



IT STARTS HERE.

New Student Orientation Packet

THE PIEDMONT PROMISE

To provide an educational experience that is *personal* in approach, *passionate* in application and *practical* in impact.



What's Next?

Set up your Student email:

- You will receive an email from our IT dept with instructions on how to set up your student email.
- In the IT email you will find several helpful links you will use as a Piedmont student.
- Campus Wifi:
 - Network: PC-Wifi
 - Password: PiedmontLions!



IT Department

Self-Service (<https://selfservice.piedmont.edu/>)

Go to Self Service first to set up your new password.

- Your Self-Service 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. **Your email 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)

Piedmont Portal (<https://portal.piedmont.edu/Pages/Constituency-Redirect-Error-Page.aspx>)

- Your Piedmont Portal 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)



Procedures to Verify the Identity of the Distance Learning Student.

Procedures to Verify and Protect the Identity of the Distance Learning Student

Piedmont University outlines the following procedures to effectively verify student identity in online courses and protect identity:

Piedmont University issues each student a seven-digit student identification number at time of initial registration. This student ID becomes the unique identifier for the student throughout his/her academic career at the University. The student ID is required to access to all University 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 (e.g., jsmith0123@lions.piedmont.edu). The student creates an eight-digit, alphanumeric password that uniquely identifies and provides access to university 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. Once registered, students are automatically assigned to the appropriate Canvas course sections for the current term.
New techniques or technologies intended for distance learning student verification must be reviewed and approved by the Chief Information Officer prior to implementation of the process.

Privacy:

Piedmont University protects the privacy of all students, including distance learning students, through the 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 University web site. University employees receive annual training in FERPA regulations.

Fees:

There are no additional charges associated with verifying student identity.



Academic Integrity

In accordance with the mission statement at Piedmont, 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 university 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.



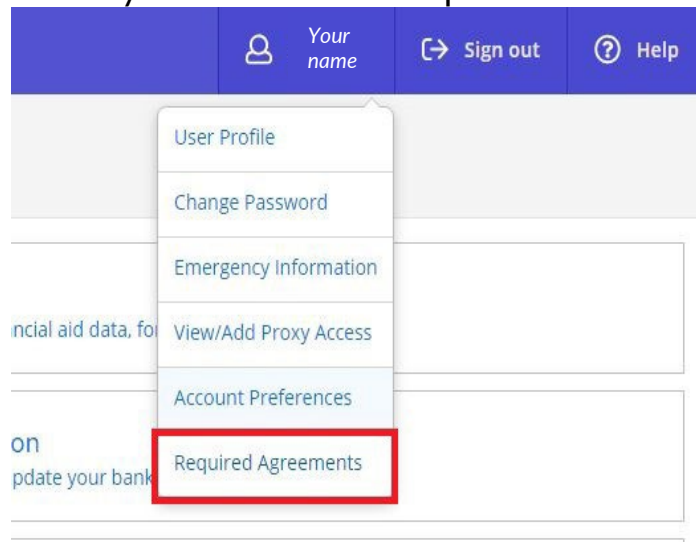
IMPORTANT: How to Accept your financial agreement

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.

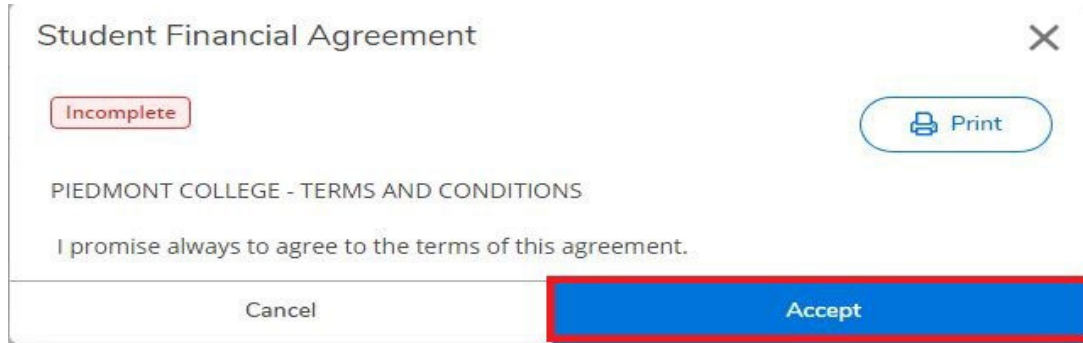
[User Options](#) · [Required Agreements](#)

Required Agreements

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

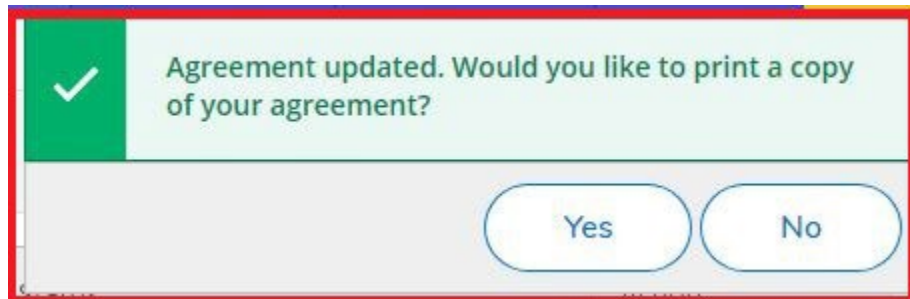
How to Accept your financial agreement

- 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 blue pill-shaped 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: a white "Cancel" button on the left and a blue "Accept" button on the right, which is highlighted with a red border.

- You will receive confirmation that you have completed the agreement



A screenshot of a confirmation dialog box with a green header bar containing a white checkmark icon. The text inside the header bar reads "Agreement updated. Would you like to print a copy of your agreement?". Below the header bar, there are two white pill-shaped buttons with blue borders, labeled "Yes" and "No", set against a light gray background. The entire dialog box is outlined with a red 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 & Student IDs

DEMOREST STUDENTS:

Parking Permits and student ID's are distributed by Campus Police located in the Getman-Babcock Building

Campus police contact info:

Demorest: 706-939-1349

Athens: 706-433-1789

CampusPolice@piedmont.edu

ATHENS STUDENTS:

Parking Permits & Student ID's are distributed at the front reception desk as you enter the Athens building. Parking in the back.

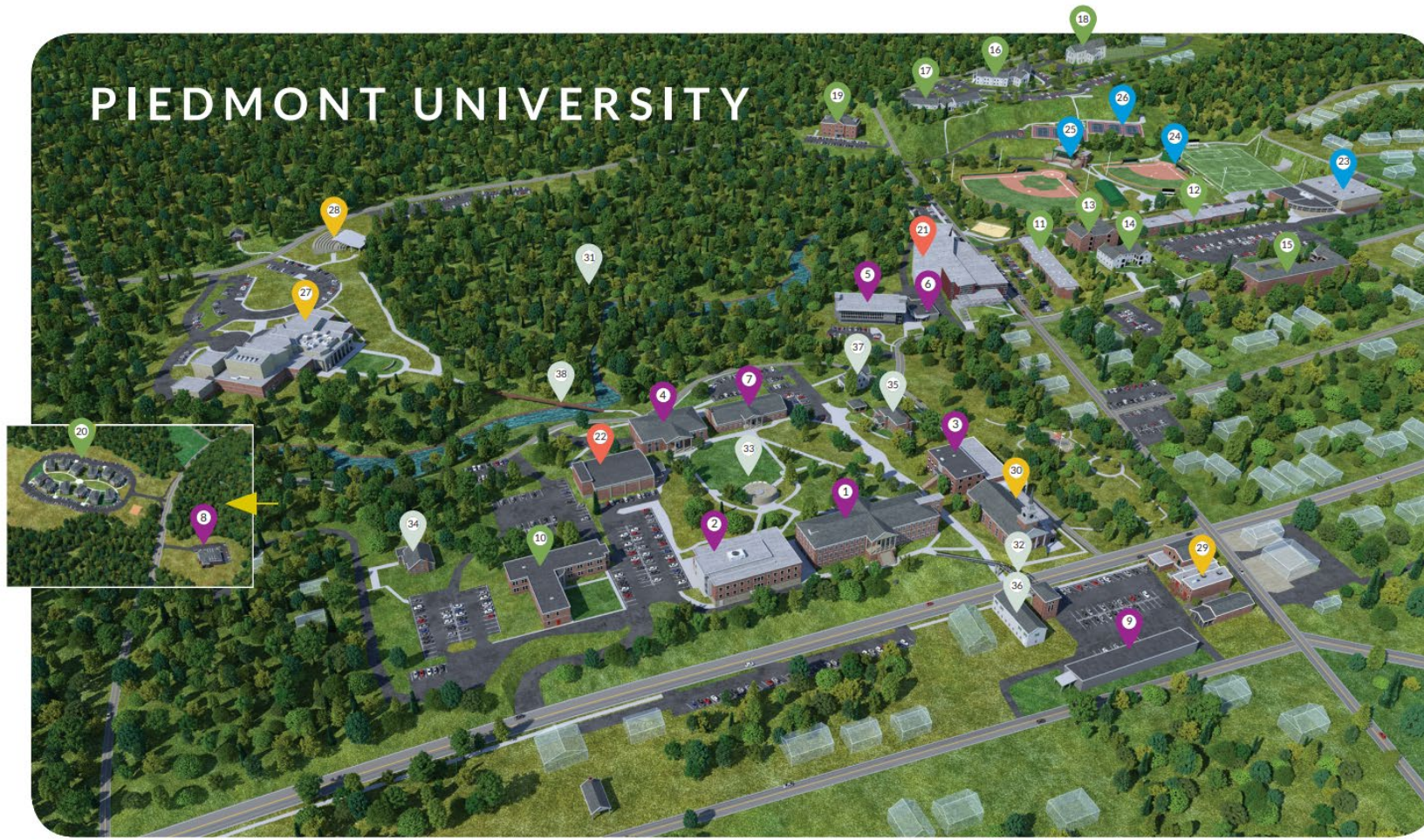
Online & Off-campus Students:

are not required to have a parking permit. If you desire to obtain a student ID please [click here](#).



Jim Andrews
Chief, Campus Police

University Parking Chart



Student Parking Regulations: On-Campus only

- *All students, faculty, and staff must register their vehicles. The parking permit must be displayed 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 in various lots on campus.
- Parking is allowed along the Demorest City Park on Massachusetts Blvd and in the Amphitheater Lot.
- 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 706-939-1349.

PARKING REGULATIONS ARE STRICTLY ENFORCED





On the Athens campus, Security is located at the front desk when entering the building from the main office parking lot. Security patrols are in the evenings after 4 p.m. through 8 a.m. during the week

Student Accounts

800.277.7020 ext. 1101 or email: biz@piedmont.edu

Financial Aid Office

800.277.7020 ext. 1114 or email: gradaid@piedmont.edu

TEACH Grant and Loan Forgiveness is available for some applicants.

Information is available at <https://studentaid.ed.gov/sa/>

Teachers employed in Title I schools may be eligible for loan forgiveness. This Federal Program is complex and comes with many rules; not everyone is eligible.



FAFSA

- Create an FSA ID and File the FAFSA at studentaid.gov.
- Piedmont's school code is 001588.
- Complete the 2024-2025 FAFSA for Spring 25, and Summer 25.
- Complete the 2025-2026 FAFSA for Fall 25, Spring 26, and Summer 26.
- Re-file every year when the FAFSA application opens.

Federal Student Loans

- Guaranteed loans that do not require a co-signer or credit check.
- Graduate students can receive up to \$20,500 annually in an unsubsidized loan (*based on COA, enrollment, and remaining eligibility*).
- Interest begins accruing when the loan is disbursed.
- Repayment begins six months after graduation or if you stop attending for six consecutive months.
- To remain eligible for loans, students must be enrolled for a minimum of six credit hours and must meet SAP.
- If a student wants to accept the student loans, they would need to go to the Self-Service portal, as well as complete entrance counseling, & the master promissory note at studentaid.gov.

PLUS Loan

- A federal loan that a graduate student can apply for & if approved can get up to the cost of attendance (COA) for that academic year.
- Go to studentaid.gov to apply for the Graduate PLUS Loan.
- If approved, the student will also need to sign a PLUS Master Promissory Note.

Private Scholarships

- Students are encouraged to search for scholarship opportunities that may be available through a professional, private, or civic organization.
- Search sites like fastweb.com, gafutures.org, & scholarships.org

Financial Aid: Here to help

The goal of the Piedmont University Financial Aid Office is to assist students in attaining the necessary funds to attend our institution. Students who have been admitted to Piedmont may apply for federal student loans by completing the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Students with questions are encouraged to contact the financial aid office at finaid@piedmont.edu or 706-776-0114.

Applying for Financial Aid

It doesn't have to be overwhelming—our Financial Aid office will answer every question you have throughout the process.

Complete a FAFSA. The [FAFSA](#) opens each year on October 1, and it is best to complete it as soon as possible for access to maximum aid. **Piedmont's FAFSA code is: 001588**

Review Federal Student Loans. Once a FAFSA is received we will evaluate and package your financial aid. An email will be sent notifying when your financial aid is ready to review and accept/reject on [Self-Service](#).

[Financial Aid Quick Links](#)



Student Services

What is available to our students?

[Click for more](#)

Veteran Services

Going to school using VA benefits can seem to be challenging and confusing. We make every effort to provide excellent service to Veterans and those eligible for VA education benefits in order to make the process as simple and easy as possible. In order to be eligible to receive VA education benefits at Piedmont University, first, please review the Important Information page linked below, and then follow the steps in the Getting Started section.

- [Important Information for Veterans](#)
- [Veterans Benefits – New Students](#)
- [Veterans Benefits – Transfer Students](#)
- [Frequently Asked Questions for Veterans](#)

If you have any questions, please contact the School Certifying Official (SCO) listed below. If you would like to meet with someone in person, please make an appointment or call ahead to confirm availability.

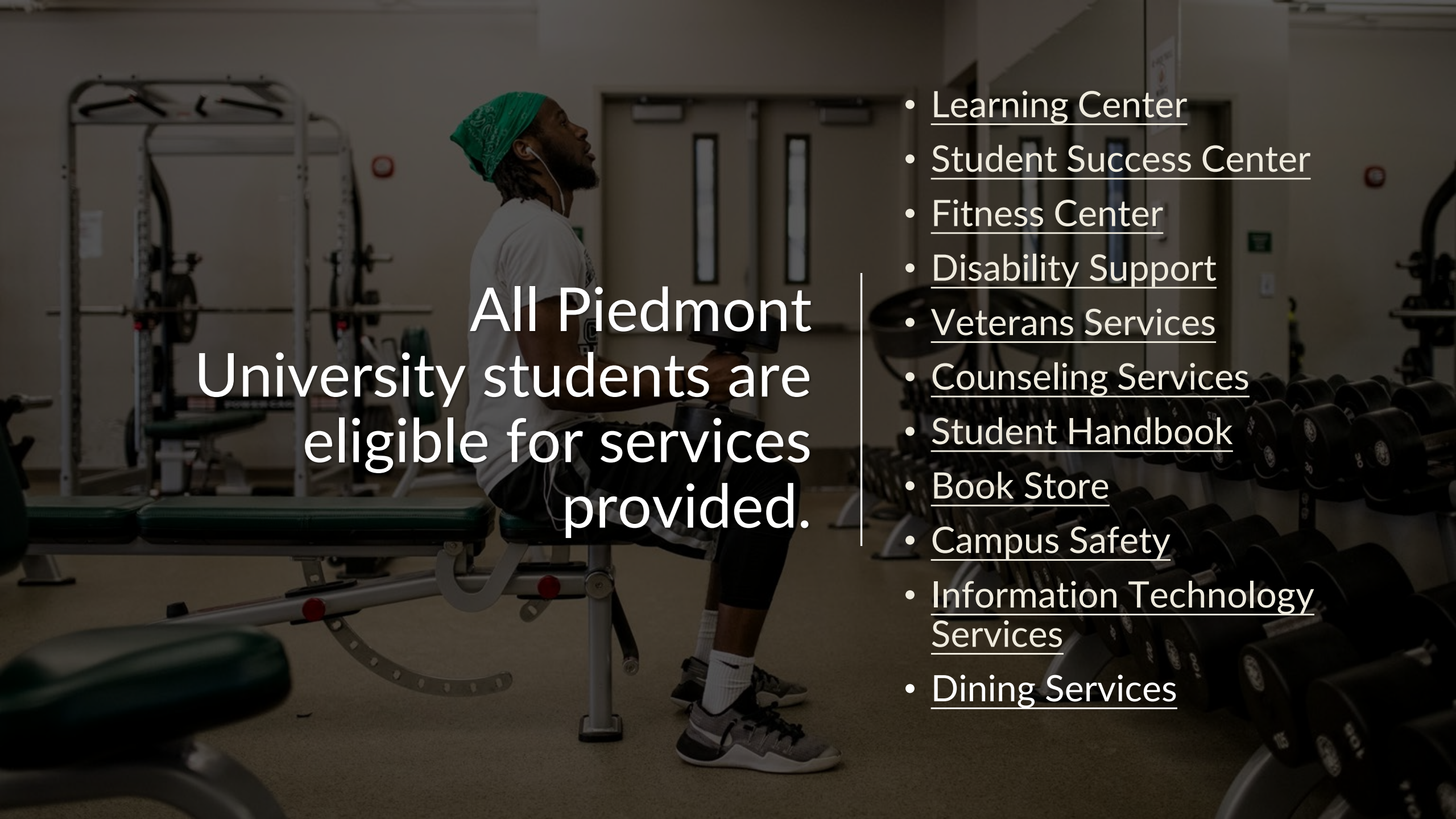


Cassie Shirley

706.776.0101

cshirley@piedmont.edu

Director for Student Accounts



All Piedmont
University students are
eligible for services
provided.

- [Learning Center](#)
- [Student Success Center](#)
- [Fitness Center](#)
- [Disability Support](#)
- [Veterans Services](#)
- [Counseling Services](#)
- [Student Handbook](#)
- [Book Store](#)
- [Campus Safety](#)
- [Information Technology Services](#)
- [Dining Services](#)



Library Services

Online library resources available

LIBRARY WEBSITE

University Bookstore

You can purchase textbooks, Piedmont attire, and more 24 hours a day online.

<https://piedmont.bncollege.com/shop/piedmont/home>

Click for [more](#) information

Supplies

SHOP SUPPLIES



Bridge Books+



REGISTER FOR CLASSES

Upon registering for courses, you will be automatically enrolled into the program.



VERIFY YOUR ORDER

Starting 30 days before the first day of classes, you will receive an email to verify your order and select your fulfillment preference.



RECEIVE YOUR TEXTBOOKS

An email notification will be sent when your order is ready for pickup or when it ships. Your digital materials will be delivered for your course(s) within Canvas.

[Verify your order](#)

Welcome to **PIEDMONT**

“Big enough to serve, small enough to matter”

-Dr. Buzz Singer

