

PENN STATE REGISTRATION INSTRUCTIONS

You may want to print a blank REGISTRATION WORKSHEET at http://www.registrar.psu.edu/student_forms/fallspringreg.pdf. The worksheet can be used to **pencil** in desired courses under appropriate days/times and to write down 6-digit schedule numbers of desired courses.

STEP 1: Look up Courses based on Adviser Recommendations

1. Go to <http://schedule.psu.edu>
2. Select the semester.
3. Select Campus and Location (choose University Park for both).
4. Find the proper course abbreviation and select it.
5. Enter the course number for the course you're searching.
6. Click "View Schedule".
7. When you find a course you would like to schedule, write down the six-digit schedule number of the course and proceed to Step 2.

A Quick Way To Look up General Education Courses (like GA, GH, GS)

1. Go to <http://schedule.psu.edu>.
2. Click "Advanced Search Options".
3. Select the semester.
4. Select campus location (University Park).
5. Check off the box marked "Open Sections Only".
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. If you wish to narrow your search, you can indicate the days of the week and start times of the courses, but this will considerably limit the search results.
8. When you find a course you would like to schedule, write down the six-digit schedule number of the course and proceed to Step 2.

STEP 2: Schedule Courses

1. Log onto eLion (<https://elion.psu.edu/>) with your access ID (example: sam5002) and your password.
2. Scroll down on the left & click REGISTRATION.
3. Select semester and click SUBMIT.
4. Enter the 6-digit schedule number for the course(s) you wish to add to your schedule.
*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. If you want to remove a course, select the button next to the course and click "Adjust Registration". If you want to add courses one-by-one, enter the 6-digit schedule number in the field indicated, and click "Adjust Registration".

STEP 3: Printing/Viewing Your Schedule

Once you are satisfied with your schedule, you can print it or have it sent to your PSU email account.

1. Log onto eLion (<https://elion.psu.edu/>) with your access ID (example: sam5002) and your password.
2. Scroll down on the left and click STUDENT SCHEDULE.
3. Select semester and "Weekly Calendar"
4. Click "Retrieve Student Schedule"
5. Then select whether you want to print or send the schedule to your PSU email address.

Please Note: Registration is complete once tuition and fees are paid and your e-Bill has been filed.

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