

CONTACT INFO

OFFICE OF ADMISSION

Berry Hall
Woodland Road
Pittsburgh, PA 15232
412-365-1825
800-837-1290

BOOKSTORE

412-365-1272
www.chatham.bkstr.com

CAREER DEVELOPMENT

412-365-1209

COMPUTER HELP DESK

412-365-1112
helpdesk@chatham.edu

COPY CENTER

412-365-1108

COUNSELING SERVICES

412-365-2973

HEALTH SERVICES

412-365-1238

JKM LIBRARY

REFERENCE DESK

412-365-1670

POST OFFICE

412-365-1270

SAFETY AND SECURITY

412-365-1230
412-365-1111 (emergencies)

STUDENT SERVICES CENTER

412-365-2797

How to Get Started

COMPLETING YOUR ADMISSION REQUIREMENTS

If your acceptance into your graduate program of interest is conditional upon receipt of all of the paperwork required for full admission, be sure to forward all outstanding materials to the Office of Admission **before** your graduate study begins. If you are unsure of what materials have been received by the Office of Admission, you are welcome to contact your admission counselor:

- Michael May 412-365-1141 mmay@chatham.edu
- Dory Perry 412-365-2758 dperry@chatham.edu
- Genny Parker 412-365-1298 gparker@chatham.edu
- Maureen Stokan 412-365-2988 mstokan@chatham.edu

You can send outstanding materials to the Office of Admission at:

Chatham University
Office of Graduate Admission
Woodland Road
Pittsburgh, PA 15232
or fax to 412-365-1609

GETTING YOUR STUDENT ID CARD

Every new Chatham student must obtain a student ID card. Once you are registered for classes, the Chatham University Student Services Center (*see back*) can issue your ID to you. Please stop in to have your picture taken and pick up your card before your classes begin.

APPLYING FOR CAMPUS PARKING

If all of your courses are during the evenings and weekends (after 5 p.m.), you will not be charged for parking and will not need a parking permit. Students who are taking any daytime courses are required to pay a minimal fee for parking. You can apply for a parking pass at the Office of Safety and Security located in the Rea Garage.

GETTING YOUR BOOKS

Books for your courses should be available at the Chatham Bookstore. If you cannot find a required text, please contact the bookstore manager.

FINDING OUT WHERE CLASSES ARE HELD

Please contact the director of your program to find out where your classes will be held.

IF ONE OF YOUR COURSES IS CANCELLED

Courses that you have registered for may be cancelled due to low enrollments. If this is the case, please contact your faculty advisor to choose another course that is offered.

FOR TEACHING STUDENTS ONLY

All students taking education courses are required to have current and valid Act 33 and 34 clearances in order to register for courses. This is a requirement of the Commonwealth of Pennsylvania. To obtain forms, please contact your faculty advisor. In addition, Pennsylvania now requires that all teaching students submit passing PPST Praxis scores before enrolling in the program. Again, please contact your program director with questions.

ADDING/DROPPING CLASSES

Students must register for classes on the date indicated in the University calendar. You may access the University calendar by logging onto myChatham at <http://my.chatham.edu>. With the approval of the instructor and the relevant program director, courses may be added or dropped the first week of the term. There are no academic penalties for adds and drops occurring within the prescribed deadlines. After the prescribed deadlines, all requested course changes must be approved by the relevant program director. Procedures for adding and dropping courses past the deadlines may be obtained from the Student Services Center. In all cases, a fee will be charged for any authorized course change occurring after the prescribed deadlines.

COMPANY REIMBURSEMENT PROGRAM

If your employer offers tuition reimbursement benefits and participates in the Company Reimbursement Program, you may be eligible for a tuition reduction. For more information about the Company Reimbursement Program, please visit <http://www.chatham.edu/admissions/tuition/options.cfm>.

GRADUATE STUDENT HOUSING

Please visit <http://www.chatham.edu/campuslife/resident/gradhousing.cfm> for information about housing opportunities for graduate students for the 2010-11 academic year.

CAMPUS RESOURCES AND SERVICES

As a graduate student at Chatham, you have access to many campus resources and services. Some are listed below.

COPY CENTER

Falk Hall, basement

A variety of copy services are offered and copy cards can be obtained here.

CAREER DEVELOPMENT

JKM Library, 3rd floor

The Office of Career Development can assist you with job placement and career preparation. Please call if you are interested in utilizing these services.

COMPUTER CENTER HELP DESK

Woodland Hall, ground floor

Computer accounts for e-mail and access to the internet are available for students taking coursework at Chatham. Information for new Chatham users can be found at <http://www.chatham.edu/O4NU>. If you require assistance with your account after beginning classes, please contact the Help Desk.

FOOD SERVICE

Anderson Dining Hall in Mellon Hall

Weathervane Snack Bar in Mellon Hall

Café Rachel in Woodland Hall

Eastside Café in Chatham Eastside

HEALTH SERVICES AND COUNSELING SERVICES

Woodland Hall, ground floor

Chatham University offers free counseling and health services to all current students. Health Services is coordinated by a licensed professional nurse and at certain times is staffed by physicians affiliated with Shadyside Hospital Family Practice Center. Counseling Services is staffed by two licensed psychologists, as well as several counseling interns.

A FEW FINAL WORDS

It has been a pleasure working with you and our hope is that you have a smooth transition into the University. If you have any questions or concerns at any time during your graduate study, you are welcome to call the Office of Admission.

Best of luck to you in your graduate studies!

JENNIE KING MELLON LIBRARY (JKM LIBRARY)

The JKM Library contains approximately 100,000 items as well as 600 periodicals. Computerized access to other library collections (academic, public, and virtual) is provided through the library's Intranet home page (accessible to all current students) via internet access.

LEARNING CENTER

JKM Library, 3rd floor

The Learning Center provides assistance with learning skills such as time management, note taking, test taking and textbook reading, as well as help in specific course areas.

POST OFFICE

Carriage House, next to the bookstore

SAFETY AND SECURITY

Rea Garage

Students can request escorts in the evening hours from their classes to their cars by calling Safety and Security. You can also report any emergencies or suspicious activity to the emergency number anytime of the day.

STUDENT SERVICES CENTER

Braun Hall, 1st floor

The Student Services Center consists of the offices for registration, billing, and financial aid.