ATTENTION: Faculty, Students & Staff

Registration update:

**Effective 2012-2013 all Academic Sessions will display as (1) One Term on the student official transcript.

The Academic Term & Session

Term: Winterim

Session: 01-Session

**Beginning Spring 2014, the Summer semesters are as follows:

TERM: Summer

Sessions: Summer1, Summer2, Summer 11Wks

**Effective Fall 2012 the semesters are as follows:

TERM: Fall

Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk

TERM: Spring

Sessions: 15Weeks, 1st 7.5Wk, 2nd 7.5Wk
Student Login instruction:

Logon page: Username and password are the same as your network logon (Your NETWORK LOGIN would be the username and password you would use to login to any computer on campus) If you do not know your login information or need to reset your login information please contact the IT Helpdesk (610-399-2043) PLEASE BE MINDFUL that if you change your password, your network logon will be changed as well.

** If have difficulty with using the IQWEB (self-service), please call Latashia Johnson at 610-399-2437

Home Page
Verify page request

a) **System ID** which is your “student ID” (9 digits) should be entered like this (000101200)

b) First name and Last name has to be spelled the same as your account name in the Power Campus

c) You must enter your DOB in this format (06/17/1988) if your DOB is invalid, you must contact admission to have the correct information entered into the system
PLEASE BE MINDFUL that if you change your password, your network logon will be changed as well.

**For all the account management issues (username & password) Please contact IT helpdesk at 610-399-2043.

** If have other difficulty using the Power Campus (Self-Service), please call Ms. Latashia Johnson at 610-399-2437
Self Service: Basic Design of Web Page (Options available to you as a Student)

Home Page

Cart: shows the list of your course sections  
Find Courses: Find courses offered for semesters

Register: Option to Register for Class

Inquiry: Request information about Cheyney  
View Schedule: Your course roster

Apply: Option to apply to Cheyney

Application Status: Admission application for acceptance

View Student information: Shows student’s personal data
Register Tab

Traditional Course: Allows you to search for courses sections, course catalog, register for class & view class schedule
**Classes Tab**

**Schedule:** Allow you to view registered courses information (start & end times, professor, etc.) also will allow you to view courses listed in your cart.

**Permission Request:** Shows a list of permission request you have submitted to an instructor for permission to enter the class. *(If the course request permission)*
Finances Tab

**Balance:** Views your account balance details

**Statement:** Views your billing statement details

**Financial Aid:** Views your Financial Aid details
Grades Tab

**Unofficial Transcript:** Displays your complete academic history at the institution

**Grade Report:** Displays your grades for a specified year and term
Search Tab

Course Catalog: Allows you to search courses available in the catalog at the Institution

Section Search: Allows you to search course offerings available for a specific Term & Year.

Directory: Search the Directory for Student/Faculty (Not Active)
My Profile Tab

Account Information: Update your user account information (security question & password)

Personal Information: Shows your personal data (Unavailable for updates)

Ethnicity and Race: Allows you to update your ethnicity and race information (Federal Regulations request)

Phone numbers: Shows your telephone number in the system (Unavailable for updates)
Student Profile for Self Service (Traditional Registration)

The “Home Pages” shows the tabs you have available to you as a student:

You can access the **On-Line Help link** at the top of the page if you have any questions about the Web page you are viewing. Select the “Help” link at the top of the page, then from the drop-down menu, select **Help for this page**. (See Screen Shot 2)

**Screen Shot 1-Home Page**

**Screen Shot 2- Online-Help**
Section Search

Fall & Spring Sessions are (15 Weeks, 1st 7.5Wk, 2nd 7.5Wk), Winterim (01-session)

Summer Sessions are (Summer1, Summer2, Summer 11Wks)

**Note**- You must select the correct period/term and session or (NO RESULTS) will display.

Select Period > Either Spring, Fall or Summer then Select the correct Session > in this scenario 15 Weeks is select for the Fall Term, please review the Term & Session highlighted in RED.

Students (Traditional Registration)

** Advisor authorization is needed to register. Please seek your advisor.
**Once approval from your advisor is given you will be “Ok to register”.

Select the courses you want to take: For any OPEN course section, select “Add” to add to cart. A “Course Added” confirmation message should appear (Screen Shot 6)
(Screen Shot 6) Confirmation Message “Course Added” You can either “View your cart” to verify the courses you selected or “Proceed to Registration”

Courses to Add (Your cart is empty) no courses has been added to your cart.
To select your course to add to your roster you must apply a “Check” in the Course to Add section and select NEXT. Under this screen you also have the option to “Delete” the course by selecting “Remove”. Under “Registered Courses” you can select “Drop” to remove registered courses from your roster.

To Finalize your schedule you must select “Finish” and the status tab should show “Complete” (Screen Shot 9)
(Screen Shot 9) Complete Status. At this time you can check your Class Schedule by selecting “View Schedule” You can also “Modify” or “Select another Registration Period” at this point. ** Note: if you do not receive the “Congratulations!” message you have not finalized registration.

“View Schedule” Shows all courses you are currently registered for.