PENN STATE BERKS
NEW STUDENT CHECKLIST

THIS IS IMPORTANT INFORMATION - PLEASE READ CAREFULLY AND SAVE FOR FUTURE REFERENCE.

Welcome to Penn State Berks! Below is a checklist of actions you must take in order to prepare for your first semester here. If you are a new Non-Degree student who plans to enroll at Penn State, then be sure you have your Nondegree Enrollment Verification letter from the Registrar’s Office with you since it has your PSU ID number on it. You will need this number. If you are a new Non-Degree student taking summer courses who plans to return to another institution, then please follow the instructions located at the following website: www.registrar.psu.edu/transcripts/transcripts.cfm. Best wishes for academic success!

___ View the Schedule of Classes if you would like to register for courses.
   Where: On-line at: schedule.psu.edu

___ View the Semester Calendar to become familiar with important dates during the semester.
   Where: On-line at: www.berks.psu.edu/Academics/calendars.htm

___ Get your PSU Photo ID.
Your PSU Photo ID card is your official University identification card and provides access to University resources. Please note you will need either your state issued driver’s license or photo ID, passport, or U.S. military photo ID to do this.
   Where: Housing & Food Services Office - 106 Perkins Student Center [610-396-6361]
   When: September to April = Monday through Friday, 8:00 AM - 7:00 PM
   (After 5:00 PM, please go to the cashier in Tulley's and ask for the manager on duty)
   May to August = Monday through Friday, 8:00 AM - 5:00 PM

___ Activate your Computer Access Account.
Your Computer Access Account is made up of your User ID and Password. This account provides access to a wide range of Penn State Internet services such as eLion, email, and student computer labs. Please note you will need either your PSU Photo ID or a photo driver’s license and your PSU ID number to do this. Additionally, this will take up to three business days to activate.
   Where: Computer Help Desk - Thun Library or contact the Help Desk [610-396-6195].
   When: Fall and Spring Semesters .Thun Library ~Monday-Thursday, 8:00 am-11:30 pm
   Friday, 8:00 am – 4:30 pm
   Saturday, 10:00 am - 5:30 pm
   Sunday, 2:00 pm – 9:30 pm
   Summer Sessions …………. Thun Library ~Monday - Thursday, 8:00 am – 9:30pm
   Friday, 8:00 am – 4:30 pm
   Saturday/Sunday - Closed

___ Contact Financial Aid if you would like to request financial aid assistance.
Students enrolled in Non-Degree status are ineligible for federal, state, and University aid. Alternative loans, employer reimbursement, and tuition payment plans may be available to finance your education.
   Where: Student Aid Office - 6 Perkins Student Center [610-396-6070]
   When: Monday through Friday, 8:00 AM - 5:00 PM

___ Contact Veterans Affairs if you would like to request assistance.
   Where: Veterans Affairs Office - 6 Perkins Student Center [610-396-6070]
   When: Monday through Friday, 8:00 AM - 5:00 PM

___ Contact Disability Services if you would like to request academic accommodations.
Students with a disability are strongly encouraged to contact the Disabilities Services Coordinator in order to better understand the policies and procedures regarding such services.
   Where: Disability Services Office - 169 Franco Building [610-396-6410]
   When: Monday through Friday, 8:00 AM - 5:00 PM

___ Get familiar with eLion.
eLion is an interactive, web-based service for students that provides access to address information, course schedules, grades, semester bills, transcripts, etc. Please note that you will need to activate your Computer Access Account before you do this.
   Where: On-line at: elion.psu.edu/
Complete your **registration**.
Scheduling courses will generate a Semester Bill. Processing the Semester Bill moves registration from incomplete to complete status. Please note that you will need to activate your Computer Access Account before you do this. If you have questions regarding your Semester Bill, then please contact the Bursar's Office - 125 Franco [610-396-6040].

Where: Click on the Financial link, then Bursar Tuition Bills on eLion at: elion.psu.edu

Get your **academic adviser contact information**.
If you do not have an assigned academic adviser, then please contact the Academic Advising Center - 160 Franco Building (610-396-6280). Please note that you will need to activate your Computer Access Account before you do this.

Where: Adviser Information link on eLion at: elion.psu.edu

Buy your **books**.
Please note you will need a copy of your student schedule from eLion before you do this. You can also order your books on line at: psuberks.bkstore.com/bkstore/content

Where: Hintz Bookstore [610-396-6100]
When: Monday through Thursday, 8:30 AM - 6:00 PM
      Friday, 8:30 AM – 5:00 PM

Get a **parking permit**.
Please note that you will need to complete the appropriate form before obtaining your parking permit. This form is available on-line at: parking bk.psu.edu

Where: Police Services Office - 114 Luerssen Building [610-396-6111]
When: Monday through Friday, 9:00 AM - 12:00 PM and 12:30 PM - 3:30 PM
      Monday through Thursday, 4:30 PM - 9:00 PM

Attend **New Student Orientation Part 2**.
Orientation takes place the Saturday and Sunday prior to classes starting in the fall or the Thursday prior to classes starting in the spring. Should you be unable to attend orientation, information will be available on the first day of classes for the semester in the Campus Life Office.

Where: Campus Life Office - 19 Perkins Student Center [610-396-6076]
When: Monday, 8:00 AM - 5:00 PM
      Tuesday through Thursday, 8:00 AM - 9:00 PM
      Friday, 8:00 AM - 5:00 PM

Obtain information regarding **majors, course descriptions, academic policies and procedures**, etc.

Where: On-line at: bulletins.psu.edu/bulletins/bluebook/

Obtain information about **General Education requirements**.

Where: On-line at: bulletins.psu.edu/bulletins/bluebook/general_education.cfm

**ADDITIONAL ON-LINE INFORMATION**

- **Homepage**: www.berks.psu.edu
- **Academic Integrity**: www.bk.psu.edu/Academics/integrity.htm
- **Academic Programs**: www.berks.psu.edu/Academics/Degrees/degrees.htm?cn215
- **Adult Learners**: www.berks.psu.edu/Admissions/adult.htm?cn13
- **Career Services**: www.berks.psu.edu/StudentServices/CareerServices/careers.htm?cn21
- **Disability Services**: www.bk.psu.edu/StudentServices/disabled.htm
- **Learning Center**: www.berks.psu.edu/StudentServices/LRC/lrc.htm?cn21
- **Registrar's Office**: www.berks.psu.edu/Academics/registrar.htm?cn21a
- **Student Guide to University Policies and Rules**: studentaffairs.psu.edu/judicial/
- **Student Handbook**: www.bk.psu.edu/StudentLife/policies.htm
- **Thun Library**: www.libraries.psu.edu/psul/berks.html
- **University Undergraduate Advising Handbook**: dus.psu.edu/handbook/
- **Weather Information**: www.berks.psu.edu or 610-396-6375

MQM1: 12/2015