

**Department of Human Genetics**

**2019 -2020**

**Quick-Start Guide for**

**New Students**

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**Organizational Structure**

Interim Chair: **Eleanor E. Feingold, PhD**

Director of Graduate Admissions and Administration: **John R. Shaffer, 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

7137 Public Health | 130 De Soto 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

[**https://www.publichealth.pitt.edu/Portals/0/Main/Academics/Academic%20Handbook%202018-19/PittPublicHealthAcademicHandbook-PartIVI.pdf?ver=2018-07-31-140826-650**](https://www.publichealth.pitt.edu/Portals/0/Main/Academics/Academic%20Handbook%202018-19/PittPublicHealthAcademicHandbook-PartIVI.pdf?ver=2018-07-31-140826-650). 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/hugen**](http://www.publichealth.pitt.edu/hugen).
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/**](http://www.medschool.pitt.edu/).

The **Pitt Public Health Career Services** office posts student worker jobs in school’s electronic job search portal **PittSource:** [**https://www.pittsource.com/**](https://www.pittsource.com/). All new students receive access instructions for **PittBridges (**get started: [**https://publichealth-pitt-csm.symplicity.com/?\_rdr**](https://publichealth-pitt-csm.symplicity.com/?_rdr)) at orientation and you gain information regarding **PittBridges** on the Pitt Public Health website: [**https://www.publichealth.pitt.edu/careers/pitt-bridges**](https://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/admissions-aid/tuition-and-financial-aid**](http://www.publichealth.pitt.edu/home/admissions-aid/tuition-and-financial-aid) or the University Financial Aid Office [**http://oafa.pitt.edu/learn-about-aid/**](http://oafa.pitt.edu/learn-about-aid/) and link to main website [**https://oafa.pitt.edu/**](https://oafa.pitt.edu/).

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# ENROLLMENT AND GRADUATE ACADEMIC REQUIREMENTS

**Enrollment**

Course schedules are available on-line:

**School-Wide Courses:** [**http://www.publichealth.pitt.edu/home/academics/courses**](http://www.publichealth.pitt.edu/home/academics/courses)**.**

Registration forms and course information is also located in the **Student Services Coordinator Office** **Suite, 3139 Public Health**.

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** **/ 3120 Public Health)** before choosing classes, and then bring the signed enrollment form to **Noel Harrie (TEL: (412) 624-3066 / E-mail:** **nce1@pitt.edu** **/ 3139 Public Health)** 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 Public Health)** or **Dr. Andrea Durst (TEL: (412) 624-3190 / E-mail:** **adurst@pitt.edu** **/ 3129 Public Health)** prior to enrolling for the designated term.

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| **Important Dates for Academic Year 2019 - 2020** |

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| ****August 26**** | Fall Term Classes Begin; Registration closed for all students |
| ****September 2**** | **Labor Day Holiday (University closed)** |
| ****September 6**** | **Fall Term add / drop period ends** |
| ****October 25**** | **Fall Term deadline for students to submit monitored withdrawal forms to Dean’s Office** |
| November 9 | **Spring Term Open Enrollment begins** |
| ****Nov. 25 to Nov. 29**** | **Thanksgiving recess for students (no classes)** |
| December 2 | **Classes resume** |
| ****December 6**** | **Spring Term deadline for continuing students to register without a penalty fee** |
| ****December 14**** | **Fall Term ends**  |
| ****Dec. 15 to Jan. 5**** | **Winter recess for students (no classes)** |
| ****January 6**** | **Spring Term classes begin; Registration closed for all students** |
| ****January 17**** | **Spring Term add / drop period ends** |
| ****January 20**** | **Dr. Martin Luther King’s Birthday Observance (University closed)** |
| ****February 7**** | **Summer Term Enrollment Appointments begin** |
| ****March 6**** | **Spring Term deadline for students to submit monitored withdrawal forms to Dean’s Office** |
| ****Mar. 9 – Mar. 13**** | **Spring Recess for students (no classes); University offices and buildings remain open and staffed during Spring Recess except on Friday, March 13th, Spring Holiday** |
| ****April 4**** | **Fall Term Open Enrollment begins** |
| ****April 25**** | **Spring Term ends**  |
| ****May 4**** | **Summer Term classes begin; Registration closed for all students** |

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| ***For the complete academic calendar visit:***[***https://www.registrar.pitt.edu/assets/pdf/Academic%20Calendar%202019-2020\_Final.pdf***](https://www.registrar.pitt.edu/assets/pdf/Academic%20Calendar%202019-2020_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://passport.pitt.edu/idp/profile/SAML2/POST/SSO?execution=e1s1**](https://passport.pitt.edu/idp/profile/SAML2/POST/SSO?execution=e1s1) 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** / **3139 Public Health**). 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

204 Brackenridge Hall, 3959 Fifth Avenue, Pittsburgh, PA 15213
Phone: **(412) 624-6998 ⏐** Email:**ocl@bc.pitt.edu** **⏐** Hours: 8:00 am – 5:00 pm Monday - Friday

**Audio Visual Equipment**

Department equipment includes: laptop computers, digital projectors, media adapters/connectors, and laser pointers. When making presentations, students should 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/>
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:
	1. What equipment you will need to reserve.
	2. What time you’ll need the equipment.
	3. 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/**](https://pittpublichealth.freshdesk.com/)and someone will respond as quickly as possible.

**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**](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 access how to obtain software through the university here: [**https://www.technology.pitt.edu/software/how-get-software**](https://www.technology.pitt.edu/software/how-get-software).

* **Please Note:** Student software cannot be installed on university machines.

For a full list of software that is available to students (both free and paid) please visit [**https://www.technology.pitt.edu/software/student**](https://www.technology.pitt.edu/software/student).

**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:** Anti-virus is required for all 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 some University and Human Genetics 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**](http://technology.pitt.edu/service/secure-remote-access-connect-with-the-pulse-secure-client).

* **Please Note:** Anti-virus is required for all 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. This program happens quarterly and we can only receive these items when noted. Watch for e-mails and signs designating collections times and points. 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 loaner laptops 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 submit a ticket at [**https://pittpublichealth.freshdesk.com/**](https://pittpublichealth.freshdesk.com/)and someone will respond as quickly as possible.

# 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/**](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:** [**https://www.ois.pitt.edu/mailing-list-registration**](https://www.ois.pitt.edu/mailing-list-registration)**.**

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

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# 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** [h**ttp://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.
* **Room 3121A Public Health** is a student and faculty collaborative room, with open tables for working or relaxing in groups. A refrigerator, microwave, and student lockers are available for use in this room.
* **Room 3121B Public Health** is a quiet study room for students. Carrels are available for anyone who wants to use them. Please do not “move in” to a carrel and keep stuff there overnight. Please, no food and drink in this room except drinks in closed containers (e.g. water bottles).

# Mail

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Student mailboxes are located in the **Human Genetics Service Center, Room 3105**. 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 in Room A459 Public Health. In additional to a U.S mail box, you will find an intercampus mail drop-off box along with a UPS Express Mail drop-off box for your use.

**Photocopying**

The photocopy machine located in the **Human Genetics Service Center, Room 3105,** 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** ([**http://copycat.pitt.edu/**](http://copycat.pitt.edu/)) and locations can be found here: [**http://www.copycat.pitt.edu/locations.htm**](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**. You can also access the following link through Pitt Technology Services [**https://www.technology.pitt.edu/services/pitt-printing-0**](https://www.technology.pitt.edu/services/pitt-printing-0) which gives an in-depth overview of all printing resources available to you throughout Pitt.

# 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:*** [**https://publichealth.pitt.edu/Portals/0/HUGEN/ handbooks/HUGENStudentHandbook2019.pdf**](https://publichealth.pitt.edu/Portals/0/HUGEN/handbooks/HUGENStudentHandbook2019.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/**](http://www.portauthority.org/)).
* Pitt shuttles, Phone: **(412) 624-8801** / E-mail: **pittshuttles@pitt.edu** / [**https://www.pc.pitt.edu/buses-shuttles**](https://www.pc.pitt.edu/buses-shuttles)
* Busses & Shuttles FAQ Section: [**https://www.pc.pitt.edu/buses-shuttles/faq**](https://www.pc.pitt.edu/buses-shuttles/faq)
* Try the **GPS Shuttle Tracker**: [**www.pittshuttle.com**](http://www.pittshuttle.com)
* From your mobile device: [Ride Systems GPS](http://www.pittshuttle.com/default.aspx) provides transit riders with next bus times by smartphone applications. Find stops and scheduled arrival times for your desired route.

#### Smartphone Apps For iPhone & Android OS

* Download our GPS App for your Apple or Android Phone
* Search "Ride Systems" in your App Store or Market
* Select "University of Pittsburgh"
* Select "route" tab
* Select  "Arrival" tab for times.

No Apple or Android Phone? That's okay. You can also [view bus times in your browser](http://www.pittshuttle.com/default.aspx) and enjoy the same features.

* When it's after hours and you need a way home, [**SafeRider**](http://www.pc.pitt.edu/transportation/saferider.php) ([**http://www.pc.pitt.edu/transportation/saferider.php**](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.tour.pitt.edu/campus-map%20/)[**http://www.pitt.edu/documents/campus\_map.pdf**](http://www.pitt.edu/documents/campus_map.pdf)

**Faculty Photos**

[**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)

**Arrival Survival**

[**http://www.arrival.pitt.edu/**](http://www.arrival.pitt.edu/)

**Pitt Public Health New Student Resources**

[**http://www.publichealth.pitt.edu/home/life/for-new-students**](http://www.publichealth.pitt.edu/home/life/for-new-students)

**Pitt Public Health Student Life / Life in Pittsburgh**

[**http://www.publichealth.pitt.edu/home/life /**](http://www.publichealth.pitt.edu/home/life%20/)[**http://www.publichealth.pitt.edu/pittsburgh**](http://www.publichealth.pitt.edu/pittsburgh)

**Pitt Public Health Academic Handbook & Degree Requirements**

[**http://www.publichealth.pitt.edu/academic-handbook**](http://www.publichealth.pitt.edu/academic-handbook)

**Pitt Public Health Academic Calendar**

[**http://www.publichealth.pitt.edu/academic-calendar**](http://www.publichealth.pitt.edu/academic-calendar)

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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