduct and Judicial Procedures** and this **Handbook**.

13. Contract

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

14. Cooking

The University permits cooking only in the designated kitchen areas of University housing. Cooking is prohibited in all other areas.

Please refer also to Section I, Article 3 (**Appliances**) in this **Handbook**.

15. Damages

Students are not permitted to damage University property or the property of others on the University premises.

Residents are responsible for all damages done and/or any loss of University furnishings in their living and study area. Students will be liable for payment to the University for any damages. Students may also be subject to charges for any damages resulting from unauthorized use, or alterations of, rooms, equipment, and buildings.

Removal of University furniture or placement of such in hallways, stairwells, or other common areas is subject to full replacement value charges. **If the University cannot determine responsibility for damage to public or semi-private areas, each resident is, along with other residents or students, jointly responsible for any damage that may occur.**

Students are responsible to pay all charges when due according to the date set by the University.

Please show respect and do not:

- Alter any part of any University housing accommodation or building, including installing locks or any type of security system or device.
- Build or erect any outside aerials for radio/TV.
- Install a waterbed in any University housing accommodation.
- Mark, paint, drill into, or in any way injure, deface, or damage any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in the University housing accommodation or building.

- Attach, in any manner, tin foil, plastic, contact paper, or material of any type to the walls, windows, cabinets, or appliances.
- Install draperies, shades, blinds, or other materials that are visible from the exterior of the building or remove or alter the window treatments provided in the University housing accommodation.

***Tip:** To avoid damage charges, think before you act! Ask yourself, “Could I do this at home?”*

16. Deadline

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

17. Deposit

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

18. Dining Services, Department of

The University’s Department of Dining Services offers students a variety of dining options.

Dining Services operates the dining facilities listed to the right, which are open when undergraduate classes are in session.

Facility	Made-to-Order Restaurants	Ultimate Access	Dining Passes	Dining Dollars	Panther Funds	Credit Cards	Cash
Market Central	•	•	•	•	•	•	•
Litchfield Towers							
Market To-Go			•	•	•	•	•
Litchfield Towers							
Taco Bell				•	•	•	•
Litchfield Towers							
Quick Zone				•	•	•	•
Litchfield Towers							
The Perch at Sutherland	•	•	•	•	•	•	•
Sutherland Hall							
Quick Zone at Sutherland				•	•	•	•
Sutherland Hall							
Cathedral Café				•	•	•	•
Cathedral of Learning							
Schenley Café				•	•	•	•
William Pitt Union							
Petersen Events Center Food Court				•	•	•	•
Petersen Events Center							
Einstein's on the Way				•	•	•	•
Posvar Hall							
Einstein's Express				•	•	•	•
Benedum Hall							
Coffee Carts				•	•	•	•

- Café a la Cart (Langley Hall)
- Café Victoria (Victoria Building)
- Cathedral Coffee (Cathedral of Learning)
- Common Grounds (Litchfield Towers)
- Cup & Chaucer (Hillman Library)
- Hill O' Beans (Sutherland Hall)
- The Pennsylvania Perk (Pennsylvania Hall)
- The Side Bar (Barco Law Building)
- Thirst & 10 (Panther Hall)

For the dining facilities' hours of operations, go to www.pc.pitt.edu/dining/index.html or call the facilities at the numbers listed in Appendix C (**Frequently Called Numbers**) in this **Handbook**.

For all dining information, go to www.pc.pitt.edu/dining/index.html or call Panther Central at 412-648-1100 (x8-1100), Mon.–Fri., 7:30 a.m. to 6 p.m.

For your convenience, all services are coordinated through:

Panther Central
Litchfield Towers
Main Lobby
412-648-1100 (x8-1100)

Sun.–Sat. 7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat. 10 p.m.–7:30 a.m.
(Limited Service)

Visit us at: Web site—
www.pc.pitt.edu/dining/index.html

Portal—Panther Central
community at
my.pitt.edu

19. Directory

Please refer to Appendix C (**Frequently Called Numbers**) in this **Handbook**.

20. Eligibility

Please refer to Section I, Article 33 (**Housing**) in this **Handbook**.

21. Emergency Calls

If you see suspicious activity on campus, if someone is ill or injured, or you need to report a crime or emergency, call **4-2121** from any campus phone or **412-624-2121** from any off-campus or cellular phone. Fire alarms and emergency phones are also available across campus.

Instructions for reporting a medical emergency:

Follow the instructions above and say, “This is an emergency.” Stay on the line until you have given the location of the emergency. Describe what is being done or administered—for example, first aid or CPR. Give your name, location of accident including building, floor, room, or street, and the phone number you are calling from or where you can be reached. Be sure your message is understood before hanging up.

Emergencies

Police/fire required, from on-campus phone, **4-2121**.
Police/fire required, from off-campus or cellular phone, **412-624-2121**.

Please refer also to Section I, Article 23 (**Emergency Preparedness**) and Section

II, Article 35 (**University Police**) in this **Handbook**.

22. Emergency Notification Service

The University has implemented an emergency notification service available to all students, staff, and faculty. In an emergency situation, University police will deliver emergency messages via voice, text, and e-mail for up to three devices. You must subscribe to this service to receive the alerts. To subscribe, go to my.pitt.edu, select the Emergency Notification tab, and follow the instructions.

23. Emergency Preparedness

The safety of our campus is of paramount concern. The University's emergency preparedness and response measures continuously evolve as dictated by the unfortunate, tragic events that persist in today's world.

To learn more about the University's plans for preparedness in the event of a pandemic or threat to our campus, go to www.pitt.edu/prepare.html.

For information about the University's emergency response guidelines, visit the Environmental Health and Safety Web site at www.ehs.pitt.edu.

To obtain recommended safety measures for active threat incidents occurring on campus, visit www.police.pitt.edu.

Please refer also to Section I, Article 21 (**Emergency Calls**), Article 25 (**Fire Safety**), Article 29 (**Harassment**), Article 64 (**Security**), and Section II, Article 28 (**Sexual Assault**) and Article 35 (**University Police**) in this **Handbook**.

24. Extermination

Residence Halls

Routine extermination is provided through Housing Services. If you are experiencing a problem, contact Panther Central at 412-648-1100 (x8-1100).

Apartment-style Accommodations

Routine extermination is provided monthly through the Department of Property Management. If you experience pest problems, call 412-624-9900 (x4-9900) immediately and additional service will be provided. Following the general house-keeping rules below should serve as a deterrent to pests:

- Wash dirty dishes immediately rather than allowing them to sit on a counter, kitchen table, or sink.
- Do not let food sit unwrapped on a kitchen counter, and store dry

goods in tightly closed containers.

- All garbage should be placed in plastic bags and removed from the apartment within a reasonable amount of time. It should not sit in the apartment in a decaying condition.
- Keep your stove and floors free of food crumbs and other debris.

25. Fire Safety

Emergency Fire Number Is 4-2121 (University Police)

Fire drills are held once per term in all University housing accommodations. For your safety and that of others, please follow these fire safety procedures:

When you first move into your University housing accommodation:

- Familiarize yourself with the emergency exit routes. Evacuation plaques are usually located close to exits throughout campus buildings.
- Find out where the fire alarm pull stations and fire extinguishers on your floor are located.
- Memorize the layout of your University

housing accommodation and exit route from your floor in case you need to find your way in the dark.

If you see a fire:

- Activate the fire alarm pull station nearest you. This will automatically notify the University police and the Pittsburgh fire department.
- Make sure that your windows and doors are closed.
- Lock your University housing accommodation door when you leave, and take your key.
- Follow the evacuation route. If time permits, inform other residents of fire as you leave.
- Use the stairs, not the elevators.
- Exit the building and do not re-enter until you are told it is safe to do so by staff members or emergency personnel. Apartment dwellers will be notified by appropriate University personnel when it is safe to re-enter their buildings.
- All University housing residents must move to the assembly place for their building:

Amos and McCormick—go to David Lawrence Hall/WPU Patio

Brackenridge and Bruce—go to David Lawrence Hall/Litchfield Towers Patio

Forbes—go to rear of building/loading dock

Holland & Litchfield Towers—go to David Lawrence Hall

Lothrop—go to Scaife Hall/Victoria Hall/Falk Lot

Panther and Pennsylvania Halls—go to Petersen Events Center

Sutherland and Fraternities—go to Trees Hall/Petersen Events Center

Bouquet Gardens—go to Posvar Hall lobby or patio

Centre Plaza—go to Amberson Garden Apts.

Forbes-Craig—go to FB lot rear

Oakwood—go to Bouquet Gardens/Q Lot/HP Lot

Ruskin Hall—go to Alumni Hall

If your building's fire alarm sounds:

- Immediately prepare to evacuate—put on shoes and leave the building immediately.

- Feel your exit door. If it is cool, exit the building. If it is hot, stay put and call the University police at 4-2121. If possible, put wet towels or sheets in the space below the door to keep smoke out. Stay low if smoke is penetrating your University housing accommodation.
- Open your window for ventilation unless there is smoke or flame outside your window. Signal from your window.
Do not jump!
- Follow the evacuation route. If you encounter smoke or fire, use another route or return to your University housing accommodation if necessary.
- ***Do not*** make phone calls to inquire about whether it is a “real fire.”
EVACUATE!

Several rules to keep things safe:

- Smoking is prohibited in all University buildings.
- Do not obstruct sidewalks, entryways, driveways, fire lanes, corridors, vestibules, passages, elevators, stairways, or fire escapes.
- Do not use any of the above-noted areas for storing any items.

- Do not place any furniture on balconies, porches, building property, common areas, or backyards.
- The use of supplemental heating, cooling, or cooking devices other than what the University has provided is prohibited.
- The University will control all heating and electrical fixtures in the halls and stairways and common areas of the building. Do not tamper with or interfere with these items.
- No live holiday trees are permitted.

NOTE: A person commits a criminal offense if he knowingly causes a false alarm of fire or other emergency, and will be subject to criminal charges. In addition, turning in a false alarm will result in disciplinary action and a \$500 fine. If the building fire alarm sounds and students choose not to evacuate, those students may face costly fines imposed by the fire department.

Tampering with or destroying any fire safety equipment including fire extinguishers, exit signs, and fire doors is against the law and is treated as a very serious offense.

26. Firearms, Dangerous Articles, and Substances

Please refer to Section I, Article 53 (**Prohibited Items and Activities**) in this Handbook.

27. Furniture

University Furniture

University housing accommodations are provided as furnished accommodations. Students who remove University furniture will be charged full replacement value for each piece of furniture removed from their accommodation.

Lounges are situated at various locations within University housing. The furniture and contents of lounge facilities are for the benefit of all residents. Removal of furniture from these areas is strictly prohibited. Students found with common area furniture may be subject to fines and penalties, as well as possible disciplinary action.

Non-University Furnishings

Non-University furnishings must be removed from the student's accommodation prior to the close of the spring term or when a student's housing accommodation is otherwise terminated. The University is not responsible for personal furniture left in an accommodation after the official close of University housing.

Any personal property or furniture remaining in University housing accommodations after a student's departure may result in additional fees to the student for expenses related to removal and disposal.

28. Guests and Visitors

(Please refer to Section I, Article 77 (**Visitation Policy**) in this **Handbook**.)

29. Harassment

Students should immediately report an incident of harassment to their resident director (RD) or to one of the other resources listed in this section.

Issues of concern include, but are not limited to: sexual, racial, and religious harassment, and harassment based on sexual orientation, color, ethnicity, national origin, or handicapped, marital, age, or veteran status. Individuals and groups can be targets of harassment, and it can occur via telephone, mail, e-mail, or face to face.

The University regards such behavior as a violation of the standards of conduct required of all persons associated with the University. As stated in the **Student Code of Conduct and Judicial Procedures**, all students have the right to be free from harassment and discrimination on the basis of factors listed above.

Victims of harassment should contact:

Residence Life
203 Bruce Hall
Pittsburgh, PA 15260
412-648-1200 (x8-1200)

Student Affairs
738 William Pitt Union
Pittsburgh, PA 15260
412-648-1006 (x8-1006)

University of Pittsburgh
Police Department
3412 Forbes Avenue
Pittsburgh, PA 15260
412-624-2121 (x4-2121)

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

30. Health Service

Please refer to Section II, Article 29.g. (**Student Affairs: Student Health Service**) in this **Handbook**.

31. Holidays and Break Periods

All residence halls are closed during the winter recess. All apartment-style accommodations are open. For holidays, breaks, and other relevant dates, please refer to Appendix A (**Academic Calendar/ Important Dates**) in this **Handbook**.

32. Housekeeping

Residence Halls

The University provides bathroom cleaning, Monday–Friday, for all communal bathrooms and public areas of the residence halls. Residents of suites or accommodations that have private or semi-private bathrooms are responsible for the cleaning of their bathrooms and could be subject to sanctions for any health and safety condition caused by not cleaning.

Residents are responsible for keeping their own rooms clean. Vacuum cleaners may be signed out at the Towers, McCormick, Holland South, Lothrop, Bruce, Sutherland, Brackenridge, Forbes Hall, Panther Hall, or Pennsylvania Hall security desks.

Apartment-style Accommodations

Apartment building common areas are maintained by the University.

Residents are responsible for keeping their own bathroom, bedroom, kitchen, and living areas clean. All perishable food

products should be stored and refrigerated in covered containers. Bulk food items not requiring refrigeration should be kept in sealed containers with airtight lids. Please be mindful of the sanitation and cleanliness of all areas serving the apartment, including the building, landscaped areas, and driveways.

Please do not shake any dirt out of carpets or rugs from any window, door, or balcony, and do not sweep any dirt into the corridors, halls, elevators, stairways, or fire exits of the building.

All University Housing Accommodations

If you have a special housekeeping request or problem, you can use various methods to submit a maintenance request. Please refer to Section I, Article 43 (**Maintenance and Repairs**) in this **Handbook**.

33. Housing

a. Eligibility

To be eligible for occupancy in University housing, a person must be enrolled as a full-time undergraduate student at the University of Pittsburgh.

b. Guarantee

The University of Pittsburgh currently offers a three-year **housing guarantee** to:

Incoming Students

First-year, fall term freshmen admitted through the Office of Admissions and Financial Aid whose tuition deposit and Housing and Dining Services Application (**Application**), **Contract**, and **Deposit** are received by respective due dates.

Returning Guaranteed Students

Students who have lived in University housing during their first year (with a **housing guarantee**) are guaranteed housing for their second and third year if they maintain their status as a full-time student and submit their **Application**, **Contract**, and **Deposit** by the subsequent due dates.

In order to maintain the housing guarantee for the full three-year period, all **Application** and **Deposit** due dates must be met each year. Should any of these deadlines or requirements be missed, the **guarantee** will automatically become invalid. Applicants who cancel or fail to renew their University housing will forfeit their **housing guarantee**. Once revoked, the **guarantee** cannot be reinstated for any reason.

Nonguaranteed Students

are those who do not meet the requirements to obtain the **housing guarantee**, along with those students who forfeit their **housing guarantee**. Nonguaranteed students may be placed on a wait list until University housing becomes available.

c. Application

In January, current residents will receive:

1. **Housing and Dining Services Information Packet**
 - Housing requirement specifics
 - Meal plan descriptions and requirements (students residing in residence halls must purchase a meal plan; those residing in apartment-style accommodations are not required to do so).
2. **Housing Selection Process and Deadlines Book**
 - Brief description of residence halls and apartment-style accommodations
 - Overview of online housing accommodation selection process
 - Calendar of important dates

- Housing Selection Index Number— indicates eligibility for available housing and is a determining factor for order in which guaranteed students select their accommodations

3. Housing and Dining Services Application and Contract

- Contract stipulations
- Specific deadline information
- Housing Selection Index Number will be printed on **Personalized Information Sheet**

Note: Wait list students are not guaranteed University housing. Notification of possible housing does not occur until the end of June or later.

Applications should be submitted to Panther Central by the specified due date, usually mid-February. Only completed **Applications** will be processed.

For your convenience, all services related to the housing application process are coordinated through:

Panther Central
Litchfield Towers
Main Lobby
412-648-1100 (x8-1100)

Sun.–Sat. 7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat. 10 p.m.–7:30 a.m.
(Limited Service)

d. Deposit

Each student must pay a \$325 housing deposit at Panther Central, prior to or when submitting your **Application** and **Contract**. Payment can be made online via e-check or in person by check, cash, or money order. Except as provided in the **Contract**, the deposit is nonrefundable and will be applied to spring term fees.

If a student is indebted to the University for current or prior term charges, the University may, at its option, apply the deposit to any such outstanding indebtedness and cancel the **Contract**.

e. Deadline

The **Application**, **Contract**, and **Deposit** must be completed and received by the required due date. Any **Application** received or postmarked after this date will be placed on the wait list and handled on a first-come, first-served basis.

f. Contract

All students living in University housing must sign a two-term **Housing and Dining Services Contract**, covering both the fall and spring terms. This contract is legally binding for the entire academic year unless the student enters University housing during the spring term, in which case the contract is binding only for the spring term. Cancellations may be granted by the University in certain cases (i.e., graduation, study abroad, co-op). In the event that you wish to cancel your **Contract**, please submit your cancellation request in writing to Panther Central no later than December 1.

g. Selection

Current guaranteed resident students desiring to return to University housing will participate in the online selection process that takes place every year in March. You will be given a date and time to log on to the Panther Central Web site and submit a request for a specific accommodation or to remain in your current accommodation. You will also have the opportunity to indicate preferences in roommates.

h. Assignment

Assignments are made by Panther Central for applicants who are:

- a) currently enrolled at the University or
- b) prospective students who have been admitted to the University.

Panther Central assigns housing accommodations after the selection process and makes every attempt to honor preferences that applicants indicated during online selection.

Panther Central will send a “Notification of Assignment” to you. This notice will give you instructions for going online to obtain your housing assignment and roommate information.

i. Cancellation

The **Contract** may be canceled by the student only. The student must provide written request for cancellation to Panther Central, subject to the terms and conditions set forth in the Housing and Dining Services Information Packet and **Contract**. Please be aware that neither oral communication with Panther Central nor written communication with other offices constitutes cancellation of the **Contract**.

Please refer also to Section I, Article 49 (**Panther Central**) in this **Handbook** and be sure to visit www.pc.pitt.edu/housing/index.html for more details about the housing process.

34. Housing Services, Department of

As one of approximately 7,000 undergraduate students who are living on the Pittsburgh campus, you are very important to us. We'd like to help make residence hall living a pleasant part of your experience at the University. We are responsible for the operational aspects of the residence halls, such as housekeeping and maintenance. If you need assistance or have questions about any housing-related functions, please stop by or call Panther Central.

For your convenience, all services are coordinated through:

Panther Central
Litchfield Towers
Main Lobby
412-648-1100 (x8-1100)

Sun.–Sat. 7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat. 10 p.m.–7:30 a.m.
(Limited Service)

Visit us at:

Web site— www.pc.pitt.edu/housing/index.html

Portal—Panther Central community at my.pitt.edu

35. Information Center

There is one information center for residents, which is staffed 24 hours a day, seven days a week, when school is in session:

Panther Central
Litchfield Towers Main Lobby
412-648-1100 (x8-1100)

36. Insurance

Students are responsible for having adequate and appropriate insurance (i.e., homeowner's supplemental insurance) to protect against any loss or damage to the students' personal property while on University property. Please refer to your copy of the **Contract**.

37. Judicial System

Please refer to Section II, Article 29.h. (**Student Affairs: Student Conduct**) in this **Handbook**.

38. Keys

The information below pertains to a key as it relates to access to your individual accommodation door, but not the main door to your building. For main building access, please refer to Section I, Article 1 (**Access**) in this **Handbook**.

For the majority of residents, access is gained with a card key (Panther Card). The remaining residents access their accommodations via hard key. All keys are the property of

the University and cannot be exchanged or given to another person or duplicated outside standard University procedures.

Residence Halls and Fraternity Complex

Each residence hall and fraternity room door is equipped with an electronic lock that can be unlocked only when the assigned residents insert their card key (Panther Card) into the lock and enter a unique personal identification number (PIN) that has been encoded on the Panther Card.

Lost or Stolen Card Keys

- Go to the Panther Central community at my.pitt.edu and report your card lost in order to deactivate the meal plan and Panther Funds (if applicable) functions on your card.
- Go to Panther Central to obtain a new Panther Card—there is a \$20 fee for a new card. Your new card is automatically programmed with the same functions that were on your old card. At this time, your old card is completely deactivated, so that if someone finds it, he or she cannot access any

functions or services.

- If you report your Panther Card missing online and subsequently find it before purchasing a new one, you still need to go to Panther Central to get the meal plan and Panther Funds portion of the card reactivated. There is no reactivation fee.

Lockouts*

- Residents of Tower A, Tower B, Tower C, Bruce, Brackenridge, Holland, and McCormick Halls should go to Panther Central, complete a VRS form, and receive an emergency access code that provides temporary access to your room.
- Residents of Forbes, Lothrop, Panther, Pennsylvania, and Sutherland Halls should go to their respective security desks and complete a VRS form. The desk attendant will call Panther Central, at which time the student will be given an emergency access code that provides temporary access to your room.

- Residents of the fraternity complex should go to the security desk in Pennsylvania Hall.

Apartment-style Accommodations

Each apartment door, with the exception of Bouquet Gardens and Centre Plaza, is equipped with an electronic lock that can be unlocked only when the assigned residents insert their card key (Panther Card) into the lock and enter a unique personal identification number (PIN) that has been encoded on the Panther Card.

Residents of Bouquet Gardens and Centre Plaza are issued a hard key that opens the apartment door as well as individual bedroom doors.

Lost or Stolen Card Keys

Refer to ***Lost or Stolen Card Keys*** under ***Residence Halls and Fraternity Complex*** above.

Lost or Stolen Hard Keys

Residents of Bouquet Gardens and Centre Plaza should call Property Management at 412-624-9900, Monday–Friday, 8:30 a.m.–4:30 p.m. for a replacement key. There is a \$20 fee for a replacement hard key.

Lockouts*

Residents of Forbes-Craig and Oakwood should call Panther

Central at 412-648-1100 to obtain an emergency access code that will allow temporary entrance to their individual accommodations.

Residents of Ruskin Hall should go to the security desk in their building and complete a VRS form. The desk attendant will call Panther Central, at which time the student will be given an emergency access code that provides temporary access to your room.

Residents of Bouquet Gardens and Centre Plaza should call Property Management at 412-624-9900 to obtain access during normal business hours, Monday through Friday, 8:30 a.m.–4:30 p.m. There is a \$50 lockout fee for admittance after normal business hours.

*Each resident is allotted three free card key lockouts per academic year; there is a \$20 fee for each subsequent lockout.

39. Laundry

All University housing buildings are equipped with coin-operated and/or Panther Funds-operated washers and dryers, which run for approximately 30 minutes. Please do not leave laundry unattended. Malfunctioning washers and dryers should be reported

immediately to Mac-Gray Intelligent Laundry Systems via its online customer service request. You can access this request form at www.pc.pitt.edu/housing/services.html. If your problem is related to the Panther Funds reader, report it to Panther Central in Litchfield Towers lobby. You can also call 412-648-1100 or e-mail pc@bc.pitt.edu.

40. Living Learning Communities

Residence Halls

Within some of our residence halls, there are floors designated as Living Learning Communities. These areas are for students who wish to live in an environment with others who share a special academic interest:

Civic Engagement and Community Service Living Learning Community

This community for sophomore students is a collaboration between Residence Life and the School of Social Work. It is designed to provide participants with both a theoretical and practical understanding of issues related to community involvement and social justice.

- CO-ED by Room and Suite
- Panther Hall—2 East

College of Business Administration Living Learning Community

This unit is designated for first-year students pursuing business majors and offers programming of interest to students in this field.

- FEMALE:
Sutherland West, floor 3
- MALE:
Sutherland West, floor 4

Engineering Living Learning Community (SPACE—Students Pursuing Academics and Careers in Engineering)

This community is designated for first-year students pursuing academics and careers in engineering, and offers programming of interest to students in this field.

- FEMALE:
Tower A, floor 11
- MALE:
Tower A, floors 8–10

Entrepreneurial Experience Living Learning Community

This community for sophomore students is a collaboration between Residence Life and the Joseph M. Katz Graduate School of Business' Institute for Entrepreneurial Excellence. It is designed to develop the entrepreneurial spirit of its enterprising participants.

- CO-ED by Room and Suite
- Panther Hall—3 East

French Language and Culture Living Learning Community

In conjunction with the Department of French and Italian Languages and Literatures, this community will provide students with linguistic and cultural immersion while they live together with other students who share their interest in cultivating and expanding their world knowledge. Residents of these floors will participate in classes, activities, and programs that will help them improve their knowledge of the French language and culture.

- CO-ED by Room and Suite
- Pennsylvania Hall, floor 2

International Studies Living Learning Community (ISLLC)

The ISLLC is collaboration between Residence Life, the University Center for International Services, and the Office of International Services. This community is designed for students who seek a dynamic living environment where they can explore, exchange, and experience world issues, views, and culture.

- CO-ED by Suite: Sutherland, 2 West

Italian Language and Culture Living Learning Community

In conjunction with the Department of French and Italian Languages and Literatures, this community will provide students with linguistic and cultural immersion while they live together with other students who share their interest in cultivating and expanding their world knowledge. Residents of these floors will participate in classes, activities, and programs that will help them improve their knowledge of the Italian language and culture.

- CO-ED by Room and Suite
- Pennsylvania Hall, floor 2

Leadership Development Living Learning Community

This community is for upper-class students who are interested in further developing their leadership potential and is a collaboration between the Offices of Residence Life and Cross-Cultural and Leadership Development, and the School of Arts and Sciences and Joseph M. Katz Graduate School of Business.

- CO-ED by Room and Suite
- Pennsylvania Hall, floor 2

Math and Physical Sciences (MAPS) Living Learning Community

This community is for first-year students majoring in math or any of the physical sciences.

- CO-ED by Room
- Sutherland Hall West, floor 4

Multicultural Theme Living Learning Community

This community is a collaboration between the Offices of Residence Life and Cross-Cultural and Leadership Development. It is designed to provide a space for every student to learn about important sociopolitical issues and cultural figures who have contributed to the liberation of marginalized groups on local and global levels.

- CO-ED by Room
- Panther Hall, floor 2

Nursing Living Learning Community

This community is designated for nursing majors and offers programming of interest to students in this field.

- CO-ED by Wing
Lothrop Hall, floor 13

Undergraduate Research and Business Research Living Learning Community

This community has been designed to give

undergraduate students an opportunity to work closely with faculty to develop and conduct research.

- CO-ED by Room
- Panther Hall, ground floor

University Honors College Living Learning Community

This community is for first-year students who have been admitted to the University Honors College and wish to live with their honors college peers.

- CO-ED by Room
- Forbes Hall, all floors

Upperclass Engineering Living Learning Community

This community is designed to assist upperclass students in achieving academic success. This experience can be an important part of a student's educational program and better prepare him or her for both work in the industry and graduate-level education. The primary benefit of this community is to live among peers with a similar passion for engineering and a chance to participate in programming to nurture that interest.

- CO-ED by Room and Suite
- Panther Hall, floor 2

For more information about these communities, contact Residence Life at 412-648-1200 (x8-1200).

Apartment-style Accommodations

Forbes-Craig Apartments are designated for upperclass honors college students only. To reside in Forbes-Craig, a student must apply to the honors college. If interested, visit www.honorscollege.pitt.edu/housing/upperclasshousing.html.

41. Lost and Found

Check for lost articles in these four locations:

- Panther Central (IDs only)
- Cathedral of Learning, Room G-58
- Hillman Library, ground floor lending desk
- Public Safety Building 3412 Forbes Avenue (University police)

Apartment-style residents can also check for lost articles at the Department of Property Management, 127 North Bellefield Avenue.

42. Mail Service

Residence Halls

You have been assigned a mailbox number, which corresponds to your room and bed number, and an individual combination mailbox. The Mail Center for Towers and Schenley Quadrangle residents is located in Tower B lobby. If you are residing in Forbes Hall, Lothrop Hall, Panther Hall, Pennsylvania

Hall, or Sutherland Hall, you will receive your mail in the Mail Center located in the lobby of your building. If you are residing in the fraternity complex, you will receive your mail at the Sutherland Hall Mail Center.

Student Mail Centers:

Litchfield Tower B

Phone: 412-648-1156 (x8-1156)

Mon.–Fri.:

8 a.m.–7 p.m.

Sat.: 10 a.m.–2 p.m.

Pennsylvania Hall

Phone: 412-648-7066 (x8-7066)

Mon.–Fri.:

10:15 a.m.–1:45 p.m.

4:30–7 p.m.

Sat.: 10 a.m.–2 p.m.

Sutherland Hall

Phone: 412-648-9695 (x8-9695)

Mon.–Fri.: 8 a.m.–7 p.m.

Sat.: 10 a.m.–2 p.m.

Forbes Hall

Phone: 412-383-9657 (x3-9657)

Mon.–Fri.:

10:15 a.m.–1:45 p.m.

4:30–7 p.m.

Sat.: 10 a.m.–2 p.m.

Lothrop Hall

Phone: 412-648-3922 (x8-3922)

Mon.–Fri.:

10:15 a.m.–1:45 p.m.

4:30–7 p.m.

Sat.: 10 a.m.–2 p.m.

Panther Hall

Phone: 412-648-9898 (x8-9898)

Mon.–Fri.:

10:15 a.m.–1:45 p.m.

4:30–7 p.m.

Sat.: 10 a.m.–2 p.m.

Address Guidelines:

Residence Halls

To make sure that you receive your mail promptly, all mail sent to you should be addressed in the following way. Your mailbox number is the same as your room number. Please ask senders to be sure to include your nine-digit zip code!

Forbes Hall residents:

Name

Building, Mailbox #

3525 Forbes Avenue

Pittsburgh, PA 15213-3333

Litchfield Towers and Schenley Quadrangle residents:

Name

Building, Mailbox #

3990 Fifth Avenue

Pittsburgh, PA

(see zip codes below)

Lothrop Hall residents:

Name

Building, Mailbox #

190 Lothrop Street

Pittsburgh, PA 15213-2539

Panther Hall

residents:

Name

Building, Mailbox #

3805 University Drive C

Pittsburgh, PA 15213-4604

Pennsylvania Hall

residents:

Name

Building, Mailbox #

3825 University Drive C

Pittsburgh, PA 15213-4605

Sutherland Hall residents:

Name

Building, Mailbox #

3725 Sutherland Drive

Pittsburgh, PA 15213-4600

Fraternity complex residents:

Name

Name of Fraternity,
Mailbox #

3725 Sutherland Drive

Pittsburgh, PA 15213-4600

Zip codes for Litchfield Towers and Schenley Quadrangle:

Tower A 15213-3522

Tower B 15213-3523

Tower C 15213-3524

Brackenridge Hall

15213-3533

Bruce Hall 15213-3530

Holland Hall 15213-3536

McCormick Hall 15213-3528

Mail Security

Your Mail Center is responsible for the security of your mail. In order for us to provide maximum security, we need your cooperation.

Please make sure you lock your mailbox after each use.

If you have difficulty locking your box, please contact the Mail Center for assistance.

Mail Deadlines

Packages and/or mail of any kind should not be sent to you more than one week prior to your arrival on campus, and not less than one week prior to your last residential day of the school year.

Campus Mail

Campus mail is a free on-campus mail service with one- to two-day delivery. Simply place campus mail in specially marked boxes located in the Mail Centers and throughout the University campus.

Shipments of Medication

If you are expecting the delivery of medication and cannot pick the medication up during normal operating hours, you must inform the student mailroom in advance at 412-648-1156 to make other arrangements.

Forwarding Address

When you move out of University housing, you are required to complete a forwarding address card,

which can be obtained at your Mail Center. Upon completion, please leave the card in your mailbox or present it to one of the Mail Center workers. Mail will be returned to sender if no forwarding address is left.

Apartment-style Accommodations

All residents receive their mail from the U.S. Postal Service through:

U.S. Post Office
347 South Bouquet Street
Pittsburgh, PA 15213
412-621-9713

To ensure that you receive your mail promptly, ask senders to include your first and last name, street address, apartment #, city, state, and zip code.

Address Guidelines:

All apartments are Pittsburgh, PA 15213.

Bouquet Gardens

Bldg. A—300 S. Bouquet St.
+ Apt. #
Bldg. B—260 S. Bouquet St.
+ Apt. #
Bldg. C—265 Oakland Ave.
+ Apt. #
Bldg. D—307 Oakland Ave.
+ Apt. #
Bldg. E—250 S. Bouquet St.
+ Apt. #
Bldg. F—240 S. Bouquet St.
+ Apt. #
Bldg. G—235 Oakland Ave.
+ Apt. #

Bldg. H—249 Oakland Ave.
+ Apt. #

Centre Plaza

5032 Centre Ave. + Apt. #

Forbes-Craig Apartments

4531 Forbes Ave. + Apt. #

Oakwood Apartments

234 Oakland Ave. + Apt. #

236 Oakland Ave. + Apt. #

Ruskin Hall

120 Ruskin Ave. + Apt. #

43. Maintenance and Repairs

Residence Halls

For normal maintenance and repairs and/or special housekeeping needs, you must submit a maintenance request at the Panther Central community at my.pitt.edu or at www.pc.pitt.edu/housing/maintenance.html.

For emergency repairs, a Department of Housing Services staff member on duty can be contacted. Please call Panther Central at 412-648-1100 (x8-1100) to obtain such services.

Apartment-style Accommodations

For routine maintenance or moving of furniture, please submit a request online at www.pc.pitt.edu/housing/maintenance.html. All routine maintenance

requests will be addressed by University employees or contractors during normal business hours.

Residents must report emergency maintenance issues immediately to the Department of Property Management at 412-624-9900. Emergency issues include no heat, water leak, loss of electrical service, or broken window/locks.

Please be advised that residents will incur costs, at the discretion of the Department of Property Management, to repair obstructions from plumbing lines or to repair/replace a plumbing fixture due to misuse or abuse. Residents are strongly advised not to use double-sided tape on walls, furniture, and flooring.

Helpful Tip: By keeping sensitive electrical items such as computers or stereos off the floor, you can avoid damages from accidental spills.

NOTE: Only the University's employees or contractors are permitted to make repairs or changes in the apartment-style accommodation or building.

44. Meal Plans

All students residing in residence halls are required to purchase a meal plan. Students living in apartment-style accommodations may purchase a meal plan but are not required to do so.

All residence hall students can select from one of 15 resident meal plans, while upperclass residence hall students have their choice of 18 plans. Apartment-style residents can choose any resident or apartment/commuter meal plan (22 choices total).

How the Meal Plans Work

Resident Meal Plans

The meal plans are categorized by tiers that offer options with unlimited access or a set number of Dining Passes and Dining Dollars in varying amounts, depending on your individual needs.

The **Ultimate Access Tier** allows you to dine in at Market Central or The Perch at Sutherland as many times as you want, each day throughout the term. Ultimate Access plans also offer 10 bonus Guest Passes for use in Market Central or The Perch at Sutherland and 30 bonus Dining Passes for take-out meals from Market To-Go.

Two Ultimate Access plans also come with Dining Dollars to use throughout the term at any of our dining facilities on campus.

The **Dining Pass Tiers** include Dining Passes* and Dining Dollars. Dining Passes can be used only to dine in at Market Central, The Perch at

Sutherland, or for take-out meals at Market To-Go. Dining Dollars can be used at any of our on-campus eateries. Each time you enter Market Central, The Perch at Sutherland, or Market To-Go, either a Dining Pass or Dining Dollars will be deducted from your account, depending on your preference.

Dining Dollars work as a dollar-for-dollar exchange, are deducted from your meal plan as you go, and can be used at any of the 19 dining facilities listed below.

*Dining Passes and Dining Dollars are good for the entire term; if they are not used by the end of the term, the remaining balance is forfeited.

Apartment Residents and Commuter Meal Plans

These meal plans consist of Dining Passes, Dining Dollars, or a combination of both.

Dining Facilities

Made-to-Order Restaurants

- Market Central
- The Perch at Sutherland

Food Courts

- Cathedral Café
- Petersen Events Center
- Schenley Café

Retail

- Einstein's Express
- Einstein's on the Way

- Quick Zone at Sutherland
- Taco Bell and Quick Zone

Take-out Facility

- Market To-Go

Coffee Carts

- **Café a la Cart**
(Langley Hall)
- **Café Victoria**
(Victoria Building)
- **Cathedral Coffee**
(Cathedral of Learning)
- **Common Grounds**
(Litchfield Towers)
- **Cup & Chaucer**
(Hillman Library)
- **Hill O' Beans**
(Sutherland Hall)
- **The Pennsylvania Perk**
(Pennsylvania Hall)
- **The Side Bar**
(Barco Law Building)
- **Thirst & 10**
(Panther Hall)

Keeping Track of Your Dining Passes and Dining Dollars

Your Dining Passes and Dining Dollars work as a declining balance program.

Each time you use your Dining Passes at Market Central, The Perch at Sutherland, or Market To-Go, your remaining balance will appear on the register display. When you use your Dining Dollars at

any dining facility on campus, the remaining balance shows on the register. You also may access your Dining Dollars usage report online at the Panther Central community at my.pitt.edu.

Most meal plans come with a set amount of Dining Passes. Should you run out of Dining Passes, you can still purchase meals with the Dining Dollars portion of your meal plan. If you need additional Dining Dollars, you may purchase them at any time in \$50 increments at Panther Central. Panther Funds, credit cards, and cash are also accepted at all of our dining facilities on campus.

Important Facts about Your Meal Plan:

- As long as you are residing in a residence hall, the meal plan portion of the **Contract** cannot be canceled.
- Credit for approved cancellations is given on a prorated basis based on the date cancellation is made with Panther Central.
- Meal plans are not transferable; therefore, the **Contract** will not be assigned to anyone else.

Meal Plan Special Requests

Dining Services tailors diets and options to fit the needs of all students, whether for time restrictions due to internships, allergies, or specific dietary restrictions. Our nutritionist and chef are available to work with you and will make every effort to cater to special dietary concerns—celiac, vegan, vegetarian, Kosher, diabetic, hypoglycemic, or food allergies. Students with special medical or other dietary needs should notify Dining Services by completing a Meal Plan Special Request form, which may be obtained from Panther Central. If we are unable to accommodate your special request and opt to exempt you from a meal plan, there is a \$120 fee charged to your student account each term.

Meal plans requiring adjustments due to unforeseen incidents will be prorated for meals already used during the term.

Special Services

Special Diets—If you are under a doctor's orders and cannot eat what is usually served, please have the doctor write instructions regarding what you are able to eat and make an appointment with the executive chef

to discuss individual needs. (Contact a Dining Services manager at 412-648-1220 for information about how to get in touch with the executive chef.)

Sick Trays—If illness prevents you from going to a cafeteria to eat, have your resident assistant (RA) contact the Dining Services manager and your meal(s) will be brought to your room.

Kosher Meals—Are available at Market Central and The Perch at Sutherland during hours of operation.

Meal Plan Changes

If you decide that you have selected the wrong meal plan, you have a grace period at the beginning of each term to change plans. You can change your meal plan for the 2008 fall term any time up to and including September 5, 2008. For the 2009 spring term, students have until January 16, 2009 to change plans. To change your meal plan, download a Meal Plan Change Form at www.pc.pitt.edu/publications.html and submit it to Panther Central.

For your convenience, all services are coordinated through:

Panther Central
Litchfield Towers
Main Lobby
412-648-1100 (x8-1100)

Sun.–Sat.
7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat. 10 p.m.–7:30 a.m.
(Limited Service)

Visit us at:

Web site—
www.pc.pitt.edu/dining/index.html

Portal—Panther Central
community at
my.pitt.edu

45. MicroFridge

MicroFridge units are available for rental through a subcontracted service. To order the all-in-one refrigerator/freezer/microwave oven, or if you have any questions:

- Call the Melvin Group at 1-877-870-6098.
- Visit Melvin at www.themelvingroup.com.

46. Noise

University housing accommodations are shared living spaces for a large number of students. Please have respect for your fellow residents and avoid excessive shouting, loud disturbances, or the playing of recorded music, musical instruments, televisions, radios, CD players, DVD players,

musical storage devices, etc. at loud volumes. Annoyances should be discussed with the person(s) creating the disturbance and/or the resident assistant (RA).

Please refer also to Section I, Article 55 (**Quiet Hours**) in this **Handbook**.

47. Occupancy

Your **Contract** provides for occupancy of an assigned space in University housing for the entire academic year. Students are permitted to take up residency in University housing according to official opening dates for both fall and spring terms. During the winter recess, students living in residence halls do not have access to their accommodations. All University housing must be vacated in accordance with the University's published schedules.

Please refer also to Appendix A (**Academic Calendar/ Important Dates**) in this **Handbook**.

48. Panther Card

All registered students must have a Panther Card, which is your valid University of Pittsburgh photo ID card. It is your “passport” to the campus community and allows you access to:

- Residence halls or apartment buildings (your assigned residence only)
- Meal plans
- University libraries
- Campus shuttle buses
- Recreational facilities (within your residence hall, Bellefield Hall, Trees Hall, and the Baierl Student Recreation Center)
- Student Health Service
- Computer labs
- Free local Port Authority buses
- Museums

The Panther Funds program is an alternative to using cash for routine purchases such as books, food, beverages, merchandise, and a variety of services at locations both on and off campus. The Panther Funds program allows use of the Panther Card for:

- Vending
- Laundry
- Photocopies
- Book Centers, Pitt Shop, Packages Plus, Parking Services Office, Department of Theatre Arts, Student Health Service, School of Dental Medicine, and University dining facilities purchases
- Shopping and eating at many local establishments

You can get your picture taken and obtain your Panther Card at Panther Central, located in Litchfield Towers lobby. Hours for processing Panther Cards are Sunday through Saturday from 7:30 a.m. to 10 p.m. The phone number is 412-648-1100 (x8-1100).

Lost, Stolen, or Damaged Panther Cards

Lost or stolen cards should be reported immediately at the Panther Central community at my.pitt.edu. Your card will be automatically deactivated. You can also report a lost or stolen card at Panther Central in the Litchfield Towers lobby. If you bring positive ID, such as a driver's license, we will issue you a new card while you wait. Hours for issuing Panther Cards are Sunday through Saturday from 7:30 a.m. to 10 p.m.

Damaged cards are not valid and will not scan through card readers across campus. You should go to Panther Central to get a new card. The fee for a new card is \$20.

Panther Funds Program

This is a prepaid program, administered by Panther Central, that allows you to use your Panther Card in place of cash, checks, or credit cards at participating locations.

For your convenience, all services are coordinated through:

Panther Central
Litchfield Towers
Main Lobby
412-648-1100 (x8-1100)

Sun.–Sat.
7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat.
10 p.m.–7:30 a.m.
(Limited Service)

Visit us at:

Web site—
www.pc.pitt.edu/card/index.html

Portal—Panther Central
community at
my.pitt.edu

49. Panther Central

Litchfield Towers
Main Lobby
Pittsburgh, PA 15213
412-648-1100 (x8-1100)

Sun.–Sat.
7:30 a.m.–10 p.m.
(Full Service)

Sun.–Sat.
10 p.m.–7:30 a.m.
(Limited Service)

What is Panther Central?

The college experience can at times be challenging. We formed Panther Central so that students can obtain certain related services all at the same time, under one roof. Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services.

Visit us at:

Web site—
www.pc.pitt.edu

Portal—Panther Central
community at my.pitt.edu.

Who does Panther Central serve?

Panther Central primarily serves University students as a one-stop center for obtaining Panther Cards and Panther Funds, and the handling of Housing Services and Dining Services needs.

What services does Panther Central provide?

Panther Central, in addition to serving as a general information resource for students, administers services and answers questions pertaining to the “basics” of your life at the University:

Panther Card Services

- Pictures taken
- New, replacement, and temporary cards

Panther Funds Services

- Load funds
- Account balances and status

Housing Services

- Housing contracts and deposits
- Room assignments
- Residence hall access
- Lockout services
- Maintenance requests and emergency repairs
- Residence verification slips
- Visitation fines

Dining Services

- Meal plan contracts, changes, and special requests
- Additional Dining Dollars
- Donated food services

50. Panther Funds

What are they?

The Panther Funds program, which is a University-sponsored program administered by Panther Central, is a “stored value” prepaid service that allows you to do more with your Panther Card, such as obtaining books, food, and other services without the inconvenience of carrying cash.

How does it work?

By adding Panther Funds to your Panther Card, you may use your Panther Card in place of cash, checks, or credit cards at participating locations on the Oakland campus that display the Panther Funds logo.

You load funds into the program and use your Panther Card to make purchases. When money gets low, you simply “reload” funds on your Panther Card.

How do I join?

Adding Panther Funds to your account is easy and convenient:

- **Online:** Students can visit the Panther Central community at **my.pitt.edu**. Parents and guests can add Panther Funds to their students’ accounts by going to **www.pc.pitt.edu/card/funds.html** and clicking on “guest deposit.” Make sure you have your students’ first and last names (exactly as they appear on their Panther Card), their official University-issued e-mail address, and a valid MasterCard or VISA credit card to make a guest deposit.
- **In person:** Come into Panther Central in the Litchfield Towers lobby

with cash, a check, or a valid MasterCard or VISA credit card and we'll add funds to your account on the spot.

- **By phone:** Call Panther Central at 412-648-1100 with a valid MasterCard or Visa credit card.
- **Cash Management Center (CMC):** Use the CMC kiosks in the Litchfield Towers lobby, Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library to load Panther Funds with cash or a valid MasterCard or VISA credit card.
- **By mail:** Send a check and letter of instruction to:

University of
Pittsburgh
Panther Central
Litchfield Towers
Lobby
Pittsburgh, PA 15260

Where can I use Panther Funds?

- Campus laundry facilities
- Campus dining facilities
- Campus vending machines and copiers
- Book Centers, Pitt Shop, Packages Plus,

Parking Services Office, theatre arts and athletics box offices, School of Dental Medicine, and University dining facilities purchases

- University libraries for photocopies and paying fines
- Community merchants (list of participating merchants is available at www.pc.pitt.edu/card/merchantlist.html. A printable version of this list is available at www.pc.pitt.edu/downloads/card/merchantlist.pdf).

Do you already have Panther Funds and want to load more money onto your account?

You can do so by following any one of the procedures outlined above under ***How do I join?***

Security—your funds are safe

If your Panther Card is lost or stolen, you should report it immediately to Panther Central at the Panther Central community at my.pitt.edu, by telephone at 412-648-1100, or in person at Panther Central. When you receive a new card or when we reactivate a card that you reported missing but later found, you will immediately have access to your Panther Funds that remained

on your card at the time you reported it missing. The fee for a new Panther Card is \$20.

Check Your Balance

Each time you use your Panther Funds for a purchase, your remaining balance is displayed on the register or vending machine.

You also can check your balance online at the Panther Central community at **my.pitt.edu** or at the CMC kiosks in the Litchfield Towers lobby, Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library.

Transaction History

View and print Panther Funds statements online at the Panther Central community at **my.pitt.edu**.

Visit us at:

Web site—
www.pc.pitt.edu/card/funds.html

Portal—Panther Central community at **my.pitt.edu**

51. Payments

Residents are responsible for paying the prevailing University housing accommodation and meal plan rates (fees) established by the University. All amounts are billed to

the student's account; you are responsible for all fees (including damage charges) when due.

52. Pets

Students may not have pets in University housing. The only exception to this policy is for students with documented disabilities who require the use of seeing-eye dogs.

53. Prohibited Items and Activities

The following are not permitted in, on, or about the students' University housing accommodations:

- Smoking
- Unauthorized pets
- Homemade or commercially made furniture, including loft beds, dressers, and desks
- Waterbeds
- Exterior radio/TV aerials
- Controlled substances
- Firecrackers
- Ammunition
- Firearms or any other weapons

Please refer also to Section I, Article 3 (**Appliances**) and Article 14 (**Cooking**) in this **Handbook**.

54. Property Management, Department of

127 North Bellefield Avenue
Pittsburgh, PA 15260
412-624-9900 (x4-9900)

As one of approximately 7,000 undergraduate students who are living on the Pittsburgh campus, you are very important to us. We'd like to make your apartment living experience as pleasant as possible.

We are responsible for all of the operational aspects of University apartments. This includes key distribution and collection, repairs, and maintenance. If you need assistance, have any questions, or just need general information about any of these functions, please call us.

Some of our services, such as housing **Applications**, **Contracts**, and apartment-style assignments, are handled through Panther Central.

55. Quiet Hours

Residence Halls

Quiet hours (the absence of loud noise or distractions) exist within each residence hall (unless designated as a 24-hour quiet floor) as follows:

1. Sunday through Thursday, 10 p.m. to 8 a.m.
2. Friday through Saturday, 11 p.m. to 8 a.m.
3. Exam weeks, 24-hour quiet hours are in effect at 8 p.m. on the Friday preceding the exam week and remain in effect until the close of the term.
4. Weekday quiet hours do not change for midweek holidays or during break housing periods.

At other times, students are expected to exercise good judgment with respect to making excessive noise. (See Courtesy Hours below.)

24-hour Quiet Floors

Particular floors have been established with increased quiet hours. During the academic year, quiet floors are provided to further enhance an atmosphere conducive to study and other quiet activities. Any person disrupting the environment on a quiet floor may be subject to disciplinary action.

Courtesy Hours

Courtesy hours are in effect at ALL times. Courtesy hours can be defined as conditions under which noise is not disruptive or disturbing to either students or staff. Criteria for determining if noise is loud or not loud: If noise is bothering one person on the floor or wing, or in the building, it is probably too loud. In most cases, if the noise can be

heard two room lengths and/or two doors away, whether doors are open or closed, it is too loud.

Enforcement of quiet and courtesy hours: Everyone is responsible for enforcement. The smooth operation of the residence halls is everyone's responsibility, not only that of the hall staff. If a noise bothers a resident, that resident is responsible for asking the person(s) involved to decrease the noise level. Residents should politely ask the person(s) making the noise to keep the noise to a minimum.

Contacting hall staff when noise is too loud: If a resident has asked the person(s) making the noise to lower the noise level and they have not honored the request, the resident should contact a resident assistant (RA), resident director (RD), or assistant hall director (AHD), who will intervene. If the RA or AHD must confront the person(s) making the noise, the incident will be documented and referred to the RD. If the behavior persists, additional disciplinary action may be taken.

56. Recycling

Residence Halls

On each floor of all residence halls, there is a trash room that is supplied with a blue recycling container

equipped with a clear plastic bag. Students must put all glass, aluminum, and plastic recyclables in the recycling container. Please rinse out all cans, glass, and plastic containers prior to placing them in the recycling container.

In addition, there is a paper recycling area in the main lobby of each residence hall. Students must collect recycled paper in their rooms and deposit it in the lobby paper recycling container as they leave the building.

Recyclable items are:

- Cans—aluminum beverage cans only; tin and steel cans should be disposed of as trash.
- Glass—beverage bottles only, any color.
- Plastic—beverage bottles only, numbers 1 and 2.
- Paper—any color of paper, newspaper, magazines, and telephone books; no staples or cellophane envelopes.
- Cardboard—all boxes should be flattened and placed in the trash area for your floor.
- Batteries—any size of nickel-cadmium (Ni-Cd) battery. Once you have several old batteries, call the recycling coordinator at 412-624-2925 for recycling locations on campus.

- Laser toner cartridges—call the recycling coordinator at 412-624-2925 for recycling locations on campus.

Materials other than those listed above should be deposited in the appropriate trash room for your floor.

Contaminated items, such as pizza boxes, tissues, cellophane, carbon paper, lunch bags, coffee cups, paper with food waste on it, and brown/golden envelopes, cannot be recycled.

If a recycling bin is contaminated, Custodial Services must dump the entire bin into the trash.

Apartment-style Accommodations

Please separate glass bottles, cans, and plastic bottles and discard them in the designated containers at each building.

57. Residence Life

Please refer to Section II, Article 29.f. (**Student Affairs: Residence Life**) in this **Handbook**.

58. Residence Life Staff

Please refer to Section II, Article 29.f. (**Student Affairs: Residence Life**) in this **Handbook**.

59. Resident Student Association

412-648-1200
(x8-1200)

The Resident Student Association (RSA) is the governing body of students who live in residence halls. This organization provides input regarding student life on campus to the Office of Residence Life and Panther Central. RSA encourages students to become involved and to take an interest in residence hall life.

Each residence hall has a council composed of individual floor representatives, officers, and a designated person to report issues to the RSA Executive Board. These building RSAs concern themselves with conditions and programs within specific living areas. The executive board provides leadership and guidance in organizing students in the residence halls. The executive board is also concerned with the activities and policies that affect the entire student body. For more information, visit www.pitt.edu/~rsa.

60. Residential Networking Program (ResNet)

The University's Residential Networking (ResNet) program is managed by Computing Services and Systems Development (CSSD).

All residents of University housing have an individual Ethernet connection in their accommodation that links them directly to PittNet, the University's network, and to the Internet. Wireless PittNet service is also available in the common areas of University residence halls (study areas, lounges, and laundry rooms).

Configuration assistance and ongoing support are provided through the Residential Networking (ResNet) program. Call the Technology Help Desk at 412-624-**HELP** (4357) to schedule an appointment with a residential consultant.

Additional information about ResNet services is available on the information technology Web site at technology.pitt.edu.

Please refer also to Section II, Article 5 (**Computing Resources**) in this **Handbook**.

61. Right of Entry

The University has the right for authorized representatives to enter residents' accommodations for housekeeping or maintenance purposes, verification of occupancy, and to verify that the health and safety regulations of the University are in compliance.

The University is not responsible for any damages or loss of personal property of a student resulting from such entry. Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

62. Room Condition Reports

When you arrived at your accommodation, you received a Room Condition Report form. It is required that you check, sign, and date this form and return it to your resident assistant (RA). By confirming any damage or needed repairs on this form, you will ensure that you will not be charged for them at the end of your contract. Your accommodation should be in the same condition at check-out as it was when you moved in. Residents of residence halls should return the form to RAs, and apartment-style residents should return the form to the Department of Property Management or Panther Central.

63. Roommates

Please refer to Section I, Article 10 (**Community Living**) and Article 33 (**Housing**) in this **Handbook**.

64. Security

The main entrance to each residence hall, as well as Centre Plaza and Ruskin Hall apartments, is staffed with a desk attendant 24 hours daily, throughout the academic year. The main entrance to the fraternity houses, Bouquet Gardens, Forbes-Craig, and Oakwood apartments is equipped with an electronic locking system that can be unlocked only by the residents assigned to these buildings. For more information, please refer to Section I, Article 1 (**Access**) and Article 38 (**Keys**) in this **Handbook**.

All University Housing Accommodations:

Following these few simple rules will help you to keep your residence secure and your belongings safe:

- Carry your Panther Card and hard key (if applicable) with you at all times.
- Always lock your door when you leave your University housing accommodation unattended.
- Don't prop open security doors.
- Don't allow anyone to leave any building exterior or accommodation door open into the hallway for any reason.

- Report suspicious persons to the University police at 412-624-2121 (x4-2121 on a campus phone).
- If you choose to keep valuables in your University housing accommodation, avoid leaving them out in the open. The University is not liable for damage to or loss of personal property.

Register the serial number of computers, stereos, televisions, and similar equipment with the University police so that in the event of loss, you can be identified as the owner. For more information about this free service, call 412-624-4040 (x4-4040).

In order to maintain a safe campus and safety-conscious student community, the University police and its community relations unit offer specific services at no charge to you. They are briefly described below. To take advantage of any of them or to find out more, call 412-624-4040 (x4-4040).

- **Security Workshops**
Schedule a session on any security-related topic for any University group.

- **Engraving**
Borrow an electric engraving tool at no charge to permanently identify your belongings.
- **Residence Officer Program**
Officers who are assigned to the residence hall areas meet with resident assistants (RAs) and students in informal programming. The programming is designed to provide crime prevention initiatives and give assistance and instruction to students on topics related to law, personal rights and responsibilities, and safety. The program also provides the opportunity to become acquainted with the police officer within the residence hall area.
- **Campus Watch Program**
Pitt's police officers have developed a campus watch program for various departments and buildings within the University. Campus watch members comprise staff, faculty,

and students who meet regularly and share safety information as it relates to their facility and the University. If you are interested in participating in a campus watch program, please call 412-624-4040 for further information.

- **Crime Alerts and Notifications** are posted as needed in each residence hall. These notices will be placed at desk attendant entry points for each building.

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

65. Signs and Banners

Residence Halls

Residents of Schenley Quadrangle are permitted to display or hang items from residence hall windows only upon receiving approval from Residence Life. Students wishing to hang a sign or banner must pick up an application from Residence Life in Room 203 Bruce Hall. Signs and banners may only be hung by designated Housing Services employees once approval has been granted by Residence Life.

Apartment-style Accommodations

Residents are not permitted to display names or other identification anywhere outside the apartments, except in the place provided by the University. Residents are also not permitted to place any sign, fixture, advertisement, or notice on any part of the building, or in any door, window, glass door, light, or skylight, that reflects or admits light into the building.

66. Smoking

Smoking is prohibited in all University-owned and leased facilities, including residence halls, apartment-style accommodations, and the fraternity complex. Violations of smoking restrictions are subject to disciplinary proceedings.

67. Solicitation

Students are not permitted to engage in solicitation of any type in or on University property unless approved in advance by the appropriate University official.

68. Special Living Communities

In some of the residence halls, there are floors designated as Special Living Communities. These areas are for students who wish to live in an environment with others who share a special personal interest:

Alcohol Free @ Pitt

The University offers two residence hall living options for students who choose to live without alcohol:

- MALE and FEMALE:
Tower A and Tower B

Quiet Living Communities

These areas are for students who prefer a quieter environment.

- MALE and FEMALE:
Tower C,
designated floors

For more information about these communities, contact Residence Life at 412-648-1200 (x8-1200).

69. Student Code of Conduct and Judicial Procedures

The **Student Code of Conduct and Judicial Procedures** is an outline of the nonacademic rights and responsibilities of students matriculating at the University of Pittsburgh. The **Code** is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees. The **Code** defines offenses against students and reflects the University's commitment to equity and procedural fairness. A student or University official may file a complaint of violation of the **Student Code**

of Conduct and Judicial Procedures with the Office of Student Conduct. The standard of evidence used in hearings is clear and convincing, but an effort is usually made to resolve grievances through informal settlements when possible.

All residents are given a copy of the **Student Code of Conduct and Judicial Procedures** upon moving into University housing and are expected to familiarize themselves with the provisions contained within and their individual responsibility under the **Code**.

For more information or to view the **Student Code of Conduct and Judicial Procedures** online, visit www.studentaffairs.pitt.edu/conduct/code.html.

70. Students with Disabilities
Please refer to Section II, Article 29.d. (**Student Affairs: Disability Resources and Services**) in this **Handbook**.

71. Substance/Drug Abuse
Student use, possession, distribution, or sale of narcotics, dangerous drugs, hallucinogens, or controlled substances in University buildings is prohibited, except as permitted by law. Also, student possession of drug paraphernalia that can be demonstrated to be linked to drug activity is prohibited.

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

72. Telephone Service **University Telephone Service (CSSD)**

All University housing accommodations offer student telephone services supported by Computing Services and Systems Development (CSSD). Services include the following:

- One telephone set*
- Free on-campus calling
- Free off-campus calling to 412, 724, and 878 area codes (Pittsburgh campus)
- Free incoming calls (except collect or third-party billed to the University)
- Telephone repair service (for on-campus calling repairs, dial 412-624-**HELP** (4357))
- Voice mail—visit the information technology Web site at technology.pitt.edu for information on using voice mail.

* Bouquet Gardens and Centre Plaza residents have a separate phone line. Forbes-Craig and Oakwood residents have one phone line in the living area.

For the University operator, dial 0.

For the University police department, dial 4-2121 (from your cell phone, you may dial 412-624-2121).

For more information about student telephone services, visit the information technology Web site at technology.pitt.edu.

73. Thrown Objects

Throwing anything from the windows and/or balconies of any University building is prohibited and will result in disciplinary action. Residents are responsible for the actions of their guests.

74. Trash

All University housing residents should:

- Place all trash in a container lined with a plastic bag within the accommodation.
- Apartment-style residents should have lids on their trash cans.
- Place recyclable materials in the appropriate recycling containers at each accommodation.
- Remove and dispose of trash on a timely basis in the designated receptacles provided by the University.

Do not place trash in corridors, balconies, fire escapes, stairwells, or in any other areas of the building serving

the accommodation, including the toilet(s), drains, sinks, or other plumbing systems.

Please refer also to Section I, Article 32 (**Housekeeping**) in this **Handbook**.

75. University Policies

Students are responsible for knowing and observing University policies as set forth in official University publications, including, but not limited to, the **Student Code of Conduct and Judicial Procedures** and the anti-harassment policy. The University reserves the right to make policies as in its judgment may be necessary for the safety, care, and cleanliness of University housing and for the preservation of order. Violations that compromise the safety and security of residents may result in termination of the **Contract** and other appropriate disciplinary sanctions.

76. Vandalism

Students are not permitted to intentionally or negligently abuse, damage, or destroy property owned or in the possession of another person at the University.

77. Visitation Policy

Residence Halls

The following procedures and regulations governing guest visitation have been

developed for students in residence in order to meet their needs of personal security, and to assure students the right to privacy in their living units. A visitor or guest is defined as a person who is present at a campus residence at the invitation of a contractual student.

Residents will be accountable for rule infractions for all visitors/guests, including those signed in by the resident and those accompanied by the resident, as well as all visitors/guests within a resident's accommodation.

If visitation becomes problematic between roommates within a given room, the individual experiencing the problem should first address the issue with his or her roommate and if unable to resolve it, should then contact the resident assistant (RA). If you have any unresolved issues related to visitation or wish to seek an exception to any of the provisions of this policy, please contact the resident director (RD) of your building.

1. All visits are subject to the following conditions:
 - a. The roommate's approval is required, which is granted

through the roommate contract. All resident students will have the opportunity to establish and regulate visitation through their roommate contract.

- b. All residents and visitors/guests must present proper photo identification to gain building entry. Proper identification includes state-issued identification as well as identification cards from other schools.
- c. All guests must be signed in and out with the desk attendant.
- d. All visitors/guests must be escorted by the resident who signed them in while in the building.
- e. Residents are limited to five visitors/guests at any one time.
- f. A resident may not entertain children under 5 years of age unless accompanied by a parent, without acquiring permission from Residence Life. At no time are children under the age of 5 permitted to stay in the residence halls overnight.

- g. A resident may not entertain persons under the age of 16, unless accompanied by a parent. If the parent is not present, permission of Residence Life must be acquired through the issuance of a guest pass. Guest passes may be acquired through Panther Central at the following times: 9 a.m., noon, 3 p.m., 6 p.m., and 9 p.m. They may also be procured in advance by contacting the resident director (RD) in your building during his or her posted office hours.
- h. By a majority vote, a residence hall floor community may set more restrictive limits on visiting hours or guest policies.
2. An extended guest is defined as any guest visiting between the hours of 2 a.m. and 8 a.m. All visitation regulations apply to extended guests. Residents may have extended guests subject to the following additional conditions:
- The roommate's signature of approval is required on the roommate contract.
 - A resident may not have more than two extended guests at one time.
 - An extended guest may not stay longer than three consecutive days (Sunday through Saturday).
 - A resident is limited to having six extended guest nights during any calendar month.
 - The total number of extended guest nights allowed for any resident student is 24 in a given term.

Apartment-style Accommodations

A visitor or guest is any person who is present at an apartment-style accommodation by invitation of a resident student. You must establish and regulate with your roommate(s) your room visitation hours. All visits are subject to the following conditions:

- You are responsible for the actions of your guests and must escort them the entire time they are in the building.
- You are limited to no more than five visitors at any one time.

An extended guest is one who remains in the apartment between 2 a.m. and 8 a.m., Sunday through Saturday. The following conditions apply to extended guests:

- Your roommate(s) must approve of the arrangement.
- You may have no more than two extended guests at one time.
- An extended guest may stay no longer than three weekdays in a two-week period.

1. Athletics

The University of Pittsburgh is home to the following Pittsburgh Panthers men's and women's Division I athletic teams:

Men's:

- Baseball
- Basketball
- Cross Country
- Football
- Swimming and Diving
- Soccer
- Track
- Wrestling

Women's:

- Basketball
- Cross Country
- Gymnastics
- Swimming and Diving
- Soccer
- Softball
- Tennis
- Track
- Volleyball

To purchase tickets, go to:
Athletics Ticket Office
1011 Petersen Events Center
412-648-7488 (x8-7488)
Monday–Friday
8:30 a.m.–5 p.m.
or visit www.pittsburghpanthers.com.

2. Bicycles and Vehicles

Please refer to Section II, Article 17 (**Parking, Transportation, and Services**) in this **Handbook**.

3. Book Centers/Pitt Shop *The Book Center*

4000 Fifth Avenue
412-648-1455 (x8-1455)
Mon.–Thurs. 8:30 a.m.–8 p.m.
Fri. and Sat. 9 a.m.–5 p.m.
Cash, personal checks, VISA, MasterCard, Discover, and Panther Funds accepted.

Extended Hours Week of 8/24–9/12

Sun., 8/24 11 a.m.–5 p.m.
Mon.–Thurs.
8:30 a.m.–8:30 p.m.
Fri. and Sat.
8:30 a.m.–5 p.m.
Tues., 9/2
8:30 a.m.–8:30 p.m.

The Book Center, owned and operated by the University, is where you will find all of your textbook and classroom supplies. The textbook department, located on the lower level, carries all of the required and recommended course books and course materials, including professors' custom course packets.

Tips for buying textbooks:

- Bring your Panther Card to get your required textbooks without paying sales tax. You'll also need your Panther Card if paying by check or Panther Funds.
- Bring your course registration form to ensure that you're buying the right books.

- Textbooks are shelved by academic department, course number within the department, and unique CLS number, which identifies the section for which you are registered.
- Read the shelf card to see if a book is “required” or “recommended.” Purchase only “required” books until you have gone to your first class.
- If your book is out of stock, check with the textbook information desk.
- Look for the yellow “Used” sticker on the binding of the book to save 25 percent.
- Do not write in any book until you’re certain you won’t be returning it.
- Keep your receipt—you’ll need it to return or exchange books.

Textbook Return Policy

If you drop or change a course, you can return your books for a refund or exchange during the add/drop period. Please refer to Appendix A (**Academic Calendar/Important Dates**) in this **Handbook** for add/drop period. To refund or exchange, you must present your sales receipt along with your Change in Course form or withdrawal form at the service desk.

Textbook Reservations

As soon as you register for each term, you can reserve your textbooks and pick them up at the start of the new term. Simply drop off a copy of your registration form at The Book Center, or fill out the reservation form online at www.pitt.edu/~bookctr.

Used Book Buyback

Students may “sell” their unwanted textbooks back to The Book Center at the end of every term. Buyback stations are located in the Schenley Quadrangle and Sutherland Hall.

Tips for Selling Back Books:

- The best time to sell your used books is during finals week.
- Textbooks purchased both new or used can be sold back.
- The Book Center will pay 50 percent of the new book price for textbooks that Pitt faculty have ordered as “required” for the upcoming spring term.
- If a book isn’t required for the upcoming spring term or The Book Center already has a sufficient quantity for the upcoming term’s

enrollment, the buy-back prices will vary depending on national wholesaler demand. Old editions have no value and cannot be resold.

The Health Book Center

3527 Forbes Avenue
412-648-8915 (x8-8915)
Mon.–Thurs. 8:30 a.m.–6 p.m.
Fri. 8:30 a.m.–5 p.m.
Cash, personal checks, VISA, MasterCard, Discover, and Panther Funds accepted.

The Health Book Center stocks books and professional equipment for students of medicine, dentistry, public health, pharmacy, nursing, and health-related professions.

The Pitt Shop

3939 Forbes Avenue
412-648-2606 (x8-2606)
Mon.–Thurs. 9 a.m.–6 p.m.
Fri. and Sat. 8:30 a.m.–5 p.m.
Cash, personal checks, VISA, MasterCard, Discover, and Panther Funds accepted.

The Pitt Shop, a subsidiary of The Book Center, features the latest in collegiate fashion from the United States' most premier manufacturers. All merchandise is licensed and fully guaranteed.

4. Buses

Please refer to Section II, Article 17 (**Parking, Transportation, and Services**) in this **Handbook**.

5. Computing Resources

All student computing resources at the University are handled through Computing Services and Systems Development (CSSD).

Residential Networking Program (ResNet)

All residents of University housing have an individual Ethernet connection in their accommodation that links them directly to PittNet, the University's network, and to the Internet. Configuration assistance and ongoing support are provided through the Residential Networking (ResNet) program. Call the Technology Help Desk at 412-624-**HELP** (4357) for assistance.

Technology Help Desk

The Technology Help Desk is staffed 24 hours a day, seven days a week and serves as the single point of contact for information technology services at the University. You can contact the help desk regarding any computer issue, including University computing accounts, e-mail, software, networking, computing labs, or other information technology-related services. Call 412-624-**HELP** (4357), submit a request online at **technology.pitt.edu**, or send an e-mail to helpdesk@pitt.edu.

Campus Computing Labs

CSSD provides seven general-purpose student computing labs equipped with the latest hardware and software, scanners, media stations, and laser printing services.

A valid University computing account is required to use the computing lab equipment. The computing labs are located at:

- 1075/1077 Benedum Hall
- G-27/G-62 Cathedral of Learning
- 230 David Lawrence Hall
- 1200 Wesley W. Posvar Hall
- 112 Hillman Library
- C114 Sutherland Hall
- B-40 Alumni Hall

Visit **technology.pitt.edu** for lab hours, a campus map of lab locations, and available equipment.

E-mail Kiosks

More than 100 e-mail kiosks are located throughout campus to provide convenient access to e-mail and the Internet.

Wireless PittNet

Wireless PittNet, the University's campuswide wireless network service, is built upon the strength of the University's wired network,

PittNet. The service is easy to use, extremely secure, and reliable. Any student with a laptop computer and a compatible wireless network adapter can use wireless PittNet. Visit **technology.pitt.edu** for instructions, coverage locations, and more.

my.pitt.edu

The University's Web portal, **my.pitt.edu**, provides a single point of access to the information that you use most at the University. You can access Webmail, adjust spam filtering settings, view your grades, search class schedules and course descriptions, pay your tuition bill, add Panther Funds to your Panther Card, report your Panther Card lost or stolen, check your Dining Dollars balance, apply for University housing, access the University's library resources, and more. The portal allows you to customize your page views to include the tools and applications you find most helpful.

Emergency Notification Service

The University's emergency notification service is used to communicate with subscribers through voice, text, and e-mail messages as deemed appropriate in the event of an emergency. You

must subscribe to receive the alerts. To subscribe, go to **my.pitt.edu**, select the Emergency Notification tab, and follow the instructions.

Software for Students

As a University student, you are eligible to receive essential Microsoft software from CSSD for little or no cost, including the latest versions of Microsoft Office, Windows, Visual Studio, and Office for Macintosh. These can be picked up at any of the campus computing labs or at 105 Bellefield Hall. All required course software, such as End Note, Mathematica, MATLAB, Minitab, SPSS, and many others can be purchased for a nominal fee (typically around \$10) at Software Licensing Services in 105 Bellefield Hall. Please remember to bring your Panther Card with you. Visit **technology.pitt.edu** for a complete list of available software titles.

Safe Computing Tools

To help you protect your computer, CSSD provides a variety of security tools and services. The **Spam and Virus E-mail Filtering Service** blocks junk e-mail and viruses from reaching your University e-mail address. You can adjust your spam filtering settings at **my.pitt.edu**.

CSSD recommends that students install the latest version of **Symantec AntiVirus** software on their computers and use the LiveUpdate feature to get the latest updates. In addition, two anti-spyware programs, **Ad-Aware** and **Spybot Search & Destroy**, are available at no cost to protect your Internet privacy.

Computrace LoJack is a software application available at no cost to University students that allows your laptop to be traced in the event that it is lost or stolen. To get a copy of **Computrace LoJack** for your laptop, please bring your Panther Card to 105 Bellefield Hall.

The **Pitt Software Update Service** can be configured to automatically download and install the latest security updates and services packs for your computers. Visit **technology.pitt.edu** for more information about safe computing.

Computing Guidelines

Computing guidelines are available on the information technology Web site at **technology.pitt.edu**. Misuse of University computing resources, including shared copyrighted music, movies, and software, is punishable through the **Student Code of Conduct and Judicial Procedures**.

Additional Information

For additional information about computing services, please visit the information technology Web site at **technology.pitt.edu**. The Technology Help Desk at 412-624-HELP (4357) is available 24 hours a day, seven days a week to answer all of your information technology-related questions.

6. Counseling

Please refer to Section II, Article 29.b. (**Student Affairs: Counseling Center**) in this **Handbook**.

7. Emergency Phones

More than 500 emergency phones are disseminated throughout the campus. Many of these phones are outdoors and are identified by a blue light. As soon as the red button is pressed, these phones automatically register your location and connect directly to the University police. Please refer also to Section II, Article 35 (**University Police**) in this **Handbook**.

8. Extreme Weather/ Emergency Conditions

The University shall be officially closed only by authorization of the chancellor. An emergency operations center, made up of representatives of the Offices of Senior Vice Chancellor and Provost, Executive

Vice Chancellor, and the Vice Provost and Dean of Students, has been established and charged with the responsibility of monitoring such situations and advising the chancellor.

Student and Class Announcements

If conditions dictate, class cancellations will be based upon logical divisions between morning, afternoon, and evening classes. Used for these purposes only, morning classes begin before noon, afternoon classes begin after noon, and evening classes begin after 5 p.m.

Instructors who are unable to meet a scheduled class should contact their school or department to inform them that the class is canceled because of the instructor's inability to arrive on campus. Students who have questions regarding a specific class should contact the school or department that offers the course in order to determine whether a class is being held as regularly scheduled.

The media will only be contacted in the event of class cancellations. If there is no announcement, the University is in full operation. Unless otherwise specified, other University services

and events will continue as scheduled even when classes are canceled.

9. Fraternities and Sororities

Please refer to Section II, Article 29.i. 3) (**Student Life: Fraternities and Sororities**) in this **Handbook**.

10. Getting Home

Please refer to Section II, Article 17 (**Parking, Transportation, and Services**) in this **Handbook**.

11. Government

Please refer to Section II, Article 29.i. 9) (**Student Life: Student Government Board**) in this **Handbook**.

12. Heinz Memorial Chapel

A landmark of Pittsburgh architecture located on the east lawn of the Cathedral of Learning, this French Gothic structure serves the University community as an interdenominational chapel. A Lutheran Compline is held each Sunday at 8:30 p.m., September–April.

For more information, call 412-624-4157 (x4-4157) or visit www.heinzchapel.pitt.edu.

13. Intramurals and Recreation

The Intramurals and Recreation program, run by the School of Education Department of Health and

Physical Activity, offers structured activities and maintains open recreation facilities for the University population. Of interest to students are the following:

Intramurals

The intramurals office is located in the Baierl Student Recreation Center of the Petersen Events Center and can be reached at 412-648-8210 (x8-8210).

Intramurals are a great way to learn social development through competition and cooperation, exercise your mental and physical health, develop sports and recreation skills, stay physically fit, and have fun while doing it! For more details about how to register for intramurals, a virtual tour of the facilities, hours of operation, and other information, visit www.intramurals.pitt.edu.

Fitness Centers

Intramurals and Recreation maintains 10 fitness centers throughout campus for students' use. Students must present a valid Panther Card to gain access at all 10 fitness centers.

Seven of these fitness centers are located in residence halls and offer aerobic and strength training equipment. All are open 24 hours a day, seven days a week.

Towers Fitness Center:

- Located in Litchfield Tower A
- Available only for residents of Towers A, B, and C

Schenley Quadrangle Fitness Center:

- Located in Amos Hall
- Available only for residents of Amos, Holland, McCormick, Bruce, and Brackenridge Halls

Lothrop Fitness Center:

- Located in Lothrop Hall
- Available for Lothrop Hall and Forbes Hall residents only

Panther Hall Fitness Center:

- Located in Panther Hall
- Available only for residents of Panther Hall

Pennsylvania Hall Fitness Center:

- Located in Pennsylvania Hall
- Available only for residents of Pennsylvania Hall

Sutherland East Fitness Center:

- Located in Sutherland Hall (East)
- Available for Sutherland East and Pennsylvania Hall residents only

Sutherland West Fitness Center:

- Located in Sutherland Hall (West)
- Available for Sutherland West and Pennsylvania Hall residents only

The other three fitness centers are listed below. Please check www.intramurals.pitt.edu for hours of operation.

Bellefield Fitness Center:

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Aerobic, strength training, and free weight equipment, which are placed in two weight rooms. Power lifting also available.

Trees Hall Fitness Center:

- Located in Trees Hall
- Available for all Pitt students
- Aerobic, strength training, and free weight equipment

Baierl Student Recreation Center:

- Located in Petersen Events Center
- Available for all Pitt students
- Aerobic, strength training, and free weight equipment

Gymnasia

Intramurals and Recreation maintains two gymnasia for students. All students must present a valid Panther Card to gain access. Please check www.intramurals.pitt.edu for hours of operation.

Bellefield Gymnasium:

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Basketball court

Trees Hall Gymnasium:

- Located in Trees Hall
- Available for all Pitt students
- Basketball and volleyball courts

Swimming Pools

Intramurals and Recreation maintains three pools for students. All students must present a valid Panther Card to gain access. Please check www.intramurals.pitt.edu for hours of operation.

Bellefield Hall Pool:

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Modern, well-designed middle-sized pool, goes to 4 feet deep

Trees Hall Large Pool:

- Located in Trees Hall

- Available for all Pitt students
- The most popular pool in the Big East

Trees Hall Small Pool:

- Located in Trees Hall
- Available for all Pitt students
- A small pool that can be used by students when the Olympic-size pool is scheduled for classes or meets

Other Facilities

A dance studio, multipurpose room, and handball and racquetball courts, located in Trees Hall, are also available for all Pitt students with a valid Panther Card. Call the intramurals office at 412-648-8210 (x8-8210) for more information. The Baierl Student Recreation Center has two convertible racquetball/squash and four racquetball courts. For reservations, call 412-383-7590 (x3-7590).

In addition, squash courts (Fitzgerald Field House), football fields, and soccer fields (Cost Sports Center) are available through the Department of Athletics. For more information, call 412-648-8204 (x8-8204).

14. Library

Please refer to Section II, Article 34 (**University Libraries**) in this **Handbook**.

15. Maps

Please refer to Appendix B (**Map and Building Abbreviations**) in this **Handbook**.

16. Packages Plus

Packages Plus is a mailing facility, which is owned and operated by the University, and is readily equipped to handle your personal mailing needs. Students save 10 percent to 50 percent (compared with retail mail service center prices) on services including UPS, Parcel Post, packaging and wrapping, and more. Packing supplies and stamps are also available.

Packages Plus
Litchfield Towers
Tower B Lobby
412-624-4883 (x4-4883)
Mon.–Fri.
8:30 a.m.–4:30 p.m.

Cash, personal checks, VISA, MasterCard, and Panther Funds accepted. (Credit cards are not accepted for stamp purchases.)

Please refer also to Section I, Article 42 (**Mail Service**) in this **Handbook**.

17. Parking, Transportation, and Services

Forbes Pavilion (Dept.)
412-624-8612 (x4-8612)
Mon.–Fri. 8 a.m.–5 p.m.
204 Brackenridge Hall

(Parking Services Office)
412-624-4034 (x4-4034)
Mon.–Thurs.
8 a.m.–5:30 p.m.
Fri. 8 a.m.–5 p.m.

The University's Department of Parking, Transportation, and Services provides and/or coordinates many valuable services for students. Included in those are:

Campus Shuttles

Pitt buses and shuttles travel on 12 different routes around the campus and to nearby neighborhoods, 23 hours a day, seven days a week. As a Pitt student, you are able to ride them without paying a fare. All you need is your valid Panther Card. For schedule information, call 412-624-8801 (x4-8801) or visit www.pc.pitt.edu/transportation/index.html.

Detailed maps and time schedules for all of the routes are available on the Web site.

Pitt/Port Authority Agreement

All students may ride Port Authority buses, trolleys, and inclines in Allegheny County fare free by presenting a valid Panther Card, 24 hours a day, seven days a week. For schedule information, call 412-442-2000 or visit the Web site at www.pc.pitt.edu/transportation/index.html.

SafeRider

SafeRider provides safe transportation during the evening and early morning hours when special, nonemergency needs arise for students. SafeRider operates as follows:

Sun.–Wed., 7 p.m.–3 a.m.
 Thurs.–Sat., 7 p.m.–5 a.m.
 Summer Hours
 9 p.m.–3 a.m.

SafeRider also provides trips from the Greyhound station and also trips to the Greyhound station around holidays. Please check the Web site www.pc.pitt.edu/transportation/saferider.html for more information.

Transportation Services for Passengers with Disabilities

Transportation services for passengers with disabilities may be arranged by contacting Disability Resources and Services at 412-648-7890 (x8-7890). It is important that you contact this office as early as possible so that it can accommodate your scheduling needs.

A van with a wheelchair/cart lift and standard passenger seating is available between the hours of 8 a.m. and 7 p.m., Monday through Friday, when classes are in session.

Students with temporary disabilities will be provided

services on an “as available” basis. For additional information, please contact Disability Resources and Services at the number listed above.

Bicycles

Bicycling is a great way to get around campus. Free bicycle racks are located throughout campus, and bike lockers are also available for a nominal fee. Visit www.pts.pitt.edu/parking, e-mail parking@bc.pitt.edu, or contact the Parking Services Office at 412-624-4034.

Vehicle Parking Permits

Parking permits for resident students are available; contact the Parking Services Office at 204 Brackenridge Hall, 412-624-4034 (x4-4034). You can also e-mail parking@bc.pitt.edu.

Motorist Assistance Program (MAP)

If your vehicle needs a jump start or if you’ve locked your keys inside, MAP is here for you. MAP is a service provided by the Parking Enforcement Division. Call MAP for assistance at 412-624-4034 (x4-4034), during Parking Services Office business hours. For motorist assistance at other times, call University police at 412-624-2121 (x4-2121).

Getting Home for the Holidays

Need transportation home for Thanksgiving, winter, or spring recesses? Contact the Office of Travel Management at 412-624-4433 (x4-4433), visit www.pc.pitt.edu/transportation/buseshome.html, or e-mail travel@pitt.edu to obtain information on the Buses Home for the Holidays program.

Buses leave from the William Pitt Union and are currently chartered to:

Allentown, PA
Breezewood, PA
Buffalo, NY
Columbus, OH
Erie, PA
Frederick, MD
Harrisburg, PA
King of Prussia, PA
New York, NY
Philadelphia, PA
Rochester, NY
Scranton, PA
Washington, DC
Williamsport, PA

Don't see your destination here?

Please let us know if you need to get somewhere else. If there is enough interest, we may add other destinations.

For more information, visit www.pts.pitt.edu.

18. Photocopies

Full-service Photocopies

Copy Cat, which is owned and operated by the University, provides fast, economical black-and-white and color photocopies, network printing, binding, laminating, fax service, sundries, postage stamps, and more for Pitt students.

Copy Cat has three convenient locations:

3925 Forbes Avenue

412-624-0552 (x4-0552)
Mon.–Fri. 8:30 a.m. to 5 p.m.
Cash, personal checks, VISA, and MasterCard accepted (credit cards not accepted on stamp purchases).

246 Scaife Hall

412-648-1864 (x8-1864)
Mon.–Fri. 8:30 a.m.–7 p.m.
Cash, personal checks, VISA, and MasterCard accepted (credit cards not accepted on stamp purchases).

3925 Wesley W. Posvar Hall

412-648-1758 (x8-1758)
Mon.–Fri. 8:30 a.m.–5 p.m.
Cash, personal checks, and Panther Funds accepted.

Self-serve Photocopies

Self-serve copiers are available in G-2 Cathedral of Learning, as well as at all University libraries.

19. PITT ARTS

929–931 William Pitt Union
412-624-4498 (x4-4498)
pittarts@pitt.edu

The University believes that our students should have the opportunity to take advantage of all that Pittsburgh has to offer. The concept that “the city is our campus” informs how PITT ARTS connects students with Pittsburgh’s vibrant art scene, both on and off campus. PITT ARTS offers reduced and in some instances free tickets to diverse artistic events including symphonies, ballet, theater, etc. For a complete listing of events, visit www.pitt.edu/~pittarts.

20. Pitt News

Please refer to Section II, Article 29.i. 6) (**Student Life: Pitt News**) in this **Handbook**.

21. Pitt Program Council

Please refer to Section II, Article 29.i. 7) (**Student Life: Pitt Program Council**) in this **Handbook**.

22. Pitt Promise

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these

common values and commit myself to the following principles.

As a Pitt student:

- I will embrace the concept of a civil community that abhors violence, theft, and exploitation of others.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community.
- I will support a culture of diversity by respecting the rights of those who differ from myself.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge, and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave

in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

23. Pitt Radio WPTS-FM

Please refer to Section II, Article 29.i. 16) (**Student Life: WPTS-FM Radio**) in this **Handbook**.

24. PittTV

Please refer to Section II, Article 29.i. 8) (**Student Life: PittTV**) in this **Handbook**.

25. Police

Please refer to Section II, Article 35 (**University Police**) in this **Handbook**.

26. Recreation

Please refer to Section II, Article 13 (**Intramurals and Recreation**) in this **Handbook**.

27. Religious Affiliations

Please refer to Section II, Article 29.i. 14) (**Student Life: University Association of Chaplaincies**) in this **Handbook**.

28. Sexual Assault

You have been a victim of sexual assault if a sexual act has been committed toward you:

- Forcibly and/or against your will.
- Not forcibly or against your will, but you were incapable of giving consent.
- Not forcibly, but the act is unlawful.

Sexual assault assistance is provided at Sexual Assault Services, located in the University Counseling Center. For more information, please refer to Section II, Article 29.b. (**Student Affairs: Counseling Center**) in this **Handbook**.

29. Student Affairs, Division of

The Division of Student Affairs supports the academic mission of the University by enhancing student learning and development through a myriad of experiential learning opportunities. Working in partnership with other members of the University community, Student Affairs provides a rich array of programs and services that add considerable value to the outstanding learning experience emanating from the classroom. Thus, Student Affairs facilitates student involvement in a vibrant campus learning community that prepares students to function effectively in a scientific, technological, and diverse world.

The departments within the Division of Student Affairs are:

a. Career Development

224 William Pitt Union
412-648-7130 (x8-7130)
www.careers.pitt.edu
Mon.–Fri.
8:30 a.m.–5 p.m.

Career Development is dedicated to helping students prepare for a successful future. Its staff can help you explore careers and choose one that is best for you, decide about a major, and find opportunities to acquire career-related experience. For more information and a complete listing of services provided, visit **www.careers.pitt.edu**.

b. Counseling Center

334 William Pitt Union
412-648-7930 (x8-7930)
www.counseling.pitt.edu
Fall and spring terms:
Mon. and Wed.
8:30 a.m.–9 p.m.
Tues., Thurs., and Fri.
8:30 a.m.–5 p.m.

Summer term:
Mon.–Fri.
8:30 a.m.–5 p.m.

Each year, the University Counseling Center provides personal and academic counseling to nearly 2,000 students at the University. The center is staffed with psychologists, counselors, social workers, a psychiatrist, and predoctoral interns. The services rendered to students are free, voluntary, and confidential.

For more information and a complete listing of services provided, visit **www.counseling.pitt.edu**.

Also located within the counseling center is the Office of Sexual Assault Services. It provides individual and group counseling designed to alleviate the trauma associated with sexual assault. Pitt students who have experienced some form of sexual assault are eligible for services. Emergency medical, legal, and police support are provided. Students are assisted with obtaining medical, legal, and judicial resources available to them within the University and local communities.

The peer education program is an integral component of Sexual Assault Services. Peers2Peers is a volunteer student outreach program whose mission is to create an awareness of the dynamics of sexual assault on the Pitt campus; promote healthier, more effective communication; and prevent sexual victimization through educational programming.

c. Cross-Cultural and Leadership Development

617 William Pitt Union
412-648-9523 (x8-9523)
www.o3cl.pitt.edu
Mon.–Thurs. 8:30 a.m.–11 p.m.
Fri. 8:30 a.m.–5 p.m.
Sat. 1–9 p.m.
Sun. 3–9 p.m.

Cross-Cultural and Leadership Development (CCLD) is a multipurpose, state-of-the-art facility designed especially for students and student organizations. We provide opportunities for students to:

- interact and engage in meaningful dialogue and experiential learning activities.
- deepen their sense of self, their understanding and appreciation of cultural differences, and the important role these differences play in the human experience.
- cultivate a sense of social responsibility to others.

CCLD not only provides students and organizations with first-class working areas equipped with the latest technology, it is a special place on campus that:

- fosters cultural collaboration and communication.
- creates centralized multicultural programming and workshops.
- offers advisory services to all major cultural and some social groups.
- offers civic, personal, and organizational leadership training.
- provides an informal gathering place for students.

CCLD is a place where students, particularly underrepresented groups of students, can seek support and guidance as they pursue their in- and out-of-the-classroom experiences and educations on the pathway to graduation from Pitt.

For more information, visit www.o3cl.pitt.edu.

d. Disability Resources and Services

140 William Pitt Union
412-648-7890 (x8-7890)
Voice
412-383-7355 TTY
www.drs.pitt.edu
Mon.–Fri.
8:30 a.m.–5 p.m.

We are committed to providing equal opportunities in higher education to academically qualified students with disabilities. Students with disabilities will be integrated as completely as possible into the University experience. Disability Resources and Services shares with you, the student, the responsibility for creating equal access toward achievement of your academic goals. For more information and a complete listing of services provided, visit www.drs.pitt.edu.

e. International Services, Office of

708 William Pitt Union
412-624-7120 (x4-7120)
www.ois.pitt.edu

Monday–Friday
8:30 a.m.–5 p.m.

The Office of International Services supports and complements the academic mission of the University by providing the services necessary to facilitate international education and cultural exchange in its broadest sense.

For more information and a complete listing of services provided, visit www.ois.pitt.edu.

f. Residence Life

203 Bruce Hall
412-648-1200 (x8-1200)
www.reslife.pitt.edu
Mon.–Fri.
8:30 a.m.–5:30 p.m.

Living on campus is a unique experience that will allow you the opportunity to interact with fellow students, faculty, and staff members. It is Residence Life's intent to provide you with a supportive, comfortable, and diverse environment that is focused on your academic success, self-exploration, career development, and the realization of your personal goals.

Residence Life Staff

Residence Halls

All residence halls are staffed with resident directors (RDs), resident assistants (RAs), and program coordinators

(PCs). Tower A, Tower B, and Sutherland Hall also have assistant hall directors (AHDs) on staff.

Resident Director (RD)

There is one resident director (RD) residing in each residence hall (in some cases, one RD is assigned to a cluster of two or more halls). RDs are responsible for the overall management and supervision of your building. During the summer months, they plan the year and get ready to supervise the resident assistant (RA) staff. RDs have professional degrees and/or extensive experience working in a college environment.

Assistant and Associate Hall Director (AHD)

Assistant hall directors (AHDs) are graduate students who work in residence halls providing assistance to the resident directors (RDs). AHDs may run a floor, oversee some of the administrative aspects of the building, supervise resident assistants (RAs), and advise the building's RSA council.

Program Coordinator (PC)

In each of our residence halls, we have resident assistants (RAs) who have been designated as our programming experts; therefore these individuals are referred to as program coordinators (PCs). These students coordinate the programming efforts within the building, and provide

assistance to the other RAs. They have excelled as RAs and now pursue more leadership responsibilities in this challenging position.

Resident Assistant (RA)

Resident assistants (RAs) are some of the most important people on staff at the University. They are students, just like you, who have committed themselves to one of the most impressive leadership positions on campus. They are there for you 24 hours a day, seven days a week, providing resource information, crisis response, academic and social support, fun times, and a safe, comfortable living environment.

For more information, visit www.reslife.pitt.edu.

g. Student Health Service

500 Medical Arts Building
412-383-1800 (x3-1800)
www.studhlth.pitt.edu
Fall and spring hours:
Mon.–Fri. 8:30 a.m.–7 p.m.
Sat. 10 a.m.–3 p.m.
Summer hours:
Mon.–Fri. 8:30 a.m.–5 p.m.

Provides students with quality primary health care, by appointment, with board-certified, licensed medical doctors, nurse practitioners, nurses, medical assistants, and medical specialists. A pharmacy, on-site specialty services, internal medicine, dermatology, orthopedics,

gynecology, nutrition counseling, lab work, and health education are also available. For more information, visit www.studhlth.pitt.edu.

h. Student Conduct

743 William Pitt Union
412-648-7910 (x-7910)
www.studentaffairs.pitt.edu/conduct
Mon.–Fri. 8:30 a.m.–5 p.m.

The Office of Student Conduct provides the framework by which members of the University community may address alleged violations of the **Student Code of Conduct and Judicial Procedures** by Pitt students. Student Conduct is a neutral body, taking neither the position of the complainant or the accused but providing fair process, and education, for both parties.

We also provide opportunities for students to become involved in the system by serving as members of the Judicial Board. Faculty and staff members serve as hearing officers within Student Conduct. The Judicial Board and the hearing officers are responsible for making determinations if an accused student is or is not responsible for violating the charge(s) as alleged. If the student is found to be responsible, the Judicial Board and the hearing officers are also responsible for making recommendations for sanctions to the vice provost for

undergraduate studies and dean of students.

Additionally, we provide disciplinary clearances for students as requested for scholarships, study abroad opportunities, and employment.

For more information, visit www.studentaffairs.pitt.edu/conduct.

i. Student Life, Office of
130 William Pitt Union
412-648-1074 (x8-1074)
www.studentlife.pitt.edu
Mon.–Fri.
8:30 a.m.–5 p.m.

Student Life is the hub of student involvement and engagement at Pitt. Since you spend the majority of your time outside the classroom, Student Life has many opportunities available for students to spend that time enhancing and complementing their academic pursuits. There are opportunities for student involvement in Greek-letter organizations, student media, self-governance groups, volunteer organizations, programming, and other student activities. Student Life encourages all students to get involved. For more information, visit www.studentlife.pitt.edu.

Following is a summary of departments and organizations within Student Life:

1) Commuter Student Programs

Commuter Student Programs delivers exciting programming, events, and services to commuter students that will encourage an active and educational environment. For more information and a complete listing of services, visit www.commuter.pitt.edu.

2) Family Weekend

Family Weekend is typically held in conjunction with Homecoming and provides students' families with the opportunity to visit campus and share in the activities. Family Weekend 2008 includes events beginning on Friday, October 24 and concluding by noon on Sunday, October 26. For more information, visit www.familyweekend.pitt.edu.

3) Fraternities and Sororities

Joining a fraternity or sorority is, for many new college students, a wonderful way to meet a lot of new people and adapt to the University's campus environment. In addition, you can enrich your college experience by forming friendships that may last a lifetime.

For more information, visit www.gogreek.pitt.edu.

4) New Student Orientation

Orientation includes a variety of activities that will help you transition into Pitt and prepare you for an exciting first term. It's a great opportunity to meet other students, staff, and faculty; learn about campus resources and services; and find out what Pittsburgh has to offer.

For more information and a list of activities, visit www.orientation.pitt.edu.

5) Panther Prints

423 William Pitt Union
412-648-7882 (x8-7882)

Panther Prints is a colorful yearbook of academic and social life at Pitt that is given to all graduating students at the end of the spring term.

For more information, visit www.studentlife.pitt.edu/orgs/pantherprints.html.

6) Pitt News, The

434 William Pitt Union
412-648-7980
(x8-7980)

The Pitt News, published since 1906, is the University's student newspaper. Printing 14,000 copies daily and made further available on its Web site, *The Pitt News* provides news, sports, opinions, and art and entertainment to its readers. This newspaper has won a gallery of state and national awards

over the years and provides career-oriented experience in all aspects of journalism and newspaper publishing. For more information, visit www.studentlife.pitt.edu/orgs/pittnews.html. To access the newspaper online, go to www.pittnews.com.

7) Pitt Program Council

M-30 William Pitt Union
412-648-7900
(x8-7900)
Mon.–Thurs.
8:30 a.m.–7 p.m.
Fri. 8:30 a.m.–5 p.m.
Summer:
Mon.–Fri.
8:30 a.m.–5 p.m.

Pitt Program Council provides a wide variety of programming that meets the interests of the student body. The student committees of the Pitt Program Council plan a variety of entertainment and educational activities. Programs include celebrity and political lectures, weekly films, recreational events, the annual Fall Fest and Bigelow Bash street events, annual homecoming activities, and art gallery exhibits. For more information or to see event listings, visit www.pitt.edu/~ppc.

8) PittTV

119 William Pitt Union
412-383-7331 (x3-7331)

PittTV, Channel 3, is devoted to promoting student programs and activities through free advertising. PittTV also airs an international film series and other educational and feature films. For more information or an updated film schedule, visit www.pitt.edu/~pitttv.

9) Student Government Board
848 William Pitt Union
412-648-7970
(x8-7970)

The Student Government Board exists to provide undergraduate, non-College of General Studies students with representation as a student voice to University administration. We represent the needs, interests, and concerns of all Pitt students. Another important aspect of our job is allocation of the student activities fee, which provides money to the 350-plus student organizations at the University.

The board comprises one president and eight board members, all elected by the student body. We also have 10 standing committees that address various aspects of campus life, including diversity, freshman involvement, and governmental relations.

For more information visit www.pitt.edu/~sgb.

10) Student Organizations

There are more than 350 student organizations on campus. For more information, visit www.studentlife.pitt.edu/orgs/studentorgs.html or www.sorc.pitt.edu.

11) Student Organization Resource Center (SORC)

833 William Pitt Union
412-624-7116
(x4-7116)
Mon.–Fri.
8:30 a.m.–5 p.m.

SORC certifies student organizations to officially operate on campus. It provides services for development and operation of certified student organizations, such as copy, fax, and mail service; administration of student organization budgets; e-mail; and Web space.

For more information, visit www.sorc.pitt.edu.

12) Student Volunteer Outreach

911 William Pitt Union
412-624-1065 (x4-1065)

The mission of the Student Volunteer Outreach (SVO) is to provide co-curricular service-learning and community service opportunities for students that contribute to their learning and development and engage the community in activities that help fulfill the University's public service mission.

For more information, visit www.svo.pitt.edu.

13) TeleFACT

412-624-FACT (x4-3228)

TeleFACT is a student-operated information line that handles all student inquiries. Calls are answered seven days a week from noon to 9 p.m. during the fall and spring terms.

14) University Association of Chaplaincies

The University Association of Chaplaincies provides connections with local religious organizations that serve the University community. For a complete listing of member organizations, visit www.pitt.edu/~chaplain.

15) William Pitt Union

412-648-7815
(x8-7815)

Pitt's student hub on campus is the William Pitt Union. It is centrally located and hosts a variety of activities, events, services, and entertainment. Students study, meet, relax, attend organization meetings, and grab a bite to eat seven days a week.

The William Pitt Union provides programs and services that support the activities of student organizations. All Student Life department offices are located in the building.

Hours of Operation:
Fall and Spring Terms:
Mon.–Thurs.
7 a.m.–12:30 a.m.
Fri. 7 a.m.–1:30 a.m.
Sat. 8 a.m.–1:30 a.m.
Sun. 9 a.m.–11:30 p.m.
Summer Term:
Mon.–Fri. 7 a.m.–5:30 p.m.
Sat. 9 a.m.–6 p.m.
Sun. CLOSED

William Pitt Union Ticket Office

Main Floor
412-648-7814
(x8-7814)

Fall/Spring Term Hours:
Mon.–Fri. 9 a.m.–5 p.m.

Student tickets for Pitt activities sponsored by various student groups and departments, local cultural events, and Port Authority trip tickets and passes can be purchased here.

For more information, visit www.williampittunion.pitt.edu.

16) WPTS-FM Radio (92.1)

411 William Pitt Union
412-648-7990
(x8-7990)
412-383-9787
(x3-9787) request line
E-mail: wpts@pitt.edu

Pittsburgh's Progressive FM, 92.1 WPTS is the University student-run radio station. With an eclectic mix of music, news, sports, and public

affairs programming, 92.1 WPTS provides the campus a welcome alternative to commercial radio. In addition to its FM signal, WPTS programming is available via live Internet stream, as well as PittTV Channel 3 on the University cable system. For more information or to listen live, visit www.wpts.pitt.edu.

30. Student Union

Please refer to Section II, Article 29.i. 15) (**Student Life: William Pitt Union**) in this **Handbook**.

31. TeleFACT

Please refer to Section II, Article 29.i. 13) (**Student Life: TeleFACT**) in this **Handbook**.

32. Ticket Office

Please refer to Section II, Article 29.i. 15) (**Student Life: William Pitt Union**) in this **Handbook**.

33. Transportation

Please refer to Section II, Article 17 (**Parking, Transportation, and Services**) in this **Handbook**.

34. University Libraries

For information about hours of operation for the following libraries, call 412-648-7715 (x8-7715) or visit www.library.pitt.edu.

The main University library is Hillman Library, located at the corner of Forbes Avenue

and Bigelow Boulevard. Hours vary; therefore, it is advisable to call the number or visit the Web site listed above.

Within Hillman Library are other specialized libraries:

First floor:

- African American Collection
- Buhl Library of Social Work
- Latin American Studies Reading Room

Second floor:

- East Asian Library

Other libraries included in the University are:

Business Library
118 Mervis Hall

Langley Library
217 Langley Hall

Chemistry Library
200 Eberly Hall

Bevier Engineering Library
126 Benedum Hall

Frick Fine Arts Library
Frick Fine Arts Building

Information Sciences Library
Information Sciences Building

Mathematics Library
430 Thackeray Hall

Music Library
B30 Music Building

GSPIA/Economics Library
1G12 Wesley W. Posvar Hall

For more information, visit
www.library.pitt.edu.

35. University Police

3412 Forbes Avenue
Pittsburgh, PA 15260

Emergencies

4-2121 from campus phone. **412-624-2121** from noncampus or cellular phone. Or, use one of the many emergency phones on campus.

General Information

412-624-4040 (x4-4040)

University police operate 24 hours a day, 365 days a year, taking a proactive approach by offering these policing services:

- Respond to emergencies and conduct motorcycle, foot, bicycle, and car patrols.
- Commissioned officers are available to address student organizations concerning law enforcement and safety issues. Officers also facilitate a resident/officer program.
- In the event of an emergency, call **4-2121** (from a

campus phone), **412-624-2121** (from a noncampus phone), or use one of the many emergency phones located on campus.

- The lost and found section attempts to identify and return misplaced property to owners. Hours of operation are 8:30 a.m.–4:30 p.m. Monday–Friday.
- The investigative section performs follow-up investigations on reported crime incidents.
- The crime prevention unit conducts security surveys of University property to reduce the potential for crime.

For more information, visit
www.police.pitt.edu.

36. Yearbook

Please refer to Section II, Article 29.i. 5) (**Student Life: Panther Prints**) in this **Handbook**.

Appendix A Academic Calendar/ Important Dates

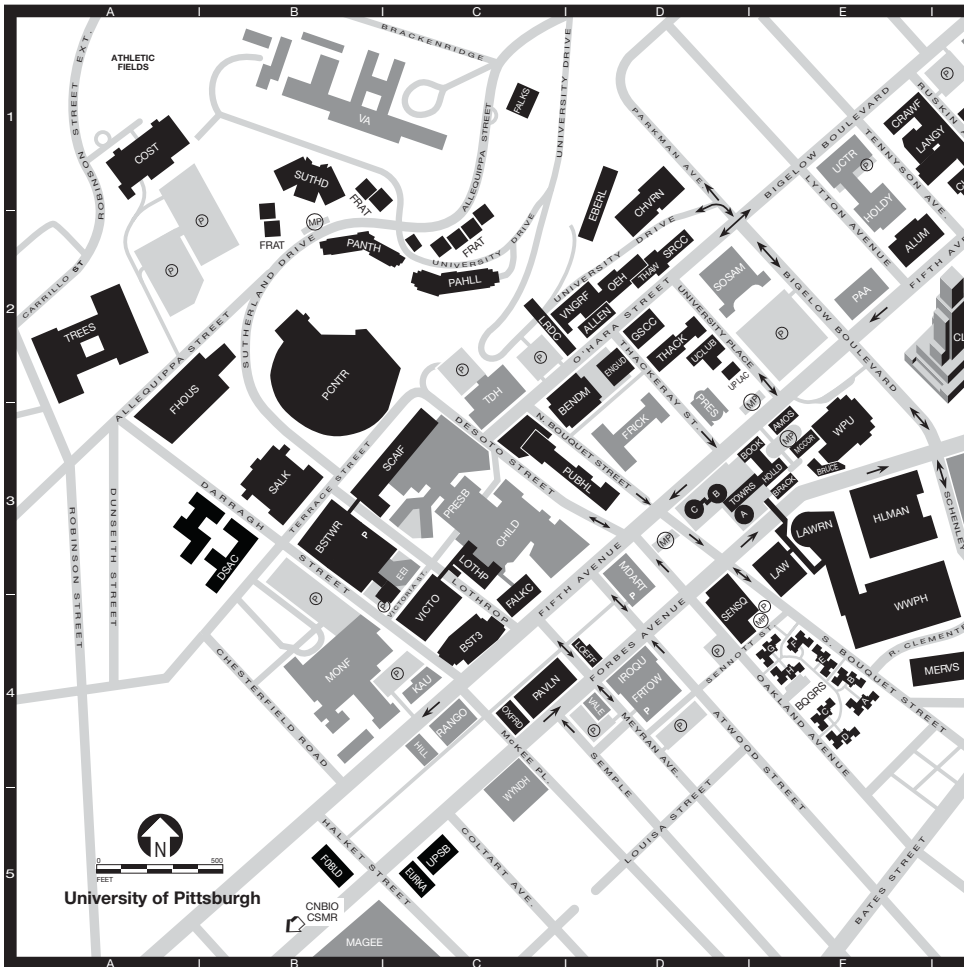
2008

- AUG. 19 Residence halls open
20 Freshman Convocation
25 Classes begin
- SEPT. 1 Labor Day/University closed
5 Add/drop ends
Last day to change meal plan for fall term
- OCT. 13 Fall break for students (no classes)
University offices and buildings remain open and staffed
23 Spring term registration begins
- NOV. 26–30 (incl.) Thanksgiving recess for students—residence halls remain open
- DEC. 1 Classes resume
5 Last day of classes
8–13 (incl.) Final exams
13 Fall term ends
14 Residence halls close
14–Jan. 4 (incl.) Winter recess for students

2009

- JAN. 2 Residence halls open
5 Classes begin
16 Add/drop ends
Last day to change meal plan for spring term
19 Martin Luther King birthday observed/
University closed
- FEB. 2008–09 University housing process begins
17 Deadline to submit University housing applications
- MAR. 8–15 Spring break for students/University remains open
18 Upperclass room selection begins
- APR. 17 Last day of classes
20–25 (incl.) Final exams
25 Spring term ends
26 Residence halls close

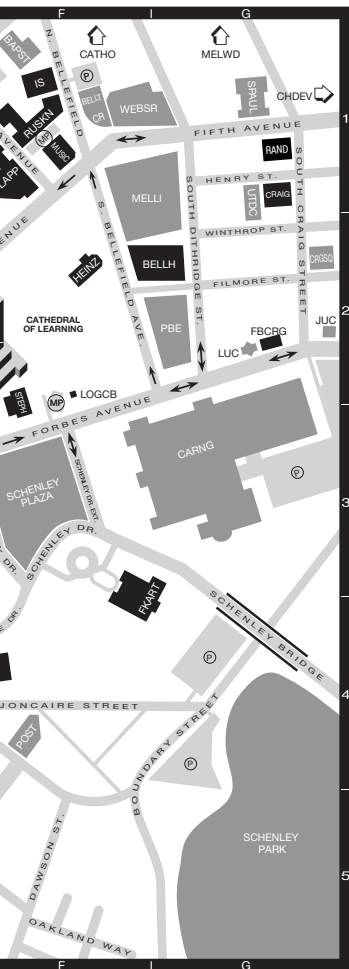
Appendix B: Map and Building Abbreviations



Allen Hall ALLEN D2
 Alumni Hall ALUM E2
 (Office of Admissions and
 Financial Aid, Office of
 Alumni Relations)
 Amos Hall
 (residence hall) AMOS E3
 BAPST (*map abbreviation for
 First Baptist Church*)
 • Barco Law Building LAW E3
 Bellefield Hall BELLH G2
 Bellefield Presbyterian
 Church PRES D3
 Bellefield Towers BELLT F1
 • Benedum Hall BENDM D3
 Thomas E. Starzl Biomedical
 Science Tower (Tower 1)
 and Biomedical Science
 Tower 2 BSTWR B3
 Biomedical Science
 Tower 3 BST3 C4

The (University)
 Book Center BOOK E3
 Bouquet Gardens BQGRS E4
 (residence halls A–H)
 Brackenridge Hall BRACK E3
 (residence hall, Copy Cat, The Pitt
 Shop, Parking Office)
 Bruce Hall BRUCE E3
 (residence hall)
 • Carnegie Library of Pittsburgh,
 Carnegie Museums
 of Pittsburgh CARNG G3
 • Cathedral of Learning CL F2
 CATHO (*map abbreviation for Ryan
 Catholic Newman Center*)
 Center for Bioengineering
off map CNBIO B5
 Center for Sports
 Medicine CSMR B5
 and Rehabilitation *off map*
 Charles L. Cost Sports
 Center COST A1

CHDEV (*map abbreviation for
 University Child Development
 Center*)
 Chevron Science
 Center CHVRN D1
 Children's Hospital of
 Pittsburgh CHILD C3
 Clapp Hall CLAPP F1
 Community of Reconciliation
 Building CR F1
 Craig Hall CRAIG G1
 Craig Square CRGSQ G2
 Crawford Hall CRAWF E1
 Darragh Street Apartment
 Complex DSAC A3
 • Eberly Hall EBERL D1
 Engineering
 Auditorium ENGUD D2
 Eureka Building EURKA C5
 Eye and Ear Institute EEI C3
 Falk Medical Building FALKC C3
 Falk School FALKS C1



- First Baptist Church...BAPST F1
(United Campus Ministry)
- Fitzgerald Field
House.....FHOU A2
- Forbes Craig
Apartments.....FBCRG G2
- Forbes Oakland
Building.....FOBLD B5
- Forbes Pavilion.....PAVLN C4
(Forbes Hall [residence hall]; The
Health Book Center; Department
of Parking, Transportation, and
Services)
- Forbes Tower.....FRTOW D4
- Fraternity Housing
Complex.....FRAT B1, C2
- Frick Fine Arts
Building.....FKART F3
- Frick International
Studies Academy.....FRICK D3
- Gardner Steel
Conference Center...GSCC D2

- Heinz Memorial
Chapel.....HEINZ F2
- Hill Building.....HILL C4
- Hillman Library.....HLMAN E3
- Holiday Inn.....HOLDY E1
- Holland Hall
(residence hall).....HOLLD E3
- Information Sciences
Building.....IS F1
- Iroquois Building.....IROQU D4
- Jewish University
Center.....JUC G2
- Kaufmann Medical
Building.....KAU C4
- Langley Hall.....LANGY E1
- LAW (map abbreviation
for Barco Law Building)
Lawrence Hall.....LAWRN E3
- Learning Research and
Development Center LRDC C2
- Litchfield Towers TOWRS D3
(residence halls A, B, C)
- Loeffler Building.....LOEFF D4
- Log Cabin.....LOGCB F2
- Lothrop Hall
(residence hall).....LOTHP C3
- Lutheran University
Center.....LUC G2
- Magee-Womens
Hospital.....MAGEE B5
- McCormick Hall
(residence hall).....MCCOR E3
- Medical Arts BuildingMDART D3
(Student Health Service)
- Mellon Institute.....MELLI F1
(Pittsburgh Supercomputing
Center)
- Melwood Maintenance
Building off map...MELWD G1
- Mervis Hall.....MERVS F4
- UPMC MontefioreMONF B4
- Music Building.....MUSIC F1
- Old Engineering Hall OEH D2
- Oxford Building (3501
Forbes Avenue).....OXFRD C4
- Panther Hall
(residence hall).....PANTH B2
- Parkvale Building.....VALE D4
- PAVLN (map abbreviation for
Forbes Pavilion)
- Pennsylvania Hall
(residence hall).....PAHLL C2
- The John M. and Gertrude E.
Petersen Events
Center.....PCNTR B2
- Pittsburgh Athletic
Association.....PAA E2
- Pittsburgh Board of
Education.....PBE G2
- Post Office
(Oakland Branch).....POST F4
- PRES (map abbreviation for
Bellefield Presbyterian Church)
- UPMC Presbyterian...PRESB C3

- Public Health.....PUBHL D3
(Crabtree and Parran Halls)
- Rand Building.....RAND G1
- Rangos Research
Center.....RANGO C4
- Ruskin Hall.....RUSKN F1
- Ryan Catholic Newman
Center.....CATHO F1
(The Oratory) off map
- St. Paul Cathedral.....SPAUL G1
- Salk Hall.....SALK B3
- Scaife Hall.....SCAIF C3
- Schenley Park.....G5
- Schenley Plaza.....F3
- Sennott Square.....SENSQ D4
- Soldiers and Sailors
Memorial Hall.....SOSAM D2
- Space Research Coordination
Center.....SRCC D2
- Stephen Foster
Memorial.....STEPH F2
- Sutherland Hall
(residence hall).....SUTHD B1
- Thackeray Hall
(registration).....THACK D2
- Thaw Hall.....THAW D2
- Thomas Detre Hall of the
Western Psychiatric Institute
and Clinic.....TDH C2
- TOWRS (map abbreviation for
Litchfield Towers)
- Trees Hall
(athletic facilities) ...TREES A2
- University Center
(UPMC).....UCTR E1
- University Child Development Center
off map.....CHDEV G1
- University Club.....UCLUB D2
- University Place Office
Building.....UPLAC D2
- University Public Safety
Building.....UPSBS C5
- University Technology
Development Center..UTDC G1
- VA Pittsburgh Healthcare
System—University
Drive Division.....VA B1
- VALE (map abbreviation for
Parkvale Building)
- Van de Graaff
Building.....VNGRF D2
- Victoria Building.....VICTO C4
- Webster Hall.....WEBSR F1
- Wesley W. Posvar Hall...WWPH E4
- Western Psychiatric Institute
and Clinic (see Thomas Detre Hall)
- William Pitt Union.....WPU E3
- Wyndham Garden
Hotel.....WYNDH C5

(P) Parking (HP) Handicap Parking
(MP) Metered Parking • Library in Building

Appendix C Frequently Called Numbers

**Admissions/
Financial Aid** 624-7488

**Arts and Sciences
Dean's Office** 624-6480

Athletics:
Information 648-8200
Tickets 648-8300
Cost Center 648-8204
Field House 648-8204

Book Centers:
Main Location 648-1455
Health Book Center 648-8915

Buses:
Campus 624-8801
Port Authority 442-2000

**Career
Development** 648-7130

**Counseling
Center** 648-7930

Dining Services:
Information 648-1100
or 648-1220

Market Central 624-1090
Market To-Go 624-1090
Taco Bell 624-1090
Quick Zone 624-1090
Einstein Bros.
Bagels 624-6424
The Perch at
Sutherland 383-9124
Cathedral Café 624-6101
Schenley Café 624-2410
Petersen Events
Center Food
Court 648-9576

**Disability Resources
and Services** 648-7890

Emergency
Campus phone 4-2121
Noncampus
phone 412-624-2121

**Environmental Health
and Safety** 624-9505

**Housing
Services** 648-1100

Information:
Directory Assistance 411
On campus 0
Off campus 9+0

**International
Services** 624-7120

Intramurals:
Information 648-8210
Baierl Student
Rec. Center 648-8279

Libraries:
Carnegie 622-3114
Falk 648-8867
Hillman 648-3330

Mail Centers:
Forbes Hall 383-9657
Lothrop Hall 648-3922
Panther Hall 648-9898
Pennsylvania Hall 648-7066
Sutherland Hall 648-9695
Tower B 648-1156

Maintenance:
Residence halls 648-1100
Apartment-style 624-9900

Packages Plus 624-4883

Panther Card 648-1100

Panther Central 648-1100

Panther Funds 648-1100

**Parking, Transportation,
and Services:**

Department 624-8612
 Parking Services
 Office 624-4034
 Buses home for
 the holidays 624-4433
 Bicycles, carpools,
 and vanpools 624-8612

Photocopies:

Copy Cat (Forbes) 624-0552
 Copy Cat (Scaife) 648-1864
 Copy Cat (Posvar) 648-1758

Pitt News 648-7980

Pitt Shop 648-2606

Police, University

Campus phone 4-2121
 Noncampus
 phone 412-624-2121

Property

Management 624-9900

Registration 624-7649

Residence Life 648-1200

Resident Directors:

Tower A 648-9050
 Tower B 648-1147
 Tower C 648-1150
 Schenley Quad 648-3918
 Holland, Amos 648-1160
 Sutherland Hall 383-9101
 Forbes Hall 648-2695
 Lothrop Hall 648-2813
 Panther Hall 605-5223
 Pennsylvania Hall 383-9080

**Resident Student
Association** 648-1200

Student Accounts 624-7590

Student Affairs 648-1006

Student Conduct 648-7910

**Student
Government
Board** 648-7970

**Student Health
Service** 383-1800

Student Life 648-7830

**Student Payment
Center** 624-7520

**Student
Telephone
Services** 624-4357

**Technology Help
Desk** 624-4357

TeleFACT 624-3228

**Time/
Temperature** 391-9500

WPTS Radio 648-7990

Weather 936-1212

**William Pitt
Union Desk** 648-7815

Zip Codes 1-800-275-8777

Notes

Notes

Notes

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact the University of Pittsburgh; Office of Affirmative Action, Diversity, and Inclusion; 412 Bellefield Hall; 315 South Bellefield Avenue; Pittsburgh, PA 15260; 412-648-7860.

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