



DEPARTMENT OF HUMAN GENETICS

**2016 -2017
QUICK-START GUIDE FOR
NEW STUDENTS**

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Organizational Structure

Chair: **Dietrich A. Stephan, PhD**

Director of Graduate Admissions and Administration: **John Shaffer, PhD**

Director of Graduate Recruitment, Orientation and Alumni Affairs: **Susanne M. Gollin, PhD**

Director of Graduate Studies and Advising: **Candace M. Kammerer, PhD**

Department Administrator: **Jennifer Heinemann, MBA**

Student Services Coordinator: **Noel C. Harrie**

Contact information for Human Genetics faculty, staff and students is available at

<http://www.publichealth.pitt.edu/human-genetics/our-faculty?type=Primary+Faculty&department=human%20genetics>.

Graduate Student Researcher

The Graduate Student Researcher (GSR) receives financial support from research funds in return for duties performed to meet the goals for which the funds were awarded. Human Genetics GSRs are awarded only to PhD students. The work performed is usually an integral part of the student's dissertation research.

GSRs are appointed each term and generally receive full tuition, a stipend and health insurance. Once approved the student is given two copies of a letter outlining the terms of the appointment. The student shall sign one copy, indicating acceptance, and return it to:

Caroline Deasy, Personnel Administrator

Departments of Biostatistics & Human Genetics

Graduate School of Public Health | University of Pittsburgh

A429 Crabtree Hall | 130 DeSoto Street | Pittsburgh, PA 15261

Office: 412-624-1319 | Fax: 412-624-0184 | E-mail: cdeasy@pitt.edu

Next, the student will meet with Caroline Deasy, provide documents and complete forms to be placed on the payroll system.

International Students:

Provide I-20 visa document

Provide passport

Provide social security card

Complete U.S. tax form

U.S. Students:

Provide social security card

Provide one photo identification (drivers' license, passport, school ID)

Complete W-4 tax form

GSRs will find the following websites very informative:

-Graduate School of Public Health policy on GSRs, GSAs, TAs and TFs

<http://www.pitt.edu/~graduate/GSRPolicyStatement.pdf>. This statement also includes information on GSR responsibilities and health benefits.

Students looking for GSR appointments and other student jobs:

The process is much like job hunting. Some tips for helping in the search are:

1. Send an up-to-date resume to your advisor for distribution to potential GSR mentors.
2. Search the department web site for information regarding the research interests of the department faculty and email an inquiry along with your resume <http://www.publichealth.pitt.edu/human-genetics>.
3. Search the School of Medicine web site for information regarding the research interests of the Department of Medicine faculty and email an inquiry along with your resume <http://www.medschool.pitt.edu/>.

The **Pitt Public Health Career Services** office posts student worker jobs in school's electronic job search portal <http://pittbridges.experience.com>. All new students receive access instructions for **PittBridges** at orientation.

You can also gain information on the GSPH website:
(<http://www.publichealth.pitt.edu/careers/pitt-bridges>).

Alternatively, financial aid information can be obtained from the Public Health website <http://www.publichealth.pitt.edu/home/prospective-students/admissions/tuition-and-financial-aid> or the University Financial Aid Office <http://oafa.pitt.edu/learn-about-aid/> and link to main website <https://oafa.pitt.edu/>.

ENROLLMENT AND GRADUATE ACADEMIC REQUIREMENTS

Enrollment

Course schedules are available on-line:

School-Wide Courses: <http://www.publichealth.pitt.edu/home/academics/courses>.

Registration forms and course information is also located in the **Student Services Coordinator Office Suite, A302 Crabtree Hall**.

New students (except the Genetic Counseling Program) should consult their Advisor and the Director of Graduate Studies (**Dr. Candace Kammerer / TEL: (412) 624-7265 / E-mail: cmk3@pitt.edu / 619 Parran Hall**) before choosing classes, and then bring the signed enrollment form to **Noel Harrie (TEL: (412) 624-3066 / E-mail: nce1@pitt.edu / A302 Crabtree Hall)** to have the academic hold removed for online registration.

Genetic Counseling Program Students should meet with Dr. Robin Grubs (TEL: (412) 624-4695 / E-mail: rgrubs@pitt.edu / A304 Crabtree Hall) or Dr. Andrea Durst (TEL: (412) 624-3190 / E-mail: adurst@pitt.edu / A305 Crabtree Hall) prior to enrolling for the designated term.

Important Dates for Academic Year 2016 - 2017

August 29	FALL TERM CLASSES BEGIN; REGISTRATION CLOSED FOR ALL STUDENTS
September 5	LABOR DAY HOLIDAY (UNIVERSITY CLOSED)
September 9	FALL TERM ADD / DROP PERIOD ENDS
October 17	FALL BREAK FOR STUDENTS (NO CLASSES); UNIVERSITY OFFICES AND BUILDINGS REMAIN OPEN AND STAFFED.
October 18	MONDAY CLASSES NORMALLY SCHEDULED TO MEET MONDAY, OCTOBER 17 TH WILL MEET ON TUESDAY, OCTOBER 18 TH . TUESDAY CLASSES WILL <i>NOT</i> MEET THIS WEEK.
October 28	FALL TERM DEADLINE FOR STUDENTS TO SUBMIT MONITORED WITHDRAWAL FORMS TO DEAN'S OFFICE
November 12 th	SPRING TERM ENROLLMENT APPOINTMENTS BEGIN
Nov. 23 to Nov. 27	THANKSGIVING RECESS FOR STUDENTS (NO CLASSES)
November 28	CLASSES RESUME
December 9	SPRING TERM DEADLINE FOR CONTINUING STUDENTS TO REGISTER WITHOUT A PENALTY FEE
December 17	FALL TERM ENDS / FALL TERM GRADES POSTED
Dec. 18 to Jan. 3	WINTER RECESS FOR STUDENTS (NO CLASSES)
January 4	SPRING TERM CLASSES BEGIN; SPRING TERM ENROLLMENT PERIOD ENDS FOR ALL STUDENTS
January 16	DR. MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (UNIVERSITY CLOSED)
January 18	SPRING TERM ADD / DROP PERIOD ENDS
Mar.5 to Mar. 12	SPRING RECESS FOR STUDENTS (NO CLASSES); UNIVERSITY OFFICES AND BUILDINGS REMAIN OPEN AND STAFFED DURING SPRING RECESS EXCEPT ON FRIDAY, SPRING HOLIDAY
March 15	SPRING TERM DEADLINE FOR STUDENTS TO SUBMIT MONITORED WITHDRAWAL FORMS TO DEAN'S OFFICE
April 8	FALL TERM ENROLLMENT APPOINTMENTS BEGIN
April 29	SPRING TERM ENDS / SPRING TERM GRADES POSTED

For the complete academic calendar visit:

http://www.provost.pitt.edu/documents/Academic%20Calendar%202016-2017_Final.pdf

Invoice Processing

Students should follow the **PittPAY** instructions for paying their e-bill tuition invoices by logging into the My Pitt portal <https://my.pitt.edu/portal/server.pt> or <http://payments.pitt.edu/index.html> . Students with GSR scholarship tuition questions should contact **Noel Harrie** (Phone: **(412) 624-3066** / E-mail: nce1@pitt.edu / **A302 Crabtree Hall**). However, all students including students with GSR scholarships are responsible for paying their own **STUDENT ACTIVITY FEE** (before the invoice due date). Failure to do so will result in a \$50 late fee.

RESOURCES

Apartments and Roommates

The **Housing Resource Center** provides information and assistance to students searching for living accommodations www.ocl.pitt.edu/. They have information on University and privately owned apartments, both roommate and sublet matching services, area maps and neighborhood information, rental tips, housing costs and listings of apartments inspected and approved by the City of Pittsburgh.

Additional Services and links are provided to real estate firms, legal resources, city agencies, safety and security information short-term housing options and more. The Housing Resource Center contact information is located below:

Off-Campus Living
127 N. Bellefield Avenue
Pittsburgh, PA 15260
Phone: **(412) 624-6998**
Email: ocl@bc.pitt.edu

Office Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

Audio Visual Equipment

When making presentations, students may reserve AV equipment through **Michael Singer** (Phone: **(412) 624-9484** / E-mail: mes250@pitt.edu / **A307 Crabtree Hall**). Department equipment includes: laptop computers, digital projectors, media adapters/connectors, and laser pointers.

Computer Resources

HUMAN GENETICS TECHNICAL SUPPORT INFORMATION

Human Genetics Tech Support

- If you have any questions or need assistance, please submit a ticket at <https://pittpublichealth.freshdesk.com/> and someone will respond as quickly as possible.
- For immediate assistance, please stop by Michael Singer's office at A307 Crabtree Hall.

E-mail

Students will receive their email account information at the university orientation. All email services are provided and maintained by the university. The website to log into webmail is <https://my.pitt.edu>. If you require assistance with your email account, please call **Pitt's Helpdesk** at 4-HELP.

Student Software

Pitt offers a wide variety of software free to all members of the university. You can use your Pitt username and password to download software at <http://software.pitt.edu>.

For a full list of software that is available to students (both free and paid) please visit <http://www.technology.pitt.edu/category/software-for-students>.

WIRELESS-PITNET

The University offers wireless access for most mobile devices. Select the SETUP-PITT-WIFI wireless network, open a web browser and follow the instructions.

- **Please Note:** Symantec Anti-virus is required for Windows users.

VPN: Connecting to Pitt Resources

All computers/servers are behind a University firewall. Connecting to the VPN is necessary when connecting from home or when using **WIRELESS-PITNET** to access any university resource. For complete instructions on how to connect to Pitt's VPN using Pulse, please visit <http://technology.pitt.edu/service/secure-remote-access-connect-with-the-pulse-secure-client>.

- **Please Note:** Symantec Anti-virus is required for Windows users.

Computer Recycling Program

Don't know what to do about your old computer parts? You can bring in your old monitors, computers, parts, printer cartridges, or anything electronic to us. Also, there is no need to worry about the data on your hard drive as they are all physically destroyed.

- **Please note:** Disposing of computer components and toner in the trash is very toxic to the environment.

Department Laptops Available to Students

We have Macintosh Laptops in the 3rd Floor conference room (A312) that are available for student use. We ask that you please do not store data on these machines because we periodically wipe and reload these machines. These machines must stay in the conference room at all times. We do offer two laptops, one Mac and one Windows, which can be checked out for short periods of time. To use any of these laptops, please see **Michael Singer** (Phone: **(412) 624-9484** / E-mail: mes250@pitt.edu / **A307 Crabtree Hall**).

International Students

International students need to fulfill additional requirements related to their international status. On arrival in Pittsburgh, students should report to the **Office of International Services (OIS)**: <http://www.ois.pitt.edu/>, **708 William Pitt Union** (Phone: **(412) 624-7120**) with passport and visa documents. The OIS website www.ois.pitt.edu provides a comprehensive list of resources that will help students relocate to Pittsburgh. This includes information on health insurance, living expenses, visa information, airport transportation, temporary accommodations, orientation, housing, furniture, utilities, obtaining a U.S. social number and banking.

Additionally, the OIS provides ongoing information through their **Listserve**, an email distribution list that provides information to international students and scholars at the University of Pittsburgh. **To subscribe:** send e-mail from your e-mail account to majordomo@list.pitt.edu and include the message: **subscribe ois**.

Information for the **Indian Graduate Students' Association (ANKUR)** can be found at <https://pitt2.collegiatelink.net/organization/ankur> and you can sign-up via the following link: <http://www.my.pitt.edu/>.

Graduate Students at Pitt

The University of Pittsburgh is committed to graduate students' professional needs and those outside of academics. The most comprehensive directory of resources for graduate students is available at www.pitt.edu/~graduate/index.html. This site provides the graduate and professional bulletin; course catalog; faculty database; graduate faculty; financial information; events and lectures; student services;

dissertation and thesis information; policies and regulations; Pittsburgh: housing, museums, music, theatre and film, restaurants and nightlife, sports and recreation; graduate organizations.

GSPH Building Hours

Pitt Public Health is currently undergoing major renovations and we have provided a handout for guiding you through the building during this process as well as current access during daytime, evening and weekend hours.

ID Card

New students may obtain their Panther Card ID after enrolling and upon presenting a photo ID, Monday through Friday, 7:30 AM – 6:00 PM at **Panther Central** <http://www.pc.pitt.edu/card/index.php> or access the main website <http://www.pc.pitt.edu/> (**Litchfield Towers Main Lobby**, Phone: **(412) 648-1100**). Students must present a photo ID such as a driver's license, passport, and school or work ID at the time of applying for the card. The Panther Card provides access to bus service, library services, access to University buildings and many other resources.

Library Services

Scaife Medical Library (2nd floor Scaife Hall) has a wide range of services including Medline searches, catalog listings, Pitt textbooks, current journal listings and the PITTCAT online catalog. Most Pitt library online services can be accessed from the web at www.library.pitt.edu and the **Health-Sciences Library** www.hsls.pitt.edu.

Lounge Areas

➤ **Please Note:** The spaces below are located in what is called "Parran North." Extensive renovation has been completed on Parran South and it is scheduled to open early/mid-October. Once Parran South is finally open, Parran North will officially close and we will no longer have access to these spaces.

- **308 Parran - Commons Lounge.** This lounge is available to all GSPH faculty, staff and students.
- **309A Parran - Graduate Student Lounge.** This student lounge provides space for individual or group study, solitude or socializing.

- **309C Parran - Computer Room.** This computer lab is open to all Pitt Public Health students. Students receive information about the computer lab via e-mail from the school's IT staff.
- **309D - Quiet Study Room.** This room provides students a quiet area to study.
- The **Pitt Public Health Commons Lounge** on the first floor outside of the G23 Auditorium is also available for use.

When not reserved (check calendar on door), the **Human Genetics Conference Room, A312 Crabtree Hall**, is available to anyone in the department for meeting, lunching, relaxing, etc.

Mail

Student mailboxes are located in the **Human Genetics Suite corridor beyond Room A302 and A306 Crabtree Hall**. Students are asked to check their mailbox regularly. An outgoing campus mail tray is located on the reception desk in the main lobby of the department. Do not use it for U.S. mail. U.S. mail can be deposited on the ground floor via the new annex. When you enter the new annex, walk towards the end of the hall and make a left. A UPS box drop-off, US Mail box and Campus Mail box can all be found here.

Photocopying

The photocopy machine located in the **Human Genetics Suite** is for official department purposes. With authorization from your supervising faculty member, you will be provided with an access code. There is also a self-service photocopying center located in 309A that you will have access to but only for a limited amount of printing. Personal, school-related copying is available for a reasonable fee at **University Copy Cat** (<http://copycat.pitt.edu/>) and locations can be found here: <http://www.copycat.pitt.edu/locations.htm>. A valid University ID is required. For further information about Copy Cat Centers, please call **(412) 624-0552**.

Student Handbook

The guidelines for graduate study in the **Department of Human Genetics** are all outlined in the student handbook, ***The Graduate Programs in Human Genetics, Guidelines for Graduate Study***: <http://publichealth.pitt.edu/Portals/0/HUGEN/handbooks/HUGEN%202015%20Student%20Handbook.pdf>. Look here for all information about being a student in our department, including required courses, number of credits needed to graduate and how to setup thesis committees and comprehensive exams.

Transportation

- The University ID provides students access to free bus service on **Port Authority Transit** (Phone: **(412) 442-2000**) www.portauthority.org/).
- Pitt shuttles, Phone: **(412) 624-8801** / E-mail: transsys@pitt.edu / <http://www.pc.pitt.edu/transportation/>
- Try the **GPS Shuttle Tracker**: www.pittshuttle.com
- From your mobile device: www.pittshuttle.com/m
- When it's after hours and you need a way home, **SafeRider** (<http://www.pc.pitt.edu/transportation/saferider.php>) will pick you up and drive you to your doorstep, Phone: **(412) 648-CALL (2255)**.

APPENDIX

Campus Map

<http://www.tour.pitt.edu/campus-map/>

http://www.pitt.edu/documents/campus_map.pdf

Faculty Photos

<http://www.publichealth.pitt.edu/human-genetics/our-faculty?type=1>

Arrival Survival

<http://www.arrival.pitt.edu/>

Essential Facilities and Construction Information

Please see attached

Pitt Public Health New Student Resources

<http://www.publichealth.pitt.edu/home/life/for-new-students>

Pitt Public Health Student Life

<http://www.publichealth.pitt.edu/home/life>

If you have questions or concerns about anything, please contact **Noel Harrie** at

Phone: **(412) 624-3066** / E-mail: nce1@pitt.edu

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