

Steps for Registration 2017 Summer & Fall Semesters



CHEYNEY
UNIVERSITY
OF PENNSYLVANIA

Completing these *six steps* prior to the end of the Spring 2017 semester will ensure successful registration into classes, eliminate potential delays and/or additional costs associated with late registrations.

- Step #1 - SEEK ADVISEMENT**
 - Meet with your academic advisor for counseling and to select courses for the new semesters.
 - Verify and retain your advisor's email address.

- Step #2 - SIGN ONTO PowerCAMPUS SELF-SERVICE**
 - Verify access to the PowerCAMPUS Self-Service system. If you can't not sign on immediately contact the IT Helpdesk at ext. 2043 or by email at helpdesk@cheyney.edu

- Step #3 - CLEAR ALL ACCOUNT STOPS**
 - If you see that your account has a stop on it, usually indicated by a picture of a red stop sign shown in PowerCampus Self-Service, this will prevent you from registering. You should:
 - Identify the stop type/department that placed it. (i.e.: housing, registrar, bursar, etc.)
 - Contact that department to find out what needs to be done to have the stop removed.
 - If you have more than one stop, you will need to contact each department.
 - After you have done what was requested by the department(s), make sure the stop has been removed from your account (stop sign picture is gone).

- Step #4 - REGISTER FOR 2017 SUMMER AND/OR FALL CLASSES**
 - Verify the class(es) that you registered for using Self-Service are on your schedule. If you don't see them, chances are something happened during the registration process and the class is still in your cart. Go back and complete the registration process and review your schedule again.
 - If you DON'T see the class on your schedule, you HAVE NOT registered for the class, you are NOT on the class roster and you WILL NOT be able to attend that class. You are NOT PERMITTED to attend a classes if you are NOT on the roster. **It's your responsibility, not an advisor's or professor's, to ensure you're on the roster for a class and permitted to attend it.**

- Step #5 - RESERVE YOUR DORMROOM**
 - Complete the Housing Reservation process, if applicable

- Step #6 - OBTAIN FINANCIAL CLEARANCE FROM THE BURSAR**
 - **ALL STUDENTS MUST CLEAR FINANCIALLY FROM THE BURSAR'S BUSINESS OFFICE IN ORDER TO HAVE THEIR NAME REMAIN ON THEIR CLASS ROSTERS!**
 - All Students - Complete the required information form obtained from the Bursar's Office and return the completed form to the Bursar's Office for clearance processing.
 - **If you are not cleared, you could be automatically dropped from all class rosters by the semester's financial purge/drop date.** If you aren't on the roster, you can't attend class.

Offices to Contact for Assistance

Admissions Fax: 610-399-2099
admissions@cheyney.edu

Bursar's Office Fax: 610-399-2443
bursar@cheyney.edu

Financial Aid Fax: 610-399-241
financialaid@cheyney.edu

Health Center Fax: 610-399-2566

Registrar's Office Fax: 610-399-2385
registrar@cheyney.edu

Residence Life Fax: 610-399-2313
residencelife@cheyney.edu