HOW TO GET STARTED

You are about to embark on your journey into graduate study and we are pleased that you have chosen Seton Hill University to further your academic career. Please read the following document from the Office of Graduate and Adult Studies Office carefully. It contains important information a newly admitted student will need to successfully get started at Seton Hill University.

Course Offerings and Academic Advising
For current course offerings per academic program visit the Registrar’s page under Campus Services on the website:
http://www.setonhill.edu/campusservices/registrar_forms.cfm

The registration process varies per graduate program. First time graduate students, please see listing below with next steps and contact person to register for your coursework. All new graduate students must register the first time with an advisor. Students will complete subsequent registrations online.

MA in Art Therapy
To complete your registration, contact Laurel Komarny, Office of Graduate and Adult Studies:
Laurel Komarny – 724-838-4209 or lkomarny@setonhill.edu

Master of Business Administration
To complete your registration, contact the Program Director, Dr. Lloyd Gibson:
Dr. Lloyd Gibson-724-830-4738 or gibson@setonhill.edu

MFA in Writing Popular Fiction
To complete your registration, contact Laurel Komarny, Office of Graduate and Adult Studies:
Laurel Komarny – 724-838-4209 or lkomarny@setonhill.edu

MA in Special or Inclusive Education
To complete your registration, contact the Program Director, Dr. Sondra Lettrich:
Dr. Sondra Lettrich –724-830-1010 or lettrich@setonhill.edu

MA in Elementary Education
To complete your registration, contact the Program Director, Dr. Audrey Quinlan:
Dr. Audrey Quinlan –724-830-4734 or quinlan@setonhill.edu

MA in Marriage and Family Therapy
To complete your registration, contact the Program Director Dr. Rebecca Harvey:
Dr. Rebecca Harvey – 724-552-0339 or harvey@setonhill.edu
Changing your schedule after you have registered with your advisor (Adding/Dropping Classes)

Classroom-Based Courses
The drop/add period for semester-long courses (15 week semester) is the first two weeks of the semester. Exact dates are noted on the academic calendar:
http://www.setonhill.edu/campusservices/registrar_forms.cfm
For short-term courses (spanning less than the full semester, 15 weeks) the drop/add period is in effect until the start of the second-class meeting of the course. All summer courses, all Saturday courses, all J-term courses, and all other courses that meet for less than the 15-week duration follow this rule.

On-line or Distance Courses
The drop/add period for on-line courses that are a full semester in duration during fall or spring is the first two weeks of the semester. For on-line classes designated in session S1, S2, S3, S4, S5, M1, M2, M3, M4, M5, or M6, dates are listed on the academic calendar. For any on-line course that is short-term (less than the full semester, 15 weeks, or not in one of the S or M sessions) the drop/add period ends 48 hours after the calendar start date of the class.
Exact dates are noted on the academic calendar:
http://www.setonhill.edu/campusservices/registrar_forms.cfm

Process and Responsibility for Dropping or Adding a Course
After initial registration with your advisor, if you need to change your schedule, all drops and adds for courses must be done on (1) GriffinGate https://griffingate.setonhill.edu (before the first day of classes for any term) or (2) by submitting the drop/add forms to the Registrar’s Office (this method is required after the first day of classes for any term). It is the student’s responsibility to deliver the drop/add slip and to check on GriffinGate to make sure that the student’s schedule is accurate and complete. Courses dropped during the drop/add period do not show up on a schedule or transcript, nor is the student billed for those courses (unless the student is withdrawing from all courses for the semester, in which case there are financial implications for the student). Courses added during the drop/add period are reflected on the student’s schedule and on the student’s bill. Any change to a student’s schedule after the drop/add period has ended will be considered only in extraordinary circumstances and requires a $50 late registration fee for each course that is added or dropped or changed.

Completing Requirements of Provisional Acceptance
If your acceptance into your graduate program was provisional and conditional upon receipt of additional documentation, be sure to forward all outstanding materials to the Office of Graduate and Adult Studies as indicated on your acceptance letter. If you are unsure of what materials have been received already please call: 724-838-4221 or gadmit@setonhill.edu

You can send outstanding materials to the Office of Graduate and Adult Studies at the following address:

Seton Hill University
Office of Graduate and Adult Studies
One Seton Hill Drive
Greensburg, PA 15601
Fax 724-830-1891
Applying For Financial Aid & Paying for Classes

Process for applying for Stafford Loans:
1. Apply for your PIN # so that you can electronically sign your FAFSA and your loan application. To apply go to www.pin.ed.gov You do not need to be officially accepted to SHU to apply through FAFSA for aid consideration.

2. Apply for loan consideration and eligibility by completing the FAFSA (Free Application For Federal Student Aid). Go to www.fafsa.ed.gov You will need your pin to sign the application.

3. Apply for your Federal Direct Student Loan online at www.dlenote.ed.gov You will need your pin to sign the loan app. First time borrowers at Seton Hill University will also be required to complete online entrance loan counseling.

4. Graduate students may borrow up to $8500 subsidized and $12000 unsubsidized each academic year. Eligibility is based on the results of the FAFSA and the number of credits you are taking (must be at least half time- 5 credits).

5. You can begin your FAFSA application without a PIN# and save it online until you can sign the app with your PIN#.

6. Once you apply for your PIN#, you should receive it within a few days. FAFSA results are released electronically to SHU (school code 003362) within about ten days after you submit the FAFSA online. Paper FAFSA’s mailed to the Dept of Ed take approximately 4 – 6 weeks to process.

7. Once SHU receives your FAFSA results, the Financial Aid Office will verify your acceptance and registration. All students registered for at least 5 graduate credits will be considered for financial aid.

8. An award letter will be mailed to you itemizing your maximum eligibility for Federal Direct Student Loans. You will sign the award letter and return it to the Financial Aid Office, indicating the total amount of loan funds you wish to borrow.

9. Loan funds are received electronically and applied directly to your account to pay SHU charges. Any excess loan funds borrowed to help with other educational expenses will be refunded to you after the add/drop period for your program.

*Additional questions contact Kathy Newill, Graduate Aid Coordinator KNewill@setonhill.edu or 724-830-1874

Employer Reimbursement
If your employer offers tuition reimbursement benefits, you will want to fill out the enclosed employer verification form each semester. For more information about the Tuition Reimbursement plan, please visit our website at: http://www.setonhill.edu/admissions/grad_tuition.cfm.

Payment Options
You may view all payment options available through Student Accounts online: http://www.setonhill.edu/campusservices/studentaccounts.cfm

Student Housing
Seton Hill does not offer housing exclusively for graduate students; however, we do have suggestions and recommendations for students navigating the local area for housing options. Please contact The Office of Residence Life for more information on the local area at 724-838-4260.

Getting Your Student ID Card
Every new Seton Hill student must receive a student ID card. Once you are registered for classes, the Registrar’s Office can issue this ID to you. Please stop in their office in the Administration Building, Office 110, to have your picture taken and pick up your card before your classes begin. This card also entitles you to
discounts at various establishments in and around Greensburg, through the Griffin Advantage Discount Program. Check it out at: https://griffinslair.setonhill.edu/pdf/GAP--8.17.2009.pdf

Parking
Some graduate students will be required to purchase parking passes. Go to the following link to view all parking information and find instructions for your particular graduate program: https://griffinslair.setonhill.edu/parkingpermits/employee_info.cfm

Getting Your Books
Books for your courses should be available at the Seton Hill University bookstore located in Sullivan Hall. Access the bookstore information/hours at http://www.cbamatthews.com/seton/. If you cannot find a required text, please contact the bookstore manager. You can reach the bookstore by calling 724-838-4223.

For Teaching Students Only
All students taking education courses are required to have current and valid Act 33 and 34 clearances in order to register for courses. This is a requirement of the State of Pennsylvania. To obtain forms, please contact your Program Director. In addition, the state now requires that all teaching students submit passing PPST Praxis scores before enrolling in the program. Again, please contact your Program Director with questions.

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Campus Resources and Services
As a graduate student at Seton Hill, you have access to many campus resources and services. Some of these are listed below for your convenience.

Safety and Security
Students can request escorts in the evening hours from their classes to their cars by calling 724-830-4999. You can also report any emergencies or suspicious activity to the same number anytime of the day.

Reeves Library
It is our goal to provide the greatest possible access to our resources for library users. We accomplish this through services, accommodations, and assistive technology. More information is available at http://maura.setonhill.edu/ You may contact the Circulation Desk by calling (724) 838-4291.

Technology Department
The CIT Help Desk has both a physical and virtual location. Our physical home is located on the 4th Floor of the Administration building in room 406. This space includes our Apple Genius Bar as well as our first level support staff. Our virtual home, and the way to communicate with us most efficiently, is now located at www.zendesk.com
You can login to your very own Zen Desk account with your Seton Hill Network credentials (username & password) This system will allow you to track your support tickets and provide a new and very efficient way to communicate with our support staff. You can also send your Help Desk requests by clicking on the SUPPORT TAB that we have added to every page of Griffin's Lair. You can send your support request via email to support@setonhill.edu or you can create a Twicket by Tweeting us at @SHUHelpDesk.
Career Services
CareerWorks is located in the Administration Building, Office 302 and can assist you with job placement and career preparation. If you are interested in these services, schedule an appointment, call (724) 838-4247.

Post Office
A campus branch of the United States Post Office is located in the ground floor walkway between Admin and Maura Hall. Post Office Hours: Monday thru Friday 9am – 3:30pm

Food Service
There are two places on campus that offer food service: Lowe Dining Hall and Griffin’s Cove.

Lowe Dining Hall
Monday-Friday
Breakfast: 7:00 am - 10:00 am
Continental: 10:00 am - 11:00 am
Lunch: 11:00 am - 3:00 pm
Soup & Sandwich: 3:00 pm - 4:30 pm
Dinner: 4:30 pm - 7:00 pm

Saturday & Sunday:
Brunch: 10:30 am - 1:00 pm
Dinner: 4:30 pm - 7:00 pm

Griffin’s Cove (located in Sullivan Hall)
Monday-Friday
Lunch: 12:00 pm - 2:00 pm
Snack: 2:00 pm - 5:30 pm
Dinner: 5:30 pm - 12:00 am
Saturday 4:30 am - 12:00 am
Note: Hours of operation for food service may change during scheduled semester breaks.

Student Health and Counseling Services
The Wellness Center exists to promote healthful living through preventive and informational programs. In addition, it provides a variety of medical services, first aid and professional outpatient care for students when needed, coordinated by a licensed professional nurse and at certain times, attending physicians, Plundo Medical Associates. The Center is located on the fifth floor of Administration Building and can be contacted by calling 724-838-4234.

The Katherine Mabis McKenna Center at Seton Hill University
The facility also offers aerobics and fitness rooms, a weight facility, pool, locker rooms, two intramural courts, athletic training facilities and athletic department offices. The Eden Hall Foundation running track, which circles the second floor of the Center, offers panoramic views of the Laurel Highlands on one hand, and an unobstructed view of the gymnasium on the other. For more information including hours of operation visit http://www.setonhill.edu/athletics/facilities.cfm

A few final words
It has been a pleasure working with you and our hope is that you have a smooth transition into the University. If you have any questions or concerns at any time during your graduate study, you are welcome to call the Office of Graduate and Adult Studies at (724) 838-4221. Best of luck to you in your graduate studies!