

**SUMMER AND FALL 2010
STEPS FOR REGISTRATION**

YOUR PROMPT ATTENTION TO THE FOLLOWING WILL INSURE SUCCESS AND AVOID TIME AND ADDITIONAL COSTS ASSOCIATED WITH LATE REGISTRATION.

STEP I

MEET WITH YOUR ACADEMIC ADVISOR FOR COUNSELING AND TO SELECT COURSES FOR SPRING REGISTRATION. PLEASE OBTAIN AN E-MAIL ADDRESS FOR YOUR ADVISOR

STEP II

VERIFY POWERCAMPUS SELF SERVICE ACCESS

STEP III

CLEAR ALL STOPS ON YOUR ACCOUNT

STEP IV

ROSTER (REGISTER) FOR SUMMER AND/OR FALL 2010, VIA POWERCAMPUS SELF SERVICE

STEP V

COMPLETE A HOUSING RESERVATION FORM, IF APPLICABLE

STEP VI

CONTINUING STUDENTS FROM SPRING 2010, WHO HAVE ROSTERED FOR CLASSES FOR SUMMER AND/OR SPRING 2010 AND WHO HAVE SUFFICIENT FUNDS TO COVER SUMMER AND/OR FALL 2010 NEED ONLY COMPLETE AND SUBMIT TO THE OFFICE OF THE BURSAR, **THE “ STUDENT INFORMATION SHEET”**

THE COMPLETED SHEET, ATTACHED FOR YOUR CONVENIENCE, IS ALSO LOCATED ON THE BURSAR’S WEBPAGE; THE COMPLETED SHEET MAY BE FAXED, SEE BELOW

YOU ARE STRONGLY ENCOURAGED TO COMPLETE THE ABOVE PROCESS PRIOR TO THE END OF THE SPRING 2010 SEMESTER. ALL OFFICES ARE PREPARED AND ARE ANTICIPATING ASSISTING YOU.

ADMISSIONS

admissions@cheyney.edu

Fax: 610-399-2099

HEALTH CENTER

Fax: 610-399-2566

FINANCIAL AID:

financialaid@cheyney.edu

Fax: 610-399-2411

RESIDENCE LIFE

Mrs. Tammy Hilliard Thompson, Director

tthompson@cheyney.edu

Fax: 610-2213

BURSAR’S OFFICE (BUSINESS OFFICE)

bursar@cheyney.edu

Fax: 610-399-2443

REGISTRAR’S OFFICE

registrar@cheyney.edu

Fax: 610-399-2385

YOU ARE NOT CLEARED UNTIL YOU HAVE COMPLETED STEP VI