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**Staff Responsibilities & Communication**

The Office of Fraternity and Sorority Life is comprised of four full-time staff members who provide guidance and support for the fraternity and sorority chapters and councils at the University of Pittsburgh. If you have a questions or concern, please direct your questions to the appropriate staff member. Below is their contact information.

<table>
<thead>
<tr>
<th>Travon Erwin-Toney</th>
<th>FSL Program Coordinator</th>
<th><a href="mailto:tre23@pitt.edu">tre23@pitt.edu</a></th>
<th>412-383-3539</th>
<th>Calendly</th>
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<th>Abby Wasserman</th>
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<th><a href="mailto:Abby.Wasserman@pitt.edu">Abby.Wasserman@pitt.edu</a></th>
<th>412-383-3720</th>
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<tr>
<th>Lexie Elliott</th>
<th>Assistant Director of FSL</th>
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<th>412-648-7832</th>
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<tr>
<th>Rich Fann</th>
<th>Associate Director of CCLD</th>
<th><a href="mailto:rfann@pitt.edu">rfann@pitt.edu</a></th>
<th>412-648-7840</th>
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<td>• Oversee and collaborate on the direction, mission and vision of the FSL community</td>
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Chapter Coaching

Chapter presidents need to meet with your chapter coach at least once a month. Your chapter coach will likely have some questions and items for the two of you to discuss but you should use this time to bring up any questions you have for the FSL office and also any issues or concerns you may have for the chapter. This is your chapter’s time and other officers are welcomed to attend. Please respond in a timely manner to requests from chapter coach for items like rosters, new member education plans, or finding a time to meet. In the event of any concerning incidents with the chapter, please reach out to your chapter coach to make them aware of the situation so they can help. We often say we would much rather get a call from the chapter than from other emergency services. If you have any questions, your chapter coach will always be willing to help. Good communication is key to making this relationship beneficial to you and your chapter. Please see below for your chapter coach.

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<tr>
<th>Travon Erwin-Toney</th>
<th>Lexie Elliott</th>
<th>Abby Wasserman</th>
<th>Rich Fann</th>
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<tr>
<td>Program Coordinator of FSL NPHC Advisor</td>
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<td>Program Coordinator of FSL IFC Advisor</td>
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Important Documents to Read

Chapter leadership should have working knowledge of the following document which means someone understands what it contains and how to access it quickly.

- Cathedral Standards of Excellence
- Council’s constitution and by-laws
- Chapter’s constitution, by-laws, policies procedures
- Fraternity and Sorority Life Calendar
**Virtual Meetings & Programs**

For this academic year, the Office of Fraternity and Sorority is urging all chapters to have virtual meeting and programs, because it is the safest thing for our members. Please review the roundtable discussion about virtual programming, recommendations to have more impactful virtual programming, and articles about a virtual fraternity and sorority life experience. Here are list of helpful links or ideas for virtual meetings and programing. SORC has a webpage dedicated to programming during COVID-19.

Meeting Platforms
- **Zoom Videoconferencing**: Pitt Service
- **Microsoft Teams**: Pitt Service
- **Skype for Business**: Pitt service
- **Discord**
- **Google HangOut**
- **Google Duo**

Programs
- **Kahoot** - Create virtual trivia games
- **Flipgrid** - Create "grids" to facilitate video discussions, like class
- **CrowdPurr** - Create virtual games
- **HouseParty** - Play games virtually with friends
- **K & K Trivia** - Live hosted virtual trivia (cost)
- **Zoom Icebreakers**
- **Jack Box Games**
- **SpyFall** - Free “virtual” game of Clue
- **Virtual Charcuterie Board Class** (Cost)
- **Virtual Paint Class** (Cost)
- **Free Virtual Escape Rooms**
- **Virtual Escape Room** (Cost)

**President’s Conference & Family Dinner**

President’s Conference (PCon) is an annual gathering of chapter presidents and council officers to build community and to learn important information from the Office of Fraternity and Sorority Life. It is typically held in August near the beginning of the semester. OFSL will share resources and updates to prepare for the academic year. Campus partners and guest speakers are usually at the conference.

Family Dinner is typically held on the first Tuesday of each month at 7:00 PM (with some exceptions, please check FSL Calendar) and is a time for OFSL and council officers to share important updates and facilitate discussion between chapter presidents and officers. Attendance is important—if there is a scheduling conflict please let your chapter coach know and send another chapter officer in your place.
Consultant/Regional/National Visit

Many chapters receive support from their Fraternity or Sorority in the form of a consultant or regional/national officer visit. Please have your chapter take advantage of this visit and make the most of everyone’s time. These visits are to improve chapter operations and address concerns. **During the time of COVID-19, these visits are recommended to occur remotely until further notice.** If the consultant or regional/national officer would like to meet with a staff member of the OFSL, please schedule a meeting with your chapter coach directly via their Calendly or send an email. After the no guest policy in University housing has been lifted due to COVID-19, consultants, regional/national officer, or chapter advisor are not permitted to have unrestricted access (swipe access) to Amos Hall, Bruce Hall, or the Fraternity Complex. Residents of Amos Hall and Bruce Hall will have to sign in/sign out a consultant, regional/national officer, or chapter advisors from the building.

Chapter Mail

All chapters and councils are able to receive mail and packages to our Office of Fraternity and Sorority Life. Each chapter has a mailbox and we encourage you to check the mailbox once a month. The address is as follows:

William Pitt 617
3959 Fifth Ave.
Pittsburgh, PA 15217

When your chapter re-registers with SORC through [ENGAGE](#), we encourage you to use this address, because all the contact information for your chapter’s page is public.

**In the time of COVID-19, we will encourage you to receive chapter mail/packages where you reside to speed up the process of receiving mail/packages.** If your chapter continues to use the WPU address, here is the information about picking up your mail/package:

Campus Mail (USPS and Amazon)
- All mail is being held at 7500 Thomas Blvd (Mailroom Services)
- OFSL staff members will pick up mail/packages from this location about once a month. After the monthly pick-up, we will mail the items to you.
- Please email Lexie if you are expecting mail/package and a forwarding address.

Fed Ex
- Packages will be held at 351 32nd St. in the Strip District for up to 14 days.
- Customers should call 1-800-463-3339 with their tracking number if they want to see if the package has been delivered prior to pick up.
- Customers will need photo ID and some way of confirming their campus address. They cannot pick up for each other or their entire department.
UPS
- Pitt’s UPS Customer Service Center is located at 1821 Beaver Ave.
- Customers should call 1-800-877-1497 and ask for same day pick up if their package is still in transit.
- Customers will need photo ID and some way of confirming their campus address. They cannot pick up for each other or their entire department.

**Tracking Community Service Hours and Philanthropy Funds**

One great universal trait for all fraternities and sororities is the passion and drive for philanthropy and community service. Many chapters have their own resources and plans for their philanthropy events. Office of Fraternity and Sorority Life encourages chapters to be heavily involved with community service.

Service = Lending Time and Talents
Philanthropy = Donating Money or Items

The expectation is that **each member completes 3 hours of community service per semester**. At the end of each semester, the Office of Fraternity and Sorority Life will publicly report on how many service hours and philanthropy dollars each chapter completed in the Community Report. At the end of each semester the Office of Fraternity and Sorority will send a form to collect service hours and amount of money raised for a philanthropy (or cash value of items collected). Service hours can be calculated as such:

Alpha Beta Gamma Fraternity has 11 members volunteer for two hours to clean up the streets. 2 Hours X 11 Members = 22 Hours of Service.

Some chapters will only count that as two hours total and not 22 hours. Service hours can be completed as a chapter or individually. Chapter members are able to earn service hours during the set-up or planning of philanthropy events. Please make sure you are tracking members who are completing community service hours so we can have an accurate count per chapter of service hours completed.

Chapters should utilize resources when looking to complete community service hours such as PittServes. Our office does have policies for philanthropy events. **No alcohol or other substances are to be present at philanthropic events**. A philanthropic/community service event is defined as a non-alcoholic event held for the charitable purpose of raising funds or awareness for an organization or cause. Alcohol found to be present at the site of the philanthropic/community service event will be the responsibility of the event’s host(s) as well as the chapter that brought the alcohol, both of whom will be subject to disciplinary proceedings.
Roster Management and Grades

Keeping up to date rosters for your chapter is very crucial for the beginning and the end of the semester. Our office will connect with chapter presidents and secretaries regarding chapter roster in the beginning and the end of the semester for various administrative tasks. Tasks including calculating totals, grades, etc. Our staff will complete grades at the end of the semester and share that report with chapter advisors and professional academic mentors. We will also include chapter averages and other information in the end of the year community report. Grades also are a big part of awards we give to chapters in the community. Please make sure you are in communication with our team if your roster changes if members disaffiliate, transfer, etc.

Information the roster asks for are:
- Name
- PeopleSoft Number
- 2P Numbers
- Email
- Cellphone number

For your rosters please make sure names appear on the sheet one time, and that your roster is in alphabetical order based on last names. Below is the excel sheet template on how OFSL wants rosters to be recorded and submitted. It is important for our records that you make sure members are recorded in the appropriate category. For example, students who are on a co-op or study abroad and typically do not have a GPA, and when OFSL pulls the grade report they will have a GPA of 0.0 which is not accurate.

Individual grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. Individual grade reports will be hand delivered, mailed, or shared in a secure virtual platform to chapter advisors, PAMs, or inter/national headquarters, who will then disseminate the critical information to the appropriate undergraduate officer within the chapter.
Available Funding for Chapters

- **Year Of …At Pitt Grant**
  - An initiative from the Office of Provost to foster collaboration across the University.
  - Matching grants are awarded to programs/events that support the Year of… Theme. Chapters would have to show proof of funds to receive matching funds.
  - [https://www.provost.pitt.edu/priorities/year-pitt](https://www.provost.pitt.edu/priorities/year-pitt)

- **SAFE Grant Program**
  - SAFE and the Division of Student Affairs have partnered to administer a grant program open to SORC registered student organizations. The grant program was created in an effort to provide comprehensive, discussion-based education around consent, bystander intervention and healthy relationships. Participating student organizations are eligible for a $200 grant from the Division of Student Affairs once they successfully complete two SAFE programs. The grant can be used to advance the mission of their organization or the University’s prevention efforts.

- **Late Night Mini-Grant**
  - The Late-Night Mini-Grant Program is designed to support alcohol-free, late night social and recreational programming for undergraduate student groups.
  - [https://www.studentaffairs.pitt.edu/shs/education/mini-grants/](https://www.studentaffairs.pitt.edu/shs/education/mini-grants/)

- **OCC Mini-Grants for Student Organizations**
  - The OCC Mini-Grant Program is a funding source designed to support events and programs hosted by student organizations at the University of Pittsburgh.
  - Money will be deposited into the chapter’s SORC account after the event and receipts are given to OCC.
  - [https://www.studentaffairs.pitt.edu/occ/eventmanagers/minigrant/](https://www.studentaffairs.pitt.edu/occ/eventmanagers/minigrant/)

- **Northeast Greek Leadership Academy Innovation Grant**
  - The purpose of the NGLA Innovation Grant is to spark creative solutions and empower individuals, chapters, councils, or campuses to make a change. NGLA wants to help fund projects that align with our mission to empower people and transform communities through action and values alignment.
  - [https://www.ngla.org/innovation-grant](https://www.ngla.org/innovation-grant)

- **Association of Fraternal Leadership & Values Conference Scholarship**: [https://www.aflv.org/page/ConfScholarships](https://www.aflv.org/page/ConfScholarships)

- **Northeast Greek Leadership Academy Conference Scholarship**: [https://www.ngla.org/scholarships](https://www.ngla.org/scholarships)
• Most Colleges within the University of Pittsburgh provide grants for travel to conferences and professional development opportunities. It may be worth an ask for funding.

• **Tom Ablauf Memorial Fund Scholarship**
  o Established in memory of Tom Ablauf (A&S ’98) by his family and the PAA, this scholarship is awarded each year to a student with 24 or more completed credits, demonstrated financial need, and proven involvement in one or more of the following areas: Greek social organizations, neurosciences, Omicron Delta Kappa National Honor Society, or the Blue & Gold Society.
  o Apply by August 31, 2020 on [https://financialaid.pitt.edu/types-of-aid/scholarships/](https://financialaid.pitt.edu/types-of-aid/scholarships/)

• **The Marc Katz Outstanding Greek Leadership Award**
  o Established in 2011 to recognize an outstanding fraternal leader and provide monetary contribution to assist with financial need of pursuing a degree of higher education from the University of Pittsburgh. The scholarship amount is $500 which will be given annually. Applications are due by April 1, 2021.
  o Application: [https://pitt.box.com/s/q541qnswl9s7ur0yg28a919bft6vstype](https://pitt.box.com/s/q541qnswl9s7ur0yg28a919bft6vstype)

### Registering Events on Engage

All events hosted by chapters of the fraternity and sorority life community need to be registered on Engage Platform that can be found [HERE](https://financialaid.pitt.edu/types-of-aid/scholarships/). Through Engage, our staff can keep up with your events, as they may fulfill requirements for Cathedral Standards of Excellence. Through Engage, you will fill out various information regarding your event. Information needed for event registrations may include:

- Name of Event
- Type of program
- Theme
- Description of the Event
- Date, Location, and Time
- Fulfilling a Cathedral Standards of Excellence
- Guest List of the Event
- Supporting Documents (PowerPoint Slides, Flyers, Meeting Agenda)
If the event is with alcohol other information needed for event registration:
- Event Monitors for event
- Food Provided to Attendees
- Guest List
- Type of Social Event

Engage event registration should be done prior to the event taking place, and fraternity and sorority life events with alcohol event registration should be done the Tuesday before the event. Guest list for social events with alcohol are due the Thursday before the event and the Monday after the event with signatures from attendees. Please note with the safety postures put in place, in person events are suggested to be done virtually to limit in person contact in efforts to have safety for students.

Chapter Housing
Roster Submission and Application Process

The University of Pittsburgh offers limited housing options for chapters in the Fraternity Complex, Amos Hall, and Bruce Hall 3rd floor. Chapter housing is to amplify the sense of sisterhood/brotherhood experienced by members. Opportunities for chapter housing should be considered a privilege and treated as such. How a fraternity or sorority maintains their chapter facility represents how members value or do not value their chapter experience. Chapters with facilities need to elect/appoint a house/property manager to oversee the recruitment of new residents and the safety and security of their members in those spaces. House/property managers should be elected in the spring 2021 and prepared to serve during the 2021-2022 academic year. All members should
review the Policy Statement on On-Campus Housing in the Policy and Procedure Manual.

2021-2022 chapter housing rosters are due Monday, February 1 to lexie.elliott@pitt.edu. In December, Lexie Elliott will provide presidents and house/property managers with the appropriate housing rosters to complete. Housing applications should be completed and housing deposits should be paid by residents on Monday, February 1. Housing application and housing deposits can be accessed through my.pitt.edu. Students who live in fraternity and sorority life housing must have a meal plan. Minor changes to housing rosters can be made after the February deadline, if needed.

Items for the Fraternity Complex
- At the beginning of the year, chapters are encouraged to have a house meeting to review house rules, assign responsibilities, and develop community.
- All residents in the house are required to complete fire safety training that will be administered by Environmental Health and Safety.
- During the time of COVID-19, no guests are permitted in the fraternity house and members who do not live in the house will not be given swipe access until further notice.

Items for Amos Hall/Bruce Hall 3rd Floor
- At the beginning of the year, chapters are encouraged to have a house meeting to review house rules, assign responsibilities, and develop community.
- During the time of COVID-19, no guests are permitted in the residence halls and members who do not live in the suite will not be given swipe access until further notice.
- All residents will attend a floor meeting with resident director and resident assistant.

If chapters do not currently have housing, the Office of Fraternity and Sorority Life can explore developing a living learning community at the University of Pittsburgh. Members would need to commit to living on-campus for the 2021-2022 academic year.

Campus Partners

Campus Recreation
Reservations: At the moment, the goal is to have reservations still be available to student organizations. The reservation dates are still TBD as we finalize our schedules, but those announcements will be made on our site here: https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/reserve-a-facility/. We will also share what facilities will be made available for reservation on this page as well. All organizations will be required to adhere to our new reservation and room use policies related to COVID operations, and that information will be shared on our website, as well as, during the reservation process through EMS. Those policies include everything from capacity numbers, PPE requirements, room use, etc.
Intramurals: At the moment, the goal is to have a few in-person intramural activities taking place during the fall. Operations are still being finalized for the sports that will be offered. One IM program that we know we will operate is the Esports program. Madden, 2K, FIFA, NHL, and Rocket League games will be offered. Students will be able to register for the IM programs on IMLeagues.com. Once decisions are made on dates and sport offerings, students can see the announcements here: https://www.studentaffairs.pitt.edu/campus-recreation/intramural-sports/

Interfaith Dialogue and Engagement Office
“Our unique office focuses on providing the University of Pittsburgh and surrounding communities with opportunities to engage in rich interfaith dialogue through a variety of engaging activities, workshops, events, and initiatives that enhance personal spiritual identity and communal connections. The office serves to act as a resource for all students, staff, faculty, and organizations on campus and assist in the university’s promotion of diversity, inclusion, equity, and community.”

The website www.interfaith.pitt.edu and e-brochure is both contain necessary information for our office.

Office of Diversity and Inclusion

Student Resources

Contact Information:
Office of Diversity and Inclusion
Webster Hall 2nd Floor
4415 Fifth Avenue
Pittsburgh, PA 15260

Diversity.pitt.edu
diversity@pitt.edu
(412) 648-7890

Overview

The Office of Diversity and Inclusion strives to advance Pitt’s efforts to embed diversity as a transformational force in academic excellence and professional growth through education, the celebration of diversity, and the fair and objective response to complaints and concerns.

Responsibilities:

- Coordinates, facilitates and participates in the development and implementation of equal opportunity, nondiscrimination, and diversity policies, procedures, and guidelines for the University.
• Monitors progress in implementing diversity initiatives and realizing objectives for enhancing inclusion.
• Prepares institutional and governmental reports including, but not limited to, the University's Affirmative Action Plans.
• Develops and delivers education and training.
• Organizes, collaborates on, and participates in a variety of cultural celebrations.
• Investigates and/or coordinates the handling of internal complaints of discrimination, bias incidents, discriminatory harassment, and grievances associated with accommodation requests.
• Coordinates and facilitates the University’s digital accessibility compliance program and plan to ensure equal access to all electronic programs and services.

Making a Report

The University is committed to maintaining an environment free from unlawful discrimination or harassment and your reports enable the University to assess the campus climate and promptly respond to incidents. Examples of reports made to Office of Diversity and Inclusion include those relating to:
• Discrimination
• Accessibility barriers
• Harassment
• Retaliation
• Bias Incidents

Bias incidents are actions committed against a person or group that are motivated in whole or in part, by bias against the person’s or group’s sex, gender identity, sexual orientation, national origin, race, religion, or disability or other protected class. Bias incidents may or may not be hate crimes. Hate crimes are criminal offenses motivated in whole or in part, by bias against the person’s protected class. All hate crimes are bias incidents, but not all bias incidents are hate crimes. Please use these guidelines if you witness or experience a bias incident so that the University may promptly and effectively respond.

We encourage you to report incidents of bias involving a member of the University of Pittsburgh community.

Report forms will be reviewed during business hours of 8:30 a.m.-5 p.m. Monday-Friday. Reports received after business hours will generally be reviewed during the next business day. In the event of a university holiday, reports will be reviewed on the first business day back.
If you are concerned about the immediate health and safety of yourself or someone else, do not complete the online form. Please call 911.
The University is committed to ensuring that all members of the LGBTQIA+ community feel safe, respected, and valued on campus.

**Guidelines for Inclusion Relating to Gender Transition**
Pitt has created gender transition guidelines to help foster an understanding of transgender issues in the workplace and guidance on how to provide a welcoming and supportive environment for individuals transitioning at the University. If you are an individual looking for assistance regarding a gender transition, the Office of Diversity and Inclusion is available to assist you.

**Preferred/Chosen Name Initiatives**
The University is happy to accommodate the use of a student, staff or faculty member's preferred/chosen name throughout certain University systems and on certain documents as permitted by law.

**Restrooms and Gender-Inclusive Housing**
Faculty, staff, and students are welcome to use restrooms that correspond to their gender identities, and gender inclusive housing is available for students who wish to live together regardless of sex, gender, gender identity, or expression.

**Training, Education, and Advocacy Groups**
Learn about the various LGBTQIA+ training, education, and advocacy groups at Pitt.

**Individuals with Disabilities Resources**
The University of Pittsburgh embraces the "different-abilities" of its students, faculty and staff. Through University and Community Resources we will create an environment that appreciates everyone's ability and contribution to the community.

**University Resources**
Additional University Resources are devoted to enhancing diversity and inclusion in educational and employment experience and creating equity and opportunity for individuals with disabilities.

**Disability Etiquette Guide**
This Disability Etiquette Guide is provided to encourage dignity and respect and to suggest possible good etiquette when interacting with individuals with disabilities. With that in mind, please know that individuals with disabilities are just that, individuals. As a result, they may have different to/experiences of similar events. Thus, suggestions on this page are precisely suggestions, not rules. Please review and consider these suggestions and use them where appropriate, as a means of conveying respect and sensitivity towards individuals with disabilities. The key to avoiding misunderstanding is sensible dialogue.
Diversity Includes Disability
We believe a diverse and inclusive learning community strengthens our entire university and enriches learning, scholarship, and the communities we serve. Learn more about a campaign to spread awareness about what a diverse and inclusive community means to Pitt.

Requesting an Accommodation
The University of Pittsburgh strives to provide reasonable accommodations to qualified individuals with disabilities consistent with the Americans with Disabilities Act (ADA) and related laws which prohibit discrimination against qualified individuals with disabilities in employment practices. Need an accommodation?

Disability Resources and Services
The University is committed to providing equal opportunities in higher education to individuals with disabilities. Here at Pitt, Disability Resources and Services (DRS) provides access to many resources and determines reasonable accommodations and services.

How to File a Grievance
If you believe that you have been inappropriately denied a requested accommodation, that an accommodation is inadequate, that a program or activity is inaccessible, or that you have suffered discrimination or harassment based on disability, you may have the opportunity to file a grievance.

Hispanic and Latinx Resources

Latin American Student Associations
Learn about the various Latin American Student Associations at Pitt.

Hispanic Heritage Celebration Month
Hispanic Heritage Month (HHM) is celebrated annually from September 15-October 15 to acknowledge the history, culture, and contributions of Americans whose ancestry can be traced to Mexico, Central and South America, the Caribbean, and Spain.

Religious Resources
The University respects and values religious and spiritual diversity. This page provides Pitt students, faculty, and staff with information pertaining to religious groups and organizations both on and off campus. Campus community members can request religious accommodations by emailing Cheryl Ruffin.

Independent Student Religious Groups
All of the university’s individual student groups and clubs surrounding topics of religion that are offered for both undergraduate and graduate level students.
Local Places of Worship
Our University is located in the city of Pittsburgh's Oakland neighborhood which also hosts the places of worship for all of the major religions.

Religious Holiday Calendar
View a calendar of all religious holidays.

Religious Observances Guidelines
Provost Ann Cudd shares the University's guidelines on religious observances.

Resources for Veterans
https://www.diversity.pitt.edu/diverse-populations/veterans

Office of Veterans Services:
We are available here on campus to assist faculty, staff, and students. Designed to support veteran students with a keen understanding of unique needs of veterans and their family members, the Office of Veterans Services is proud to offer academic, career, and support workshops to assist veteran students during their time at the University. The office assists with admission preference perks, assistance understanding military education benefits, career guidance, orientation specific for new veterans and dependent students, pre-admission counseling session

There are also external resources available.

Lactation Rooms
https://www.diversity.pitt.edu/diverse-populations/lactation-rooms

The University values and encourages nursing mothers in the employment and education environment. View the attached link to see a chart of lactation rooms on the Oakland campus.

Office of Student Conduct

How to View Conduct Records: Members wishing to view Student Conduct records for their fraternity or sorority can email USJS@pitt.edu to schedule an appointment to view records. An Office of Student Conduct staff member will schedule an appointment. Organization members will be invited to a Zoom call or 738 William Pitt Union to review records, depending on the University’s emergency posture.

Some information in records may need to be redacted to ensure compliance with the Family Educational Right and Privacy Act (FERPA). Records take time to be organized and compiled. Please contact Student Conduct in advance if the organization requires records by a firm deadline. Although most records are available digitally and can be shared remotely, some records are only available as physical copies.
Office of Title IX

Student Resources

Contact Information:
Titleix.pitt.edu
/titleixcoordinator@pitt.edu
(412) 648-7860

Webster Hall 2nd Floor
4415 Fifth Avenue
Pittsburgh PA, 15260

Overview
The Office of Title IX assists in responding to and addressing reports of sexual- or gender-based violence, harassment or discrimination, domestic violence, dating violence, and stalking. The Title IX Office provides resources and support for all Pitt community members who have experienced any form of sexual misconduct. The office oversees policies and processes to respond to bias incidents and provides education and training on prevention and reduction of discrimination and harassment.

Reporting Sexual Misconduct
Reporting sexual misconduct is an individual decision. While the University encourages survivors to report misconduct, we recognize that it can be a challenging decision and may not be the right action for every survivor. The Title IX Office can talk with survivors about various reporting options, so they can make informed and thoughtful decisions. Meeting with a member of the Title IX staff does not mean you must file a complaint, or report to police. At the initial meeting, we will talk through reporting, interim measures, and safety, and make referrals to campus and community resources. To schedule a meeting with a Title IX Office staff member, please contact titleixcoordinator@pitt.edu or call 412-648-7860.

Interim Measures
As part of the University’s response to a report of sexual misconduct, and regardless of whether there has been a request for formal disciplinary or law enforcement action, the University may impose interim measures or offer accommodations to address issues that impact the reporting and accused students’ educational, living, or work environments. These interim measures can often be put in place very quickly, prior to the resolution of any referral or criminal proceeding. Once imposed, the University will take necessary action to enforce the implemented measures. Anyone who becomes aware of, or has a concern about, a student’s failure to follow any University-imposed interim measure or accommodation should report this concern to the Student Conduct Officer.
Possible measures include:
- Implementation of a “No Contact Order”;
- Assistance with academic accommodations;
• Change in University-related work schedules or job assignments;
• Change in University-owned housing;
• Assistance from University staff in completing housing relocation;
• Assistance in addressing off-campus living arrangements; and
• Restricting a student’s access to certain University facilities or activities pending resolution of a matter.

Retaliation
Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the referring individual, a witness, an investigator or anyone else, is prohibited by Pitt’s Statement on Confidentiality and Non-retaliation. This statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

Resources

University Counseling Center
119 University Place
(412) 648-7930
Individual counseling provides an opportunity for you to meet individually with a mental health professional (psychologist, social worker, licensed professional counselor, advanced-level graduate trainee in psychology or social work) to explore a variety of problems, difficulties, or concerns. The Counseling Center offers mental health services to students. The University also hosts the Sexual Harassment and Assault Response and Education Coordinator (SHARE) program. Learn more about SHARE.

Pittsburgh Action Against Rape (PAAR)
PAAR provides comprehensive supportive services including counseling, advocacy, assistance in obtaining a Sexual Violence Protection Order, and a 24/7 free confidential hotline to victims of sexual assaults. PAAR is located at 81 South 19th Street, Pittsburgh, PA 15203; phone 412-431-5665.

Women’s Center and Shelter of Greater Pittsburgh
The Women’s Center and Shelter of Greater Pittsburgh provides supportive services including counseling, advocacy, assistance in obtaining a Protection from Abuse Order (PFA), Sexual Violence Protection Order or Protection from Intimidation Order and a 24/7 free confidential hotline. Contact them at 412-687-8005.

Resolve Crisis Services
Resolve Crisis Services is a 24-hour, 365-day crisis service that can be used by all residents of Allegheny County.
Resolve provides:
• Crisis counseling and support.
• Referrals.
• Intervention services for adults, teens, and their loved ones.
• Resolve 24-hour crisis help line: 1-888-7-YOU-CAN (796-8226)
Additional Title IX Resources

- **What to expect when reporting** sexual misconduct
- **Resources for the respondent** of a sexual misconduct investigation
- **Interim measures** and accommodations are available in response to an incident involving sexual misconduct whether or not an official complaint is made.
- **For pregnant and parenting students**
- **For individuals with disabilities**

Student Organizations

- **SAFE Peer Educators**: (Sexual Assault Facilitation and Education) is a group of trained peer educators who are dedicated to educating their peers around topics such as relationship violence, sexual violence, consent, interpersonal communication and bystander intervention.
- **SECCS**: (Students Engaging in Conversations about Consent & Sexuality) is a student-run group that engages in conversations about consent, sexuality, and sexual misconduct.
- **Unmuted**: Unmuted provides and maintains a safe space for sexual assault survivors. Unmuted is meant to be a place of healing and reflection for the Pitt community.
- **PACC**: Pittsburgh Agents of Cultural Change offers a bystander intervention program for all students.
Outside the Classroom Curriculum (OCC)

#myOCC

OUTSIDE THE CLASSROOM CURRICULUM

What is the OCC?

- The Outside the Classroom Curriculum (OCC) is made up of ten goal areas designed to help you develop important soft skills.
- Once you earn 150 points in each goal area, you are eligible to join the OCC Honor Society. Download the Suitable app to start earning points!
- The OCC will help you experience all Pitt has to offer while also being an impressive accomplishment to list on a resume!

OCC Advantage Grant

Provides financial support up to $1,500 for a summer experiential learning opportunity (unpaid internships, research projects etc.) to undergraduate students who have completed the OCC.

ELIGIBILITY REQUIREMENTS:
- Undergraduate Student at the University of Pittsburgh Main Campus - Oakland
- Full-Time Status for no less than 2 terms (Baccalaureate degree in progress)
- Returning Student will return to the University as a full-time undergraduate student the semester immediately following the learning experience
- OCC Honor Society Member have fully completed all goals and requirements of the Outside the Classroom Curriculum
- Minimum 5 weeks in the Summer
- Cannot be categorized as study abroad

OCC Mini-Grant

Provides a funding source of up to $500 if you are hosting an event through a student organization on campus (or virtually) that coincides with one of our goal areas (Pitt Pride and Initiative & Drive excluded).

ELIGIBILITY REQUIREMENTS:
- Your organization must be registered with SORC
- Your event must be open to all Pitt undergraduate students
- Your event must be located on campus or easily accessible to all Pitt students
- Your organization is only eligible to apply for an OCC mini-grant once per academic year

APPLY @pi.tt/occminigrant

Download the Suitable app to see upcoming activities and track your progress to OCC completion!!

200 William Pitt Union
412-648-7142
occpitt@pitt.edu
PittServes

- Volunteer Portal - https://volunteer.pitt.edu/
- PittServes Website - https://www.studentaffairs.pitt.edu/pittserves/
  - Learn about service grant opportunities
  - Learn about education programs & mentoring programs (i.e. Jumpstart, etc.)
- Pitt Pantry - http://www.studentaffairs.pitt.edu/pittserves/the-pitt-pantry/
- Thirftsburgh - http://www.universityofthriftsburgh.com/

PittServes will not facilitate Pitt Make A Difference Day as COVID-19 does not position the Office to facilitate such a large-scale event. Instead, PittServes is launching an exciting week of engagement opportunities that includes information sharing, educational resources and service experiences.

October 5th – 10th will be Civic Action Week: Discover your Pathway. We will have a dedicated website that will feature a variety of digital elements including webinars, live zoom events, social media activation, and some in-person small social events.

Pitt Alumni Association/Student Alumni Association

Please connect with the Pitt Alumni Association on the matters on alumni engagement for events, newsletter, etc.

Pitt Alumni Association Staff Point of Contact:
Alexandra Waltemeyer, Director of Campus Constituent Relations
amw282@pitt.edu
412-624-5589
Active Killer Situation
Pitt students, staff and faculty can watch a video or download general guidelines for responding to an active killer situation directed towards the University.
General Guidelines: [https://www.police.pitt.edu/sites/default/files/Active-Shooter-Guidelines-for-Students-and-Staff.pdf](https://www.police.pitt.edu/sites/default/files/Active-Shooter-Guidelines-for-Students-and-Staff.pdf)
Video: [https://www.police.pitt.edu/resources/active-killer-situation](https://www.police.pitt.edu/resources/active-killer-situation)

Bicycle Registration
The University of Pittsburgh has partnered with Bike Index, the nation’s largest and most effective bike registration service, to provide a simple and secure way to maintain your bike details and help authorities locate stolen bikes. All bikes on campus should be registered and registration is free! Register your bike today at [https://bikeindex.org/upitt](https://bikeindex.org/upitt).

Bystander Anti-Hazing Intervention Training
Bystander Anti-Hazing Intervention Training (B.A.I.T.) is a program the Police Department presents to help students understand hazing statistics, Pennsylvania laws on hazing, how and why hazing happens, and how hazing affects the University of Pittsburgh campus. If interested in scheduling a class, contact Police-CommunityRelations@pitt.edu

Campus Security Authorities
The Clery Act requires the University of Pittsburgh to collect crime reports from a variety of individuals and organizations that Clery considers to be Campus Security Authorities. These include security and law enforcement officers; deans; coaches; residence hall staff; overseers and advisors to student clubs and organizations; and other campus officials who have "significant responsibility for student and campus activities," such as, but not limited to, student housing, student discipline and campus judicial proceedings. If you have been designated as a Campus Security Authority, you must comply with the Clery Act reporting requirements by viewing a brief 15 minute video and completing a brief quiz following the video. If a crime has been reported to you, fill out the Campus

Citizens Police Academy
The purpose of the Citizens Police Academy (CPA) is to expand the partnership between citizens and police through education and training. CPA is a unique 10 week program designed to educate the public about the criminal justice system and provide inside to everyday police work. The program is held in the Fall and Spring semester. Applications can be found online at https://www.police.pitt.edu/.

Community Programs Unit/Neighborhood Resources
The Police Department cares about the campus community and surrounding neighborhoods. We provide a variety of services and resources to University affiliates and local residents. Some examples include safety talks, job fairs, and community meetings. You can contact the Community Programs Unit at Police-CommunityRelations@pitt.edu.

Event Security
The Police Department provides additional security for University events and athletic competitions upon request. Some of these events involve cash sales and alcohol; in this case, Department account numbers are used to pay for these services. To request a police officer at your event or get more information, email Lieutenant Kenna at jfk5@pitt.edu.

Fingerprinting
The Police Department provides fingerprinting services for University of Pittsburgh faculty, staff and students. Fingerprinting is typically available at the police station on Tuesdays, Wednesdays and Thursdays from 2:00PM-3:00PM. The cost is $10. Please call 412-624-4040 prior to arrival to check availability.

Lost and Found
The Police Department is the central location for the University's lost and found. All property turned in is inventoried and, if possible, the owner is contacted. Storage space is limited; therefore, unclaimed property is disposed of every six months. A notice is placed in the Pitt News prior to disposal. If you would like to inquire about a lost item, please call 412-624-4040.

Mobile Device Registration
Students can register their laptop or cell phone with the Pitt Police using a unique identifier, such as the device’s serial number. Registered devices are more efficiently returned to their original owner if recovered after a theft. Look for the Pitt Police at events around campus or Register Your Own Device at https://www.police.pitt.edu/services.
Pedestrian Safety Tips
Here are some general safety tips that can help keep pedestrians safe on, or near Oakland streets.

- Be predictable; follow the rules of the road and obey signs and signals.
- Walk on sidewalks whenever they are available.
- If there is no sidewalk, walk facing traffic and as far from traffic as possible.
- Keep alert at all times; don't be distracted by electronic devices that take your eyes (and ears) off the road.
- Cross streets at crosswalks or intersections whenever possible; this is where drivers expect pedestrians.
- Look for cars in all directions - including those turning left or right.
- If a crosswalk or intersection is not available, locate a well lighted area where you have the best view of traffic; wait for a gap in traffic that allows you enough time to cross safely, and continue to watch for traffic as you cross.
- Never assume a driver sees you; make eye contact with drivers as they approach you to make sure you are seen.
- Be visible at all times; wear bright clothing during the day, and wear reflective materials or use a flashlight at night.
- Watch for cars entering or exiting driveways, or backing up in parking lots.
- Avoid alcohol and drugs when walking; they impair your abilities and judgement too.

Rave Guardian App
The RAVE Guardian app is an optional safety feature of the upgraded Emergency Notification Service. It leverages mobile technology to provide new options for contacting the Police Department. Users can set a safety timer, add guardians, send anonymous tips, and call the Police Department directly from the app. The RAVE Guardian app is available through the Pitt App Store, Apple App Store, or Google Play.

Safe Classes
SAFE is a crime-victim prevention and awareness program sponsored by the National Self-Defense Institute (NSDI). The SAFE program teaches students self-defense tactics and response options if confronted by an attacker. The Residence Officer Program provides an opportunity for the Police Department and Pitt students to work together and learn in a comfortable setting. SAFE classes are held throughout the school year. To find out more about SAFE or the upcoming class schedule, contact Officer Heather Walker at hlc33@pitt.edu.

Safety Talks
The Community Programs Unit can tailor safety talks to a department or student organization's concerns. Topics can include situational awareness, pedestrian/bicycle/vehicular safety, cyber crime awareness, victims services, etc.
find out more about scheduling a safety talk, contact Police-CommunityRelations@pitt.edu.

**Sexual Assault Services**
The University of Pittsburgh takes seriously the issues of sexual misconduct. The Police Department and Office of Sexual Harassment and Assault Response and Education (SHARE) work together to provide options and resources to assist all members of the University community in reporting, coping with, and preventing incidents of sexual misconduct or assault. If you are a victim of sexual misconduct, get help now or report an incident.

**Text Message Updates**
The Police Department regularly releases important alerts, news and other information. Subscribe to our Notify U list to receive these notifications via text and/or email. https://www.police.pitt.edu/services/text-message-updates

**Victim Services**
As a crime victim in Pennsylvania, you have the right to receive basic information about services available to you. See a list of agencies that can assist you at https://www.police.pitt.edu/services/victim-services.
Residence Life

OFFICE OF RESIDENCE LIFE

How we help and serve

Our professional staff (e.g. resident directors) work directly with students who live on campus and provide services such as programmatic opportunities, crisis support, professional and academic goal-setting, and interpersonal conflicts. Two resident directors specifically oversee buildings (Amos and Bruce) that house sorority students. Resident directors Carolina Mozee (MOZEE@PITT.EDU) and Makayla Alfred (MAKAYLA.ALFRED@PITT.EDU) work with FSL to best support students who live in these buildings.

How to contact us?
@PITTRESLIFE
P: 412-648-1200
E: RESLIFE@PITT.EDU
Student Health Services

Contact information:
Website: www.studentaffairs.pitt.edu/shs/
Student Health Service: 412.383.1800
University Pharmacy: 412.383.1850
Office of Health Education and Promotion: 412.383.1830

Overview of Services:

Student Health Service: Student Health Service (SHS) provides primary medical care services to students at the University of Pittsburgh. SHS is staffed by board-certified physicians, licensed nurse practitioners, physician assistants, registered nurses and medical assistants who have dedicated themselves to providing the highest quality medical care. Services include primary medical care such as acute and chronic condition management, age-appropriate screenings, physicals, vaccinations, services for men’s, women’s, and LGBTQIA+ health care (including services such as exams, contraceptive care, hormone therapies, etc.), allergy injections, pre-travel health assessments, psychiatry services, and referrals to specialists. SHS now offers telehealth medicine appointments!

A note regarding SHS scheduling and services in relation to the COVID-19 pandemic: To protect the health and safety of staff and students, walk in appointments, urgi-care, and self-scheduling are not available. In person appointments are available, but may be limited in availability. Student Health now offers tele-health appointments for students. All appointments must be scheduled in advance. Appointments can be made by calling Student Health at 412-383-1800. For the most up to date information regarding hours of operation, services, scheduling and other important wellness information, please visit our website: studentaffairs.pitt.edu/shs/

The University Pharmacy: The University Pharmacy is open to the public. In addition to prescription medications, there are a number of over the counter medications and supplies that can be purchased. Trained, licensed pharmacists and pharmacy technicians are available to assist students with medication questions and prescription transfers.

A note regarding the University Pharmacy services in relation to the COVID-19 pandemic: To help protect the health and safety of staff and customers, the pharmacy is operating under a revised process and is currently restricted to foot traffic at this time. Prescriptions and over the counter supplies can be ordered and paid for over the phone, and picked up at the door. The Pharmacy now offers a prescription mailing service (plus shipping; some restrictions may apply). Please visit the pharmacy’s website for the most
up to date information about hours of operation and services: studentaffairs.pitt.edu/shs/pharmacy/

**The Office of Health Education and Promotion:** The Office of Health Education and Promotion offers a wide range of services including the Stress Free Zone, a registered dietician, a nicotine cessation program, PantherWELL Peer Health Educators and Alcohol and Other Substances programs such as educational courses, trainings and a Collegiate Recovery Program. For an overview of all programs, please visit: studentaffairs.pitt.edu/shs/education/.

The Stress Free Zone offers many programs and services to support a holistic approach to mindfulness and wellness (studentaffairs.pitt.edu/shs/stressfree/). PantherWELL Peer Health Educators offer a number of fun and interactive programs on various wellness topics such as alcohol and other substances, STI prevention, nutrition, physical health, resiliency and mental wellness, and stress management. For more information or to request a program, please visit (studentaffairs.pitt.edu/shs/education/pantherwell/). The registered dietician offers free individual, nutrition counseling for students as well as group-programs on nutrition. For information on scheduling and programs, please visit (studentaffairs.pitt.edu/shs/education/nutrition/). The Collegiate Recovery Program is a service that helps support students in recovery by helping to support goals while in college (studentaffairs.pitt.edu/shs/education/collegiate-recovery-program/).

A note regarding the Health Education services in relation to the COVID-19 pandemic: To help protect the health and safety of staff and students during the COVID-19 pandemic, The Office of Health Education and Promotion is offering programs and services remotely. For the most up to date information on services, programs and hours of operation, please visit: https://www.studentaffairs.pitt.edu/shs/education/

**Student Organization Resource Center (SORC)**

The SORC is located in 833 William Pitt Union and is the hub for all registered student organizations on campus, including fraternities & sororities and club sports.

**Announcements & Registered Student Organization**

- Handbook: https://www.studentaffairs.pitt.edu/sorc/
- Trainings & Development: https://www.studentaffairs.pitt.edu/sorc/workshops/
  - All President and Treasurers must attend annual training
  - Fraternities and sororities are permitted to have outside bank account, but must abide by electronic banking policies (Venmo, Cash App, etc).
- Forms & Policies: https://www.studentaffairs.pitt.edu/sorc/formsandpolicies/
- Re-Registration: https://www.studentaffairs.pitt.edu/sorc/existingorganization/
- Services: https://www.studentaffairs.pitt.edu/sorc/existingorganization/
- Finances, Funding & Contracts: https://www.studentaffairs.pitt.edu/sorc/funding/
- Travel: https://www.studentaffairs.pitt.edu/sorc/travelpolicies/
University Counseling Center

Services
https://www.studentaffairs.pitt.edu/cc/services/