

REGISTRATION INFORMATION for TRANSFER STUDENTS

Print a Registration Worksheet

1. Print out a blank REGISTRATION WORKSHEET at http://www.psu.edu/registrar/forms_for_students/forms_index.html. Use the worksheet to pencil in courses under appropriate days & times and to write down 6-digit schedule numbers of desired courses.

Look up Courses based on Adviser Recommendations*

1. Use the Schedule of Courses at <http://soc.our.psu.edu/soc/> to see which courses are offered, when and where courses are offered, and which courses still have open space.

2. From the Schedule of Courses, pencil in on your registration worksheet the days/times and 6-digit schedule numbers of courses you'd like to schedule.

*A Quick Way To Look up General Education Courses

1. Go to <http://soc.our.psu.edu/soc/>.

2. Click "Advanced Search".

3. Select the semester.

4. Check off the box marked "Open Sections Only".

5. Select campus location (University Park).

6. In the field labeled "General Education Courses", select from the drop-down menu the general education category you wish to search (for example, general humanities [GH], general arts [GA]).

7. Use your registration worksheet to pencil in the days/times and 6-digit schedule numbers of courses you'd like to schedule.

Create an Account to Schedule Courses**

1. Go to www.elion.psu.edu

2. On the left, click STUDENTS

3. Click CREATE YOUR FRIENDS OF PENN STATE (FPS) ACCOUNT

4. Fill in required information (be sure to follow password guidelines). Jot down your password. Click SUBMIT.

5. Review your information and click OK.

6. The next screen will show your "User ID". Jot this information down with your password. You have now established an account to schedule courses.

**You may be able to skip these steps if you already set up a FPS ACCOUNT when you applied to PSU.

Schedule Courses

1. Log onto eLion (www.elion.psu.edu) if you are not already logged on.

2. Scroll down on the left & click REGISTRATION.

3. Select semester and click SUBMIT.

4. Enter the 6-digit schedule numbers from your worksheet*

*You should not need to enter the number of credits in the right-hand column.

5. Click CONTINUE and check for confirmation message at the top of the next screen that appears.

6. Once you are satisfied with your schedule, you can print it or have it sent to your PSU email account. Scroll down on the left and click STUDENT SCHEDULE. Then scroll down to "Print Schedule" or to have it sent to your email account.

7. Registration is complete once tuition and fees are paid.