NEW-STUDENT CHECKLIST

ACTIONS A STUDENT MUST TAKE:

☐ Schedule classes
See the Talk with an adviser section on page 2 of this document regarding course scheduling. Scheduling courses electronically on eLion or by paper form in the Registrar’s Office will generate a semester eBill, which is accessible on eLion. It is important that you understand and carry out the instructions in the Complete Registration section of this checklist.
Schedule of Courses Web site: http://schedule.psu.edu
eLion website: https://elion.psu.edu
Registration/Drop Add Form: http://www.registrar.psu.edu/student_forms/dropadd.pdf

☐ Have your student ID picture taken
The Penn State id+ Card is the official University identification card and provides access to university resources. Your card includes your photo and PSU ID number.
Location and Hours: Dawson 115 from 12-1 the first two weeks of classes; other times by appointment.
Campus Contact: IT Support Department, Dawson 115, 570-963-2551, wsitsupport@psu.edu.
**You must bring photo id (drivers license or other photo identification) to get a Penn State id+ card.**
Campus Web Site: http://www.ws.psu.edu/StudentServices/IDcards.htm?cn2
University Web Site: www.idcard.psu.edu

☐ Activate your computer Access Account
An Access Account is made up of a user ID and password. This account provides access to a wide range of Penn State Internet services including the on-line card catalog (LIAS), eLion, e-mail and student computing labs managed by Information Technology Services (ITS).
Location and Hours: If you have a Penn State id+ card, you can obtain your account in Dawson 115 during normal lab hours during the semester, or prior to the semester from 8am-5pm or by appointment.
Campus Contact: IT Support Department, Dawson 115, 570-963-2551, wsitsupport@psu.edu
Campus Web Site: http://www.ws.psu.edu/StudentServices/accounts.htm?cn2
University Web Sites:
www.its.psu.edu/aboutaccounts.html
http://aset.its.psu.edu/accounts/access.html

☐ Complete your semester registration
See Talk with an adviser information on page 2 of this document regarding help with course scheduling. Scheduling courses will generate a semester bill. Responding to the semester bill will complete the registration process. Processing the semester bill moves registration from incomplete to complete status. To learn about this required procedure, go to www.bursar.psu.edu. All bills will be available in electronic format on eLion.
Campus Contact: Finance Office, Dawson 8, 570-963-2515
University Web Site: http://www.bursar.psu.edu/paybill.cfm

☐ Check out the eLion web site: https://elion.psu.edu
eLion is an interactive web-based service for students, faculty, parents and advisers that provides access to academic records (course schedules, grades, transcripts, semester bill, address information and much more). To access e-Lion, you must have an active Penn State Access Account or Friends of Penn State Account.

☐ Use the enclosed campus map to find your way around campus or view the campus on line at http://www.ws.psu.edu/Information/map.htm?cn71B.

☐ Park in designated areas
Learn about parking permits and other parking information.
Campus Contact: Campus Safety or Business Office, 570-963-2555
Location: Study Learning Center, 1st Fl. or Dawson 8
Web site: http://www.ws.psu.edu/Information/Safety/parking.htm?cn71C

☐ Purchase your textbooks at the following location (be sure to take your class schedule with you):
Location: Bookstore, Study Learning Center – upper level, 570-963-2705
Hours: Mon 8:30am-6pm, Tues-Fri 8:30am-5pm
Web site: http://psuws.bkstore.com
ACTIONS A STUDENT SHOULD TAKE:

☐ Talk with an adviser
You can find out the name and contact information of your assigned adviser on eLion under Adviser Information. If you are not assigned to an adviser, contact the Registrar’s Office, Dawson 6, 570-963-2505 to be assigned.

Campus advising resources on the Web: http://ws.psu.edu/Academics/Advising/advising.htm
University advising resources on the Web: http://advising.psu.edu/

☐ “Maybe” take the placement tests
Placement tests in math and chemistry are provided to place students in appropriate classes. Your adviser will help you determine if placement tests are appropriate.

Campus contact: DUS Advising Staff, Dawson 17, 570-963-2686

Explanation of placement test profiles on the Web: http://www.psu.edu/dus/handbook/profile.html.

☐ Check into financial aid resources
Federal, state, and university aid, as well as alternative loans, employer reimbursement, and tuition payment plans may be available to help finance your education. You are encouraged to contact or visit the campus aid representative to discuss your financial aid and financing options.

NOTE TO NON-DEGREE STUDENTS – Students enrolled in nondegree status are ineligible for federal, state and university aid. Alternative loans, employer reimbursement and tuition payment plans may be available to help you finance your education.

Campus contact: Financial Aid Office, SLC 11, 570-963-2690

Office of Student Aid Web site: http://studentaid.psu.edu/

☐ Attend new student orientation programs
Newly enrolled students may find it beneficial to attend the campus orientation program to obtain general information and to meet other students as well as staff and faculty. Orientation programs traditionally are held prior to or at the beginning of each semester.

Campus contact: Student Activities Office, SLC 119, 570-963-2700

http://www.sn.psu.edu/StudentLife/orientation.htm?cn255
Technology Orientation: IT Support Department, Dawson 115, 570-963-2551, wsitsupport@psu.edu

IT Orientation Web Site: http://www.sn.psu.edu/StudentServices/IT/cs.htm?cn2

☐ Check into Career Services
The Career Services Office assists students in developing and identifying career-related goals and plans. Career Services Center offers an array of services to help students determine and clarify their career goals and to help prepare them for the world of work.

Campus contact: Career Services Center, SLC 11, 570-963-2685

University Web site: http://www.sa.psu.edu/career/
Campus Web site: http://www.sn.psu.edu/StudentServices/CareerServices/careers.htm?cn263

☐ Check into veterans’ information
Veterans Outreach counselors are trained to provide you with much of the information, application materials, and points of contact you need to make an informed decision about postsecondary enrollment. The counselors are located at the University Park Campus, but are ready to assist you no matter where you wish to enroll.

Campus contact: Student & Enrollment Services, SLC 11, 570-963-2690

Office of Veterans Programs Web site: http://equity.psu.edu/veterans/outreach

☐ Learn about disability services
A student with a disability enrolling at Penn State is encouraged to read all information contained in the Office for Disability Services web site in order to better understand the policies and procedures regarding services for students with disabilities at the University. At Penn State Worthington Scranton, the Coordinator of the Learning Center serves as campus representative for matters concerning disabled students. Additional information and assistance is available for students with physical disabilities from Health Services.

Contacts: Learning Center Coordinator, SLC 13, 570-963-2678, Campus Health Services Nurse, SLC 10, 570-963-2681

Office for Disability Services Web site: http://equity.psu.edu/ods/ods

REV 3/2012