How to Get Started

COMPLETING YOUR ADMISSIONS 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 Admissions before your graduate study begins. If you are unsure of what materials have been received by the Office of Admissions, you are welcome to contact your admissions counselor:

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

You can send outstanding materials to the Office of Admissions at:
Chatham University
Office of Graduate Admissions
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/grad_tuition_options.cfm.

GRADUATE STUDENT HOUSING
Please visit http://www.chatham.edu/studentlife/resident_gradhousing.cfm for information about housing opportunities for graduate students for the 2009-10 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
JKM Library, 1st 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/04NU. 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

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.

JENNIE KING MELLOW 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.

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 Admissions.

Best of luck to you in your graduate studies!