

PointWeb Student Instructions

Logging in to PointWeb

Visit <https://pointweb.pointpark.edu> > click "Login" > enter Point Park user name and password

OR

Visit www.pointpark.edu > click "My Point Park" > click "PointWeb" > click "Login" > enter user name and password

Navigating PointWeb

Most everything you will need can be found under the "STUDENTS" tab in the gold bar at the top of your screen.



Here you can locate information related to your courses, your degree, and your student account (bill) and financial aid.



You are here: [Students](#) > [Student Information](#)

Students

Student Information 

- Course Information
- Degree Information
- Student Accounts
- Financial Aid
- Bookstore
- Advising

 Center for Student Success

 Student Life

Academic Information

UNDERGRADUATE

Faculty Advisors:

Ms. 
Department Business



Intended Majors:

Sports, Arts and Entertainment Mgmt

Residence Information

Center for Student Success

Each student has a faculty advisor, as well as a Success Coordinator in the Center for Student Success (CSS). The CSS assists students with navigating PointWeb, adjusting to university life, academic planning and more. The Center also houses the Tutoring and Writing Centers, as well as Disability Services.



You currently have a hold that prevents registration. You ca

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Students

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- Center for Student Success**
- Student Life

Academic Information

UNDERGRADUATE

Faculty Advisors: Amy L Ce
Angelo V

Intended Majors: Accounti

It is easy to schedule an appointment using the links provided under the Center for Student Success section in PointWeb:

You are here: [Students](#) > [Center for Student Success](#) > [Welcome](#) > [Contact Information](#)

Center for Student Success

- Welcome
- Tutoring Services
- Disability Services

Quick Links

- Point Park Homepage
- Point Park Email
- Point Park Library
- Course Registration
- Bill Pay & Flex
- Schoology
- Tutoring
- PointSync
- Book Store

Contact Information

Center for Student Success
5th Floor West Penn Hall
412-392-8153

The Center for Student Success (CSS) offers a variety of educational and support services designed to help students achieve their goals.

- Transitioning to college life.
- Staying on track for graduation.
- Learning to use PointWeb, Point Park's student information hub.
- Getting connected to Point Park student services and resources.
- Changing a major.
- Declaring a double major or minor.
- Planning summer courses.
- Improving study skills.
- Finding a manageable work-life-school balance.

Name	Title	Ext.	Email	Schedule an appt.
Molly McClelland	Director of Center for Student Success	3993	mmcclelland@pointpark.edu	Please email for availability
Judy Chanyi	Success Coordinator	3986	jchanyi@pointpark.edu	www.meetme.so/jchanyi
Michael Elko	Tutoring Coordinator	8132	melko@pointpark.edu	www.meetme.so/michaelenko
Stephanie Gallagher	Success Coordinator	8012	swytovich@pointpark.edu	https://go.oncehub.com/StephanieMWytovich
Angelo Gargaro	Success Coordinator	8150	agargar@pointpark.edu	www.meetme.so/angelogargaro
Cathy Houghton	Success Coordinator	8014	choughton@pointpark.edu	www.meetme.so/choughton
Amy Kier	Success Coordinator	8147	akier@pointpark.edu	www.meetme.so/akier
Kate Pieratt	Success Coordinator	8002	kpieratt@pointpark.edu	www.meetme.so/kpieratt

Scheduling Classes

In the Course Information section, you can add or drop classes by clicking on the link. **Note the current term** – if this is not the term in which you would like to schedule, you will need to select the correct term from the drop down list. (Click the “Add/Drop Courses” link to change the term.)

The screenshot shows the PointWeb interface. At the top is a green header with the "PointWeb" logo. Below it is an orange navigation bar with links for "Home", "Students", "Academic Resources", and "Academic Calendar". The main content area is divided into two columns. The left column contains a "Students" menu with options like "Student Information", "Course Information" (highlighted with a mouse cursor), "Degree Information", "Student Accounts", "Financial Aid", "Bookstore", "Advising", "Center for Student Success", and "Student Life". Below this is a "Quick Links" section with a link to "Point Park Homepage". The right column is titled "Scheduling" and contains an "Add/Drop" section. In this section, the "Current Term:" is set to "Summer 2018" and is highlighted with a red box. Below it are links for "Add/Drop Courses" (also highlighted with a red box) and "Course Search". At the bottom of the right column is a "Your Schedule" table with columns for "Course", "Title", and "Status". The table contains one entry: "MATH 175 O A ON", "Elementary Statistics", and "Current".

This screenshot shows the "Scheduling - Add/Drop Courses" page. The "Add/Drop" section is highlighted. In the "Term:" field, a dropdown menu is open, showing the following options: "Summer 2018", "Spring 2019", "Fall 2018" (highlighted with a blue bar and a mouse cursor), "Summer 2018", and "Spring 2018". A red arrow points to the "Fall 2018" option. Below the dropdown menu is a "Course Search" section with a yellow header. This section contains several input fields: "Term:" (set to "Summer 2018"), "Division:" (set to "All"), "Course Code:" (set to "All"), "Course Number:" (empty), and "Delivery Method:" (set to "All"). There is a "Search" button and a link to "More Search Options".

Adding Classes

Use the search criteria to locate the classes you seek. Click the check box next to the classes you would like to choose. When you are finished making your selections, click "Add Courses".

Scheduling - Results

Search Results

[New Search](#)

Term:

Division:

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Sc
<input type="checkbox"/>	BMGT 101 O A ON	Introduction to Business	Frketich, Dennis Duane Sr	3/20	Open	O
<input type="checkbox"/>	BMGT 101 O B ON	Introduction to Business	Frketich, Dennis Duane Sr	14/20	Open	O
<input type="checkbox"/>	BMGT 201 O A ON	Business Law I	Wachter, Edward C.	4/21	Open	O
<input type="checkbox"/>	BMGT 202 O A ON	Business Law II	DiCerbo, Lisa	2/20	Open	O
<input type="checkbox"/>	BMGT 205 O A ON	Principles of Marketing	Slomer, Eric M	1/20	Open	O
<input type="checkbox"/>	BMGT 207 O A ON	Human Resource Management	Luther, Elaine	6/20	Open	O
<input type="checkbox"/>	BMGT 208 O A ON	Principles of Management	Skertich, Robert Lee	2/20	Open	O
<input type="checkbox"/>	BMGT 221 O A ON	WI-Business Comm & Research	Luther, Elaine	0/15	Full	O

<input type="checkbox"/>	<input type="checkbox"/>	BMGT 332 O A DL	Introduction to Entrepreneurship	
<input type="checkbox"/>	<input type="checkbox"/>	BMGT 353 D A	Hotel/Restaurant Internship I	
<input type="checkbox"/>	<input type="checkbox"/>	BMGT 354 D A	Hotel/Restaurant Internship I	
<input type="checkbox"/>	<input type="checkbox"/>	BMGT 380 D A	Cooperative Education I	



Viewing Grades

Midterm and Final grade reports can also be accessed from the "Course Information" section in PointWeb.

The screenshot shows the PointWeb interface. On the left is a navigation menu with 'Students' at the top, followed by 'Student Information', 'Course Information' (highlighted with a red arrow), 'Degree Information', 'Student Accounts', 'Financial Aid', 'Bookstore', 'Advising', 'Center for Student Success', and 'Student Life'. Below these are 'Quick Links' including 'Point Park Homepage', 'Point Park Email', 'Course Registration', 'Bill Pay & Flex', 'Schoology', 'Blackboard', 'Tutoring', 'PointSync', and 'Book Store'. The main content area is divided into several sections: 'Scheduling' with an 'Add/Drop' section showing 'Current Term: Summer 2018' and a table 'Your Schedule' with one row: 'MATH 175 O A ON Elementary Statistics Current'. Below this is 'Course Needs' with a 'Requirements Summary' table: 'Univ Core Curriculum' (Not Met), 'Dept General Requirements' (Not Met), 'Dept Major Requirements' (Not Met), and 'General Electives' (Met). A red arrow points to the 'View Final Grade Report' link. To the right are 'Student Schedule' and 'GPA Projection' sections.

This is a close-up of the 'Grade Report' section. It features a green header 'Grade Report' and a dropdown menu for 'Term' set to 'Summer 2018'. Below the dropdown are two links: 'View Final Grade Report' and 'View Midterm Grade Report'. A red box highlights the entire section, and a red arrow points to it from the left. Above this section, a portion of the 'Requirements Summary' table is visible, showing 'Dept Major Requirements' as 'NOT MET' and 'General Electives' as 'Met'.

Viewing/Requesting Transcripts

You can view your unofficial transcript in the “Degree Information” section. Instructions are also included for how to order a copy of your official or unofficial transcripts from the Registrar’s Office or the National Student Clearinghouse.

The screenshot shows a student portal interface. On the left is a navigation menu with a dropdown menu for "Degree Information" highlighted in green. Below it are links for "Student Accounts", "Financial Aid", "Bookstore", "Student Information", "Course Information", "Advising", "Center for Student Success", and "Student Life". A "Quick Links" section includes "Point Park Homepage", "Point Park Email", "Course Registration", "Bill Pay & Flex", "Schoology", "Blackboard", "Tutoring", "PointSync", and "Book Store".

The main content area has a "Graduation Application" link. Below that is a "Degree Audit" section with a table:

Name	Status
Univ Core Curriculum	Not Met
Dept General Requirements	Not Met
Dept Major Requirements	Not Met
General Electives	Met

Below the table is a "View All Details" link. The next section is "Major Exploration and What If Scenarios" with a "View" button. The final section is "Unofficial Transcript" with a "View Unofficial Transcript" link highlighted in a red box.

On the right side, there are sections for "Electronic Transcripts" and "Unofficial Transcripts". The "Electronic Transcripts" section includes a list of options: "Order your official transcript online" (highlighted in a red box). The "Unofficial Transcripts" section includes a link to the "Unofficial Transcript Request Form" (highlighted in a red box) and a "View Unofficial Transcript" link (highlighted in a red box).

Unofficial Transcript

Division: UNDERGRADUATE

[View Unofficial Transcript](#)

View & Pay Bill

Go to “Student Accounts” to view your billing statement and to pay your bill.

The screenshot shows the PointWeb interface. At the top, there is a green header with the PointWeb logo and an orange navigation bar with links for Home, Students, Academic Resources, and Academic Calendar. Below the navigation bar, the breadcrumb trail reads "You are here: Students > Student Accounts". On the left, a "Students" menu is visible, with "Student Accounts" highlighted by a red box and a mouse cursor. To the right, the "Account Info" section is highlighted by a red box, containing links for "Current Statement" and "Payment Center". A red speech bubble points to "Current Statement" with the text "View your billing statement", and another red speech bubble points to "Payment Center" with the text "Pay bill". Below the "Account Info" section, there is a "Forms" section with a "Tuition" subsection containing a link for "Employer Reimbursed Tuition" and a button for "Payment Plan Opt-out".

View Financial Aid Information

To see your financial aid award amount, visit the “Financial Aid” section and click the “Financial Aid Awards” link. You can also find information here on scholarships and filing your FAFSA (Free Application for Federal Student Aid).

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