DEPARTMENT OF HUMAN GENETICS

2017 -2018
QUICK-START GUIDE FOR NEW STUDENTS
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Structure</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Student Researcher</td>
<td>2-3</td>
</tr>
<tr>
<td>Enrollment and Graduate Academic Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Important Dates for Academic Year 2017-2018</td>
<td>4</td>
</tr>
<tr>
<td>Invoice Processing</td>
<td>5</td>
</tr>
<tr>
<td>Resources</td>
<td>5-10</td>
</tr>
<tr>
<td>Apartments and Roommates</td>
<td>5</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Computer Resources</td>
<td>6-7</td>
</tr>
<tr>
<td>International Students</td>
<td>7</td>
</tr>
<tr>
<td>Graduate Students at Pitt</td>
<td>7</td>
</tr>
<tr>
<td>GSPH Building Hours</td>
<td>8</td>
</tr>
<tr>
<td>ID Card</td>
<td>8</td>
</tr>
<tr>
<td>Library Services</td>
<td>8</td>
</tr>
<tr>
<td>Lounge Areas</td>
<td>8</td>
</tr>
<tr>
<td>Mail</td>
<td>9</td>
</tr>
<tr>
<td>Photocopying</td>
<td>9</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>9</td>
</tr>
<tr>
<td>Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Appendix</td>
<td>10</td>
</tr>
</tbody>
</table>

## Appendix

- Campus Map & Link
- Faculty & Staff Photos Link
- Arrival Survival Guide & Link
- Pitt Public Health University Resources
- Pitt Public Health University Resources Link

1
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 Palaski, 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/whos-who/faculty-all/primary-faculty](http://www.publichealth.pitt.edu/human-genetics/whos-who/faculty-all/primary-faculty).

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](http://www.pitt.edu/~graduate/GSRPolicyStatement.pdf)  
- [https://www.publichealth.pitt.edu/Portals/0/Main/Academics/PittPublicHealthAcademicHandbook-Part%20IVH_TA-GSR_AY2015-16.pdf](https://www.publichealth.pitt.edu/Portals/0/Main/Academics/PittPublicHealthAcademicHandbook-Part%20IVH_TA-GSR_AY2015-16.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/].


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, 3102C Parran 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 / A304 Crabtree Hall) before choosing classes, and then bring the signed enrollment form to Noel Harrie (TEL: (412) 624-3066 / E-mail: nce1@pitt.edu / 3102C Parran 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 / 3138 Parran Hall) or Dr. Andrea Durst (TEL: (412) 624-3190 / E-mail: adurst@pitt.edu / 3137 Parran Hall) prior to enrolling for the designated term.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>FALL TERM CLASSES BEGIN; REGISTRATION CLOSED FOR ALL STUDENTS</td>
</tr>
<tr>
<td>September 4</td>
<td>LABOR DAY HOLIDAY (UNIVERSITY CLOSED)</td>
</tr>
<tr>
<td>September 8</td>
<td>FALL TERM ADD / DROP PERIOD ENDS</td>
</tr>
<tr>
<td>October 9</td>
<td>FALL BREAK FOR STUDENTS (NO CLASSES); UNIVERSITY OFFICES AND BUILDINGS REMAIN OPEN AND STAFFED.</td>
</tr>
<tr>
<td>October 10</td>
<td>MONDAY CLASSES NORMALLY SCHEDULED TO MEET MONDAY, OCTOBER 9TH WILL MEET ON TUESDAY, OCTOBER 10TH. TUESDAY CLASSES WILL NOT MEET THIS WEEK.</td>
</tr>
<tr>
<td>October 27</td>
<td>FALL TERM DEADLINE FOR STUDENTS TO SUBMIT MONITORED WITHDRAWAL FORMS TO DEAN’S OFFICE</td>
</tr>
<tr>
<td>November 11</td>
<td>SPRING TERM ENROLLMENT APPOINTMENTS BEGIN</td>
</tr>
<tr>
<td>Nov. 22 to Nov. 26</td>
<td>THANKSGIVING RECESS FOR STUDENTS (NO CLASSES)</td>
</tr>
<tr>
<td>November 27</td>
<td>CLASSES RESUME</td>
</tr>
<tr>
<td>December 8</td>
<td>SPRING TERM DEADLINE FOR CONTINUING STUDENTS TO REGISTER WITHOUT A PENALTY FEE</td>
</tr>
<tr>
<td>December 16</td>
<td>FALL TERM ENDS / FALL TERM GRADES POSTED</td>
</tr>
<tr>
<td>Dec. 17 to Jan. 7</td>
<td>WINTER RECESS FOR STUDENTS (NO CLASSES)</td>
</tr>
<tr>
<td>January 8</td>
<td>SPRING TERM CLASSES BEGIN; REGISTRATION CLOSED FOR ALL STUDENTS</td>
</tr>
<tr>
<td>January 15</td>
<td>DR. MARTIN LUTHER KING’S BIRTHDAY OBSERVANCE (UNIVERSITY CLOSED)</td>
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<tr>
<td>January 19</td>
<td>SPRING TERM ADD / DROP PERIOD ENDS</td>
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<tr>
<td>February 9</td>
<td>SUMMER TERM ENROLLMENT APPOINTMENTS BEGIN</td>
</tr>
<tr>
<td>Mar. 4 to Mar. 11</td>
<td>SPRING RECESS FOR STUDENTS (NO CLASSES); UNIVERSITY OFFICES AND BUILDINGS REMAIN OPEN AND STAFFED DURING SPRING RECESS EXCEPT ON FRIDAY, SPRING HOLIDAY</td>
</tr>
<tr>
<td>March 14</td>
<td>SPRING TERM DEADLINE FOR STUDENTS TO SUBMIT MONITORED WITHDRAWAL FORMS TO DEAN’S OFFICE</td>
</tr>
<tr>
<td>April 7</td>
<td>FALL TERM ENROLLMENT APPOINTMENTS BEGIN</td>
</tr>
<tr>
<td>April 28</td>
<td>SPRING TERM ENDS / SPRING TERM GRADES POSTED</td>
</tr>
<tr>
<td>May 7</td>
<td>SUMMER TERM CLASSES BEGIN; REGISTRATION CLOSED FOR ALL STUDENTS</td>
</tr>
</tbody>
</table>

For the complete academic calendar visit: [http://www.registrar.pitt.edu/assets/pdf/Academic%20Calendar%2020](http://www.registrar.pitt.edu/assets/pdf/Academic%20Calendar%2020)
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](https://my.pitt.edu/portal/server.pt) or [http://payments.pitt.edu/](http://payments.pitt.edu/). Students with GSR scholarship tuition questions should contact Noel Harrie (Phone: (412) 624-3066 / E-mail: nce1@pitt.edu / 3102C Parran Hall). However, all students including students with GSR scholarships are responsible for paying their own $30 **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/](http://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  │  Hours: 8:00 am - 4:30 pm Monday - Friday

Audio Visual Equipment

Department equipment includes: laptop computers, digital projectors, media adapters/connectors, and laser pointers. When making presentations, students may reserve AV equipment through Joe Germanoski (Phone: (412) 624-9484 / E-mail: JOEGERM@pitt.edu / 3102A Parran Hall), or use our online reservation system to make the process more efficient: [https://pittpublichealth.freshdesk.com/](https://pittpublichealth.freshdesk.com/).

Instructions on how to use the system are below.

When submitting the ticket, please use the following:

1) Go to [https://pittpublichealth.freshdesk.com/](https://pittpublichealth.freshdesk.com/)
2) Select “Login” at the top right of the screen.
3) Login using your Pitt credentials.
4) Select “New support ticket” in the upper right.
5) Enter in a general subject.
6) Select your Department.
7) Select “AV Request” for the Type.
8) For Description enter:
   a. What equipment you will need to reserve.
   b. What time you’ll need the equipment.
   c. What room you’ll be using.
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 Joe Germanoski’s office at 3102A Parran 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-PITTNET

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-PITTNET 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 (3140 Parran Hall) 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 Joe Germanoski (Phone: (412) 624-9484 / E-mail: JOEGERM@pitt.edu / 3102A Parran 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](http://www.pc.pitt.edu/card/index.php) or access the main website [http://www.pc.pitt.edu/](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](http://www.library.pitt.edu) and the Health-Sciences Library [www.hsls.pitt.edu](http://www.hsls.pitt.edu).

**Lounge Areas**

- The *Pitt Public Health Commons Lounge* on the first floor is available for use at any time.

- When not reserved (check calendar on door), the *Human Genetics Conference Room, 3140 Parran Hall*, is available to anyone in the department for meeting, lunching, relaxing, etc.

- The new 3rd floor lab annex pavilion located directly to the left at the end of the Department of Human Genetics Parran Hall wing is available for use as well.

  > **Please note:** Staff members who work in the laboratory on this floor must use this space for activities they cannot participate in while working in the main lab. We simply ask that anyone using this area with designated lab personnel be mindful of the shared space.
Mail

Student mailboxes are located in the Human Genetics Suite corridor beyond room 3102C Parran Hall. Students are asked to check their mailbox regularly. An outgoing campus mail tray is located beside the mailboxes. 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://mypublichealth.pitt.edu/Portals/0/HUGEN/handbooks/HUGEN_Student_Handbook_Current.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/whos-who/faculty-all/primary-faculty

Arrival Survival
http://www.arrival.pitt.edu/

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
3102C Parran Hall, Department of Human Genetics
Pitt Public Health, University of Pittsburgh
Pittsburgh, PA 15261