



# Residential Handbook

Effective: August 17, 2017

# TABLE OF CONTENTS

<p><b>WELCOME</b>.....2</p> <p><b>MEET OUR STAFF</b> .....2</p> <p style="padding-left: 20px;"><i>Residence Life Staff</i>.....2</p> <p style="padding-left: 20px;"><i>Housing and Panther Central Staff</i> .....3</p> <p><b>COMMUNITY LIVING</b> .....3</p> <p style="padding-left: 20px;"><i>Quiet Hours</i> .....4</p> <p style="padding-left: 20px;"><i>Visitation</i>.....4</p> <p><b>POSSESSION AND/OR USE OF ALCOHOL IN UNIVERSITY OWNED HOUSING</b> .....5</p> <p><b>MEDICAL AMNESTY PROTOCOL</b>.....6</p> <p><b>SAFETY AND SECURITY</b> .....8</p> <p style="padding-left: 20px;"><i>University of Pittsburgh Police</i> .....8</p> <p style="padding-left: 20px;"><i>Emergency Notification System</i> .....8</p> <p style="padding-left: 20px;"><i>Residence Hall Security</i>.....8</p> <p style="padding-left: 20px;"><i>Blue Light Phones</i>.....8</p> <p style="padding-left: 20px;"><i>SafeRider</i>.....8</p> <p style="padding-left: 20px;"><i>Resident Assistant On-Call</i> .....8</p> <p style="padding-left: 20px;"><i>Resident Director On-Call</i>.....9</p> <p style="padding-left: 20px;"><i>Fire Safety</i>.....9</p> <p style="padding-left: 20px;"><i>Emergency Contact</i>.....10</p> <p style="padding-left: 20px;"><i>Missing Student Protocol</i>.....10</p> <p style="padding-left: 20px;"><i>Safety Tips</i>.....11</p> <p><b>PANTHER CENTRAL</b> .....12</p> <p style="padding-left: 20px;"><i>What is Panther Central</i> .....12</p> <p style="padding-left: 20px;"><i>What Services Does Panther Central Provide</i>.....12</p> <p style="padding-left: 20px;"><i>Panther Card</i> .....13</p> <p><b>ROOM MAINTENANCE</b> .....13</p> <p style="padding-left: 20px;"><i>Maintenance Requests</i> .....13</p> <p style="padding-left: 20px;"><i>Arrival Survival (Move-In)</i> .....13</p> <p style="padding-left: 20px;"><i>Move-Out</i> .....14</p> <p style="padding-left: 20px;"><i>Holidays and Break Periods</i> .....15</p> <p style="padding-left: 20px;"><i>Damage</i> .....15</p>	<p style="padding-left: 20px;"><i>Housekeeping</i>.....15</p> <p style="padding-left: 20px;"><i>Keys</i>.....16</p> <p style="padding-left: 20px;"><i>Animal Policy</i>.....17</p> <p style="padding-left: 20px;"><i>Renters Insurance</i> .....18</p> <p><b>RESIDENCE HALL AMMENITIES</b> .....19</p> <p style="padding-left: 20px;"><i>Appliances</i>.....19</p> <p style="padding-left: 20px;"><i>Prohibited Items</i>.....19</p> <p style="padding-left: 20px;"><i>Mail</i>.....20</p> <p style="padding-left: 20px;"><i>Internet</i>.....21</p> <p style="padding-left: 20px;"><i>Cable</i>.....21</p> <p style="padding-left: 20px;"><i>Laundry</i>.....21</p> <p style="padding-left: 20px;"><i>Fitness Centers</i> .....22</p> <p style="padding-left: 20px;"><i>Telephone</i>.....22</p> <p style="padding-left: 20px;"><i>Lost and Found</i>.....22</p> <p><b>DINING SERVICES</b>.....23</p> <p style="padding-left: 20px;"><i>Locations/Hours</i> .....23</p> <p style="padding-left: 20px;"><i>Panther Funds</i> .....24</p> <p style="padding-left: 20px;"><i>Meal Plans</i> .....25</p> <p><b>PARKING AND TRANSPORTATION</b> 27</p> <p style="padding-left: 20px;"><i>Campus Shuttles</i>.....27</p> <p style="padding-left: 20px;"><i>Pitt/Port Authority Agreement</i> .....27</p> <p style="padding-left: 20px;"><i>Bicycles</i> .....27</p> <p style="padding-left: 20px;"><i>Vehicle Parking Permits</i> .....27</p> <p style="padding-left: 20px;"><i>Transportation for Students with Disabilities</i> .....27</p> <p style="padding-left: 20px;"><i>Getting Home for the Holidays</i>.....27</p> <p><b>PHONE NUMBERS/FREQUENT CONTACTS</b> .....28</p> <p><b>CAMPUS MAP</b> .....30</p>
--	---

## WELCOME

Welcome to the University of Pittsburgh's on-campus housing! Whether you are living in a residence hall, apartment-style accommodation, or fraternity complex, you are one of over 7,900 undergraduate students residing on campus. It is our priority to ensure that your time in on-campus housing is one of many positive and rewarding experiences here at Pitt.

This Handbook is not a contract and is subject to change without notice. The purpose of this Handbook is to provide you with a reference for living on campus and to introduce you to the community's expectations for residing in University housing. This Handbook is incorporated into and should be read in conjunction with the Student Code of Conduct (Code). Violations of any expectations outlined in this Handbook or the Housing and Dining Services Contract are considered a violation of the Code.

If you have any questions, please contact Panther Central at 412-648-1100, [pc@pc.pitt.edu](mailto:pc@pc.pitt.edu), or [www.pc.pitt.edu](http://www.pc.pitt.edu). Residence Life may be able to assist you as well. Please contact Residence Life at 412-648-1200, [reslife@pitt.edu](mailto:reslife@pitt.edu) or by visiting their website at <https://www.studentaffairs.pitt.edu/reslife/>.

Have a productive and enjoyable year, and please let us know how our programs, services, and facilities can better serve you.

## MEET OUR STAFF

The below University staff members are in place to help students to discover their voice. For more information about the Residence Life staff, visit <https://www.studentaffairs.pitt.edu/reslife/about/>.

### **RESIDENCE LIFE STAFF**

#### *Resident Director*

Resident Directors (RDs) are full-time, live-in professional staff members who oversee the overall management and supervision of a residence hall. RDs have professional degrees and/or extensive experience working in a college environment.

#### *Resident Assistant*

Resident Assistants (RAs) are some of the most important people at the University. They are students, just like you, who are available to assist you and serve as a resource providing information, crisis response, academic and social support, events, and a safe, comfortable living environment.

#### *Residence Life Central Staff*

Led by the Director of Residence Life, the Residence Life Central staff guides the overall efforts of Resident Directors and Resident Assistants. Central staff positions include the Director, Associate Director, Assistant Directors, Area Coordinators, and Administrative Support Staff.

## **HOUSING AND PANTHER CENTRAL STAFF**

### *Panther Central*

Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services. Panther Central is located in the lobby of the Litchfield Towers.

### *Housekeeping*

While you are responsible for keeping your personal living space clean, housekeeping staff ensure that communal areas of each building are kept clean.

### *Building Maintenance*

Building Superintendents, and their maintenance teams, are responsible for the operation and upkeep of the residence halls. Residents with questions or concerns regarding a maintenance issue can contact the maintenance team via the Panther Central website at <https://newapps.fis.pitt.edu/housingmaintenancerequest>.

## **COMMUNITY LIVING**

Choosing to live on campus provides residents the opportunity to engage with others from diverse backgrounds and varying lifestyles. While this experience can be rewarding, some residents may experience conflict. Keeping the following tips in mind may help residents minimize, manage and resolve any conflict that may arise:

### *Complete the roommate agreement:*

- Resident assistants (RAs) may provide this agreement during the first weeks of the term.
- This agreement will help facilitate discussion about expectations for living together.

### *Establish ground rules that everyone can live by:*

- Decide who will clean, when and how often.
- Define conditions required for sleep and study times.
- Discuss use of personal and community property.
- Talk about when guests will be welcome and how often. Please see the section on *Visitation* on page 9 in this Handbook for guidance.

### *Communicate:*

- Good communication is the most essential factor in any successful relationship.
- Listen, and be patient.
- Talk about concerns with your roommate directly and immediately.
- Show consideration and respect for others.

### *Keep or develop your sense of humor:*

- Having a sense of humor helps to keep things in perspective.

- Don't sweat the small things.

*Have an open mind:*

- Always make an effort to understand, to share, and to accept.
- Be flexible, and remember that there is more than one way to do things.

**Even roommates who aren't best friends can successfully share the same living space.**

However, in situations where residents are struggling to resolve conflict, residents should inform their Resident Assistant (RA) of the situation. If needed, the RA will review further options available to the residents and may refer the situation to the Resident Director (RD) if necessary.

**QUIET HOURS**

Residents are expected to be courteous with noise levels at all times and are expected to observe quiet hours - specified times when residents are expected to keep noise to a minimum. Unless a floor is designated as a 24-hour quiet floor, quiet hours for all residence halls are as follows:

1. Sunday through Thursday, 10 p.m. to 8 a.m.
2. Friday and Saturday, 11 p.m. to 8 a.m.
3. During final exam weeks, quiet hours are in effect 24-hours-per day beginning at 8 p.m. on the Friday preceding the exam week and remaining in effect until the close of the residence halls.

*Enforcement of quiet hours*

As a first step to addressing excessive noise, residents should ask the person(s) involved to decrease the noise level.

If the noise remains too loud, the resident then should contact a resident assistant (RA) or Panther Central for assistance with resolving the issue. Failure to comply with quiet hours may result in a Code violation.

**VISITATION POLICY**

The following procedures and regulations govern guest visitation. A visitor or guest is defined as any person, including a resident from the same building, invited by a resident to that resident's assigned residence hall/room.

Residents will be accountable for their visitors/guests at all times, including those scanned in by the resident, those accompanied by the resident, and visitors/guests within a resident's accommodation. Residents also will be accountable for any Code violations committed by their visitors/guests.

1. All visits are subject to the following conditions:
  - a. All residents will have the opportunity to establish and regulate visitation through their roommate agreement. The roommate's approval is required. In situations where roommates are unable to resolve issues related to visitation on their own, they should contact their RA.

- b. All residents must obtain permission from their roommate(s) each time they would like to entertain a guest.
  - c. All residents and visitors/guests must present proper photo identification to gain building entry. Proper identification includes state issued identification cards and Panther Cards.
  - d. Visitors/guests without proper photo identification must use a guest pass to gain building entry. Guest passes can be obtained at Panther Central. University staff have the right to deny approval of a guest pass.
  - e. All visitors/guests must be scanned in and out at the security desk.
  - f. The resident must escort their visitors/guests at all times.
  - g. Residents are limited to three (3) visitors/guests at any one time.
  - h. Visitors under the age of 10 years old must be accompanied by a parent or guardian during any visit.
  - i. Visitors 10 to 16 years of age who are not accompanied by a parent or guardian, must have written approval from a parent or guardian prior to any visit. These visitors must obtain a guest pass from Panther Central. Both the resident and the guest must be present for a guest pass to be issued. Panther Central will review the written approval from the parent or guardian. Upon discretion of the staff, there may be need for further approval from a parent or guardian. If needed, the Resident Director will be contacted for further discussion.
  - j. Visitors over 16 years of age must have a valid photo ID to visit. Visitors without a valid approved photo ID must obtain a guest pass from Panther Central. Both the resident and the guest must be present for a guest pass to be issued. If needed, the Resident Director will be contacted for further discussion. Upon discretion of the staff, there may need to be approval from a parent or guardian.
2. In addition to the conditions above, an extended guest is defined as any guest visiting between the hours of 2:00 AM and 8:00 AM. Residents may have extended guests subject to the following conditions:
- a. A resident may not have more than three (3) extended guests at one time.
  - b. Each extended guest counts as one visit.
  - c. A resident is limited to having ten (10) extended visits during any calendar month.

Notwithstanding the preceding conditions, the University may elect to restrict access to the Residence Halls at any time and under any circumstances.

If residents wish to seek an exception to any of the provisions of this policy, they should contact the RD of their building.

## **Possession and/or Use of Alcohol in University Owned Housing**

Students must be twenty-one (21) years of age or older to possess or consume alcohol. In consideration of this requirement, laws related to distribution, and violations contained within the University Code, the University has created the following rules for all students, including those who are twenty-one (21) years of age or older and who live in University Owned Housing:

1. Transporting alcoholic beverages to another room or common areas for any reason is prohibited.
2. Alcohol is not permitted in residence halls that are exclusively first-year residences. Alcohol is also prohibited in Amos Hall.
3. Residents are responsible and legally accountable for their actions and the actions of their visitor(s)/guest(s), including any damages or injuries which result from their actions during or after the consumption of alcoholic beverages.

For residents who are twenty-one (21) years of age or older:

1. Residents who are twenty-one (21) years or older are permitted to possess and consume alcoholic beverages in appropriate University Owned Housing areas. Residents from other buildings and non-resident guests or commuters are not permitted entrance with alcoholic beverages, regardless of age. Note: Certain residence halls are “alcohol free,” and alcoholic beverages are absolutely prohibited by any residents or by visitors/guests in these areas.
2. The amount of alcoholic beverages per person twenty-one (21) years and older in University Owned Housing cannot exceed:
  - i. twelve (12) 12 ounce cans of beer; or
  - ii. one (1) pint bottle or one (1) 375 ml. bottle of liquor; or
  - iii. one (1) 1.5 liter bottle of wine; or
  - iv. two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity, or
  - v. two (2) six-packs of malt beverages or other mixed drinks sold in such quantity, (e.g., Mike’s Hard Lemonade, Smirnoff Ice, etc.).
3. Only factory sealed containers of alcoholic beverages may be brought into University Owned Housing. Beer may only be brought into the building in cans. Other containers, including kegs, bulk containers, pumpers, and beer in bottles, are not permitted.
4. Unauthorized alcoholic beverages, beer in bottles, alcoholic beverages found in the possession of minors, bulk containers (e.g., kegs and pumpers), and taps or other mechanisms, and alcohol bottles used as decorations or for any other purpose found in University Owned Housing, will be confiscated and disposed of, regardless of ownership or origin.

For policies and procedures pertaining to alcohol in Greek organization housing, visit <https://www.studentaffairs.pitt.edu/cclld/fsl/resources/> for more information.

### **MEDICAL AMNESTY PROTOCOL**

The University of Pittsburgh’s primary concern is for the health, safety, and well-being of Students. Failure to summon, or limiting the ability of someone else to summon, emergency

assistance for a Student experiencing an emergency due to alcohol or drug use, may result in University and/or criminal charges. As a result, all Students are expected to seek immediate assistance for themselves or others in situations where someone is experiencing an emergency due to alcohol or other drug use.

In situations where a Student or Student Organization follows the Medical Amnesty procedure below, the University of Pittsburgh will treat the situation as a health and safety matter; meaning neither the Student(s) calling, nor the Student(s) experiencing an alcohol or other drug emergency will be charged with violating any University of Pittsburgh alcohol and other drugs policy. In situations where a non-student calls on behalf of a Student, or a Student calls on behalf of a non-student, Medical Amnesty will also apply.

#### *Medical Amnesty Procedure*

In order for Medical Amnesty to apply, the calling Student(s) and/or Student Organization must complete the following steps:

1. Contact appropriate University officials or emergency officials by calling 412.624.2121 or 911. Identify yourself, and report the incident.
2. Remain with the individual(s) needing assistance until emergency officials arrive.
3. Cooperate with emergency officials as requested.

After complying with these steps both the calling Student(s) and/or Student Organization and the Student(s) who experienced the medical emergency, must:

1. Meet with University officials following the emergency and complete any assigned educational programs and/or counseling interventions. Failure to complete any assigned programs or interventions will negate the application of Medical Amnesty and will initiate the conduct process.
2. Pay all fees related to any assigned program or intervention.

When Medical Amnesty is applied, the alcohol or drug policy violation will be documented, but will not become part of the Student's and/or Student Organization's conduct record.

While the main goal of this protocol is to encourage Students to make healthy decisions and to seek medical attention when they or one of their peers are in distress, repeated requests for Medical Amnesty will be addressed on a case-by-case basis.

Medical Amnesty does not prevent disciplinary action for other Violations of the Code associated with alcohol and other drug emergencies, including but not limited to Sexual Misconduct, physical assault, hazing, property damage, use of a fake ID, distribution of alcohol or other drugs, etc.

While this protocol does not prevent criminal action by police or civil action by third parties, Commonwealth of Pennsylvania drug and alcohol Good Samaritan and Response Immunity laws may be applicable.

## **SAFETY AND SECURITY**

As community members, residents should become familiar with the security measures instituted and safety resources available at the University of Pittsburgh.

### **UNIVERSITY OF PITTSBURGH POLICE**

The University of Pittsburgh Police Department is the third-largest law enforcement agency in Allegheny County, providing 24-hour protection for nearly 40,000 students, faculty, and staff. Pitt Police cover the 132-acre Oakland campus as well as outlying facilities. To be connected to Pitt Police, dial 911 or 412-624-2121. For more information about Pitt Police, visit their website at <http://www.police.pitt.edu/>.

### **EMERGENCY NOTIFICATION SERVICE**

The University's emergency notification service is used to communicate with subscribers through voice, text, and email messages in the event of an emergency. To receive alerts, subscribe by logging in to My Pitt ([my.pitt.edu](http://my.pitt.edu)), click My Resources, select Emergency Notification, and follow the instructions.

### **RESIDENCE HALL SECURITY**

Entrances to residence halls have security desks staffed by welcome attendants. Welcome Attendants, who are trained in University fire safety and security procedures, control access to the residence halls by requiring that all residents and visitors properly scan in and out of the buildings. For more information about accessing residence halls, see the [Visitation Policy](#).

### **BLUE LIGHT PHONES**

There are emergency phones, identifiable by a blue light, located throughout campus. Pressing the red emergency button on one of these phones activates the strobe on the blue light and notifies Pitt Police dispatch of the user's location, allowing emergency personnel to respond.

### **SAFERIDER**

SafeRider provides transportation during the evening and early morning hours when special, non-emergency needs arise for students and campus shuttles are not available. Each student is permitted (1) round trip per night, and a maximum of (20) trips per semester. During the fall and spring semester, SafeRider operates Sunday-Wednesday from 7pm to 3am, and Thursday-Saturday from 7pm to 5am. Call 412-648-CALL (2255) for your safe ride.

### **RESIDENT ASSISTANT ON-CALL**

Resident Assistants are on-call in all Residence Halls from 8:30pm-8:30am Monday-Friday and on a 24-hour basis on the weekends. When on call, Resident Assistants maintain a level of visibility throughout their assigned Residence Hall which can include hosting programs, providing information to residents, walking throughout the building, documenting behavior and responding to crises.

## **RESIDENT DIRECTOR ON-CALL**

One or two Resident Directors are on-call at all times. When on-call, Resident Directors respond to emergencies, interact with students, supervise on-call Resident Assistants during serious situations, assist with hospital transports, and conduct incident follow-up.

## **FIRE SAFETY**

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 which are marked by exit signs.
- Find out where the fire alarm pull stations are located in your building.
- 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 discover smoke or fire:*

- Activate the fire alarm pull station nearest you. This will automatically notify the University police and the Pittsburgh fire department.
- Close windows and doors as you leave.
- Lock your University housing accommodation door when you leave, and take your key/ID.
- Follow the evacuation route. 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.

*If a building's fire alarm sounds:*

- Immediately prepare to evacuate—put on shoes and coat if needed and leave the building.
- Do not make phone calls to inquire about whether it is a “real fire.” EVACUATE!
- Follow the evacuation route. If you encounter smoke or fire, use another route and stay low to avoid smoke.
- If you cannot safely exit the room or building, call the University police at 412-624-2121. Put towels or sheets in the space below the door to keep smoke out.
- Signal from your window. Do not jump!
- Fire drills are held twice per year in all University housing accommodations. Residents are required to respond as outlined above.

*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, or common areas.
- 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.
- Do not ignite or burn materials, including but not limited to incense and candles.

*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, activating a false alarm may 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, as well as University disciplinary action.*

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

### **EMERGENCY CONTACT**

The University encourages students to provide the name and contact information for individuals who should be notified in case of an emergency. Such information allows the University to best respond to the needs of students and their families.

### **MISSING STUDENT PROTOCOL**

In keeping with federal law, 20 U.S.C. § 1092j, the Office of Residence Life will initiate the following missing student notification policy. This policy is designated for those students living within the University Housing that is overseen by the Office of Residence Life. In the event of a missing student, the Office of Residence Life will also work directly with the University of Pittsburgh Police Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence. To report a suspicion that a student is missing, contact should be made with the student's Resident Director, the Office of Residence Life or the University of Pittsburgh Police Department.

1. Each student living within the residence halls has the opportunity to list an Emergency Contact by completing an Emergency Contact form available at the Office of Residence Life and when completing the Housing Application with Panther Central. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. This information will be maintained in Office of Residence Life records and Panther Central that will be immediately accessible by University staff who will implement this policy. In the event of a determination that a student is missing, the University will attempt to notify the listed Emergency Contact within 24 hours. It is important to note that even if an Emergency Contact is not registered, the University of Pittsburgh Police Department will be notified if the student is missing.
2. At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with the University by notifying the Office of Residence Life. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
3. Residence Life staff will immediately contact the University of Pittsburgh Police Department when a student is reported missing.

4. The University of Pittsburgh Police will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.
5. No later than 24 hours after a student is reported missing, the University of Pittsburgh Police or its designee will be responsible for contacting the appropriate Emergency Contacts as established above.
6. The University of Pittsburgh Police will notify a parent or legal guardian no later than 24 hours after a student is determined to be missing if a student is under the age of 18.
7. Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University (Counseling Center, Dean of Students, academic dean of student's school, and University Police).

### **SAFETY TIPS**

- Carry your Panther Card (and hard key if applicable) with you at all times.
- Always keep your door and windows locked.
- Do not prop open security doors.
- Never sign someone into a Residence Hall that is not your guest.
- Report suspicious persons to the University Police at 412-624-2121.
- Avoid leaving valuables out in the open or unattended.
- Never lend your Panther Card to anyone under any circumstances.
- If your Panther Card is lost or stolen, contact Panther Central as soon as possible.
- Cross streets at crosswalks or intersections whenever possible.
- Check both ways before crossing the road – even on one way streets.
- Keep alert at all times and travel with a friend after dark.
- Do not let anyone into University Owned Housing unless they have been given authorization by the welcome attendant.

# PANTHER CENTRAL

## WHAT IS PANTHER CENTRAL?

Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services.

Visit us at:

*Location:* Litchfield Towers Main Lobby Pittsburgh, PA 15260  
Sutherland Hall, Main Lobby (10:00am-6:00pm Monday-Friday)

*Phone:* 412-648-1100

*Website:* [www.pc.pitt.edu](http://www.pc.pitt.edu)

*Portal:* Panther Central community at [my.pitt.edu](http://my.pitt.edu)

*Email:* [pc@pc.pitt.edu](mailto:pc@pc.pitt.edu)

*Twitter:* @PantherCentral

*Facebook:* Panther Central ([facebook/panthercentralpitt](https://www.facebook.com/panthercentralpitt))

*Pinterest:* Panther Central ([www.pinterest.com/panthercentral](http://www.pinterest.com/panthercentral))

## 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 applications, contracts and deposits
- Room assignments
- Residence hall access
- Lockout services
- Maintenance requests and emergency repairs

### *Dining Services*

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

### *General Services*

- Fines issued by Residence Life or Office of Student Conduct can be paid at Panther Central
- Buses home for the holidays can be purchased at Panther Central
- I-9 forms

## **PANTHER CARD**

All registered students must have a Panther Card, which is your valid University of Pittsburgh photo ID. It allows Students to access:

- 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, Pitt Sports Dome, and the Baierl Student Recreation Center)
- Student Health Service
- Computer labs
- Fare free local Port Authority buses/light rails/inclines
- Museums

You can obtain your Panther Card at Panther Central, located in the Litchfield Towers lobby or the station located in the Sutherland Hall main lobby. Lost or stolen cards should be reported immediately through the Panther Central link under the “My Resources” tab at my.pitt.edu.

It is a violation of the Code to forge, alter, takes possession of, duplicate, or use documents, records, keys, identification (including Panther Cards), or computer accounts without proper authorization.

## **ROOM MAINTENANCE**

### **MAINTENANCE REQUESTS**

For maintenance and repairs and/or special housekeeping needs, residents must submit a maintenance request to Panther Central by going to the “My Resources” tab at my.pitt.edu or at <https://newapps.fis.pitt.edu/housingmaintenancerequest>.

For emergency repairs, please call Panther Central at 412-648-1100. Emergency issues include no heat, no water or water leak, loss of electrical service or broken window/locks.

***Only University employees or contractors are permitted to make repairs or changes in the residence halls and apartment-style accommodations.***

### **ARRIVAL SURVIVAL (Move-in)**

Each year, multiple departments strive to make your check-in process to University housing facilities as quick and simple as possible.

Individuals residing in University Owned Housing will receive an Arrival Survival packet containing all of the information about check-in for the fall term. Residents will receive this packet in their official Pitt e-mail accounts by the end of July.

The Arrival Survival e-mail packet contains information about:

- Accessing your accommodation
- Arrival dates
- Book Center
- Computers and TVs
- Dining facilities
- Directions to Pittsburgh
- Instructions to view assignment
- Mail services
- Parking and unloading
- Room furnishings
- Security
- Student Health Service
- Student volunteers

For more information, visit [www.arrival.pitt.edu](http://www.arrival.pitt.edu).

## **MOVE-OUT**

### *Residence Halls*

Students must leave the residence hall at the end of the school year within 24 hours after their last final exam.

Several weeks before the residence halls close in the spring, you will receive a move-out brochure with more detailed information and dates.

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

- 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 only 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 landfill 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.
- Complete a change of address form via [www.pts.pitt.edu/mailemail/index.html](http://www.pts.pitt.edu/mailemail/index.html). Mail without a forwarding address will be returned to sender.
- Sign the Residence Life door hanger and close the door when the last resident leaves the room.

### *Apartment-style Accommodations*

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.

## **HOLIDAYS AND BREAK PERIODS**

All residence halls except Tower A and Tower C are closed during the winter recess. Residents must leave the residence halls for winter recess within 24 hours after their last final exam unless they have signed a twelve-month housing contract for their accommodation in Tower A or Tower C. All apartment-style accommodations remain open.

## **DAMAGE**

Students are not permitted to damage University property or the property of others on University premises. Residents are responsible for all damages and/or any loss of University furnishings in their living and study area and will be liable for payment to the University. Loss of furnishings includes removal of furniture or placement of furniture in hallways, stairwells, or other common areas. Students also may be subject to charges for any damages resulting from unauthorized use, or alterations of, rooms, equipment, common areas, and buildings.

Students must pay all charges by the due date set by the University. For additional information, please see the Contract.

Residents may 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 Owned 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 sprinkler systems, smoke detectors, exit signs, 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.
- Students should also review the limits contained in the [Posting and Chalking Guidelines](#).

## **HOUSEKEEPING**

### *Residence Halls*

The University provides bathroom cleaning, Monday–Friday, for all communal bathrooms and public areas of the residence halls. Communal bathrooms are defined as bathrooms accessible by the entire floor, not bathrooms shared by multiple students within a suite. 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.

### *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*

For special housekeeping needs, residents must submit a maintenance request to Panther Central by going to the “My Resources” tab at my.pitt.edu or at <https://newapps.fis.pitt.edu/housingmaintenancerequest>.

#### *Medical Waste Disposal in Residence Halls*

Medical waste cannot be disposed of in the trash. The Office of Residence Life has initiated the following guidelines and procedures for residence hall students needing to dispose of medical waste while living on campus. Federal, state and municipal regulations require that medical waste be disposed of in an approved container. Medical waste includes hypodermic needles, lancets, test strips, small quantity medical waste, and other medical devices having corners, edges or projections capable of cutting or piercing the skin, or that pose a safety hazard to personnel who handle waste. If you generate this type of waste, please follow the procedures listed below.

- Purchase an approved sharps or medical waste disposal container from a local pharmacy, physician, or hospital. These containers can also be purchased on-campus at the Student Health Pharmacy, Nordenberg Hall, 103 University Place.
- Immediately transfer any used needles or other contaminated waste into the container to minimize possible injury to anyone.
- When full, take the container to Student Health Service, Nordenberg Hall, 119 University Place or another authorized disposal site (pharmacy, doctor’s office, etc.).
- In situations where medical supplies need to be stored by a residence hall student, Residence Life recommends the student establish a secure location or device for storage.
- Additional Campus Resources may be found at <http://www.studentaffairs.pitt.edu/shs/> and [www.ehs.pitt.edu](http://www.ehs.pitt.edu).

#### **KEYS**

The majority of residents can gain access to their individual accommodations by inserting their Panther Card (key card) into the lock and entering the provided identification number (PIN). Centre Plaza and Frat 5 residents access their accommodations via hard key. All keys are the property of the University and cannot be exchanged, given to another person or duplicated outside standard University procedures.

#### **Lost or Stolen Key Cards**

Students should report their lost or stolen Panther Card by going to the Panther Central tab under “My Resources” at my.pitt.edu in order to deactivate their meal plan and Panther Funds functions. If a student finds their missing Panther Card after they have purchased a new one, the old card cannot be reactivated, and refunds will not be issued.

To obtain a new Panther Card, go to Panther Central. The new card will cost \$20. Once the new card is activated, the old card is completely deactivated.

If a student reports their Panther Card missing online and finds their card before purchasing a new one, they still need to go to Panther Central to have the meal plan and Panther Funds portion of the card reactivated. There is no reactivation fee.

### Lost or Stolen Hard Keys

Residents in the fraternity complexes should report to Irvis Hall (formerly Pennsylvania Hall) for verification to receive a replacement key. There is a \$50 fee.

Residents of Centre Plaza should report to the welcome attendant in their building for verification to receive a replacement key. There is a \$50 fee.

### Lockouts

- Residents of the fraternity complexes and Bouquet Gardens A-H should call Panther Central at 412-648-1100 to obtain an emergency lockout code that will allow temporary entrance to their individual accommodations.
- All other residents should report to the welcome attendant in their building for verification and to receive an emergency lockout code that will provide temporary access to their accommodation.
- All residents are allotted three free lockouts per term; there is a \$10 charge for the next three lockouts, a \$20 charge for the next three, and a \$50 charge for any lockouts after the ninth lockout.

## **ANIMAL POLICY**

### *The University of Pittsburgh Animal Policy*

The University of Pittsburgh has a strict no-pet policy within the residence halls and on-campus apartments. However, reasonable accommodations are made for individuals with disabilities who utilize a service animal. The Americans with Disabilities Act defines a “service animal” as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. All requests for disability accommodations, including requests to have a service animal reside with or accompany a resident in a University of Pittsburgh housing facility, should be submitted to the Office of Disability Resources and Services (DRS) pursuant to its reasonable accommodation request and review process. Individuals can contact DRS at 412-648-7890 or at [lculley@pitt.edu](mailto:lculley@pitt.edu).

### *When service animals may be removed or prohibited from a University Housing facility:*

A service animal may be excluded from a University of Pittsburgh housing facility or program if permitting the animal to be present is no longer a “reasonable” accommodation. This may include situations where the animal’s behavior or presence is unduly disruptive to others or poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior or a service dog that barks excessively may be excluded.

### **RENTERS INSURANCE**

Students are responsible for having adequate and appropriate insurance (i.e., homeowner's supplemental insurance or renter's insurance) to protect against any loss or damage to the students' personal property while on University premises. Residents should refer to their Contract.

## **RESIDENCE HALL AMENITIES**

A Student may not possess or use any cooking appliances and/or cooking equipment in University Owned Housing unless the appliance, equipment, and/or cooking facility is provided by the University or unless the usage of such is appropriately authorized by the University. For information about specific amenities available in each housing option, visit <https://www.pc.pitt.edu/housing/halls/index.php>.

### **APPLIANCES**

The following appliances are permitted in all residence halls:

- Microwaves (800 watts or smaller)
- Refrigerators (4.2 cubic feet or smaller)
- Coffee makers without burners
- Blenders
- Computers
- TVs, DVD players, and radios
- Non-commercial hair dryers and hairstyling tools
- Electric shavers
- Electric toothbrushes
- Irons (with auto shutoff)

### **PROHIBITED ITEMS**

The following items are prohibited within all University Owned Housing Accommodations. This is not an all-inclusive list – if you are unsure if an item is permitted, please contact Panther Central prior to bringing the item to campus.

- 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) and lava lamps
- Extension cords (power strips with surge protectors are acceptable)
- Coffee makers with burners
- Rice cookers
- Induction cooktops
- 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 categorized as offensive weapons under PA law
- Operation of drones
- Hover boards

Prior to decorating their rooms, students should review the [Posting and Chalking Guidelines](#).

## **MAIL**

### *Residence Halls*

Students living in residence halls have been assigned a mailbox number, which corresponds to their room and bed number, and an individual combination mailbox. The Mail Center for Towers and Schenley Quadrangle residents is located in Tower B lobby. Residents of Forbes, Lothrop, Panther, Irvis (formerly Pennsylvania Hall), Nordenberg, or Sutherland Halls will receive their mail in the Mail Center located in the lobby of their building. Residents of fraternity complexes will receive their mail at the Sutherland Hall Mail Center.

To ensure delivery, all mail sent to residents living in the following residence halls and fraternity complexes should be addressed **exactly** as follows.

<b>Forbes Hall residents:</b> Name Building, Mailbox # 3525 Forbes Avenue Pittsburgh, PA 15213-3333	<b>Litchfield Towers and Schenley Quadrangle residents:</b> Name Building, Mailbox # 3990 Fifth Avenue Pittsburgh, PA 15213-3543	<b>Nordenberg Hall residents:</b> Name Building, Mailbox # 111 University Place Pittsburgh, PA 15213-2605
<b>Lothrop Hall residents:</b> Name Building, Mailbox # 190 Lothrop Street Pittsburgh, PA 15213-2547	<b>Panther Hall residents:</b> Name Building, Mailbox # 3805 University Drive C Pittsburgh, PA 15213-4604	<b>Irvis Hall residents:</b> Name Building, Mailbox # 3825 University Drive C Pittsburgh, PA 15213-4604
<b>Sutherland Hall residents:</b> Name Building, Mailbox # 3725 Sutherland Drive Pittsburgh, PA 15213-4602	<b>Fraternity complex residents:</b> Name Name of Fraternity, Mailbox # 3725 Sutherland Drive Pittsburgh, PA 15213-4602	

### *Apartment-style Accommodations*

To ensure delivery, all mail sent to residents living in the following apartment-style accommodations should be addressed **exactly** as follows:

#### **Bouquet Gardens**

Bldg. A—Name + 300 S. Bouquet St. + Apt. #, Pittsburgh, PA 15213  
Bldg. B— Name + 260 S. Bouquet St. + Apt. #, Pittsburgh, PA 15213  
Bldg. C— Name + 265 Oakland Ave. + Apt. #, Pittsburgh, PA 15213  
Bldg. D— Name + 307 Oakland Ave. + Apt. #, Pittsburgh, PA 15213  
Bldg. E— Name + 250 S. Bouquet St. + Apt. #, Pittsburgh, PA 15213  
Bldg. F— Name + 240 S. Bouquet St. + Apt. #, Pittsburgh, PA 15213  
Bldg. G— Name + 235 Oakland Ave. + Apt. #, Pittsburgh, PA 15213  
Bldg. H— Name + 249 Oakland Ave. + Apt. #, Pittsburgh, PA 15213  
Bldg. J— Name + 315 Oakland Ave + Apt. #, Pittsburgh, PA 15213

**Centre Plaza**

Name + 5032 Centre Ave. + Apt. #, Pittsburgh, PA 15213

**Forbes-Craig Apartments**

Name + 4531 Forbes Ave. + Apt. #, Pittsburgh, PA 15213

**Ruskin Hall**

Name + 120 Ruskin Ave. + Apt. #, Pittsburgh, PA 15213

For the above buildings, United States Postal Service letter mail is delivered to mailboxes located in the lobby of each building.

Packages for Bouquet Gardens' residents are delivered to the Bouquet Garden J Student Mail Center and will be available for pickup Monday–Friday 10am –7pm and Saturday 10am –2pm.

Packages for Ruskin Hall and Forbes-Craig residents are delivered to the Towers Mail Center and will be available for pickup at that location in the Litchfield Tower B Lobby Monday–Friday 8am–7pm and Saturday 10am–2pm.

**INTERNET**

To connect to PittNet, Pitt's campus-wide high-speed network, visit [technology.pitt.edu](http://technology.pitt.edu) for connection instructions or stop by our walk-in support locations at the Towers Lobby or University Store on Fifth for assistance. Students can also schedule an appointment to receive in-room assistance by calling the Technology Help Desk at 412-624-HELP (4357).

Residence hall rooms feature both wired and wireless connections. Wireless is also available in all classrooms and academic buildings.

*Pitt Printing*

Students can send print jobs from any location to print stations located in most residence halls, the computing labs, and other convenient places across campus. Use MobilePrint to print from your smartphone or tablet. Visit [technology.pitt.edu/print](http://technology.pitt.edu/print) for printer locations and instructions.

**CABLE**

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. To receive all available channels, students must bring HD/ Digital-ready televisions that are 720p or any variety of 1080i. Digital televisions must be equipped with QAM tuners. Rooms in Nordenberg Hall and Bouquet J living rooms are equipped with televisions. For service issues or to view the cable lineup, please refer to the Panther Central Web site, [www.pc.pitt.edu/housing/amenities.php](http://www.pc.pitt.edu/housing/amenities.php).

**LAUNDRY**

All University housing buildings are equipped with Panther Funds operated washers and dryers, with the exception of Centre Plaza, which are coin-operated. Washers and dryers 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.php](http://www.pc.pitt.edu/housing/services.php). 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@pc.pitt.edu](mailto:pc@pc.pitt.edu).

### **FITNESS CENTERS**

Campus Recreation maintains fifteen (15) fitness centers throughout campus for students' use. Eleven 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. For a list of fitness center locations, visit [www.pc.pitt.edu/housing/services.php](http://www.pc.pitt.edu/housing/services.php).

### **TELEPHONE**

Most residence halls feature wall telephones located in the hallways. These phones offer free on-campus calling and free off-campus calling to 412, 724, and 878 area codes.

### **LOST AND FOUND**

Check for lost articles in these four locations:

- Panther Central
- Hillman Library, ground floor lending desk
- Public Safety Building 3412 Forbes Avenue (University police)
- William Pitt Union info desk

## DINING SERVICES

### LOCATIONS/HOURS

Dining Services operates the dining facilities listed below. For more information, go to [www.pc.pitt.edu/dining/](http://www.pc.pitt.edu/dining/). For your convenience, all services are coordinated through Panther Central.

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			•	•	•	•	•
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 Bros. Bagels Posvar Hall				•	•	•	•
Einstein Bros. Bagels Benedum Hall				•	•	•	•
Oakland Bakery & Market Amos Hall				•	•	•	•
Coffee Carts				•	•	•	•

University Store Café  
 Bits and Bytes (Information Science Building)  
 Bunsen Brewer (Chevron Science Center) Simply  
 To Go (Langley Hall)  
 Café Victoria (Victoria Building) Cathedral  
 Coffee (Cathedral of Learning)

Common Grounds (Litchfield Towers) Cup  
 & Chaucer (Hillman Library)  
 Hill O' Beans (Sutherland Hall)  
 RExpresso (Salk Hall)  
 The Side Bar (Barco Law Building)

## **PANTHER FUNDS**

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. To activate this feature, students must load funds on their Panther Card as follows.

### *Adding Panther Funds*

Adding Panther Funds to an account is easy and convenient:

- **Online**: Students can visit the Panther Central link under the “My Resources” tab at my.pitt.edu. Parents and guests can add Panther Funds to their students’ accounts by going to <http://www.pc.pitt.edu/card/funds.php> and clicking on “guest deposit.” To make a guest deposit, guests will need their student’s first and last name (exactly as they appear on their Panther Card), their official University-issued e-mail address, and a valid MasterCard, VISA, or Discover credit card.
- **In person**: Come into Panther Central in the Litchfield Towers lobby with cash, a check, or a valid MasterCard, VISA, or Discover credit card to have funds added.
- **By phone**: Call Panther Central at 412-648-1100 with a valid MasterCard, VISA, or Discover credit card to have funds added.
- **Cash Management Center (CMC)**: Use the CMC kiosks in the Litchfield Towers lobby, Sutherland Hall, Irvis Hall (formerly Pennsylvania Hall), Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library to load Panther Funds using cash or a valid MasterCard, VISA, or Discover 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
- The University Store, Maggie and Stella’s, Pitt Shop, Packages Plus, Parking Services Office, athletics box offices, School of Dental Medicine, and University Pharmacy
- University libraries for photocopies and paying fines
- Community merchants (list of participating merchants is available at [www.pc.pitt.edu/card/merchantlist.php](http://www.pc.pitt.edu/card/merchantlist.php))
- Campus parking garages

### *Security—your funds are safe*

Students should report lost or stolen Panther Cards to Panther Central at the Panther Central link under the “My Resources” tab at my.pitt.edu, by telephone at 412-648-1100, or in person at Panther Central. Students are not able to reactivate an old card once a new card has been activated. The fee for a new Panther Card is \$20.

### *Check Your Balance*

Each time a student uses Panther Funds for a purchase, the remaining Panther Funds balance is displayed on the register or vending machine. Students also can check their balance online at the Panther Central link under the “My Resources” tab at [my.pitt.edu](http://my.pitt.edu) or at the CMC kiosks in the Litchfield Towers lobby, Sutherland Hall, Irvis Hall (formerly Pennsylvania Hall), Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library.

### **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 first-year residence hall students can select from one of 11 resident meal plans, while upper-class residence hall students have their choice of 17 plans. Apartment-style residents can choose any resident or apartment/commuter meal plan (21 choices total).

### *How the Meal Plans Work*

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.

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

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 20 dining facilities listed below. Dining Dollars are good for the entire term; any unused funds will roll over from the fall to spring semester as long as students select a plan in the same tier or higher. For students that reduce their meal plan, the remaining balance will be forfeited at the end of the semester. Unused funds at the end of the spring semester will be forfeited.

### *Keeping Track of Your Dining Passes and Dining Dollars*

Dining Passes and Dining Dollars work as a declining balance program. Each time a Dining Pass or Dining Dollar is used, the remaining balance will appear on the register display. Students also may access their Dining Passes and Dollars usage report by following the Panther Central link under the “My Resources” tab at [my.pitt.edu](http://my.pitt.edu).

Most meal plans come with a set amount of Dining Passes. If students use all of their Dining Passes, they can purchase meals with Dining Dollars. If students need additional Dining Dollars, they may purchase them at any time in \$25 increments at Panther Central. Panther Funds, credit cards, and cash are also accepted at all of our dining facilities on campus.

### *Meal Plan Special Requests*

Dining Services offers 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 students 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 online at [pc.pitt.edu](http://pc.pitt.edu).

### *Special Services*

**Special Diets**—Students who are under a doctor’s orders and who cannot eat what is usually served should have their doctor write instructions regarding the student’s dietary limits. Students also should make an appointment with the executive chef to discuss dietary limits. Contact a Dining Services manager at 412-648-1220 for information about how to get in touch with the executive chef.

### *Sick Meals*

If illness prevents a student from going to a cafeteria to eat, the student should ask their resident assistant (RA) to contact the Dining Services manager to arrange for meals to be delivered to the student’s room.

### *Meal Plan Changes*

Meal plans can be changed during the Add/ Drop Period of the fall and spring semesters. The Add/Drop Period takes place during the first two weeks of each semester. To change a meal plan during the Add/Drop Period, download a Meal Plan Change Form at <http://www.pc.pitt.edu/publications.php> and submit it to Panther Central at [pc@pc.pitt.edu](mailto:pc@pc.pitt.edu).

# **PARKING AND TRANSPORTATION**

## **CAMPUS SHUTTLES**

Pitt buses and shuttles travel on twelve (12) different routes around campus and to parts of both North Oakland and South Oakland. Pitt students are able to ride without paying a fare by showing their valid Pitt ID. For more information, call 412-624-8801 (x4-8801) or visit [www.pc.pitt.edu/transportation](http://www.pc.pitt.edu/transportation). Maps and schedules are available online. Students may download the mobile app, available for all iPhones and Android phones. Search “Ride Systems” and then select “University of Pittsburgh.”

## **PITT/PORT AUTHORITY AGREEMENT**

All students may ride Port Authority buses, light rail, trolleys, and inclines in Allegheny County fare-free by presenting a valid Pitt ID. For schedule information, call 412-442-2000, or visit [www.portauthority.org](http://www.portauthority.org).

## **BICYCLES**

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

## **VEHICLE PARKING PERMITS**

Parking permits for students are limited; contact Parking Services at 204 Brackenridge Hall, 412-624-4034 (x4-4034). You can also e-mail [parking@bc.pitt.edu](mailto:parking@bc.pitt.edu). For more information, please visit [www.pts.pitt.edu/parking](http://www.pts.pitt.edu/parking).

## **TRANSPORTATION SERVICES FOR STUDENTS WITH DISABILITIES**

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

## **GETTING HOME FOR THE HOLIDAYS**

To schedule transportation home for Thanksgiving, winter, or spring recesses, students should contact the Office of Travel Management at 412-624-4433 (x4-4433), e-mail [travel@pitt.edu](mailto:travel@pitt.edu), or visit [www.pc.pitt.edu/transportation/buseshome.html](http://www.pc.pitt.edu/transportation/buseshome.html) to obtain information on the Buses Home for the Holidays program.

Buses leave from the William Pitt Union and serve the following cities:

Allentown, PA  
Breezewood, PA  
Buffalo, NY  
Erie, PA

Frederick, MD  
Harrisburg, PA  
King of Prussia, PA  
New York, NY

Philadelphia, PA  
Rochester, NY  
Scranton, PA  
Washington, DC

## PHONE NUMBERS / FREQUENT CONTACTS

*All numbers are 412 area code*

### **Admissions/**

**Financial Aid**..... 624-7488

### **Athletics:**

*Information* .....648-8200

*Tickets*..... 648-7488

*Cost Center* ..... 648-8204

*Field House* ..... 648-8204

### **Buses:**

*Campus* .....624-8801

*Port Authority* .....442-2000

### **Campus Recreation:**

*Information* ..... 648-8210

*Baierl Student Rec. Center*....648-8279

**Career Development**..... 648-7130

**Counseling Center**.....648-7930

### **Disability Resources**

**and Services** ..... 648-7890

### **Environmental Health**

**and Safety**..... 624-9505

**Housing Services**..... 648-1100

**International Services**..... 624-7120

### **Libraries:**

*Carnegie Public Library*..... 622-3114

*Hillman Reference* ..... 648-3330

*Hillman Lending*..... 648-7800

*Falk* ..... 648-8866

*Law*..... 648-1323

### **Mail Centers:**

*Bouquet Gardens* ..... 624-8589

*Forbes Hall* ..... 383-9657

*Lothrop Hall* ..... 648-3922

*Nordenberg Hall* ..... 624-8170

*Panther Hall*.....648-9898

*Irvis Hall* ..... 648-7066

*Sutherland Hall* ..... 648-9695

*Towers Lobby*.....648-1156

**Maintenance**..... 648-1100

**Panther Card**..... 648-1100

**Panther Central**.....648-1100

**Panther Funds**..... 648-1100

### **Parking Services:**

*Parking Services*..... 624-4034

*Bicycles, carpools,  
and vanpools*..... 624-4034

*Buses Home (Holidays)* .....624-4433

*Transportation* ..... 624-8801

### **Photocopies:**

*Copy Cat*

*(University Store on Fifth)* .... 624-0552

*Copy Cat (Scaife)* ..... 648-1864

**Pitt News** ..... 648-7980

**Pitt Shop**.....648-2606

### **Police, University**

*Campus phone (emergency)*...4-2121

*Non-campus phone*

*(emergency)* .....412-624-2121

*General (Mon.–Fri.)* ..... 412-624-4040

**Registration**..... 624-7649

**Residence Life**.....648-1200

### **Resident Directors:**

*Tower A*..... 648-9050

*Tower B*..... 648-1147  
*Tower C*..... 648-1150  
*Bruce, Brackenridge,*  
*McCormick* ..... 648-3918  
*Holland, Amos*..... 648-1160  
*Sutherland Hall* ..... 383-9101  
*Forbes Hall* ..... 648-2695  
*Lothrop Hall* ..... 648-2813  
*Nordenberg Hall* ..... 648-3250  
*Panther Hall*..... 383-9080  
*Irvis 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**..... 648-1074

**Student Payment  
Center**..... 624-7520

**Technology Help Desk**..... 624-4357

**The University Store  
On Fifth**..... 648-1455

**WPTS Radio**..... 648-7990

**William Pitt Union Desk**..... 648-7815

**Zip Codes** ..... 1-800-275-8777



Rev. 07-16

Allen Hall .....	ALLEN	D2	Fraternity Housing Complex .....	FRAT	B1	UPMC Presbyterian .....	PRESB	C3
Alumni Hall .....	ALUM	E2			C2	UPMC Presbyterian South Tower .....	PRESB-S	C3
(Office of Admissions and Financial Aid, Office of Alumni Relations)			• Frick Fine Arts Building .....	FKART	F3	Public Health .....	PUBHL	D3
Amos Hall (residence hall) .....	AMOS	E3	Gardner Steel Conference Center .....	GSCC	D2	(Crabtree and Parran Halls)		
BAPST (map abbreviation for First Baptist Church)			Heinz Memorial Chapel .....	HEINZ	F2	Rand Building .....	RAND	G1
• Barco Law Building .....	LAW	E3	Hill Building .....	HILL	C4	Ruskin Hall .....	RUSKN	F1
Bellefield Hall .....	BELLH	G2	Hillman Library .....	HILMAN	E3	Ryan Catholic Newman Center .....	CATHO	F1
Bellefield Presbyterian Church .....	PRES	D3	Hilton Garden Inn .....	HILTON	C4	(The Oratory) off map		
Bellefield Towers .....	BELLT	F1	Holland Hall (residence hall) .....	HOLLD	E3	St. Paul Cathedral .....	SPAU	G1
• Benedum Hall .....	BENDM	D3	Information Sciences Building .....	IS	F1	Salk Hall .....	SALK	B3
Thomas E. Starzl Biomedical Science Tower (Tower 1) and Biomedical Science Tower 2 .....	BSTWR	B3	Iroquois Building .....	IROQU	D4	• Scaife Hall .....	SCAIF	C3
Biomedical Science Tower 3 .....	BST3	C4	Jewish University Center .....	JUC	G2	Schenley Park .....	SCHE	G4
Bouquet Gardens (residence halls A-J) .....	BQGRS	E4	Kaufmann Medical Building .....	KAU	C4	Schenley Place .....	SCHE	F1
Brackenridge Hall (residence hall, Parking Services Office, The Pitt Shop)	BRACK	E3	• Langley Hall .....	LANGY	E1	Schenley Plaza .....	SCHE	F3
Bruce Hall (residence hall) .....	BRUCE	E3	LAW (map abbreviation for Barco Law Building)			Sennott Square .....	SENSQ	D4
Building 5 .....	BLDG5	C2	Lawrence Hall .....	LAWRN	E3	Soldiers & Sailors Memorial Hall & Museum .....	SOSAM	D2
• Carnegie Library of Pittsburgh, Carnegie Museums of Pittsburgh .....	CARG	G2	Learning Research and Development Center .....	LRDC	D2	Space Research Coordination Center .....	SRCC	D2
Cathedral of Learning .....	CL	F2	Litchfield Towers (residence halls A, B, C)	TOWRS	C3	• Stephen Foster Memorial .....	STEPH	F2
CATHO (map abbreviation for Ryan Catholic Newman Center)			Loeffler Building .....	LOEFF	D4	Sutherland Hall (residence hall) .....	SUTHD	B1
Center for Bioengineering off map .....	CNBI	B4	Log Cabin .....	LOGCB	F2	Thackeray Hall (registration) .....	THACK	D2
Center for Sports Medicine and Rehabilitation off map	CSMR	B4	Lothrop Hall (residence hall) .....	LOTHP	C3	Thaw Hall .....	THAW	D2
Charles L. Cost Sports Center .....	COST	A1	Lutheran University Center .....	LUC	G2	Thomas Detre Hall of the Western Psychiatric Institute and Clinic .....	TDH	C2
CHDEV (map abbreviation for University Child Development Center)			Magee-Womens Hospital .....	MAGEE	B5	TOWRS (map abbreviation for Litchfield Towers)		
• Chevron Science Center .....	CHVRN	D1	Mark A. Nordenberg Hall (residence hall, Student Health Service)	NORD	D3	Trees Hall (athletic facilities) .....	TREES	A2
Clapp Hall .....	CLAPP	F1	McCormick Hall (residence hall) .....	MCCOR	E3	University Center (UPMC) .....	UCTR	E1
Community of Reconciliation Building .....	CR	G1	Medical Arts Building .....	MDART	D3	University Child Development Center off map .....	CHDEV	G1
Craig Hall .....	CRAIG	F1	Mellon Institute .....	MELLI	F1	University Club .....	UCLUB	D2
Craig Square .....	CRCGQ	G2	(Pittsburgh Supercomputing Center)			University Public Safety Building .....	UPSB	C5
Crawford Hall .....	CRAWF	E1	Melwood Maintenance Building off map .....	MELWD	G1	The University Store on Fifth (Book Center, Copy Cat)	USOF	E3
Darragh Street Apartment Complex .....	DSAC	A3	• Mervis Hall .....	MERVS	F4	University Technology Development Center .....	UTDC	G1
Eberly Hall .....	EBERL	D1	UPMC Montefiore .....	MONF	B4	VA Pittsburgh Healthcare System-University Drive Division .....	VA	B1
Engineering Auditorium .....	ENGUD	D2	• Music Building .....	MUSIC	F1	VALE (map abbreviation for Parkvale Building)		
Eureka Building .....	EURKA	C5	O'Hara Student Center .....	OSC	D2	Van de Graaff Building .....	VNGRF	D2
Eye and Ear Institute .....	EEI	C3	Old Engineering Hall .....	OEH	D2	Victoria Building .....	VICTO	C4
Falk Medical Building .....	FALKC	C3	Oxford Building (3501 Forbes Avenue) .....	OXFRD	B2	Webster Hall .....	WEBST	F1
Falk School .....	FALKS	C1	Panther Hall (residence hall) .....	PANTH	C4	Wesley W. Posvar Hall .....	WWPH	E4
First Baptist Church (United Campus Ministry)	BAPST	F1	Park Plaza .....	PLAZA	G1	Western Psychiatric Institute and Clinic (see Thomas Detre Hall)		
Fitzgerald Field House .....	FHOUS	A2	Parkvale Building .....	VALE	D4	William Pitt Union .....	WPU	E3
Forbes Craig Apartments .....	FBCRG	G2	PAVLN (map abbreviation for Forbes Pavilion)			Wyndham Pittsburgh University Center .....	WYNUC	E1
Forbes Oakland Building .....	FOBLD	B5	Pennsylvania Hall (residence hall) .....	PAHLL	C2			
Forbes Pavilion .....	PAVLN	C4	The John M. and Gertrude E. Petersen Events Center .....	PCNTR	B2			
(Forbes Hall [residence hall]; Department of Parking, Transportation, and Services)			Petersen Sports Complex .....	PSCOM	A2			
Forbes Tower .....	FRTOW	D4	Pharmacy Administration .....	PHRMA	C3			
			Pittsburgh Athletic Association .....	PAA	E2			
			Pittsburgh Board of Education .....	PBE	G2			
			Pittsburgh Science and Technology Academy .....	FRICK	D3			
			Post Office (Oakland Branch) .....	POST	F4			
			PRES (map abbreviation for Bellefield Presbyterian Church)					



• Library in Building

Metered Parking

Handicap Parking available in University parking lots.

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, as fully explained in Policy 07-01-03, 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, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. 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, please contact: University of Pittsburgh; Office of Diversity and Inclusion; Katie Pope, Title IX Coordinator, and Cheryl Ruffin, 504 and ADA Coordinator; 500 Craig Hall; 200 South Craig Street; Pittsburgh, PA 15260; 412-648-7860.

For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03. For information on how to file a complaint under this policy, please refer to Procedure 07-01-03.

*\*Except where exempt by federal or state laws.*