

graduate studies

## getting started

**contact info**

If you have any questions or concerns at any time, please contact the Office of Admission or your program's admission counselor.

**Office Of Graduate Admission**

Berry Hall  
Woodland Road  
Pittsburgh, PA 15232

412-365-1825  
800-837-1290

gradadmissions@chatham.edu

**Athena Birckbichler**

412-356-1141  
abirckbichler@chatham.edu

**Josh Christopher**

412-365-2989  
jchristopher@chatham.edu

**Katie Noel**

412-365-2758  
knoel@chatham.edu

**Maureen Stokan**

412-365-2988  
mstokan@chatham.edu

**Trish Golla**

412-365-1386  
pgolla@chatham.edu

**directions**

For directions to Shadyside Campus, Chatham Eastside, or Eden Hall Campus, visit [chatham.edu/about/directions.cfm](http://chatham.edu/about/directions.cfm)

## what you need to know now...

**deposit**

In order to secure your place in the class you must submit the deposit amount that was specified in your admission letter. You may pay online using our secure online site at [chatham.edu/graduate/deposit](http://chatham.edu/graduate/deposit)

**e-mail account and password**

In March, an IT account and Chatham e-mail address will be created for your use, enabling you to access [my.chatham.edu](http://my.chatham.edu), the University intranet. You will be notified when this account is created.

**completing admission requirements**

If your acceptance into your graduate program is conditional upon receipt of all of the paperwork required for full admission, you must forward all outstanding materials to the Office of Admission **before** your graduate studies begin.

You can send outstanding materials to the Office of Graduate Admission or fax to 412-365-1609.

**registration**

Online class registration for fall 2015 graduate students will begin in March 2015. Prior to this date, you will be provided with contact information for your designated advisor. Please speak with your advisor to find out which classes you should register for.

**health science students**

You will be contacted via e-mail directly by your program with instructions on how to register. This will occur in late spring/early summer.

**education and clinical program requirements****clearances: *teaching students only***

All Students taking education courses are required to have current and valid Act 33 (Pennsylvania Child Abuse), Act 34 (Pennsylvania Criminal Record), and Federal Criminal History background checks in order to register for classes. This is a requirement of the Commonwealth of Pennsylvania. Forms can be obtained at <http://www.portal.state.pa.us/portal/server.pt/community/certifications/7199>.

**immunizations and physicals: *health science students only***

DPT, MOT, and MPAS students are required to provide immunization proof and physical examinations. Information on specific requirements will be e-mailed directly to the student by the program.

**funding opportunities****graduate assistantships**

A limited number of graduate assistantships are available to qualified full-time students. These are awarded in the form of tuition remission and can save a student up to 30% or more off the price of tuition (depending on the number of credits taken per term). Assistantship applications will be available in late December, and can be found at [chatham.edu/assistantships](http://chatham.edu/assistantships).

## campus resources and services

### Bookstore

412-365-1272

[www.chatham.bkstr.com](http://www.chatham.bkstr.com)

### Career Development

412-365-1209

[www.chatham.edu/pace](http://www.chatham.edu/pace)

### Computer Help Desk

412-365-1112

[helpdesk@chatham.edu](mailto:helpdesk@chatham.edu)

### Copy Center

412-365-1108

### Counseling Services

412-365-2973

### Dining Services

412-365-1565

[chatham.edu/campuslife/services/dining.cfm](http://chatham.edu/campuslife/services/dining.cfm)

### Health Services

412-365-1238

### JKM Library Reference Desk

412-365-1670

[library.chatham.edu](http://library.chatham.edu)

### Office of International Affairs

[chatham.edu/academics/international](http://chatham.edu/academics/international)

### Office of Residence Life

412-365-1281

[chatham.edu/campuslife/osa/residencelife](http://chatham.edu/campuslife/osa/residencelife)

### Office of Student Accounts

412-365-2797

[chatham.edu/campuslife/services/student\\_accounts.cfm](http://chatham.edu/campuslife/services/student_accounts.cfm)

### Office of Student Activities

412-365-1281

[chatham.edu/campuslife](http://chatham.edu/campuslife)

### Office of Financial Aid

412-365-2797

[chatham.edu/admission/aid/graduate](http://chatham.edu/admission/aid/graduate)

### Post Office

412-365-1270

### Public Safety

412-365-1230

412-365-1111 (Emergencies)

### Registrar's Office

412-365-2797

[chatham.edu/campuslife/services/registrar](http://chatham.edu/campuslife/services/registrar)

## on-campus employment

Chatham also offers a limited number of paid graduate student employment positions in various academic and administrative departments across campus. Position descriptions and how to apply for them will be available in summer 2015. [www.chatham.edu/pace/students/employment.html](http://www.chatham.edu/pace/students/employment.html)

## corporate tuition discount

Many employers offer tuition reimbursement benefits and participate in our Corporate Reimbursement Program. For a list of currently approved companies, please see [chatham.edu/admissions/aid/graduate/extended-benefits.cfm](http://chatham.edu/admissions/aid/graduate/extended-benefits.cfm).

## loans

Applicants who are interested in finding out if they are eligible for loans should contact the Office of Financial Aid at [chatham.edu/admission/aid/graduate/](http://chatham.edu/admission/aid/graduate/)

## installment plan

Chatham offers a semester-based, interest-free payment program that allows students to finance tuition and fees over four monthly installments.

## paying tuition

Tuition bills for fall 2015 will be mailed in July 2015.

## housing

Chatham maintains several affordable housing options for graduate students located on or close to the Shadyside Campus. To view housing options, visit [chatham.edu/campuslife/resident/gradhousing.cfm](http://chatham.edu/campuslife/resident/gradhousing.cfm).

The Office of Residence Life will begin accepting fall non-refundable housing deposits of \$150 on March 17. Once the deposit is paid housing applications will be released online. Students are placed on a first come, first serve basis so it is recommended that you plan to pay your deposit in March and submit your application immediately. Deposits must be made in person or over the phone and are not accepted online.

A residence hall at Eden Hall Campus will be available for graduate students in the Falk School of Sustainability in fall 2015.

# what comes later. . .

## id card

Every new Chatham student will obtain a student ID card. Once you have registered for classes, the Chatham University ID Center located in the Carriage House on the Shadyside Campus can issue your ID. Please stop in to have your picture taken and pick up your card before your classes begin.

## health insurance

Graduate students are required to provide proof of health insurance coverage. If you do not have insurance the University will provide it for you for a fee. The Office of Student Accounts can answer your questions concerning health insurance. Call 412-365-2719.

## campus parking

If all of your courses are during the evening (after 5:00 p.m.) or on weekends, you will not be charged for parking and will not need to purchase a parking permit. Students who are taking any daytime courses are required to pay a minimal fee for parking. You must complete an online permit application at [my.chatham.edu](http://my.chatham.edu).

## e-mail

Be sure to check your Chatham e-mail regularly throughout the summer months, as this is the primary method of communication by the University.