

# Residential Handbook

2020-2021

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## WELCOME

Welcome to on-campus housing at the University of Pittsburgh! It is our priority to make your time in University housing one of many positive and rewarding experiences here at Pitt. This Handbook contains information for students who have signed a Housing Contract and are living in the following buildings. For information about which buildings are considered apartment style, visit Panther Central's website at [panthercentral@pitt.edu](mailto:panthercentral@pitt.edu).

Amos Hall	Litchfield Towers
Bouquet Gardens	Lothrop Hall
Brackenridge Hall	McCormick Hall
Bruce Hall	Nordenberg Hall
Centre Plaza	Panther Hall
Forbes-Craig	Residence Inn Bigelow
Forbes Hall	Residence Inn Forbes
Fraternity Houses	Ruskin Hall
Holland Hall	Sutherland Hall
The Bridge	Wyndham Hotel
Irvis Hall	

For the purposes of this Handbook, students living in the buildings listed above are considered to be on-campus residents. Students living in other residential housing such as Central Oakland, College Gardens, Mayflower Apartments or Darragh Street should consult their respective leases. All students are responsible for abiding by the rules outlined in the Student Code of Conduct at <https://www.studentaffairs.pitt.edu/conduct/>.

As you are aware, certain procedures and expectations have been put in place to enhance safety in an era of COVID-19. While this handbook works to address these in their respective sections, please always visit <https://www.coronavirus.pitt.edu/> for the most up to date information regarding the university's response and postures surrounding COVID-19.

## MEET OUR STAFF

The University staff members below are in place to help each student discover their voice.

### **RESIDENCE LIFE STAFF**

#### *Resident Assistant (RA) & Community Assistant (CA)*

Resident Assistants & Community Assistants are some of the most important people at the University. They are students, just like you, who are available to assist you and serve as a resource providing information related to events/programming, behavioral expectations, crisis response, and academic and social support. Resident Assistants also work with residents to help create a comfortable living-learning environment for all.

#### *Resident Director/Community Director*

RDs & CDs are full-time, live-in professional staff members who oversee the overall management and supervision of a residence hall. They have professional degrees and/or extensive experience working in a college environment.

#### *Residence Life Central Staff*

Led by the Director of Residence Life, the Residence Life Central Staff guides the overall efforts of Resident Directors and Resident Assistants. Central Staff positions include the Director, Associate Director, Assistant Directors, Area Coordinators, and Administrative Support Staff.

For more information about the Residence Life staff, visit the [website](#).

### **HOUSING AND PANTHER CENTRAL STAFF**

#### *Panther Central*

Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services. Panther Central is located in the lobby of the Litchfield Towers. Panther Central Express is located in the Sutherland Hall lobby.

#### *Housekeeping and Building Maintenance*

Housekeeping staff help ensure that communal areas of each building are kept clean.

Building Superintendents, and their maintenance teams, are responsible for the facility operation and maintenance of the residence halls. For more information, please see the Room Maintenance section of this Handbook. For the most up to date information on specific cleaning procedures as it relates to COVID-19 please refer to Panther Central's website and information on sanitization procedures.

## COMMUNITY LIVING

Choosing to live in on-campus housing provides residents the opportunity to engage with others from diverse backgrounds and varying lifestyles. While this experience can be rewarding, some residents may experience challenges. Keeping the following tips in mind may help residents minimize, manage and resolve any challenges that may arise:

*For residents living on-campus and who have a roommate, complete the roommate agreement:*

- RAs/CAs will ask residents to complete this agreement during the first weeks of the term.
- Residents living in facilities that do not have RAs/CAs may contact Panther Central for a roommate agreement.
- This agreement will help facilitate discussion about expectations for living together.

*Establish ground rules that everyone can live by:*

- Decide who will clean, when and how often for spaces that are not already cleaned by the university or as outlined in the Pitt Shines program.
- Define conditions required for sleep and study times.
- Discuss use of personal and community property.
- Talk about when guests\* will be welcome and how often as long as University polices permit visitors, following COVID-19 guidelines.

*Communicate:*

- Good communication is the most essential factor in any successful relationship.
- Listen, and be patient.
- Talk about concerns with your roommate directly and immediately.
- Show consideration and respect for others.

*Have an open mind:*

- Always make an effort to understand, to share, and to accept.
- Having a sense of humor helps to keep things in perspective.
- Be flexible, and remember that there is more than one way to do things.

**You don't need to be best friends to successfully share the same living space.**

However, in situations where residents are struggling to resolve conflict, residents should inform their RA/CA of the situation. If needed, the RA/CA will review and discuss the roommate agreement with the roommates and possibly review further options available to the residents and may refer the situation to the Resident Director.

**\*It is important to note that for 2020-2021 academic year a guest is defined as: any person, including a resident from the same building or a person invited by a resident to that resident's assigned residence hall, room, apartment, suite, or bedroom**

## **DIVERSITY AND INCLUSION**

The University of Pittsburgh, as an educational institution, values equality of opportunity, diversity and inclusion. Students can find the University's Notice of Non-Discrimination at the [Office of Diversity & Inclusion](#).

For complete details on the University's Nondiscrimination Policy, please refer to Policy CS07. For information on how to file a complaint under this policy, please refer to Procedure CS07, or file a [report](#) about a bias incident. A link to this information can be found [here](#).

## **QUIET HOURS**

Residents are expected to be courteous with noise levels at all times and are expected to observe quiet hours - specified times when residents are expected to keep noise to a minimum. Many students will be learning in virtual spaces, and may be in class in their room, quiet hours and their enforcement are critical to a student's academic success. Quiet hours for all residence halls are as follows:

1. Sunday through Thursday, 10 p.m. to 8 a.m.
2. Friday and Saturday, 11 p.m. to 8 a.m.
3. During final exam weeks, quiet hours are in effect 24-hours-per day beginning at 8 p.m. on the Friday preceding the exam week and remaining in effect until the close of the residence halls.

### *Enforcement of quiet hours*

As a first step to addressing excessive noise, residents should ask the person(s) involved to decrease the noise level.

If the noise remains too loud, the resident then should contact an RA/CA or Panther Central for assistance with resolving the issue. Failure to comply with quiet hours may result in a Code violation.

### **VISITATION POLICY & LOUNGE USAGE**

Currently, per the University Health Advisory Committee (HAC), visitors are not permitted in buildings in which they do not reside. Should the HAC provide changes to this protocol, this policy will be updated in this handbook. Students with questions about visitation should speak to Residence Life staff. Students should adhere to the capacity policies as outlined by their individual RD/CD.

Common spaces, lounges and study rooms are open on a case-by-case basis determined by building. In each community space there will be signage regarding occupancy, usage and time limits. Students are responsible for reviewing these postings and abiding by these parameters in their buildings.

### **POSSESSION AND/OR USE OF ALCOHOL IN ON-CAMPUS HOUSING**

1. Residents who are under the age of twenty-one (21) years are prohibited from possessing or consuming alcohol.
2. Residents who are twenty-one (21) years of age or older, may possess and/or consume alcohol in their assigned living space only. For residents who reside in suite/apartment-style housing, alcohol may be possessed and consumed within the common area only if all individuals present are twenty-one (21) years of age or older.

3. Regardless of the resident's age, alcohol is prohibited in residence halls that are exclusively first-year residence halls. Alcohol is also prohibited in Amos Hall.
4. Residents are responsible and may be legally accountable for their own actions and the actions of their guest(s), including any damages or injuries which result from actions during or after the consumption of alcoholic beverages.
5. Residents from other buildings and non-resident guests or commuters are not permitted entrance with alcoholic beverages, regardless of age.
6. The amount of alcoholic beverages per person twenty-one (21) years and older in on campus housing cannot exceed:
  - i. twelve (12) 12 ounce containers of beer; **or**
  - ii. one (1) pint container or one (1) 375 ml. container of liquor; **or**
  - iii. one (1) 1.5 liter container of wine; **or**
  - iv. two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity, **or**
  - v. two (2) six-packs of malt beverages or other mixed drinks sold in such quantity, (e.g., Mike's Hard Lemonade, Smirnoff Ice, etc.).
7. Only factory sealed containers of alcoholic beverages may be brought into on-campus housing.
8. Kegs, bulk containers, pumpers, taps or other mechanisms are not permitted.
9. Alcoholic beverages in possession of individuals under the age of twenty-one (21), any alcoholic beverages not permitted under this policy, or alcohol in excess of amounts permitted under this policy, will be confiscated and disposed of, regardless of ownership or origin.
10. Alcohol containers found in on-campus housing being used as decorations, or for any other purpose, may be confiscated and disposed of, regardless of ownership or origin.

For policies and procedures pertaining to registered events in Fraternity Houses occupied by a registered Fraternity, visit the Office of Fraternity and Sorority Life Website for more information.

### **MEDICAL AMNESTY**

The University of Pittsburgh's primary concern is for the health, safety, and well-being of students. All students are expected to seek immediate assistance for themselves or others in situations where someone is experiencing an emergency due to alcohol or other drug use. In situations where emergency assistance is requested, Medical Amnesty in the [Student Code of Conduct may apply](#).

### **SAFETY AND SECURITY**

As community members, residents should become familiar with the security measures instituted and safety resources available at the University of Pittsburgh. In the era of COVID-19, the University community, including students, has come together with an increased focus on safety and social responsibility through the [Pitt Community Compact](#).

### **PUBLIC HEALTH AND SAFETY PRECAUTIONS**

For measures you may want to take to help keep yourself and the community safe in the era of COVID-19, see an excerpt from the Community Compact below. You can read it in its entirety [here](#).

- I will wear a mask or face covering over my mouth and nose when in public spaces such as University buildings, classrooms, workspaces, residence halls and dining areas (except while eating), as required by Pitt.
- If I am feeling unwell or if I have been exposed to someone who is ill or who has tested positive for COVID-19, I will stay in my residence, seek appropriate medical attention, contact Student Health Service (students) and cooperate with medical guidance and contact tracing efforts.
- I will practice proper personal hygiene, such as washing my hands frequently and covering my mouth and nose while sneezing or coughing in all settings.

- I will practice the recommended physical distancing in accordance with the Centers for Disease Control and Prevention (CDC) and Pitt guidelines.
- I will follow guidelines for in-person gatherings including parties and large social gatherings.
- I will follow the University's guidelines for Safe Mobility and refrain from unnecessary travel during the semester in order to prevent the possible transmission of COVID-19 back to the campus and community upon my return.

### **UNIVERSITY OF PITTSBURGH POLICE**

The University of Pittsburgh Police Department provides 24-hour protection for all students, faculty, and staff. Pitt Police cover the 132-acre Oakland campus as well as outlying facilities. To be connected to Pitt Police, dial 911 or 412-624-2121. For more information about Pitt Police, visit their [website](#).

### **EMERGENCY NOTIFICATION SERVICE/CRIME ALERTS**

The University's emergency notification service is used to communicate with subscribers through voice, text, and email messages in the event of an emergency. To receive alerts, subscribe by logging into [My Pitt](#), click My Resources, select Emergency Notification and/or crime alerts, and follow the instructions.

### **RESIDENCE HALL SECURITY**

Entrances to residence halls have security desks staffed by Welcome Attendants. Welcome Attendant, who are trained in University fire safety and security procedures, control access to the residence halls by requiring that all residents and visitors properly scan in and out of the buildings. For more information about accessing residence halls, see the [Visitation Policy](#).

### **BLUE LIGHT PHONES**

There are emergency phones, identifiable by a blue light, located throughout campus. Pressing the red emergency button on one of these phones activates the strobe on the blue light and notifies Pitt Police dispatch of the user's location, allowing emergency personnel to respond.

### **SAFERIDER**

SafeRider provides transportation during the evening and early morning hours when special, non-emergency needs arise for students and campus shuttles are not

available. Each student is permitted (1) round trip per night, and a maximum of (20) trips per semester. The SafeRider program is currently operating under restricted guidelines due to COVID-19 and current information is available on Panther Central's website.

### **RESIDENT ASSISTANT/COMMUNITY ASSISTANT ON-DUTY**

Resident Assistants and Community Assistants are on-duty in all Residence Halls from 8:30pm-8:30am Monday-Friday and on a 24-hour basis on the weekends. When on-duty, RAs and CAs maintain a level of visibility throughout their assigned Residence Hall which can include hosting programs, providing information to residents, walking throughout the building, documenting behavior and responding to crises.

### **RESIDENT DIRECTOR/COMMUNITY DIRECTOR ON-CALL**

One or two RDs/CDs are on-call from 5:00pm-8:30am Monday-Friday and on a 24-hour basis on the weekends. When on-call, RDs/CDs respond to emergencies, interact with residents, supervise on-duty Resident Assistants during serious situations and conduct incident follow-up.

### **FIRE SAFETY**

For your safety and that of others, please follow these fire safety procedures:

- Familiarize yourself with the emergency exit routes which are marked by exit signs.
- Determine where the fire alarm pull stations are located in your building.
- Memorize the layout of your University housing accommodation and exit route from your floor in case you need to find your way in the dark.
- Please review fire safety section on the [Housing website](#) and/or the [Environmental Health and Safety website](#) for further details.

### **EMERGENCY CONTACT**

The University encourages students to provide the name and contact information for individuals who should be notified in case of an emergency. Residents can add or update their emergency contact information through the Student Information System using PeopleSoft-Self Services. Such information allows the University to best respond to the needs of students and their families.

### **SAFETY REMINDERS**

- Carry your Panther Card and hard key (if applicable) with you at all times.
- Always keep your door and windows locked.

- If you have window stops, you may not open them any further than the determined stopping point.
- Do not open any windows more than 12 inches.
- Never prop open security doors.
- Never sign someone into a Residence Hall who you don't know or is not your guest.
- Report suspicious persons to the University Police at 412-624-2121.
- Avoid leaving valuables out in the open, unattended or behind an unlocked door.
- Never lend your Panther Card to anyone.
- If your Panther Card is lost or stolen, contact Panther Central as soon as possible.
- Cross streets at crosswalks.
- Check both ways before crossing the road – even on one-way streets, and pay attention to the bus and bike lanes.
- Keep alert at all times, and travel with a friend after dark.
- Do not let anyone into on-campus housing unless they have been given authorization by the Welcome Attendant.

## **PANTHER CENTRAL**

Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services.

Visit us at:

*Locations:* Litchfield Towers Main Lobby (Open 24/7)

Panther Central Express: Sutherland Hall Main Lobby (10:00am-6:00pm Monday-Friday)

*Phone:* 412-648-1100

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

*Portal:* Panther Central community at [my.pitt.edu](http://my.pitt.edu)

*Email:* [panthercentral@pitt.edu](mailto:panthercentral@pitt.edu)

### **WHAT SERVICES DOES PANTHER CENTRAL PROVIDE?**

#### *Panther Card Services*

- ID photos taken
- New, replacement, and temporary cards

#### *Panther Funds Services*

- Load funds
- Account balances and status

### *Housing Services*

- Housing applications, contracts and deposits
- Room assignments
- Residence hall access
- Lockout services
- Maintenance requests and emergency repairs

### *Dining Services*

- Meal plan contracts, changes, and special requests
- Additional Dining Dollars

### *Additional Services*

- Fines issued by Residence Life or Office of Student Conduct can be paid at Panther Central
- Laundry refunds
- I-9 forms

## **PANTHER CARD**

The Panther Card is a student's valid University of Pittsburgh identification. All registered students are required to carry their Panther Card at all times and show their Panther Card when directed by a university official. Panther Cards are for the exclusive use of the identified student and may not be given to anyone for use or accepted by anyone else for use.

Panther Cards allow residents to access (as applicable):

- Residence halls or apartment buildings (your assigned residence only)
- Meal plans
- University libraries
- Campus shuttle buses
- Recreational facilities (within your residence hall, Bellefield Hall, Trees Hall, Pitt Sports Dome, and the Baierl Student Recreation Center)
- Wellness Center
- Computer labs
- Fare free local Port Authority buses/light rails/inclines
- Museums

You can obtain your Panther Card at Panther Central, located in the Litchfield Towers lobby or the station located in the Sutherland Hall main lobby. Lost or stolen cards should be reported immediately through the Panther Central link under the "My Resources" tab at [my.pitt.edu](http://my.pitt.edu).

It is a violation of the Code to forge, alter, take possession of, duplicate, or use documents, records, keys, identification (including Panther Cards), or computer accounts without proper authorization.

## **ROOM MAINTENANCE**

### **MAINTENANCE REQUESTS**

For maintenance, repairs or housekeeping needs, residents must submit a request to Panther Central [here](#).

For emergency repairs, please call Panther Central at 412-648-1100. Emergency issues include no heat, no water or water leak, loss of electrical service or broken window/locks.

*Only University employees or contractors are permitted to make repairs or changes in the residence halls and apartment-style accommodations. Both students and University employees must wear masks and physically distance while work is being done in a student's room.*

### **PITT ARRIVAL (Move-in)**

Each year, multiple departments strive to make the check-in process to University housing facilities as quick and simple as possible.

Individuals residing in on-campus housing will receive an Pitt Arrival packet containing all of the information about check-in for the fall term. For more information, visit the [arrival website](#).

### **MOVE OUT**

Before the residence halls close in the spring, you will receive a move-out brochure with more detailed information and dates. Residents should leave their accommodation at the end of the school year within 24 hours after their last final exam.

Prior to your departure, ensuring that your space is clean is extremely important. Failure to complete the following steps may result in monetary charges.

- Leave your accommodations in broom-clean condition.
- Clean MicroFridges and any University-owned appliances.
- Remove all personal belongings.

- Leave only sealed bags of dried trash in your room.
- Place all recyclable items in the appropriate recycling area of your residence hall.
- Seal all wet and food-related garbage and place in the appropriate landfill of your residence hall. (Stains caused by such garbage being left in your room may result in damage charges.)
- Turn off all faucets tightly.
- Turn off lights and lock the door.
- Complete a change of address form via [www.pts.pitt.edu/mailex/index.html](http://www.pts.pitt.edu/mailex/index.html). Mail without a forwarding address will be returned to sender.
- Sign the Residence Life door hanger and close the door when the last resident leaves the room.
- If a hard key was provided for your accommodation, additional instructions will be provided.

### **HOLIDAYS AND BREAK PERIODS**

For questions regarding housing during these periods, please contact Panther Central. Most residence halls typically close during the winter recess, while most apartment-style accommodations remain open.

### **DAMAGE**

Residents are responsible for all damage and/or any loss of University furnishings in their living and study area and will be liable for payment to the University. Loss of furnishings includes, but is not limited to, removal of furniture or placement of furniture in hallways, stairwells, or other common areas. Residents also may be subject to charges for any damage resulting from unauthorized use, or alterations of, rooms, equipment, common areas, and buildings.

Residents may not:

- Alter any part of any University housing accommodation or building, including installing locks or any type of security system or device.
- Build or erect any outside aerials for radio/TV.
- Install a waterbed in any on-campus housing Accommodation.
- Mark, paint, drill into, or in any way impair, deface, or damage any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in the University housing accommodation or building.

- Attach, in any manner, foil, plastic, contact paper, or material of any type to the sprinkler systems, smoke detectors, exit signs, windows, cabinets, or appliances.
- Tamper with fire systems/devices including, but not limited to, fire alarm notification devices, pull stations, fire extinguishers, smoke detectors, sprinkler systems, etc.
- Install draperies, shades, blinds, or other materials that are visible from the exterior of the building or remove or alter the window treatments provided in the University housing accommodation.
- Residents should also review the limits contained in the [Posting and Chalking Guidelines](#).

## **HOUSEKEEPING**

Residents are responsible for cleaning their own bathrooms, bedrooms, kitchens, and living areas, as applicable. The Pitt Shines Program, established in Fall 2020 outlines twice daily cleaning procedures and supplies for cleaning bathrooms internal to student rooms. The University provides daily cleaning for all communal areas, including bathrooms that are accessible by the entire floor.

All perishable food products should be stored and refrigerated in covered containers. Bulk food items not requiring refrigeration should be kept in sealed containers with airtight lids.

Each building has its own procedure for recycling and trash removal. Please see the Department of Housing Recycling Guide for more information on your building. Do not shake any dirt out of carpets or rugs from any window, door, or balcony, and do not sweep any dirt into the corridors, halls, elevators, stairways, or fire exits of the building.

For special housekeeping needs, residents must submit a maintenance request to Panther Central by going to the [My Pitt](#) or [here](#).

### *Medical Waste Disposal in Residence Halls*

Medical waste cannot be disposed of in the trash. Federal, state and municipal regulations require that medical waste be disposed of in an approved container. Medical waste includes hypodermic needles, lancets, test strips, small quantity medical waste, and other medical devices having corners, edges or projections capable of cutting or piercing the skin, or that pose a safety hazard to personnel

who handle waste. If you generate this type of waste, please follow the procedures listed below.

- Purchase an approved sharps or medical waste disposal container from a local pharmacy, physician, or hospital. These containers can also be purchased on-campus at the Student Health Pharmacy, Nordenberg Hall, 103 University Place.
- Immediately transfer any used needles or other contaminated waste into the container to minimize possible injury to anyone.
- When full, take the container to Student Health Service, Nordenberg Hall, 119 University Place or another authorized disposal site (pharmacy, doctor's office, etc.).
- In situations where medical supplies need to be stored by a residence hall student, Residence Life recommends the student establish a secure location or device for storage.

### **KEYS**

The majority of residents can gain access to their individual accommodations by inserting or tapping their Panther Card (or hotel key card) into the lock. Centre Plaza, Frat 5 and other residents may access their accommodations via hard key. All keys are the property of the University and cannot be exchanged, given to another person or duplicated outside standard University procedures. If you have questions about lost or stolen key cards, or lockouts, please contact [Panther Central](#).

### **ANIMALS/PETS IN UNIVERSITY HOUSING**

The University of Pittsburgh has a strict no-pet policy in on-campus housing.

For guidance and policy on service and emotional support animals, please visit [Disability Resources and Services website](#).

### **RENTERS INSURANCE**

Residents are responsible for having adequate and appropriate insurance (i.e., homeowner's supplemental insurance or renter's insurance) to protect against any loss or damage to the residents' personal property while on University premises and/or to cover damage caused by the resident to University property.

## RESIDENCE HALL AMENITIES

Housing more than 7,900 undergraduate students on an urban campus is a challenge, but we are committed to making on-campus living as safe, comfortable, and convenient as possible. Please visit Panther Central Housing Services for a full list of [amenities and services](#).

For information about specific amenities available in each housing option, please visit [here](#).

### APPLIANCES

The following appliances are permitted and/or are provided in residence halls:

- Microwaves (800 watts or smaller)
- Refrigerators (4.2 cubic feet or smaller)
- Coffee makers without burners
- Blenders
- Computers
- TVs, DVD players, and radios
- Non-commercial hair dryers and hairstyling tools
- Electric shavers
- Electric toothbrushes
- Irons (with auto shutoff)

### PROHIBITED ITEMS

The following items are prohibited within on-campus housing. This is not an all-inclusive list – if you are unsure if an item is permitted, please contact Panther Central prior to bringing the item to campus.

- Open-flame cooking devices or heating units
- Space heaters
- Air conditioners
- Halogen light fixtures
- Gas grills
- Extension cords (power strips with surge protectors are acceptable)
- Unauthorized pets
- Loft beds
- Waterbeds
- Exterior radio/TV aerials
- Controlled substances
- Firecrackers
- Ammunition
- Air fryers
- Firearms or any other weapons
- Live cut decorations such as trees
- Candles

In addition to the prohibited items above, students should not bring:

- Toaster ovens
- Toasters
- Hot plates
- Cup warmers
- Indoor grills
- Steamers
- Coffee makers with burners
- Rice cookers
- Induction cooktops
- Drones
- Hover boards or other e-scooters
- Homemade furniture

Residents may be subject to charges for any damage to rooms, equipment, common areas, and buildings.

Prior to decorating their rooms, residents should review the [Posting and Chalking Guidelines](#).

## **DINING SERVICES**

### **MEAL PLANS**

All residents living in residence halls are required to purchase a meal plan.

Residents living in apartment-style accommodations may purchase a meal plan, but are not required to do so.

Meal plans are categorized by tiers that offer options with unlimited access or a set number of Dining Passes and Dining Dollars in varying amounts, depending on your individual needs. Please visit [dining services](#) for menus, locations, and hours.

### *Keeping Track of Your Dining Passes and Dining Dollars*

Dining Passes and Dining Dollars work as a declining balance program. Each time a Dining Pass or Dining Dollar is used, the remaining balance will appear on the register display. Residents also may access their Dining Passes and Dollars usage report by following the Panther Central link under the “My Resources” tab at [My Pitt](#).

### *Meal Plan Special Requests*

Dining Services offers options to fit the needs of all residents, whether for time restrictions due to internships, allergies, or specific dietary restrictions. Our nutritionist and chef are available to work with residents and will make every effort to cater to special dietary concerns—celiac, vegan, vegetarian, Kosher, diabetic, hypoglycemic, or food allergies. Residents with special medical or other dietary needs should notify Dining Services by completing a Meal Plan Special Request form, which may be obtained [online](#).

### *Special Diets*

Residents who are under a doctor's orders and who cannot eat what is usually served should have their doctor write instructions regarding the student's dietary limits. Residents also should make an appointment with the executive chef to discuss dietary limits. Contact a Dining Services manager at 412-648-1220 for information about how to get in touch with the executive chef.

### *Meal Plan Changes*

Meal plans can be changed during the Add/Drop Period of the fall and spring semesters. The Add/Drop Period takes place during the first two weeks of each semester. To change a meal plan during the Add/Drop Period, download a [Meal Plan Change Form](#) and submit it to Panther Central at [panthercentral@pitt.edu](mailto:panthercentral@pitt.edu).

## **PANTHER FUNDS**

The Panther Funds program, which is a University-sponsored program administered by Panther Central, is a prepaid service that allows you to do more with your Panther Card, such as obtaining books, food, and other services without the inconvenience of carrying cash. Please review [here](#) for detailed information about Panther Funds.

There are over 70 merchants in both university affiliated and community buildings that accept Panther Funds, which cover everything from dining, laundry, mailing and shipping, to library services and parking. You can find complete merchant list [here](#).

## **PARKING AND TRANSPORTATION**

### **CAMPUS SHUTTLES**

Pitt buses and shuttles travel on 12 different routes around campus and to parts of both North Oakland and South Oakland. Pitt students are able to ride without paying a fare by showing their valid Panther Card. For more information, call 412-624-8801.

### **BUSES**

All students may ride Port Authority buses, light rail, trolleys, and inclines in Allegheny County fare-free by presenting a valid Panther Card. For schedule information, call 412-442-2000.

### **BICYCLES**

Bicycling is a great way to get around campus. Free bicycle racks and bicycle repair kiosks are located throughout campus, and bike lockers are also available for a nominal fee.

### **VEHICLE PARKING PERMITS**

Parking permits for students are limited; contact Parking Services at 412-624-4034. You can also e-mail [parking@bc.pitt.edu](mailto:parking@bc.pitt.edu).

### **SAFERIDER**

SafeRider provides transportation during the evening and early morning hours when special, non-emergency needs arise for students and campus shuttles are not available. Each student is permitted (1) round trip per night, and a maximum of (20) trips per semester. Operations for SafeRider will be updated as the program navigates COVID-19.

### **TRANSPORTATION SERVICES FOR STUDENTS WITH DISABILITIES**

Transportation services for students with disabilities may be arranged by contacting Disability Resources and Services at 412- 648-7890. It is important that students contact this office as early as possible to help ensure accommodation needs can be met. A van with a wheelchair/cart lift and standard passenger seating is available between the hours of 8 a.m. and 7 p.m., Monday through Friday, when classes are in session. Students with temporary disabilities will be provided services on an as-available basis.

## **BUSES FOR THE HOLIDAYS**

Due to COVID-19, there will be no Buses Home for the Holidays this year. Students unable to leave campus by November 25, should look for information from Panther Central for interim housing for the week of November 26 – December 5, along with extended housing from December 6 until the start of the Spring term.

## **PHONE NUMBERS / FREQUENT CONTACTS**

*All numbers are 412 area code*

### **Admissions/**

**Financial Aid**..... 624-7488

### **Athletics:**

*Information* .....648-8200

*Tickets*..... 648-7488

*Cost Center* ..... 648-8204

*Field House* ..... 648-8204

### **Buses:**

*Campus* .....624-8801

*Port Authority* .....442-2000

### **Campus Recreation:**

*Information* ..... 648-8210

*Baierl Student Rec. Center*..... 648-8279

**Career Center**..... 648-7130

**Counseling Center**.....648-7930

**Disability Resources and Services** ..... 648-7890

**Diversity and Inclusion/Title IX**..... 648-7860

**Environmental Health and Safety**..... 624-9505

**Housing Services**..... 648-1100

**International Services**..... 624-7120

### **Libraries:**

*Carnegie Public Library*..... 622-3114

*Hillman Reference* ..... 648-3330

*Hillman Lending*..... 648-7800

*Falk* ..... 648-8866

*Law*..... 648-1323

**Mail Centers:**

<i>Bouquet Gardens</i> .....	624-8589
<i>Forbes Hall</i> .....	383-9657
<i>Lothrop Hall</i> .....	648-3922
<i>Nordenberg Hall</i> .....	624-8170
<i>Panther Hall</i> .....	648-9898
<i>Irvis Hall</i> .....	648-7066
<i>Sutherland Hall</i> .....	648-9695
<i>Towers Lobby</i> .....	648-1156

<b>Maintenance</b> .....	648-1100
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<b>Panther Card</b> .....	648-1100
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<b>Panther Central</b> .....	648-1100
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<b>Panther Funds</b> .....	648-1100
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**Parking Services:**

<i>Parking Services</i> .....	624-4034
<i>Bicycles, carpools, and vanpools</i> .....	624-4034
<i>Buses Home (Holidays)</i> .....	624-4433
<i>Transportation</i> .....	624-8801

**Photocopies:**

<i>Copy Cat (Scaife)</i> .....	648-1864
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<b>Pitt News</b> .....	648-7980
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<b>Pitt Shop</b> .....	648-2606
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**Police, University**

<i>Campus phone (emergency)</i> ...	4-2121
<i>Non-campus phone (emergency)</i> .....	412-624-2121
<i>General (Mon.–Fri.)</i> .....	412-624-4040

<b>Registration</b> .....	624-7649
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<b>Residence Life</b> .....	648-1200
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**Resident Directors:**

<i>Tower A &amp; Residence Inn Forbes</i> .....	648-9050
<i>Wyndyam</i> .....	648-1147
<i>Tower B</i> .....	383-4224
<i>Tower C</i> .....	648-1150
<i>Bruce, Brackenridge,</i>	

<i>McCormick</i> .....	648-3918
<i>Holland, Amos</i> .....	648-1160
<i>Sutherland Hall</i> .....	383-9101
<i>Forbes Hall</i> .....	648-2695
<i>Lothrop Hall</i> .....	648-2813
<i>Nordenberg Hall &amp; Residence Inn</i>	
Bigelow g.....	648-3250
<i>Panther Hall</i> .....	383-9080
<i>Irvis Hall</i> .....	383-9080
<b>Resident Student Association</b> .....	648-1200
<b>Student Accounts</b> .....	624-7590
<b>Student Affairs</b> .....	648-1006
<b>Student Conduct</b> .....	648-7910

<b>Student Government Board</b> .....	648-7970
<b>Student Health Service</b> .....	383-1800
<b>Student Life</b> .....	648-1074
<b>Student Payment Center</b> .....	624-7520
<b>Technology Help Desk</b> .....	624-4357
<b>The University Store On Fifth</b> .....	648-1455
<b>WPTS Radio</b> .....	648-7990
<b>William Pitt Union Desk</b> .....	648-7815
<b>Zip Codes</b> .....	1-800-275-8777

Disclaimer\*: This Handbook is not a contract and is subject to change without notice. The purpose of this Handbook is to provide you with a reference for living on campus and to introduce you to the community's expectations for residing in University housing. This Handbook is incorporated into and should be read in conjunction with the Student Code of Conduct (*Code*). Violations of any expectations outlined in this Handbook or the Housing and Dining Services Contract are considered a violation of the *Code*.

*\*Except where exempt by federal or state laws.*