



New Student
Orientation
Packet

Welcome to Piedmont University



What's Next

- Set up your Student email:
[Click here](#)
- Get to know (*click on each subject for more information*)
 - [WebAdvisor](#)
 - [Canvas](#)
 - [WEPA](#)

IT Department: 706-894-4205 or itdept@piedmont.edu

WebAdvisor – (webadvisor.piedmont.edu)

Go to WebAdvisor first to set up your new password.

- Your WebAdvisor username will be the first initial of your first name and your entire last name, along with your birth month and day (e.g. jdoe0101).
- Your default password** is the last 4 digits of their SSN followed by the word “Piedmont” (e.g. 7564Piedmont).
- After success- fully logging in, you will be prompted to change your password.

Office 365 Email – (mail.office365.com)

- Your Email address will be the first initial of your first name and your entire last name, along with your birth month and day.
- **It will end with @lions.piedmont.edu**
 - Log in here with your complete email address (e.g. jdoe0101@lions.piedmont.edu)
 - Office 365 Downloads- <https://portal.office.com/OLS/MySoftware.aspx>
 - Install on up to 5 devices. (Windows/Android/Apple)

PilgrimNet – (www.piedmont.edu/pilgrimnet)

- Your PilgrimNet username will be the first part of your email address without the “@lions.piedmont.edu” part. (e.g. jdoe0101).
- If that does not work, try using “lions\” in front of your username. (e.g. lions\jdoe0101)

WEPA: wepanow.com

- Link to Piedmont's Canvas: <https://piedmont.instructure.com/>
- Your WEPA account will use the same username and password as WebAdvisor.
 - Student printing kiosks located in various places around campus.
 - \$25 Fall/\$25 Spring / \$10 Summer – Resets every Fall Semester.



Procedures to Verify the Identity of the Distance Learning Student

Purpose and General Information

- Both Federal Requirements and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that:
The institution that offers distance or correspondence education demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and passcode, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

Piedmont University outlines the following policy to effectively provide this verification:

- Piedmont University issues each student a seven-digit student identification number at the time of initial registration. This student ID becomes the unique identifier for the student throughout his/her academic career at the college. The student ID is required to access all college resources.
- Additionally, a secure email address is assigned to each student upon enrollment. This email address is unique in that it consists of the student's first letter of the first name, last name, plus a four-digit numeric component which is the student's birth month and day. The student creates an eight-digit, alphanumeric password that uniquely identifies and provides access to college resources. Once established, these credentials act as a student's credentials for all of Piedmont's online resources (student email, Canvas, PilgrimNet, etc.). Students accept responsibility for the security of their passwords.

Procedures for Assuring Distance Learning Student Identity:

- Secure Email and Password: Each distance learning student gains access into the Canvas system by using their pre-established credentials mentioned above. Course instructors assign students to their courses, and upon successfully logging in, a student has access to the appropriate courses for the current term.
- New techniques or technologies intended for distance learning student verification must be reviewed and approved by the Chief Information Officer (CIO) prior to the implementation of the process.

Privacy

- Piedmont University protects the privacy of all students, including distance learning students, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student and public view through the college web site. University employees receive annual training in FERPA regulations.

Fees

- There are no additional charges associated with verifying student identity.

<https://www.piedmont.edu/distance-education-policy>

Academic Integrity

In accordance with the mission statement at Piedmont University, it is the responsibility of each member of the Piedmont community to promote an atmosphere of academic integrity and an understanding of intellectual honesty that adheres to the highest standards of professional and personal conduct.

- To protect intellectual and scholarly integrity, the University imposes strict penalties for academic dishonesty, which is defined as follows.
- **Cheating** — intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- **Fabrication** — intentional and unauthorized invention or falsification of any information or citation in an academic exercise or altering official college records or documents.
- **Facilitating academic dishonesty** — intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **Plagiarism** — intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

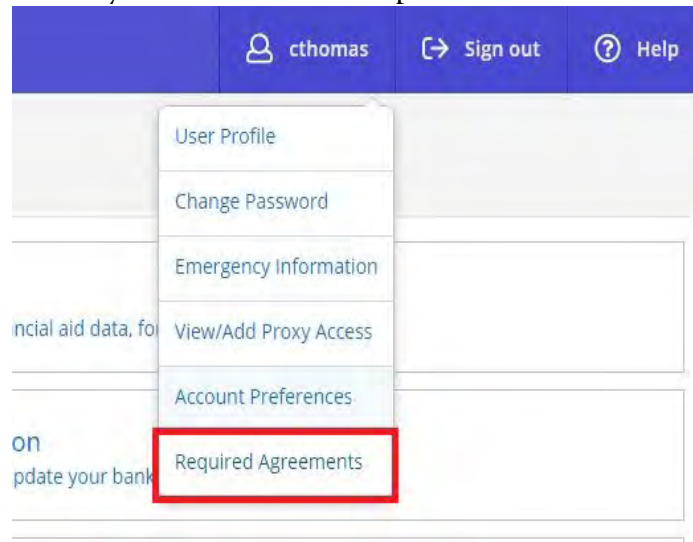
Very Important; How to Accept your Financial Agreement

Please note – the Financial Agreement must be completed before registration may be entered.

Students will not be able to register until they complete the financial agreement.

To complete the Financial Agreement students should:

- Log on to Self Service [here](#) or at selfservice.piedmont.edu.
- Select your name at the top of the screen.



- Select “View” for the Student Financial Agreement for the term that you are registering for.

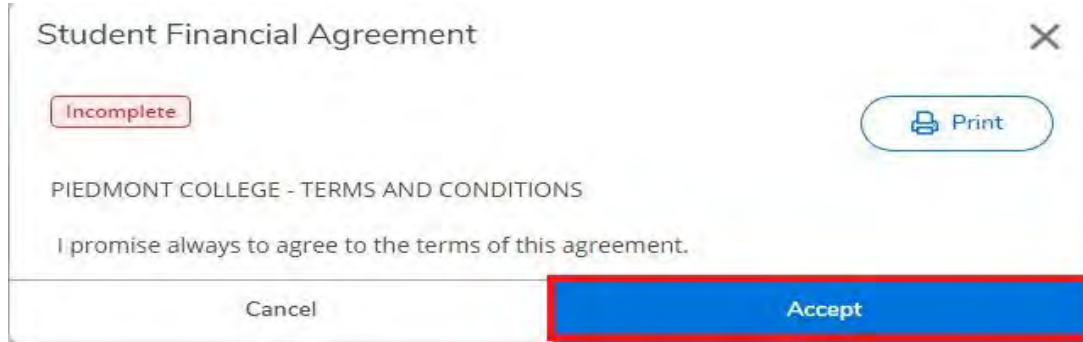
[User Options](#) > [Required Agreements](#)

Required Agreements

Title	Agreement Period	Due Date	Status	Action
Student Financial Agreement	Fall 2019	10/11/2019	Incomplete	View

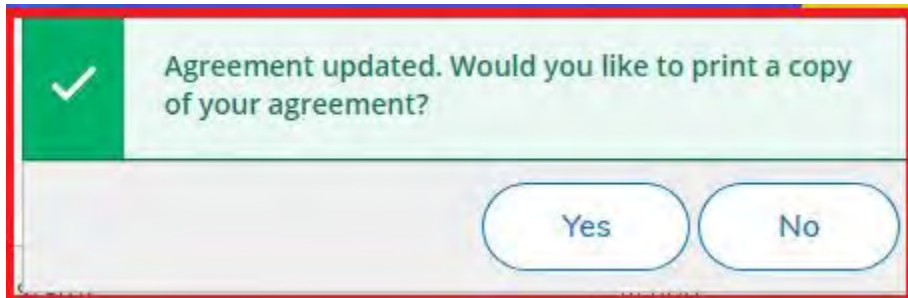
How to Accept your Financial Agreement:

- Select “Accept” for the Student Financial Agreement.



A screenshot of a web dialog box titled "Student Financial Agreement" with a close button (X) in the top right corner. Inside the dialog, there is a red pill-shaped button labeled "Incomplete" in the top left. In the top right, there is a button with a printer icon and the text "Print". Below these, the text "PIEDMONT COLLEGE - TERMS AND CONDITIONS" is displayed, followed by the statement "I promise always to agree to the terms of this agreement." At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Accept" on the right. The "Accept" button is highlighted with a red rectangular border.

- You will receive confirmation that you have completed the agreement



A screenshot of a confirmation dialog box. It features a green square icon with a white checkmark on the left. To the right of the icon, the text reads "Agreement updated. Would you like to print a copy of your agreement?". At the bottom of the dialog, there are two buttons: "Yes" and "No". The entire dialog box is enclosed in a red rectangular border.

- You are done! The status will change to “Accepted” with the date of completion.
- For any questions regarding the Student Financial Agreement please contact Student Accounts at biz@piedmont.edu.



Parking Permits & ID Cards *for on-campus students*

- **DEMOREST STUDENTS:**

- Parking Permits and student ID's are distributed by Campus Police located in the Getman-Babcock Building
- Campus police contact info:
 - 706-939-1349
 - 706-939-1350
 - CampusPolice@piedmont.edu

- **ATHENS STUDENTS:**

- Parking Permits & Student ID's are distributed in the Gym located in the Recreation Complex building
- Summer start students will need to make an appointment with Dr. Pettit to obtain parking pass & ID (*must be obtained during the first week of classes*)

- **OFF-CAMPUS STUDENTS:**

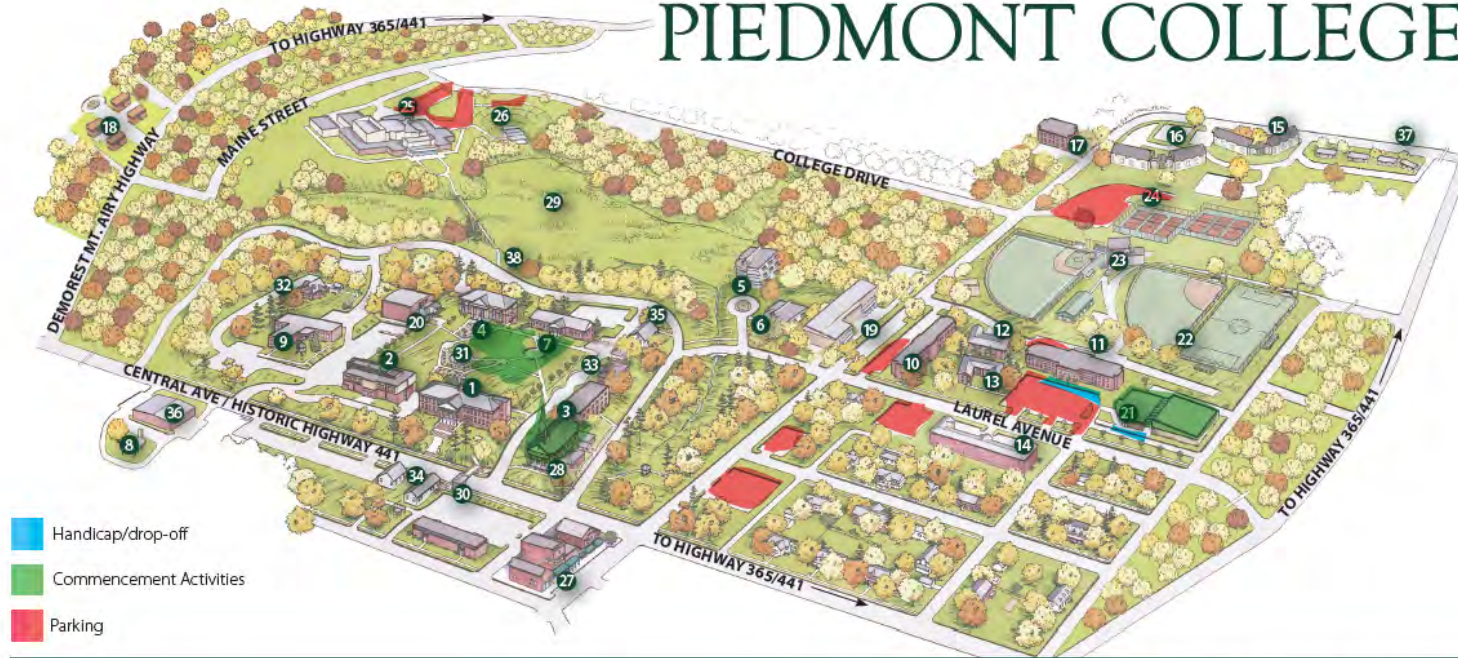
- Off-campus students are not required to obtain parking permits.
- ID cards will be processed and delivered by your coordinator.

Parking Regulations: *for on-campus students*

- *All students, faculty and staff must register their vehicles and display the assigned permit on each registered vehicle's rear-view mirror. Failure to comply will result in a \$100 fine.*
- Students are allowed to park in any parking lot or space EXCEPT a RED Lot or RED Space.
- RED Lots are: Lots A, B, C and the Lot at the end of the Student Commons.
- RED Spaces are located in various lots on campus.
- GB Students ONLY are allowed to park in Lot A (behind GB) and Lot B.
- Parking is allowed along the Demorest City Park on Massachusetts Blvd and in the Amphitheater Lot.
- Shuttle pickup available in the Amphitheater Lot during fall and spring semesters. Regulations are strictly enforced Monday – Friday from 7:30 a.m. to 5:30 p.m. After 5:30 pm and on weekends, RED lots and spaces are open for student parking unless otherwise stated.
- Visitor Spaces are for Visitors ONLY, no student, faculty or staff allowed to park in these spaces.
- Handicap Parking is ONLY for people displaying the proper handicap permits on their vehicles. This rule is in effect day and night. Citations will be issued. NO exceptions.
- Inclement weather does not permit students, faculty or staff to park in non-designated lots or visitor parking.
- Parking citations will be issued for illegally parked vehicles. Multiple citations will result in all parking privileges being revoked and/or vehicle being towed at owner's expense.
- If you have any questions, please read the student handbook pages that pertain to parking regulations, visit <http://www.piedmont.edu/campus-safety> or call Campus Police at 706-433-1789 or 706-968-4453.

PARKING REGULATIONS ARE STRICTLY ENFORCED

PIEDMONT COLLEGE



DEMOREST CAMPUS

ACADEMIC BUILDINGS

- 1 Daniel Hall
- 2 Stewart Hall
- 3 Camp Hall
- 4 Arrendale Library
- 5 Smith-Williams Art Studio
- 6 Martens Art Annex
- 7 Nielsen Hall
- 8 Anagama Kiln

STUDENT RESIDENCES

- 9 Getman-Babcock Residence Hall/
Campus Security

- 10 Wallace Residence Hall
- 11 Purcell Residence Hall
- 12 Swanson Residence Hall
- 13 Johnson Residence Hall
- 14 Mayflower Residence Hall
- 15 Plymouth Residence Hall
- 16 New Bedford Residence Hall
- 17 Ipswich Residence Hall
- 18 Piedmont Village

STUDENT ACTIVITIES BUILDINGS

- 19 Student Commons
- 20 Lane Hall

ATHLETIC FACILITIES

- 21 Mize Athletic Center and Museum
- 22 Walker Athletic Fields
- 23 Loudermilk Stadium
- 24 Burgen Tennis Courts

VENUES

- 25 Swanson Center for Performing
Arts and Communications
- 26 Arrendale Amphitheater
- 27 Mason-Scharfenstein
Museum of Art
- 28 Piedmont College Chapel

OTHER BUILDINGS & LOCATIONS

- 29 Wetlands
- 30 Pedestrian Overpass
- 31 Quadrangle
- 32 Hobbs Alumni House
- 33 President's Home
- 34 Admissions Office
- 35 Davis House/
Graduate Admissions
- 36 Maintenance
- 37 The Retreat
- 38 Wetlands Foot Bridge



Athens Campus Map



1 COMMONS

Meeting House
Mary C. Lane Library
Classrooms
Administrative Offices
Faculty Offices

2 RECREATION COMPLEX

Fitness Center
Student Life
Security Office
Gym

3 ELLARD HALL

Financial Aid
Business Office
Admissions (Undergraduate & Graduate)

4 ROGERS HALL

5 BOOKSTORE

Financial Aid Info

Graduate Students: Procedures for Obtaining Financial Aid

Please follow the steps below to obtain student loans.

STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)

STEP 2: Complete Entrance Counseling

STEP 3: Complete a Master Promissory Note

STEP 4: Accept your Loans on PilgrimNet (www.piedmont.edu/pilgrimnet)

STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)

- To apply for student loans, complete the FAFSA at www.fafsa.ed.gov.
- This application must be completed annually.
- Allow 2-4 weeks for processing.

STEP 2: Complete Entrance Counseling

- Go to www.studentloans.gov and select the link for “Complete Counseling” and select “Complete Loan Counseling” and click “Start” beside Entrance Counseling.
- The Entrance Counseling needs to be completed only once while at Piedmont, unless you are starting new program or degree.

STEP 3: Complete a Master Promissory Note

- Go to www.studentloans.gov, select “Complete Loan Agreement (Master Promissory Note)”, and choose the “Subsidized/Unsubsidized” option (**not** the “Graduate Plus”).
- The Promissory Note needs to be completed only once, not annually.
- **STEP 4: Accept your Award on PilgrimNet (www.piedmont.edu/pilgrimnet)**

Financial Aid Ctd.

What happens next?

- After the Financial Aid Office receives your FAFSA information from the U.S. Department of Education and you have been accepted to Piedmont, we will review your eligibility and award you a student loan.
- Your loan will be placed on PilgrimNet for you to accept or decline. We will send an email notification when this is available.
- When you have accepted your award and completed all the requirements, your financial aid will be approved.
- The loan funds will be sent directly to the school mid-semester.
- Refund checks are mailed to students beginning mid-semester.

 **QUESTIONS:** Contact the Financial Aid Office at gradaid@piedmont.edu or call 706-776-0114

TO RESOLVE FINANCIAL AID APPLICATION OR TECHNOLOGY QUESTIONS PLEASE CALL:

FAFSA: 1.800.4.FED.AID

MASTER PROMISSORY NOTE or ENTRANCE COUNSELING: 1-800-557-7394

Student Services

What is available to students?





All Piedmont University
students are eligible for
services provided.

- Personal & Career Counseling
- Recreational Services (Intramurals)
- Student Activities and Campus Events
- Student Success Center for academic assistance
- Fitness Center
- Disability Services
- Veterans Services

Arrendale Library

LIBRARY SERVICES

- Excellent library services are offered.
- Click library.piedmont.edu

Search resources available,
etc. with our online library.



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BUY

FIND YOUR
TEXTBOOKS

SAVE UP
TO 80%

Piedmont University
Bookstore:

You can purchase textbooks, Piedmont attire, and more 24 hours a day online,
www.piedmont.bncollege.com

A person with blonde hair, wearing a red t-shirt, dark shorts, and a climbing harness, is climbing a rock wall. The wall is covered in various colored climbing holds (orange, yellow, grey). The person is positioned on the right side of the frame, facing away from the camera. The background is a plain, light-colored wall.

Welcome to Piedmont!
Where Success Is A Tradition