

TIES Block Registration

These steps will allow you to register for a group, or block, of courses allocated to the Trauma Informed Education Studies (TIES) Certificate non-degree, post baccalaureate program.



- From the PowerCampus Self-Service Login screen,
 - User Name: Type in your assigned **User Name**
 - Password: Type in your assigned **Password**
 - Click **[LOGIN]**
- From the top, Click the **REGISTER TAB**
- Underneath the tab, in the blue menu area, Click on [Traditional Courses](#)
- In the middle, Click on the **Period** (Academic Year/Semester) that you want to register for



The **BLOCK REGISTRATION** Screen appears

Block Web Registration

Traditional Registration
2017 / FALL / 15 Weeks

Testing

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Business Statistics - BGN240 / Lecture / 01	8/28/2017 - 12/15/2017			Credit	Tues, Thur, 8:30 AM - 9:45 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 14-A		Open
Intro to Management - BMG210 / Lecture / 01	8/28/2017 - 12/15/2017			Credit	Mon, Wed, Fri, 9:30 AM - 10:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 14-A	STAFF STAFF	Open
LSJ Test - LSJ101 / Lecture / 01	8/28/2017 - 12/15/2017			Credit	Mon,Wed,Thr,Fri, 9:00 AM - 10:00 AM;	Cheyney Univ/Main Campus , Biddle Hall , Room 103		Open
MIS/Comp App (I) - BMG310 / Lecture / 01	8/28/2017 - 12/15/2017			Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 15	STAFF STAFF	Open
Prin of Economics II - BEC220 / Lecture / 01	8/28/2017 - 12/15/2017			Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 16		Open

Add Group

- In the bottom, right corner, **Click the [ADD GROUP]** button

The **Block Web Registration review** screen will be shown. It shows the course title and code, dates it will run during that term, day(s) and time that the class meets, location where the class will meet, instructor’s name and registration status of the courses to be added to your schedule. **During verification, the status should say ‘OPEN’.**

Block Web Registration

Testing

Course	Date	Credits	Credit Type	Schedule	Location	Instructor	Status
Business Statistics - BGN240 / Lecture / 01	8/28/2017 - 12/15/2017		Credit	Tues, Thur, 8:30 AM - 9:45 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 14-A		Open
Intro to Management - BMG210 / Lecture / 01	8/28/2017 - 12/15/2017		Credit	Mon, Wed, Fri, 9:30 AM - 10:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 14-A	STAFF STAFF	Open
LSJ Test - LSJ101 / Lecture / 01	8/28/2017 - 12/15/2017		Credit	Mon,Wed,Thr,Fri, 9:00 AM - 10:00 AM;	Cheyney Univ/Main Campus , Biddle Hall , Room 103		Open
MIS/Comp App (I) - BMG310 / Lecture / 01	8/28/2017 - 12/15/2017		Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 15	STAFF STAFF	Open
Prin of Economics II - BEC220 / Lecture / 01	8/28/2017 - 12/15/2017		Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM;	Cheyney Univ/Main Campus , Carnegie Hall , Room 16		Open

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- At the bottom, right corner, **Click [NEXT]**

The status will now be updated to 'REGISTERED'. (This only shows a pending intended status.)

Block Web Registration

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Prin of Economics II -BEC220 /Lecture /	8/28/2017 - 12/15/2017	15 Weeks	3.00	Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM	Cheyney Univ/Main Campus, Carnegie Hall, Room 16	Registered
Instructor:							
Business Statistics -BGN240 /Lecture /	8/28/2017 - 12/15/2017	15 Weeks	3.00	Credit	Tues, Thur, 8:30 AM - 9:45 AM	Cheyney Univ/Main Campus, Carnegie Hall, Room 14-A	Registered
Instructor:							
LSJ Test -LSJ101 /Lecture /	8/28/2017 - 12/15/2017	15 Weeks	0.00	Credit	Mon,Wed,Thr,Fri, 9:00 AM - 10:00 AM	Cheyney Univ/Main Campus, Biddle Hall, Room 103	Registered
Instructor:							
Intro to Management -BMG210 /Lecture /	8/28/2017 - 12/15/2017	15 Weeks	3.00	Credit	Mon, Wed, Fri, 9:30 AM - 10:20 AM	Cheyney Univ/Main Campus, Carnegie Hall, Room 14-A	Registered
Instructor:							
MIS/Comp App (I) -BMG310 /Lecture /	8/28/2017 - 12/15/2017	15 Weeks	3.00	Credit	Mon, Wed, Fri, 10:30 AM - 11:20 AM	Cheyney Univ/Main Campus, Carnegie Hall, Room 15	Registered
Instructor:							

Next

- At the bottom, right corner, Click [NEXT] again

You should now see the **CONGRATULATIONS** Screen. This verifies your registration was completed. **You must get this screen in order for your name to be on the course rosters and show enrollment.*

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Block Web Registration

Congratulations! You have completed your Registration

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- From the upper middle area of the screen, Click [LOG OUT]

Welcome

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