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 and click on Semester Bill Instructions. All bills will be available in electronic format on eLion. Important change effective fall 2006… you will not receive a paper bill in the mail.
Campus Contact: Finance Office, Dawson 8, 570-963-2515

Check out the eLion web site: https://elion.psu.edu
eLion is an interactive web-based service for students, faculty 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.

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

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ACTIONS A STUDENT SHOULD TAKE:

Talk with an adviser
You will be notified of your academic adviser assignment. You can also 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 for an adviser assignment.

Advising resources on the Web: http://www.psu.edu/advising/

"Maybe" take the placement tests
Placement tests in English, math and chemistry are provided to place students in appropriate classes. Your adviser will help you determine if one, two, or all of the placement tests are appropriate.

Campus contact: DUS Advising Staff, SLC 11, 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.

Campus contact: Financial Aid Office, SLC 21, 570-963-2690
Office of Student Aid Web site: http://www.psu.edu/studentaid

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 21, 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 21, 570-963-2690
Office of Veterans Programs’ Web site: http://www.equity.psu.edu/veterans/outreach.asp

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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.

Campus contact: Student & Enrollment Services, SLC 21, 570-963-2690
Office for Disability Services Web site: http://www.equity.psu.edu/ods/index.html

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