



CHEYNEY
UNIVERSITY
OF PENNSYLVANIA
Est. 1837

Next Steps Checklist

Follow this new student checklist to complete a few important steps in order to officially become a part of the Cheyney Family.

STEP 1:

Submit your Advance Registration Deposit (ARD) to accept your offer of admission

A non-refundable **\$250.00 Advance Registration Deposit (ARD)** is due after the offer of admissions is extended. The ARD will secure your space in the incoming fall 2019 class. Visit www.cheyney.edu/deposit. After the ARD is submitted, next step information will be mailed.

STEP 2:

Apply for Financial Aid

To be considered for financial aid, please file your FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. Please be sure to list Cheyney University as your first choice on the application. Our school code is **003317**.

STEP 3:

Orientation Registration

Incoming students are required to attend a mandatory orientation session to meet with their advisor, select courses, and secure class schedule for the upcoming term. For your convenience, a range of orientation dates will be available during the summer. Further information regarding registration and programming will be sent to you via email. For assistance, please contact **Ms. Daneisha Allen, First Year Experience Manager** at: www.cheyney.edu/nso or by phone **(610) 399-2319**

STEP 4:

Housing Registration

To maximize your college experience, all freshman and transfer students are encouraged to live on campus in one of our residence halls. Please register by visiting Residence Life at (www.cheyney.edu/housingapp) or contact **Lauren Sealy, Director of Residence Life** at: LSealy@cheyney.edu.

STEP 5:

Submit Final Official Transcripts and Test Scores

In order to complete the enrollment process. All freshman must submit a final official transcripts and test scores. All official transcripts must be submitted in a sealed envelope or electronically via Parchment, Naviance or National Student Clearinghouse systems. Faxed or emailed final transcripts are acceptable when submitted directly from your school counselor, signed and dated along with an official seal. **Mail to: Cheyney University, Office of Admissions, 1837 University Circle, Cheyney, PA 19319**

STEP 6:

Submit Advance Placement (AP) courses or International Baccalaureate (IB) Courses

Please submit official transcripts showing credit for the courses taken. Students must have a score of 3 or higher to receive credit.

STEP 7:

Student Billing/Bursar's Office

Please visit the Bursar's Page at: www.cheyney.edu/bursar for more information regarding tuition costs, how to view your bill on-line and payment options.

STEP 8:

Health Services

Submit your complete Health Form and a copy of your insurance card to Health Services no later than August 1, 2019. Click [here](#) for additional information about University Requirements for Health Information & Insurance.