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## Appendix

Campus Map

Faculty and Staff Photos
Organizational Structure

Chair: M. Ilyas Kamboh, PhD, FAHA
Director of Graduate Admissions and Administration: Daniel E. Weeks, PhD
Director of Graduate Recruitment, Orientation and Alumni Affairs: Susanne M. Gollin, PhD
Director of Graduate Studies and Advising: Candace M. Kammerer, PhD

Contact information for Human Genetics faculty, staff and students is available at www.hgen.pitt.edu

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 Michele LaValley, Department Administrator, A310A Crabtree Hall.

Next, the student will meet with Michele LaValley, 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 www.publichealth.pitt.edu/docs/GSPH_Policy_on_GSRs.pdf.
- GSR responsibilities and health benefits www.pitt.edu/~graduate/GSRPolicyStatement.pdf.

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. (www.hgen.pitt.edu)
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. ([www.medschool.pitt.edu](http://www.medschool.pitt.edu))

4. The Pitt Public Health Career Services office posts student worker jobs in school’s electronic job search portal (GSPHFutures). All new students receive access instructions for GSPHFutures at orientation.

Alternatively, financial aid information can be obtained from the Public Health web site [www.publichealth.pitt.edu/interior.php?pageID=112](http://www.publichealth.pitt.edu/interior.php?pageID=112) or the University Financial Aid Office [www.oafa.pitt.edu/fahome.aspx](http://www.oafa.pitt.edu/fahome.aspx).

**ENROLLMENT AND GRADUATE ACADEMIC REQUIREMENTS**

**Enrollment**

Course schedules are available on-line at [www.publichealth.pitt.edu/interior.php?pageID=120](http://www.publichealth.pitt.edu/interior.php?pageID=120) and a binder with registration forms and course information is located on the mail table in the Human Genetics Site, A300 Crabtree Hall.

New students should consult their advisor and the Director of Graduate Studies (Dr. Candace Kammerer, 732 Parran Hall) before choosing classes, and then bring the signed enrollment form to Noel Harrie (412-624-3066, A310 Crabtree Hall) to have the academic hold removed for online registration.

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**Important Dates for Academic Year 2012-2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Fall term classes begin; registration closed for all students</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day Holiday (University closed)</td>
</tr>
<tr>
<td>September 7</td>
<td>Fall term drop/add ends</td>
</tr>
<tr>
<td>October 8</td>
<td>Fall break for students (no classes); University offices and buildings remain open and staffed.</td>
</tr>
<tr>
<td>October 9</td>
<td>Monday classes meet today. Classes normally scheduled to meet Monday, October 8 will meet on Tuesday the 9th. Tuesday classes will not meet this week.</td>
</tr>
<tr>
<td>October 26</td>
<td>Fall term deadline for students to submit monitored withdrawal forms to the Office of Student Affairs</td>
</tr>
<tr>
<td>October 29</td>
<td>Spring term registration and add/drop begins</td>
</tr>
<tr>
<td>November 21-25</td>
<td><strong>Thanksgiving recess for students (no classes)</strong></td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thanksgiving recess for faculty and staff (University closed)</td>
</tr>
<tr>
<td>November 26</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 15</td>
<td>Fall term ends</td>
</tr>
<tr>
<td>December 16 to January 6, 2013</td>
<td><strong>Winter recess for students (no classes)</strong></td>
</tr>
</tbody>
</table>
December 19
Fall term grades posted by 5 p.m.

December 24, 2012 to January 1, 2013
Winter recess for faculty and staff; designated University offices will be staffed as necessary

January 7, 2013
Spring term classes begin; registration period ends for all students

For the complete academic calendar visit: www.pitt.edu/calendars.html.

Invoice Processing

Students should follow the PittPAY instructions for paying their e-bill tuition invoices by logging into the My Pitt portal (www.my.pitt.edu). Students with GSR scholarships should forward their e-bill tuition invoices to Noel Harrie, nce1@pitt.edu. However, 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 office is located at 127 North Bellefield Street, 412-624-6998.

Audio Visual Equipment

When making presentations, students may reserve AV equipment through Noel Harrie (412-624-3066, A310 Crabtree Hall) Department equipment includes: laptop computers, digital projectors, slide projectors and laser pointers.

Computer Resources

Human Genetics Technical Support Information

Human Genetics Helpdesk | www.hgen.pitt.edu/techsupport.php

- All requests for technical support must be done via the Helpdesk.
- Your first time on the helpdesk you must create your own account.
- After submitting a ticket, you can log back in and check for updates on the status of your ticket.
- Requests not placed via the Helpdesk will be omitted.
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 login to webmail is: http://my.pitt.edu. If you require assistance with your email account please call Pitt’s Helpdesk at 4-HELP.

Anti-Virus 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 the latest version of Symantec Anti-virus at http://software.pitt.edu.

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 WIRELESS-PITTNET to any university resource. For complete instructions on how to connect to Pitt’s VPN follow this link: Secure VPN Network Connect Mode.pdf. To access the VPN: http://sremote.pitt.edu.

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, anything electronic. Also, there is no need to worry about the data on your hard drive, they’re 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 15 Macintosh Laptops in the 3rd Floor conference room that are available for student use. We ask that you please do not store data on these machines. We periodically wipe and reload these machines. If you do not have external storage (USB key, or external hard drive) please submit a helpdesk ticket and we’ll provide you with room on the department fileserver. These machines must stay in the conference room at all times. To check out a laptop, please see Noel. We also have a windows laptop that is open for student use. This is also available with Noel.

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) (708 William Pitt Union, 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.
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 www.pitt.edu/~sorc/pittankur/ or e-mail ankur@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**

All entrances to the Graduate School of Public Health are open Monday – Friday, 7:00 AM – 6:00 PM; from 6:00 PM – Midnight the building can be accessed through the DeSoto Street entrance with a Pitt ID. Saturday – Sunday the building can be accessed between 8:00 AM – 6:00 PM through the DeSoto Street entrance with your Pitt ID. The departmental office area is generally locked at 5:00 PM.

**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, www.pc.pitt.edu/card/index.html, **Litchfield Towers Main Lobby (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**

**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.

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 across from Room A311 Crabtree Hall**. Students are asked to check their mailbox regularly. An outgoing campus mail tray is located next to these mailboxes. Do not use it for U.S. mail. U.S. mail can be deposited in the appropriate mailbox on the first floor Parran Hall.

**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. Personal, school-related copying is available for a reasonable fee at **University Copy Cat** centers: Scaife Hall, Room 206; LRDC, Room 406; 3945 Forbes Avenue; Cathedral of Learning, G-2; Mervis Hall, Room B-80; Posvar Hall, Room 5A10; G-2 Cathedral of Learning. A valid University ID is required. For further information about Copy Centers, telephone (412) 624-6135.

**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://www.hgen.pitt.edu/student_information.php](http://www.hgen.pitt.edu/student_information.php). 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 (412-442-2000) [www.portauthority.org/](http://www.portauthority.org/), Pitt shuttles (412-624-8800) [www.pc.pitt.edu/transportation/routes.html](http://www.pc.pitt.edu/transportation/routes.html) and Van Call for a safe ride in the evening and early morning (412-624-1700).

**Campus Map**

[www.tour.pitt.edu/tour-firstmap.html](http://www.tour.pitt.edu/tour-firstmap.html) - (attached)

**Faculty and Staff Photos**

[www.hgen.pitt.edu/research_general.php](http://www.hgen.pitt.edu/research_general.php) - (attached)