



**THE INSIDER'S GUIDE TO THE
UNIVERSITY OF PITTSBURGH
DEPARTMENT OF MATHEMATICS**

**Compiled by the Mathematics
Graduate Student Organization
Executive Board**

2017–2018

Introduction

Welcome (or welcome back) to the University of Pittsburgh Department of Mathematics Graduate Program!

This “Insider’s Guide” was written by graduate students to help fellow graduate students become acclimated with the policies, services, and opportunities at the University of Pittsburgh and the Department of Mathematics. We hope that it is a valuable resource and that the secretaries receive fewer questions throughout the year.

The Technology section was adapted from “Technology Resources for Graduate Students in the Mathematics Department,” a document originally created by Matthew Jackson and later modified by previous Computer Coordinators Ian Price, Huibin Cheng, and Ken-Hsien Chuang. The purpose of the Technology section is to make you aware of the resources that are available to you and the policies governing their use; however, it is not designed to explain how to use these resources. If you have any questions or concerns, please contact the appropriate person(s).

We would like to thank Molly Williams and Frank Beatrous for their help in editing this document.

To our knowledge, all the information in this document was accurate at the time of publication, but if you notice any errors or think of any useful additions please e-mail us at pittmathgso@gmail.com so that we may update the information for next year’s edition.

We hope you have a wonderful and successful year!

Mathematics Graduate Student Organization 2017-2018 Executive Board

Michael McLaughlin

Jay Pina

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Important People

We would first like to introduce you to important people in the Department of Mathematics as well as point out some of the things that they are responsible for that are pertinent to graduate students. The Department contact phone number (Carol) is (412) 624-8375.

Department Chair

Jonathan Rubin
yotov@math.pitt.edu
 Office: 303 Thackeray

Graduate Director

David Swigon
swigon@math.pitt.edu
 Office: 519 Thackeray

Undergraduate Directors

Paul Gartside
gartside@math.pitt.edu
 Office: 406 Thackeray
teaching assignments

Department Administrative Secretary and Receptionist

Carol Olczak
carolo@pitt.edu
 Office: 301 Thackeray
supplies
reimbursements

Payroll Administrator

Matt Rager
msr53@pitt.edu
 Office: 306 Thackeray

Administrative Assistant to the Chair

LaVerne Lally
laverne@pitt.edu
 Office: 303 Thackeray

Graduate Program Administrator

Hannah McMunn
hmm79@pitt.edu
 Office: 309 Thackeray

Administrative Secretary to the Undergraduate Program

Diane Hall
jdhall@pitt.edu
 Office: 310 Thackeray
room scheduling
undergraduate textbooks

Administrative Assistant to Drs. Ermentrout and Hales

Melissa Weidman
magst96@pitt.edu
 Office: 307 Thackeray
maintains Department web site
room keys and codes
reimbursements

Department Computer Administrator

Bill Curry
wbc Curry@pitt.edu
 Office: 720 Thackeray

My Pitt Portal

The My Pitt portal, <http://my.pitt.edu/>, is an attempt to create a unified “front door” to the University’s online resources. You can access many things including the University’s Webmail, and below are a few of the most useful resources available, with links for some to more detailed descriptions within this document.

Among the links in the right sidebar, you will find

- **Faculty Center Login and Student Center Login:** Click “Self-Service” to begin and take some time to browse all of the information that is available here (e.g., class search, enrollment, personal information, academic records/grades, class rosters).
- **Spam/Virus Message Center Login:** Review possible junk e-mails sent to your Pitt e-mail address.
- **CourseWeb:** see Section 6.4
- **PittPAY Login:** see Section 4.7
- **PRISM Login:** see Section 7.1
- **Box Login:** see Section 5.4
- **Athletics Login:** Buy tickets for Pitt games. Note that Men’s Football tickets are season tickets and Men’s Basketball tickets are awarded based on a loyalty lottery system. See <http://www.pittsburghpanthers.com/ot/studentonly.html> for more information.
- **Software Download Service:** see Section 5.2
- **Enter Student Health Service Portal:** Schedule appointments with the Student Health Service and view your medical history and immunization data.

Under the heading “My Resources” at the top of the page, you will find

- **Change Password:** Self explanatory. Note that periodic password changes through [My Pitt](#) are required; a notification will display right after logging in that will announce when you need to do so.
- **Emergency Notification:** Is Pitt closed due to snow? No, most likely not, but just in case it is, Pitt’s Emergency Notification Service will let you know right away (along with any other messages that are deemed appropriate in the event of an emergency). It is *strongly* encouraged to sign up for it.
- **OMET Survey Request:** see Section 6.3

- **Panther Central:** Perform online transactions for the following services: Panther Funds loads, lost ID card inactivation, etc.
- **Student Health Insurance:** see Section 7.2
- **Student Life:** Click on the “Student Organization Resource Center Community” link in the right sidebar to access all the student clubs and organizations available at Pitt
- **Much more.**

For more help using [My Pitt](#), go to

- <http://technology.pitt.edu/help/help-index/my-pitt-help.html>

2.1 PeopleSoft Number

There is a large probability that you will never remember your PeopleSoft Number, which is needed for conducting University business such as requesting transcripts, and never know where you can find it easily. To find it quickly, access PittPAY via the PittPAY Login link on the right side of your [My Pitt](#) page. The 7-digit number listed in the upper left after your name is your PeopleSoft Number.

SECTION 3

Student Organizations

3.1 Graduate & Professional Student Government (GPSG)

- Web site: <http://www.gpsg.pitt.edu/>
- E-mail address: pittgpsg@gmail.com

The Graduate & Professional Student Government (GPSG) is the governing body for all graduate and professional students at the University of Pittsburgh. *GPSG administers half of the graduate student activity fee to provide programming and services to all graduate and professional students*, including a travel grant program for attending and presenting at conferences, free legal services, and supplemental funds for graduate student organizations. The social programming that GPSG provides throughout the year includes networking, cultural, and local sporting events.

Most importantly, GPSG connects graduate students to Pitt’s administrators through graduate student representation on many University committees. These representatives advocate and make recommendations regarding students to the Office of the Provost, University Senate, Board of Trustees, and other University-wide committees.

GPSG represents the concerns of all graduate and professional students, so please contact them if you have an issue they can help with. Graduate and professional students can get involved with the GPSG by attending their monthly assembly meetings or visiting their office in William Pitt Union.

3.1.1 Notifications from GPSG

It is very important to sign up for GPSG's mailing list, which can be done by visiting

- <http://groups.google.com/group/pittgpsg/>

or by e-mailing GPSG at the e-mail address listed at the beginning of this section.

GPSG also uses other means of communication, so it is wise to sign up for all that you have accounts with.

- Facebook Page: <http://www.facebook.com/pittgpsg/>
- Facebook Group: <http://www.facebook.com/groups/2204535043/>
- Twitter: <http://www.twitter.com/pittgpsg/>

3.2 Arts & Sciences Graduate Student Organization (A&S GSO)

- Web site: <http://www.asgso.pitt.edu/>
- E-mail address: asgso@pitt.edu

The Arts & Sciences Graduate Student Organization (A&S GSO) is an official University student organization that advocates the interests and concerns of the graduate students of the College of Arts & Sciences. The A&S GSO is responsible for dispersing half of the graduate student activity fee.

The A&S GSO sponsors events such as Happy Hours, the Grad Expo, and travel grants to support students presenting research at conferences. They also honor outstanding graduate student teaching by presenting the Elizabeth Baranger Excellence in Teaching Awards.

Any A&S graduate student is welcome to attend and participate in any of the monthly meetings of the A&S GSO, but only a department's official representative may cast a vote at such a meeting. The A&S GSO also elects its own officers, and representatives to various other University organizations.

Notifications from the A&S GSO are forwarded by the Mathematics Graduate Student Organization.

3.3 Mathematics Graduate Student Organization (Math GSO)

- E-mail address: pittmathgso@gmail.com

The Mathematics Graduate Student Organization (Math GSO) Executive Board is comprised of the official representatives of the graduate students in the Department of Mathematics. These representatives attend the A&S GSO monthly meetings and determine how to use the allocation of the graduate student activity fee dispersed by the A&S GSO to the Math GSO.

Within the Department of Mathematics, these students are responsible for sharing the graduate student opinion by sitting on the Graduate Committee, Undergraduate Committee, Budget & Planning Committee, and Technology Committee with a handful of faculty members.

The Math GSO hosts three parties each year; this year's dates are

- **Fall Picnic: Saturday, September 9, 2017 at noon**
- **Holiday Party: TBA**
- **End-of-the-Year Party: TBA**

Taking prospective graduate students out to lunch is also something the Math GSO takes care of; if you are invited to join one of the officers, note that the goal is to convince the prospective student that Pitt is a great school for obtaining a mathematics PhD!

Lastly, but most importantly, the Math GSO is your liaison to the rest of the Department of Mathematics. Feel free to discuss any problems with any of the officers, and they will do their best to alleviate the situation. They are your first line of defense in getting things fixed.

Officer positions are available on a volunteer basis at the end of each spring semester. Math GSO officers are generally in at least their third year of the PhD program (and have passed prelims).

A Facebook group titled “University of Pittsburgh Mathematics Graduate Students” is maintained by the Math GSO for the purpose of bringing any issues to their/others’ attention, networking with other mathematics graduate students, etc., and the link is

- <http://www.facebook.com/groups/250185888326077/>

3.4 Society for Industrial and Applied Mathematics (SIAM) Student Chapter

- Web site: <http://www.math.pitt.edu/~siam/>
- E-mail address: pitt.siam@gmail.com

About SIAM The Society for Industrial and Applied Mathematics (SIAM) is a national organization dedicated to promoting interest in applied mathematics and providing a community for mathematicians from various fields. The study of applied mathematics and computational methods are necessary and essential tools to confront and solve many real-world problems. Through its publications, research, and community, SIAM strives to promote unity and build cooperation between mathematicians and the various worlds of science and technology for the purpose of generating progress on these frontiers.

About Pitt’s Student Chapter All University of Pittsburgh mathematics graduate students are automatically eligible for free membership in SIAM and the Student Chapter – the list of current students is updated at the beginning of each fall and spring semester by the Student Chapter officers. To manage your SIAM membership account, visit

- <http://my.siam.org/>

If there are any problems with your membership account, e-mail the Student Chapter at the e-mail address listed at the beginning of this section.

Previous events that were hosted by the Student Chapter include: computer software workshops, post-doc panels, tours of local laboratories, and social events.

Officer positions are available on a volunteer basis. Students at any time in their mathematics graduate career are eligible to be officers.

SECTION 4

Being a Student

4.1 Graduate Handbook

The most up-to-date information on any policies regarding being a student can be found in the following graduate handbooks:

- Department of Mathematics Graduate Handbook: <http://www.mathematics.pitt.edu/graduate/enrolled-students/graduate-handbook>
- Arts & Sciences Forms and Policies: <http://www.asgraduate.pitt.edu/forms-policies>

It is strongly suggested to read them carefully when you have any questions.

4.2 Advisors

When you arrive at Pitt, you will be assigned an academic advisor. This information can be found on the Department web site where all graduate students' names are listed.

You should meet with this advisor to discuss your academic career at Pitt, e.g., what classes you should take each semester. Once you have chosen a dissertation advisor, they will become your new academic advisor. Contact Hannah and Melissa to update this information in their records and on the Department web site.

4.3 Academic Calendars

When is Spring Break? Do we get Good Friday off? What is this no-classes-on-Monday-and-Monday-classes-on-Tuesday you talk about? Look up Pitt's academic calendars at

- http://www.registrar.pitt.edu/course_calendars.html

4.4 Class Schedules

To see the most up-to-date class schedules (for mathematics classes only (including TA assignments)), go to

- <http://zerbina.math.pitt.edu/schedules/>

The class schedules for the entire University can be found through [My Pitt](#) or at

- http://www.registrar.pitt.edu/schedule_of_classes.html

You may view semester-specific course descriptions for courses in the College of Arts & Sciences at

- <http://www.courses.as.pitt.edu/>

4.5 Textbooks

Don't feel like waiting until the first day of classes to find out what books you need? The University textbook list is posted a few weeks to a month before classes start each semester at

- <http://www.pittuniversitystore.com/>

(assuming, of course, your professors have informed the University Store about the textbooks they have chosen for their courses).

4.6 Course Registration

Pitt does course registration online through the PeopleSoft Student Center found through [My Pitt](#). To guide you in this process, the Registrar's office has created the following web site at

- <http://www.registrar.pitt.edu/enrollment.html>

On the left of the page you will see links for steps to enrolling, worksheets, etc. A very useful link is: "Enrollment Preparation Steps."

Enrollment Dates You will be randomly assigned an enrollment appointment day to self-enroll. You can register after this day (but before the deadline listed in the "Enrollment Calendar," after which you must pay a late registration fee). This day can be found through the PeopleSoft Student Center. The "advisement hold" will be released by your advisor.

From the day of your assigned enrollment appointment time to the end of the add/drop period, you can add and/or drop courses and make corrections or edits to your class schedule.

Additionally, the Registrar's office also has computers and staff available to help you self-enroll if you are having problems.

Restricted Classes Specific courses, e.g., all upper undergraduate 1000 level such as Advanced Calculus I-II, are restricted courses that must have Department consent to enroll. If you are signing up for any of these, see Carol for a permission number to do so prior to self-enrolling.

Variable Credits If you are enrolling in any of the variable credit courses (1-9 credits), such as 2990 (Independent Study), 2000 (MS thesis), or 3000 (PhD thesis), you **MUST** enter the appropriate number of credits as the system defaults to "1" credit. If you do not do this, your enrollment will most likely drop you from full-time status.

Note that to retain full-time status, you must register for at least 9 credits hours in the fall and spring semesters and if receiving summer support, 3 credit hours in the summer semester.

For international students, full-time status in the fall and spring semesters is necessary to retain visa status.

Cross-Registration and Courses in Other Departments Once you have passed the preliminary exams, you have the option to take courses in other departments or at Carnegie Mellon University (CMU). An e-mail from your advisor to Hannah explaining the programmatic necessity for the course must be sent.

If you would like to take a course in another department, visit their main office to obtain a permission number to register for the course. If you would like to take a course at CMU, visit Hannah to fill out a form.

Full-Time Dissertation Study (FTDS) Supported students who have passed their PhD Comprehensive Exams and have completed 72 credits MUST sign up for FTDS. Tuition is a much lower flat rate and you can, in addition, register for one course as well. The department e-mails everyone the course registration information each semester.

Very Important! Hannah will need a copy of everyone's registration. Print a copy and leave it in her mailbox as soon as possible. If you process an add/drop later then please supply her with an updated copy of your registration. This is especially important for TAs, but Hannah will need a copy from everyone.

4.7 Paying Bills – PittPAY

Your tuition and some fees will be paid for when you are a supported student, but you still need to pay the Student Activity Fee each semester. The current rates are listed at <http://www.ir.pitt.edu/tuition/reqfees.php>. Paying bills is done through PittPAY which is found through [My Pitt](#). You can also pay your Student Activity Fee in person in Thackeray G-7.

- Students receive eBills – there are no paper bills mailed at Pitt.
- Each time a new eBill is posted in PittPAY, the student will receive an email from PittPAY. eBills begin to post at 8 PM Eastern Time on bill dates and the billing schedule can be found on the “Message Board” page in PittPAY.
- eBills, displayed on the “Most Recent eBill” page, are only a snapshot of the student account at the moment the eBill is posted in PittPAY. It will never change just as a paper bill you receive in the mail does not change if you make a new purchase.
- In contrast, the “Student Account Details” page in PittPAY records ALL activity in real-time, so payments made to the account AFTER an eBill has been posted will display only on that screen.

- All students are required to complete a direct deposit profile in case the University needs to send you a refund. Click on “Direct Deposit” while in PittPAY to set it up.
- Paying your bill with a checking account (eCheck) is free, but a 2.75% service fee will be charged if you pay with a credit or debit card.
- There is a PittPAY Tutorial and more information about eBills and making payments at <http://www.payments.pitt.edu/>.

4.8 University Library System

- Web site: <http://library.pitt.edu/>

The University’s libraries are a great place to study and get work done. They also provide a way to obtain most mathematics journal articles online. If you are connected via Pitt’s Wireless network or ethernet on campus, you can access all available articles through the web site listed above. If you are connected from home, you will first need to log in to the Secure Remote Service at <https://sremote.pitt.edu/> to have full access.

A direct link to the University Library Catalog is <http://pittcat.pitt.edu/>. If you click on “My Account,” you can look at and/or renew the items you have checked out as well.

4.9 Final Exam Schedule

Final exams for graduate level courses are scheduled by the professor teaching the course, but final exams for undergraduate level courses (including Advanced Calculus I-II) are scheduled by the University. The exam schedules are posted at

- http://www.registrar.pitt.edu/final_examination_schedules.html

4.10 Graduate Student Offices

Those graduate students who are receiving financial support from the department will be assigned an office in which they can work and store their possessions. These students will share their office with other graduate students in the department. Offices with windows are only provided to those students who have already passed their Prelim exams.

4.11 Prelims/Comps/Overview/Defense

Below are some things regarding the PhD milestones that are often questioned about. For more details, you should read the Department and Arts & Sciences Graduate Handbooks (see Section 4.1) very carefully.

4.11.1 Preliminary Exams (Syllabi and Sample Exams)

You will be required to pass one preliminary exam in Advanced Calculus and one in Linear Algebra within your first two years at Pitt. These exams are administered every April and August. During your first year in the department, you will likely take two classes in each subject to prepare for these exams. More details regarding these exams can be found online in the Graduate Handbook (see Section 4.1).

Syllabi and sample exams for the Advanced Calculus and Linear Algebra preliminary exams can also be found in the Department Graduate Handbook. Also, a list of suggested books from which to study are listed on the syllabi.

The passing of the preliminary exams also entitles you to an M.A. degree from the department, provided you have satisfied the other requirements listed in the Graduate Handbook (see Section 4.1).

4.11.2 Comprehensive Exams

You will discuss the content and writers of your comprehensive exams with your dissertation advisor. Currently, three exams must be passed, written by three different writers. Once these items have been agreed upon by everyone involved, a proposal needs to be written and submitted to the graduate committee, at which point, the committee needs to approve the proposal before you can take the exams. After hearing about the results from all the writers of the exams, a signature card must be signed by all of them verifying that you have passed. For more information, contact the Graduate Director and consult the Graduate Handbook (see Section 4.1).

4.11.3 Thesis Overview and Defense

Your dissertation committee members for the overview and defense will consist of at least four members of the graduate faculty with a member external to the department – make sure to double check with Hannah before your overview that all members you have chosen satisfy this requirement. *The overview must be approved at least 8 months before the defense can occur.*

There are some very strict restrictions on the number of videoconferences that are allowed. Only one videoconference *total* between the overview and defense is allowed, once written permission from the Dean is requested well in advance (your advisor should e-mail Hannah for this).

Since the overview and defense can be attended by any qualified individual, it is important to send an e-mail announcing the date and location to the faculty and graduate students (see Section 5.7), as well as Hannah who needs to know that the event is happening.

Help on typesetting your dissertation can be found at

- <http://www.pitt.edu/~graduate/etd/>

Finally, bring any signed forms to Hannah, not the Dean's office.

Technology

- Web site: <http://technology.pitt.edu/>
- Manage your account: <http://accounts.pitt.edu/>

The University's Computing Services and Systems Development (CSSD) department provides information technology services to everyone at Pitt. A lot of information and help sheets are posted on their web site, so it is the next place to look at if this document does not answer your specific question.

5.1 Pitt E-mail

Your University Computing Account is created automatically when you start at Pitt, and your e-mail address is `username@pitt.edu`. You can access your e-mail through the University's Webmail via [My Pitt](#) or various e-mail clients like Apple Mail, Mozilla Thunderbird, Microsoft Outlook, and Alpine. The University provides a cloud-based service through Microsoft's Exchange Online. To configure your email account on phones and tablets, view the help sheets at <http://technology.pitt.edu/email/mypittemail-st/mobile-st.html> to fully set up your chosen e-mail client correctly.

More information regarding the My Pitt Email service is available at

- <http://technology.pitt.edu/email/mypittemail-st.html>

It is important to check your Pitt e-mail several times a day and actually read your incoming messages.

You can also forward your e-mail to another e-mail address (such as a Gmail address) but you are *strongly* encouraged *not* to do so. There have been many stories of e-mails being delivered to your other inbox a long time after it would have been received in your Pitt inbox or not being delivered at all.

5.2 Software Licensing Services

As students, you are entitled to a wide range of free and discounted software. This is administered by the University's Software Licensing Services at 204 Bellefield Hall. Examples of such software include: Adobe Acrobat Professional, Microsoft Operating Systems, Microsoft Office, Symantec/Norton AntiVirus, MATLAB, and Mathematica.

- Free downloadable software: <http://software.pitt.edu/>
- List of all software available including prices: <http://technology.pitt.edu/software/for-students-software.html>

5.3 Unixs Accounts

As students at the University of Pittsburgh, you automatically have an account on the computer `unixs.cssd.pitt.edu`. You cannot connect directly to this computer, but must instead log in remotely. There are multiple ways to access this account.

- Open a Unix shell and type `ssh username@unixs.cssd.pitt.edu`, or type `sftp` instead of `ssh` if you plan on transferring files
- Use an sFTP client with the hostname `unixs.cssd.pitt.edu`
- Most of the Unix-based machines on campus will display a folder labeled “AFS” and this folder accesses your Unixs account, treating it as a directory

Specific instructions for Windows, Mac, Linux, and other operating systems are available at <http://www.technology.pitt.edu/x1463.xml>.

There are four principle uses for your Unixs account.

1. **Storage** – there is a 5 MB quota that can be increased by contacting the Help Desk or by talking to your advisor
2. **Access other accounts** – i.e., e-mail account, accounts on the Department servers
3. **Run programs** – programs that spawn windows (such as xemacs) will require you to run some sort of terminal emulator (such as the X Windows System) if you are not logging in from a Unix machine. Other programs can run directly in your Unixs shell, i.e., L^AT_EX (and the associated utilities, such as dvips and ps2pdf) and Pico.
4. **Personal web site** – Download web site templates and logos at <http://www.umc.pitt.edu/toolbox/>. (*Please remember that anyone can view your web site, so you should be professional in what you post.*)

Make sure to save all your work in the “private” folder. The contents of any other folder can read by other users. Note that AFS does not respect Unix file permissions, so those who think they have protected their files with `chmod` have not. The files will still be world readable unless the AFS permissions are modified. To learn how to restrict directory permissions, see http://technology.pitt.edu/Documents/email-accounts/AFS/Restricting_AFS_Permissions.pdf.

5.4 Box

Box is a cloud storage solution that allows you to store up to 50 GB of files and access them from anywhere, and it is freely available for all Pitt students. To sign up for the Box services, visit <http://pitt.box.com>. More information about Box can be found at

- <http://www.technology.pitt.edu/mobile-services/box-pitt.html>.

5.5 Ethernet and Wireless Internet

Most of the offices in Thackeray Hall are equipped with ethernet ports, and you are welcome to use your own computer. However, all University departments are required to use Enterprise Network Firewalls, and so, in order to be connected to the network in Thackeray the following information must be e-mailed to Bill Curry:

- Office room number
- MAC address of computer
- Ethernet port number

If you plan on only using Pitt's Wireless network, you do not need to e-mail Bill Curry and only need to follow the directions at <http://www.technology.pitt.edu/network-web/wireless.html>.

5.5.1 eduroam Wireless Internet

The University is a participant in eduroam (short for *education roaming*) so that you can access wireless internet while visiting other participating institutions. For more information, visit <http://www.eduroamus.org/>.

5.6 Department Labs

One regulation applies to all the labs run by the Department: *No food or drink is permitted*. When you are in the Calculus Lab, it is part of your responsibility to ensure that undergraduates do not bring food or drink into the lab.

A tip for computers running Fedora or CentOS in which the active window is the window that the mouse is hovering over (which can become annoying): to change this setting, right-click on the title bar of any window, and click on "Configure Window Behavior." In the left hand panel, select "Focus," and then use the pull-down menu to select "Click to Focus." Your computer will now be configured so that the active window remains active until you click on another window.

5.6.1 Thackeray 707

The lab in Thackeray Hall 707 is the primary lab for graduate students in the Department. You may use it for any reasonable purpose, but students doing mathematics related work have priority over people playing games or surfing the web.

Graduate students are allowed 24 hour access to this lab. However, if you are leaving the lab unattended after 7pm, you should lock the door behind you. If you need the combination for the door, you should see Melissa.

5.6.2 Posvar Hall 1200A

The lab in Posvar 1200A is primarily a teaching lab with a large number of computers. All sections of Calculus I–II will have weekly lab sessions in this lab using LON-CAPA (see Section 6.5). See Melissa to obtain the code to Posvar 1200A.

You may use Posvar 1200A at any time that it is open, as long as you do not disrupt any class that might be in progress. There is no printer in Posvar 1200A, and the computers are not equipped with printer drivers, and so cannot print directly. If you must print, you must work remotely via some other computer that has drivers installed, such as `archimedes`.

Whenever this lab is open, there must be a graduate student or faculty member on duty. If there is no one available to supervise the lab, you **must** lock the door and close up the lab. Because this can be a major disruption to undergraduates who may be working in the lab, it is very important that you arrive on time to your lab hours. If you are the TA for the last section of the day, turn off the lights and lock the door behind you. Again, see Melissa for information regarding locking and unlocking the lab in Posvar 1200A.

5.7 Mailing Lists

The Department maintains a number of e-mail distribution lists. These are useful if you need to e-mail large sections of the Department at once. In order to e-mail everyone on a list, just send an e-mail to `listname@list.pitt.edu`, where `listname` is as below on the right.

Graduate Students	<code>math-grad</code>
Full-time Faculty	<code>math-faculty</code>
Part-time Teaching Faculty and Instructors	<code>math-parttime</code>
Post-Doctoral Scholars	<code>math-postdoc</code>
Visiting Scholars	<code>math-visitors</code>
Department Staff	<code>math-staff</code>
Emeritus Faculty	<code>math-emeritus</code>
Undergraduate Mathematics Majors	<code>mathmajors</code>
Mathematical Biology Group	<code>mathbio</code>

Please use your judgement when e-mailing to these lists and be professional!

5.8 Printers

There are multiple printers in Thackeray, accessed by printing to the following queues:

Thackeray 401

B&W, with duplexer	HP Laserjet 4100DTN	<code>hp401</code>	136.142.124.232
Color, with duplexer	HP Color Laserjet 3700DN	<code>claser</code>	136.142.124.233
Color, no duplexer (best for transparencies)	HP Color Laserjet 4550N	<code>c401</code>	136.142.124.234

Thackeray 707 To print to these from the lab PCs, you will have to select a different print queue. The procedure for doing this varies depending on the program you are trying to print from, but all programs that display a graphical print window will allow you to select a different queue.

B&W, with duplexer	Brother HL-6050DN	hp707	136.142.124.180
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Since the printers are behind a firewall, to print from computers not connected via ethernet, you need to follow the directions in Section 5.9 regarding accessing the Department servers before attempting to print.

The color printers can only be used for mathematics related work (research, teaching, etc.), not for personal use.

From time to time, the printers may run out of paper or toner. Paper is kept in the copier room, so please take the time to replace the paper yourself. Toner must be replaced by the Computer Coordinator or Bill Curry, so please notify both of them by e-mail as soon as possible to let them know.

Do not print multiple copies of quizzes, etc. for your teaching! Please print one copy, then go to the copier room for the rest, or print none and copy directly from a USB stick (see Section 11.4.2).

5.8.1 University Printers

You can also print in the University's public computer labs

- <http://technology.pitt.edu/service-locations/computing-labs/lab-hours.html>

or via Self-Service Printing

- <http://technology.pitt.edu/service-locations/ssp.html>

The quota is currently 900 black and white pages per semester. To check the status of your usage, log in to <http://accounts.pitt.edu/> and click "View quota information." Some public labs also have color printers.

5.9 Department Accounts

The Department maintains servers (e.g., `archimedes`, `euler`, `fermat`, and `hermes`) through which you may obtain another account (besides your University account). Reasons for obtaining a Department account include more storage space (250 MB for graduate students) and access to applications owned by the Department. If you wish to open an account, contact Bill Curry.

The server `fermat` is configured so that if you log on to `archimedes`, your home directory will display all your stored files. This means that you should not need to access `fermat` directly. However, if you wish, you may mount your `fermat` directory on any computer. Instructions for doing this are in the documentation on `archimedes` in the directory `/usr/local/pitt-math/doc/`. Information on maintaining a `math.pitt.edu` web site is also in the documentation.

The servers can only be *directly* accessed from computers on the Department network (i.e., being connected via ethernet – see Section 5.5). To access the servers from other computers (i.e., being connected via Pitt's Wireless network or being connected from home),

your username must be added to a list by contacting Bill Curry. Users must start a web browser that has working Java and log in to <http://sremote.pitt.edu/>. After authenticating, choose the zone “Firewall-MATH-REMOTE-USERS-NetworkConnect.”¹ You can also sign into your Unixs account and then follow the directions in the next paragraph.

To access the servers directly from the Department network, follow the instructions in Section 5.3, replacing `unixs.cssd.pitt.edu` with `archimedes.math.pitt.edu`.

If there are any applications that you think that `archimedes` should support, contact Bill Curry with your suggestions. Please include some detail about where the application can be found.

SECTION 6

Teaching

6.1 Classroom Location

It is strongly recommended that you find the location of your classroom prior to the first day of class. That way, you can avoid wandering aimlessly around campus. Also, note whether your classroom has blackboards or whiteboards so that you can arrive in class prepared with either chalk or markers. If there are any issues with the room that you are scheduled to teach in, see Diane.

6.2 Textbooks and Supplies

At the beginning of the semester, visit Diane to get a copy of the textbooks that are required for the courses you are TAing for. At the end of each semester, remember to return all books that you will not need for the subsequent semester!

Visit Carol if you need supplies such as chalk or whiteboard markers.

6.3 Teaching Evaluations

You are required to request teaching evaluations every semester that you teach. The Office of Measurement and Evaluation of Teaching provides this service. Note that you must fill out an online form at [My Pitt](#) by a certain deadline; more instructions and a direct link to the form can be found at

- <http://www.omet.pitt.edu/>

6.4 CourseWeb/Blackboard

CourseWeb (also called Blackboard) is an instructional tool and can be accessed at <http://courseweb.pitt.edu/> or through [My Pitt](#). It is a web-based course management system

¹Note that those running Mac OS X 10.6 (Snow Leopard) must install a software patch to resolve a compatibility issue; instructions may be found at http://technology.pitt.edu/Documents/network/secure-remote-access/SRA_Patch_Installation.pdf. See a list of supported operating systems and web browsers at <http://technology.pitt.edu/network-web/secure-remote.html>.

that makes it easier to manage a web site for a course that you are teaching.

For information on getting started with Blackboard, go to

- <http://http://www.etskb-fac.cidde.pitt.edu/blackboard/getting-started-in-blackboard/>

Instructors are encouraged to attend CourseWeb workshops, which are posted alongside a support manual at the above web site.

A number of courses on campus use CourseWeb, so most students will have some familiarity with the system.

6.5 LON-CAPA and Webwork

LON-CAPA and Webwork are course management systems specifically designed for science and mathematics. They include tools for assessment based on randomized exercises. A set of LON-CAPA exercises has been prepared for Calculus I–III courses and can be accessed at

- <http://homework.math.pitt.edu/>

and a set of Webwork exercises has been prepared for Business Calculus and can be accessed at

- <http://webwork.math.pitt.edu/>

Directions on how to use LON-CAPA and Webwork can be found at

- <http://calculus.math.pitt.edu/instructor/>

and guidelines for syllabi and schedules for these courses can be found at

- <http://calculus.math.pitt.edu/>

6.6 Class Rosters

When lecturing or TAing a course, you have access to the names of the students enrolled and can send them e-mails. Go to [My Pitt](#), then

1. Click “Student Center Login” in the right sidebar
2. Click “Self-Service” in the left sidebar
3. Look for “Class Roster” under the “Faculty Center” heading

There is an option on the class roster page to send an e-mail to all your students at once. If you would like to send attachments in your e-mail, you may want to copy and paste the e-mail addresses into Webmail or your e-mail client to send. *Please remember to Bcc: (blind carbon copy) all the students in the e-mail as a form of privacy. You may put your own e-mail address in the To: field.*

6.7 Teaching Request Form

Before each semester, a request form will be emailed to you in which you can list your preferences regarding the courses for which you would like to TA. Follow the instructions on the form and return it to Hannah by the deadline.

6.8 Submitting Grades

If you are lecturing a course, you will need to submit grades at the end of the semester. Instructions on how to do so can be found at

- http://technology.pitt.edu/Documents/PeopleSoft_Faculty/RecordingStudentGradesOnline.pdf

SECTION 7

Paychecks and Heath Insurance

7.1 Where & When Paychecks are Delivered

Paychecks are delivered monthly on the last working day of the month. If you *do not* have direct deposit, you may pick your paycheck up from Carol (please do so in a timely manner!). If you *do* have direct deposit, you can access your pay statements through [My Pitt](#). Here are the steps:

1. After logging in, click on “PRISM Login” in the right sidebar
2. Click on “PHR Employee Self-Service”
3. Click on “Pay Statement”

Note that you can access past pay statements for three years.

To get signed up for direct deposit for your stipend, see Matt.

Note that summer payroll for Teaching Assistants depends on your teaching assignment. The months that you will receive a paycheck are listed on your teaching contract. Keep in mind that no one with a teaching assignment will receive a paycheck in August, so budget your money wisely!

7.1.1 Changing Your Address in the Payroll System

To change your address in the payroll system, you need to complete a Residency Certification Form, which is available in Matt’s office.

The address on your payroll record is the one listed on your paycheck or direct deposit statement. It is important that you have your current address on the payroll system because by law some mail from benefits and taxes cannot be forwarded to another address if an outdated address is on the payroll record. The mail would be returned to Pitt by the Post Office.

Also, remember to contact the Registrar's Office to change your address on their records since the payroll system does not tie in to the Registrar's records. This can be done through the Student Center portal through [My Pitt](#). Let Carol know too so she can update her records.

7.1.2 Tax Information

Some web sites that have information regarding taxes you will have to pay as a graduate student are

- Payroll Department Tax Information: <http://www.cfo.pitt.edu/payroll/taxinfo.html>
- Pitt Library's How-To on Accessing Federal, State and City of Pittsburgh Tax Forms: <http://yorktown.library.pitt.edu/guides/taxforms.html>
- Office of International Services: Taxes: <http://www.ois.pitt.edu/immigration-related-stuff/taxes/>

Depending on the exact nature of your paycheck (mostly if you are a GSR), some of your income may not be taxable in PA.

7.2 UPMC Health Insurance

Funded mathematics graduate students receive really great health insurance through UPMC with medical coverage paid for by the University. Dental and/or vision coverage must be paid for by you, as well as coverage for spouses or dependents.

Each year an enrollment form must be filled out through [My Pitt](#). Go to

- <http://gradcare.hr.pitt.edu/>

for more information regarding the types of coverage you can receive and instructions on how to sign up. Note that

- The medical coverage plan that everyone receives is the Panther Blue Health Plan.
- You must choose a specific dentist when enrolling. To find a dentist, go to <http://www.ucci.com/>, click on "Find a Dentist," then for "My Network is" choose "DHMO Concordia Plus General Dentist." Fill out the rest of the relevant information, and the dentist's "Provider ID" will be listed after clicking on their name. This is what is needed for the enrollment form.
- You *must* fill out the payment information form that pops up after enrolling.

If you have a University Fellowship, you may have to take special care in choosing your coverage. You tend to be given extra money to pay for your own health insurance and are not considered to be employed in months you are not receiving a paycheck.

Travel Money

There are various organizations on and off campus that offer help in obtaining funds to help cover the costs of attending conferences. Below are links to each organization's application information.

Pitt sources

- Department of Mathematics: <http://www.mathematics.pitt.edu/node/817>
- GPSG: <http://www.gpsa.pitt.edu/services/travel/>
- A&S GSO: <http://www.asgso.pitt.edu/doku.php/grants>

Outside sources

- SIAM: <http://www.siam.org/prizes/sponsored/travel.php>
- AMS: <http://www.ams.org/student-travel/>
- AWM (women only): <http://sites.google.com/site/awmmath/programs/travel-grants/>

To receive travel funding from the department, you should submit a travel request to the Graduate Committee. A travel request should be on one page, possibly including supporting documents as appendices, and it should be given to the Graduate Committee chair. More information about the travel request can be found in the Graduate Handbook (see Section 4.1). Information regarding reimbursements for travel can be found in Section 11.1.

Department Seminars

All graduate students are highly encouraged to attend Departmental Colloquia (normally Friday afternoon) including the pre-talk reception which features tea, coffee, and cookies.

A list of upcoming Departmental Seminars can be found at

- <http://www.mathematics.pitt.edu/events>

and the department's Colloquium schedule can be found at

- <http://www.mathematics.pitt.edu/seminar-colloquia/colloquium>

The Edmund R. Michalik Distinguished Lecture Series in the Mathematical Sciences (<http://www.mathematics.pitt.edu/MichalikLecture>) is held once a year, which all mathematics graduate students should plan on attending.

The Graduate Student Seminar is designed to give graduate students practice giving colloquium and conference style talks in a low pressure environment. Students at any point in their mathematics graduate career are encouraged to give talks in this seminar, and all should attend (free pizza and soft drinks are served!).

Pitt Mathematics Connections

Being a mathematics graduate student at Pitt means you get free membership in certain mathematical societies and you can benefit from certain institutes funded by the National Science Foundation.

10.1 Mathematical Society Membership

All mathematics graduate students are eligible for free membership in AMS and SIAM. The Pitt SIAM Student Chapter handles membership in SIAM. A select number of mathematics graduate students are nominated for free membership in MAA and/or AWM.

Society	Web Site	Member Benefits
American Mathematical Society (AMS)	http://www.ams.org/	http://www.ams.org/membership/individual/mem-nominees/
Society for Industrial and Applied Mathematics (SIAM)	http://www.siam.org/	http://www.math.pitt.edu/~siam/benefits.html
Mathematical Association of America (MAA)	http://www.maa.org/	http://www.maa.org/membership/membership-categories
Association for Women in Mathematics (AWM)	http://www.awm-math.org/	https://sites.google.com/site/awmmath/awm/membership/

10.2 National Science Foundation (NSF) Mathematical Sciences Institutes

Some of the benefits of Pitt being a partner in NSF Institutes include financial support for attending their workshops.

Institute	Web Site	Program Benefits
Institute for Mathematics and its Applications (IMA)	http://www.ima.umn.edu/	http://www.ima.umn.edu/pi-pc/pi-description.html
Mathematical Biosciences Institute (MBI)	http://mbi.osu.edu/	http://mbi.osu.edu/about/guidelines.html

Administrative Items

11.1 Reimbursements

There will come a time that you will buy something that will be reimbursed by the Department or via funds from a research grant. Follow these instructions:

1. Fill out a CONCUR profile. For more help on how to do this, please see Carol Miller.
2. Save all receipts.
 - For airfare, make sure the actual word “receipt” is on the airline’s receipt. An order confirmation is not sufficient.
 - For meals, submit the receipt that has all the food items listed, not a credit card receipt that shows the total amount charged.

For costs due to events:

2. Have attendees write their name on a sign-in sheet.
3. Type a document with the following information:
 - Name of event
 - Date and time of event
 - Agenda of event or abstract of talk

For costs due to traveling to a conference:

2. Make a copy of something proving that you actually presented.
3. Type a document summarizing your expenses.

4. Hand in all of the required documents (items #1-3 above) along with your name to Carol or Melissa.
5. You will receive an e-mail to your Pitt e-mail address with the reimbursement information listed for you to approve. When you get this e-mail, look over the details to make sure they are correct and then follow the instructions for approving the information. If something is incorrect you can reject it through the e-mail or let Carol or Melissa know so she can make changes. *You will not get reimbursed until this step is completed.*

Things to note:

- To log into PRISM to approve/reject the reimbursement, use your Pitt log in information.
- If you do not have direct deposit, your check will be sent to your home address.
- Information on traveling, including per diem rates, can be viewed at <http://www.pts.pitt.edu/travel/>.

11.2 Room Keys and Codes

Many of the rooms in Thackeray have locks and require a code and/or key to open the door. See Melissa to obtain the following:

- A key to your office – remember to return the key if you move to a different office or graduate.
- The code to your office or a common area (e.g. computer labs, copier room, seminar rooms)

11.3 Building Hours and Access

Thackeray Hall is not open 24 hours a day, 7 days a week. The building hours are e-mailed to everyone by Matt at the beginning of each semester. However, if you would like 24/7 access, see Matt to obtain ID card access.

11.4 Copier Room

There are 3 large machines in the copier room (please keep it locked at all times; you can obtain the code from Melissa): the Risograph, sorter, and copier.

11.4.1 Risograph

The Risograph is a high volume black and white copier that all graduate students are allowed to use. It is designed for making large numbers of copies (20+).

To print double sided using the Risograph, print the first page, remove the printed pages, turn them upside down, and put them on the top of the stack of blank paper. Then print the second page. The master copy can be used to guarantee that you have placed the pages correctly. The primary disadvantage of the Risograph is that it cannot sort documents, so if you are making several copies of a multi-page document, you will get all the page 1's next to each other, followed by all the page 2's, and so on.

The solution to this is to use the sorter. This device will allow you to take your stack of page 1's, your stack of page 2's, (and so on, up to the page 10's) and will sort them so that you get sets of pages in sequence. There is no stapler attached to this device, so you must staple the sequential sets of pages manually. If you want to use the sorter, you should ask Carol for help with which buttons to press, and in what order.

11.4.2 Copier

The second copier in the copier room is a full service black and white photocopier that also has a scanner. All graduate students are allowed to use the scanner, and the access code for this can be obtained from Melissa.

Copying is limited to graduate students who have passed their comprehensive exams or are TAing (small number of copies or complicated copying job). The access code for this can also be obtained from Melissa.

Some things to note about the copier:

- After typing in your code you must press the “OK” button on the touch screen before it unlocks the copier.
- Single-sided printing is the default. If you want double-sided printing then you must manually go in and change it. If you are copying from on the glass you will get a message asking if you have anything else to copy on the other side of the sheet. If you do, you put the next sheet on the glass and press the copy button again. If not, press “Read-End” and it will print.
- You can print directly from a USB stick and scan directly to a USB stick. The copier has a dual headed scanner that does 70 pages a minute.
- Scanned items can be e-mailed to yourself.
- The copier can easily make multiple copies, sort, or staple sort.

If you have any questions regarding the copier or cannot figure out how to use any features, ask Melissa.

11.4.3 Other Copying Options

There are other options if you need to make copies. All of the University libraries have photocopiers. These take either coins or Panther ID cards, which can be reloaded in person at Panther Central in the Litchfield Towers Lobby or online through

[My Pitt](#) > My Resources > Panther Central > Panther Funds > Panther Funds Loads

A University-owned copying and printing service available is Copycat (<http://www.copycat.pitt.edu/>). If you are teaching a large section and do not want to use the Department copiers for exams, quizzes, etc., you can obtain authorization forms from Carol to take to Copycat so that the Department will pay for the copying. You will have to pay for any personal copies/binding/etc. yourself.

There are also FedEx Office and Staples stores near campus and in the surrounding neighborhoods.

11.5 Mailing Services

Mathematics graduate students have mailboxes in the mailroom on the third floor of Thackeray. You should check it regularly as you would check your home mailbox. The mailroom is kept locked outside of Department hours (8:30am-5pm), but you have ID card access to get inside. Remember to close the door behind you when you leave!

If you would like to have anything *department related* (e.g. textbooks are okay, personal packages are not) mailed to you on campus, the address you may use is

Department of Mathematics
University of Pittsburgh
301 Thackeray Hall
Pittsburgh, PA 15260

The University offers a free campus mail service; go to <http://www.pts.pitt.edu/mailserv/> to find out how to address campus mail. There is a mailbox on the first floor of Thackeray for campus mail as well as a bin in the mailroom.

11.6 7th Floor Lounge Refrigerator, Microwave, and Stove

Graduate students may use the 7th floor lounge for storing and making food, however, it is imperative that you clean up after yourself. The 3rd floor lounge is for staff and faculty use only.

In order to maintain the cleanliness of the refrigerator the following set of rules regarding its use exists. **The refrigerator and freezer is emptied out (every single item inside is thrown out) every Friday afternoon between 2-3pm.**

Refrigerator exceptions:

- Food clearly marked² with name and date may remain in the refrigerator for 1 week past the date marked.
- Beverages clearly marked with name and date may remain in the refrigerator for 1 month past the date marked or until its expiration date, whichever comes first.

Freezer exceptions:

- Packaged foods that are clearly marked with name and date may remain in the freezer for 1 month past date marked.

If an item is missing either the name or date it will be thrown out no matter how new it is or what kind of dish it is in.

SECTION 12

Useful Web Site Links

12.1 Living in Pittsburgh

- **Arts & Sciences Grad Guide:** <http://www.asgraduate.pitt.edu/student-life> – This guide was created by the A&S GSO to help you navigate the University and the Pittsburgh community
- **Cool Pittsburgh:** <http://www.coolpgh.pitt.edu/> – Learn about living in Pittsburgh
- **Off-Campus Living:** <http://www.ocl.pitt.edu/> – Provides necessary information and tools to successfully reside in off-campus accommodations including a roommate and subletting service and results of a landlord survey
- **Fact Book:** <http://www.ir.pitt.edu/factbook/> – Pitt seems to never update their campus map anywhere on their web site except in their Fact Book

²Clearly marked means: handwriting must be legible, writing must be big enough to be easily seen, and do not label the bottom of the item.

12.2 Transportation

- **Port Authority:** <http://www.portauthority.org/> – Any and all information regarding the public bus system can be found here including bus schedules and route maps. GPS Tracking is being implemented at <http://truetime.portauthority.org/bustime/home.jsp>.
- **Community Alternatives: Bicycling:** <http://www.pts.pitt.edu/Commuting/bicycling/> – Provides information on biking in Pittsburgh as well as a form to register your bike with Pitt
- **Office of International Services Travel Arrangements:** <http://www.ois.pitt.edu/new-here/new-international-students/travel-arrangements/> – Free airport shuttle for new international students

12.3 University and Community Activities

- **Pitt Arts:** <http://www.pittarts.pitt.edu/> – Find out about free museum visits and buy discounted tickets to music, theater, and dance performances and sign up for their weekly events e-newsletter.
- **Intramurals & Recreation:** <http://www.intramurals.pitt.edu/> – Find out what gyms are available for use and sign up for intramural sports.

12.4 Mobile Phone Apps for Pittsburgh

- **Transit:** <http://transitapp.com/> – Find out in real-time when the bus is coming (iPhone and Android)
- **Tiramisu:** <http://www.tiramisutransit.com/> – Find out in real-time when the bus is coming (iPhone and Android)
- **ParkPGH:** <http://www.parkpgh.org/> – Real-time parking information for garages in Pittsburgh's Cultural District (iPhone, mobile site for other smartphones)
- **LoyalTree Rewards:** <http://www.loyaltree.com/> – Loyalty program for local restaurants (iPhone and Android)