REGISTRATION INFORMATION for TRANSFER STUDENTS

Step 1: Prior to looking up courses and registering for classes it is helpful to print out a blank REGISTRATION WORKSHEET at [http://www.registrar.psu.edu/student_forms/fallspringreg.pdf](http://www.registrar.psu.edu/student_forms/fallspringreg.pdf). Use the worksheet to pencil in courses under appropriate days & times and to write down 6-digit schedule numbers of desired courses.

Step 2: Use eLion to look up courses
A. Go to [www.elion/psu.edu](http://www.elion/psu.edu)
B. From the “LOG IN” list select “Student” option. Type in your user I.D. and password established during the application process to Penn State and click “SUBMIT.”
C. On the following screen, scroll down the menu list on the left and click onto “Registration.”
D. Select the semester for which you wish to register and click the “continue” button.
E. The next screen may ask for your password again in order to continue. The next page will be the “Registration and Drop/Add” page which will display a link for “Schedule of Courses” near the top.
F. Click onto the “Schedule of Courses” link. This will bring up a separate webpage of schedule of courses.
   - Select the semester.
   - Select UNIVERSITY PARK for Campus and ALL LOCATIONS for Location.
   - Find the proper course abbreviation and select it.
   - Enter the course number for the course you’re searching or select all courses offered in that dept.
   - Click SEARCH COURSES at the bottom of the page.
   - When you find a course you would like to schedule (based on advisor’s recommendation), pencil in the appropriate days/times and write down the 6-digit schedule numbers on your Registration Worksheet or you may copy and paste the schedule numbers from the schedule of courses website onto the registration page on eLion and proceed to the following steps below.

Step 3: Use eLion to Registrar
A. Once you have selected your courses, return to eLion registration screen to type in the schedule numbers (or as stated above cut and paste). Once that is done, click “Continue” button.
B. The next screen will confirm your registration schedule and give you some options at the bottom such as emailing your schedule to your psu.edu email account.
C. Remember that registration is complete only after all tuition and fees are paid.

A Quick Way To Look up General Education Courses (like GA, GH, GS)
1. Go to [http://schedule.psu.edu](http://schedule.psu.edu).
2. Click ADDITIONAL SEARCH CRITERIA
3. Select the semester.
4. Select UNIVERSITY PARK for campus location and ALL LOCATIONS for Location.
5. Check off the box marked DISPLAY OPEN SECTIONS ONLY.
6. In the field labeled GENERAL EDUCATION REQUIREMENTS, select the general education category you wish to search (for example, general humanities [GH], general arts [GA], etc).
7. If you wish to narrow your search, you can indicate the days of the week, start times of the courses, etc. but this will considerably limit the search results.
8. Click SEARCH COURSES at the bottom of the page.
9. When you find a course you would like to schedule, write down the six-digit schedule number of the course and the days/times.