CAL

Scheduling 101

Meet your Academic Counselors

Office Hours Monday-Friday 8am-4pm
Noss Hall 211

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Placement Testing

- Mathematics and/or English
- Located in 215 Noss Hall
- Claire Pizer

  pizer@calu.edu

  724-938-5779

Placement Testing

English Placement

- ENG 101-Composition 1

  - **SAT Reading/Writing** score of **460**

    or

  - **ACT Writing or English** score of **19**

    or

  - **ACT Reading** score of **22**

    or

  - **University Placement test** score of 5

- If you do not meet a pre-requisite score above, the university offers ENG 100: English Language Skills, as a prerequisite for ENG 101.

Math Placement

- Business, Science & Technology, Radiological Science & Pre-Nursing Majors
- College Algebra (MAT 181) Pre-requisites

  - **SAT** Math score of **550**

    or

  - **ACT** Math score of **22**

    or

  - **University Placement test**
    - Part A score of 11

    AND

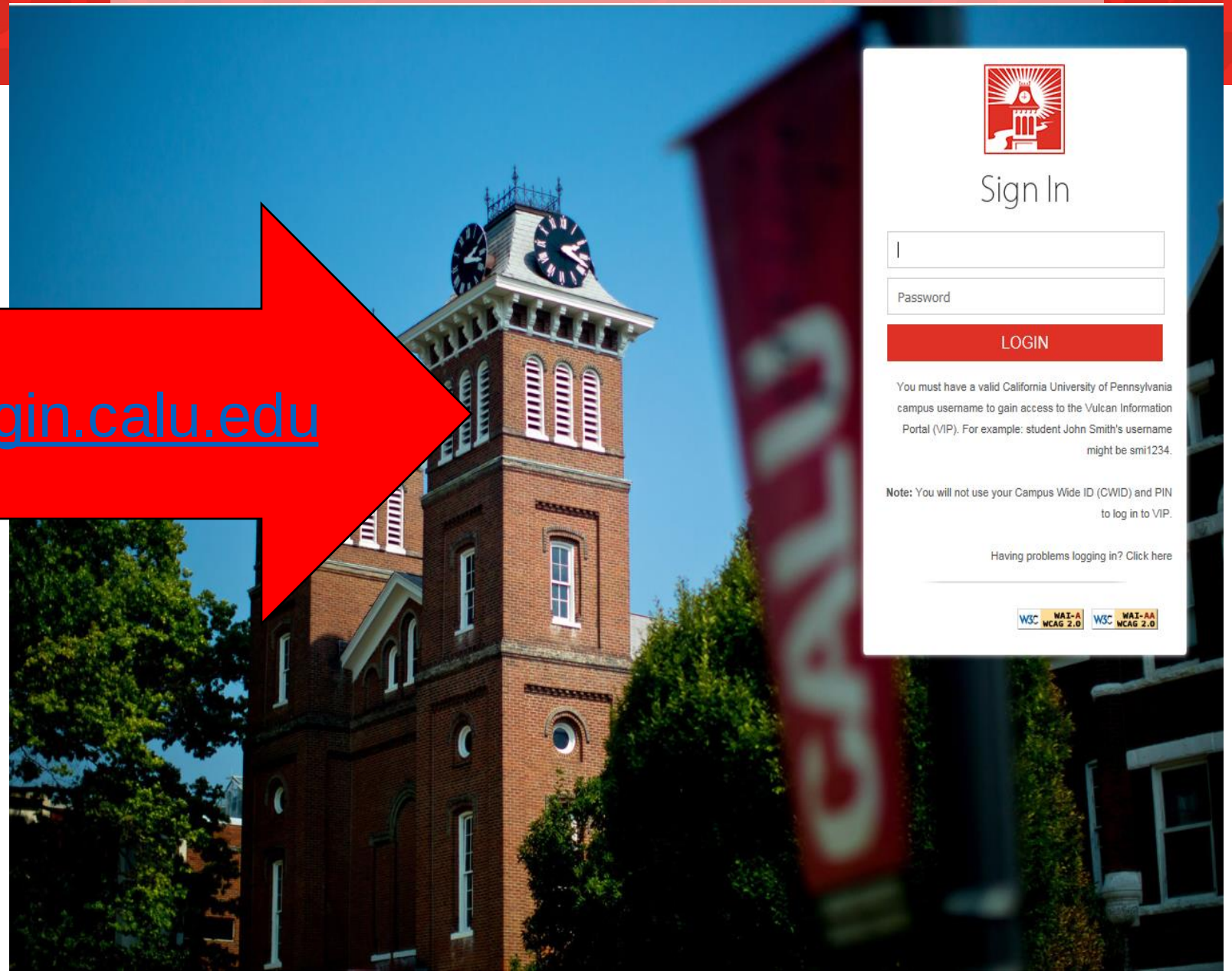
    - Part B score of 12

- Some majors may need to take Part C and D of the placement test for Pre-Calculus or Calculus

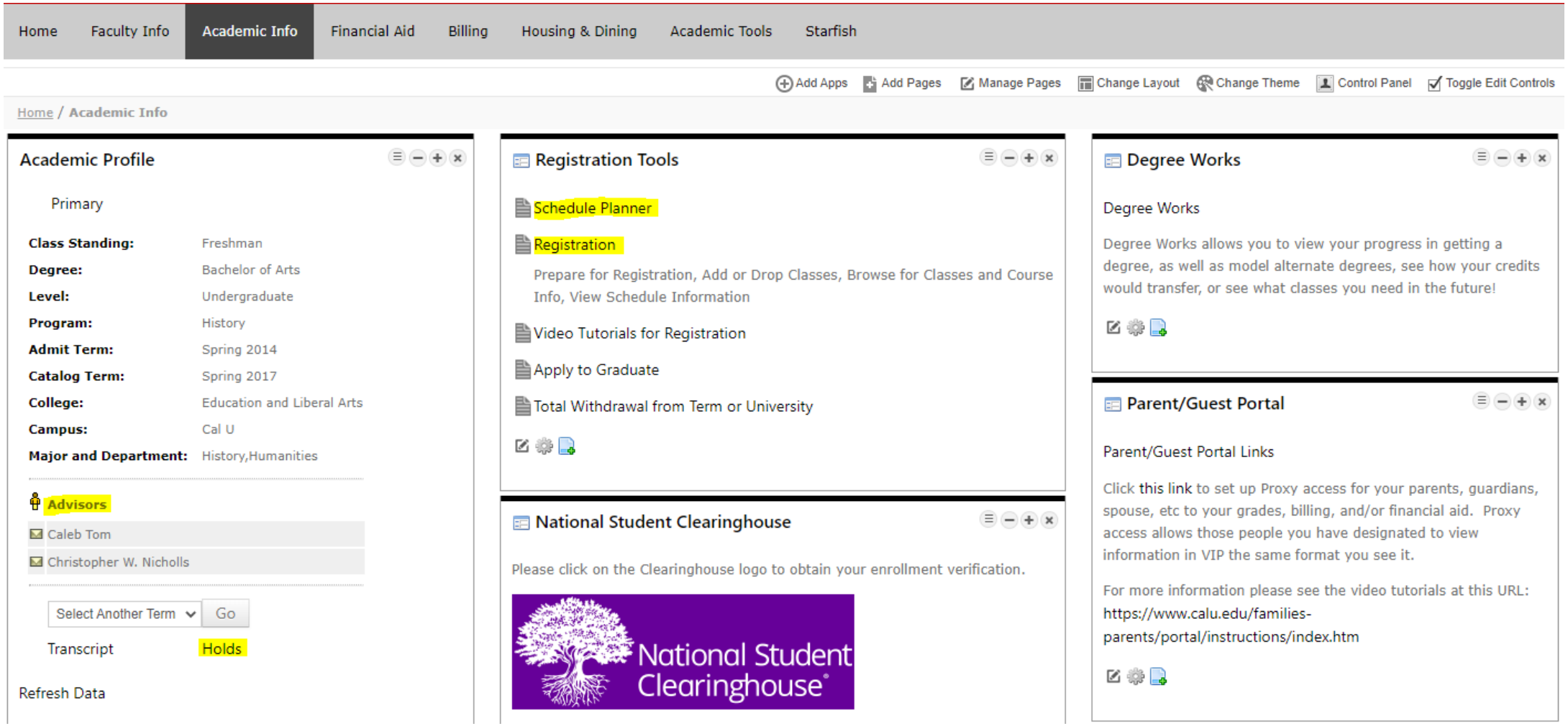
- The University offers DMA092, Introductory Algebra as a pre-requisite for the MAT 181, College Algebra course. You must meet the minimum SAT score of 480 or pass part A of the placement exam in order to take the DMA 092 course

Introduction to VIP

https://login.calu.edu



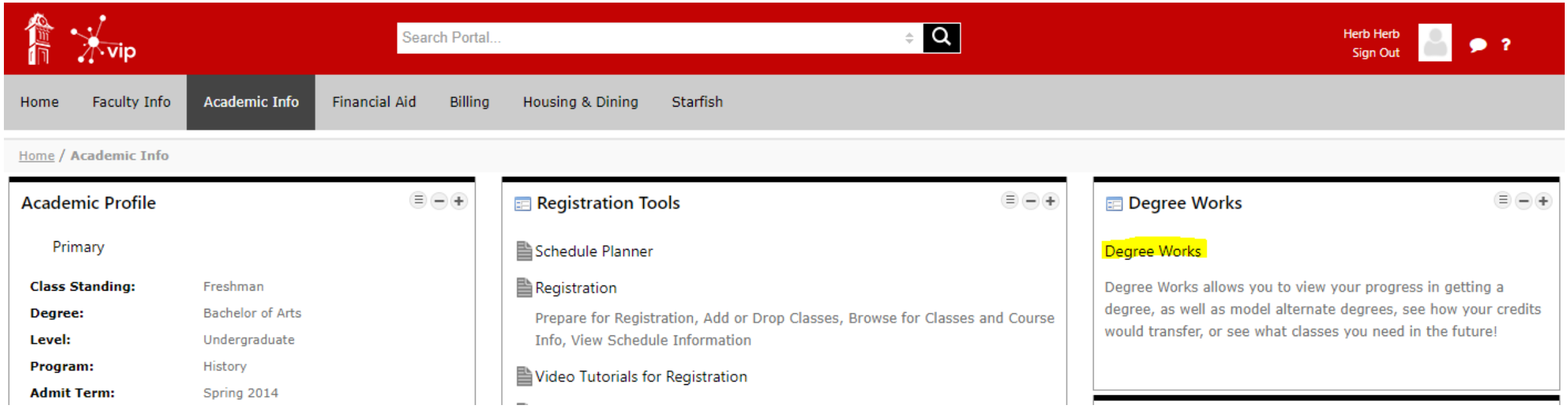
VIP Screenshots



Registration Holds

Types of Holds that Prevent Registration	Office to Contact to Resolve			
Student Accounts	Student Accounts	724-938-4431	studentaccounts@calu.edu	Dixon Hall 119
Pre-Pay Status	Student Accounts	724-938-4431	studentaccounts@calu.edu	Dixon Hall 119
NSF Payment Hold	Student Accounts	724-938-4431	studentaccounts@calu.edu	Dixon Hall 119
High School Early Admit/Admissions	Shauna Balog	724-938-5089	balog@calu.edu	Natali Student Center 135
Bad Address	Academic Records	724-938-4434	academicrecords@calu.edu	Dixon Hall 122
Judicial	Office of Student Contact	724-938-4439	pflugh@calu.edu	Natali Student Center 311 C
Advisement Hold	Contact your advisor	How to Locate Your Academic Advisor		
2nd Collection Letter	Student Accounts	724-938-4431	studentaccounts@calu.edu	Dixon Hall 119
Registration	Office of Academic Success	724-938-1523	academicsuccessoffice@calu.edu	Noss Hall 103

Degree Works



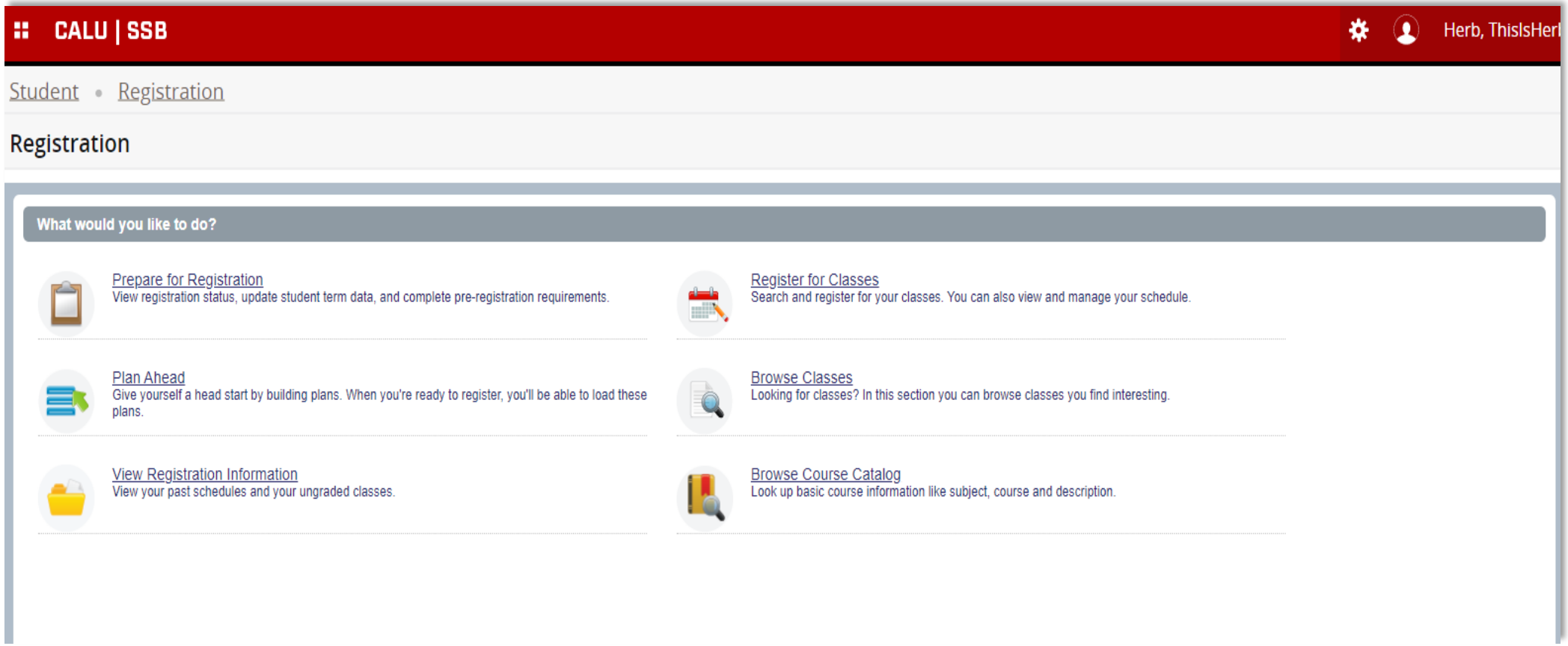
- Electronic advisement sheet that displays various requirements for your degree.
- Best used in conjunction when preparing to meet with your advisor and schedule preparation.

Degree Works Example

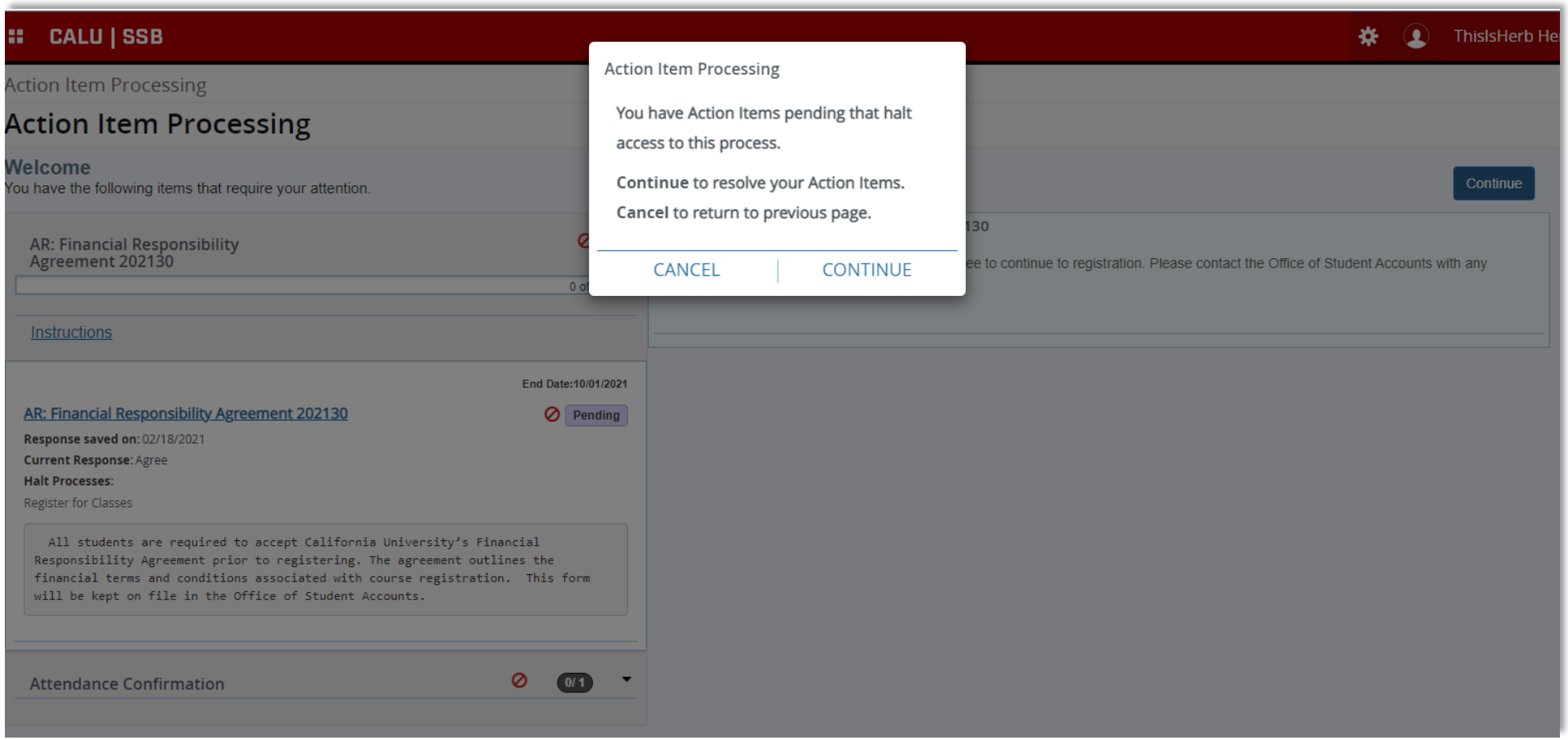
	Course	Title	Grade	Credits	Term	Repeated
✓ BUILDING A SENSE OF COMMUNITY						
✓ First Year Seminar Waived-Transfer Cr or GOL						
○ COMPOSITION COURSES						
○ Composition I	**Still needed:**	**3** Credits in **ENG** 101 or **HON** 150				
✓ Composition II	ENG 102	English Comp II	TA	3	Spring 2020	
	Satisfied by:	ENG164 - ADVANCED COMP - Westmoreland Co Cmty College				
○ PUBLIC SPEAKING COURSE	**Still needed:**	**3** Credits in **CDC** 101 or 201 or **COM** 250 or **EDU** 350				
✓ MATHEMATICS AND QUANTITATIVE LITERACY COURSE	MAT 215	Statistics	TA	4	Spring 2020	
	Satisfied by:	MAT165 - PROB & STAT I - Community C Alleghny Co South				
✓ HEALTH & WELLNESS COURSE	**Exception by:**	Gervais, Shayne **On:** 05/10/2021 **Force Complete:** Force complete this requirement				
○ TECHNOLOGICAL LITERACY COURSE	**Still needed:**	**3** Credits in **BIO** 201 or **CIS** 110 or 120 or 220 or 352 or **CSC** 101 or 120 or 124 or 201 or 306 or **EDU** 333 or 335 or **GCM** 100 or 180 or 220 or 300 or 410 or **GET** 130 or **GIS** 303 or 311 or 350 or **ITE** 341 or **JUS** 220 or 380 or 405 or 487 or 488 or **MIS** 201 or **SEC** 360 or **TED** 111 or 302 or 316 or 426 or **THE** 141 or 150 or 211 or 341 or 480				

- Clicking the courses will reveal the meeting times, seats open, a description, and any perquisites needed.

VIP Screenshots



VIP Screenshots: Terms & Conditions



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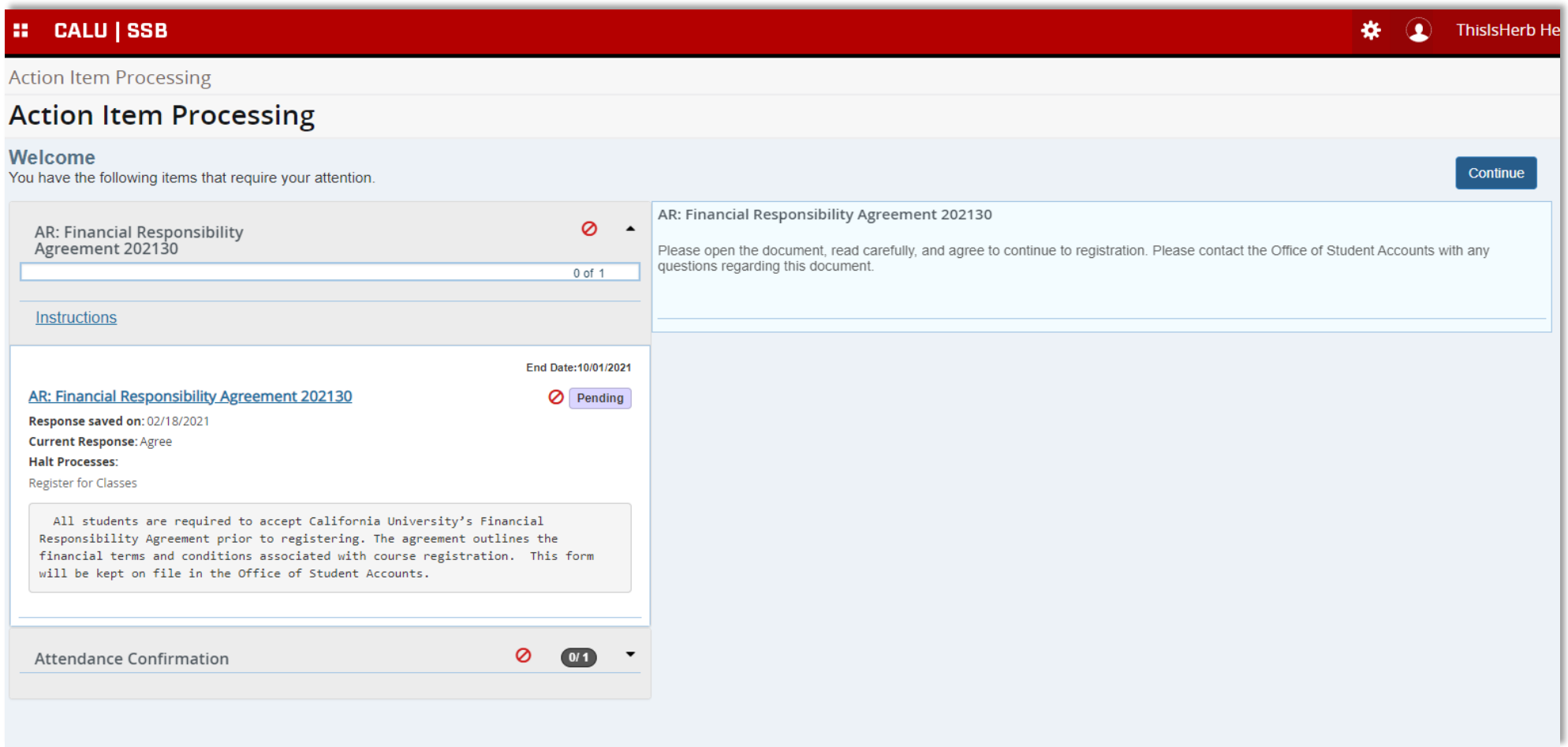

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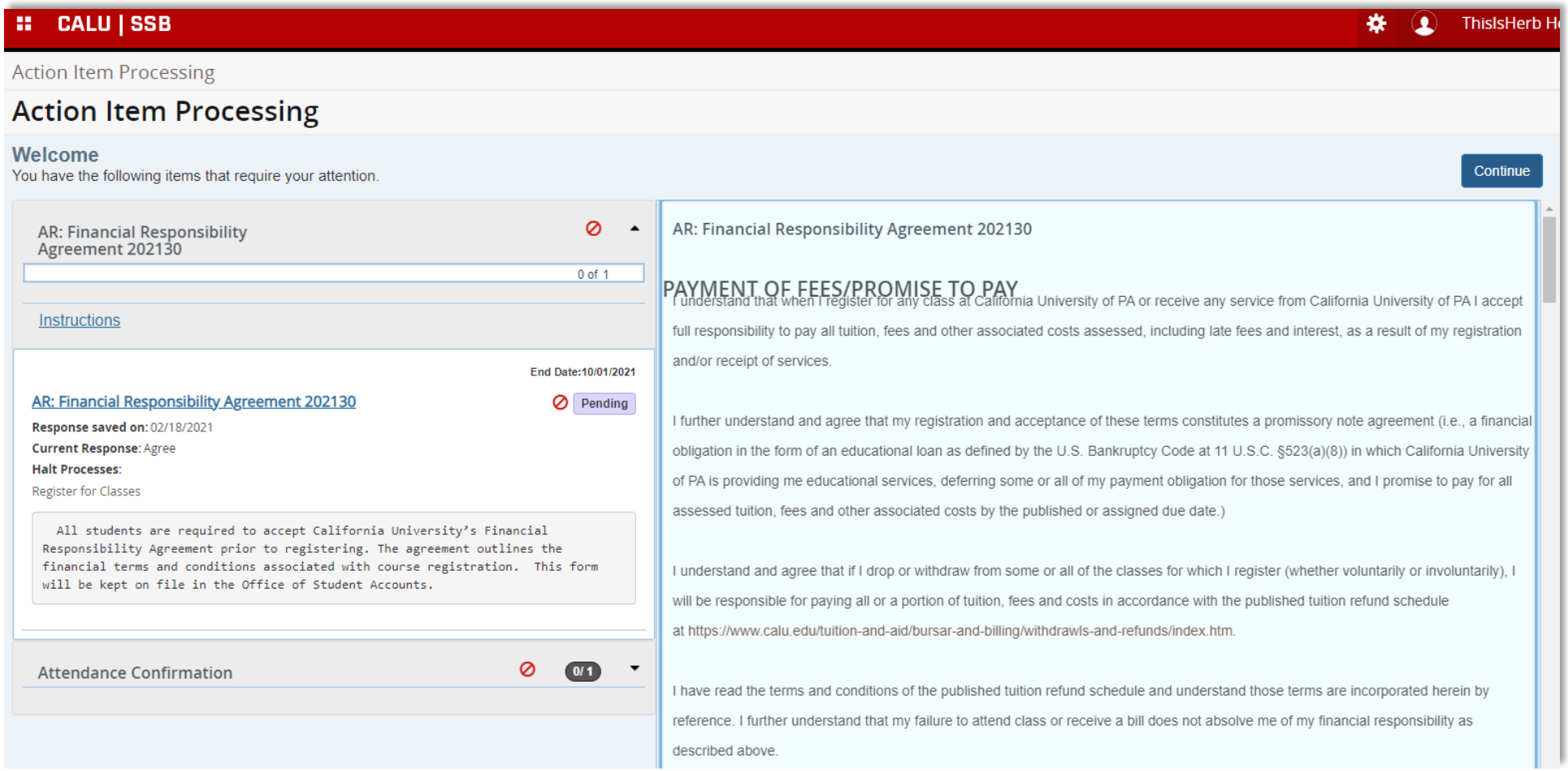

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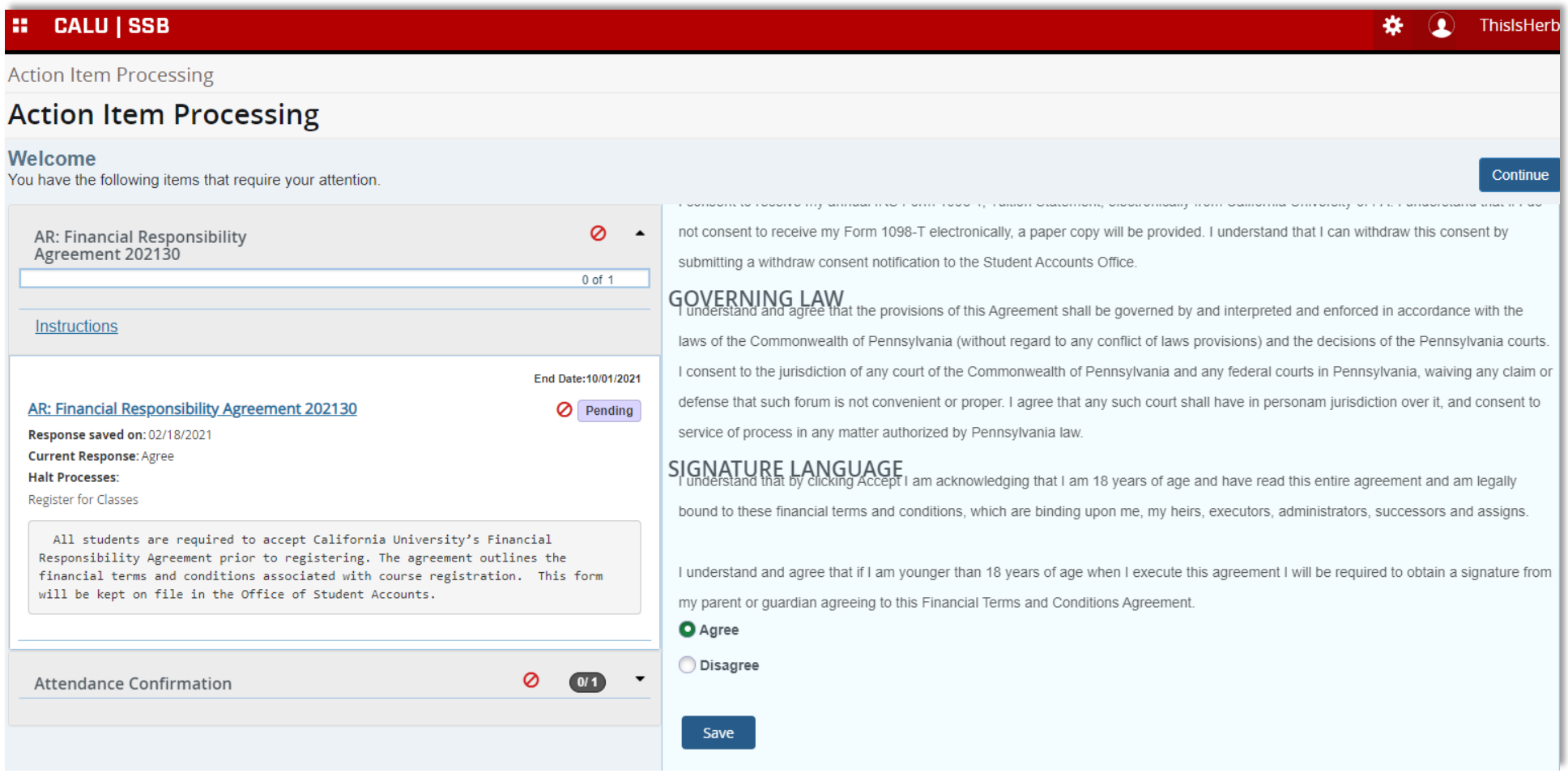
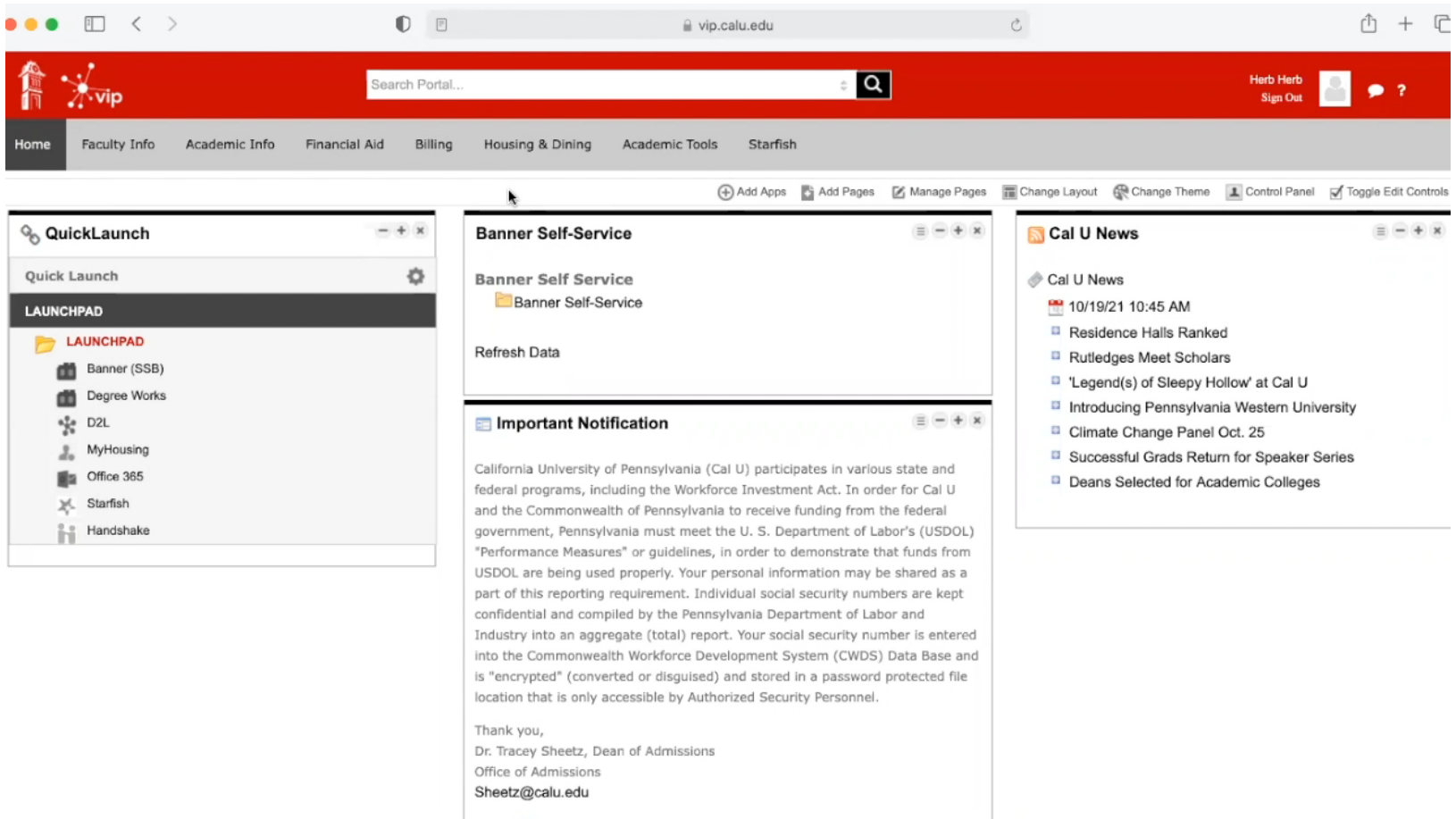
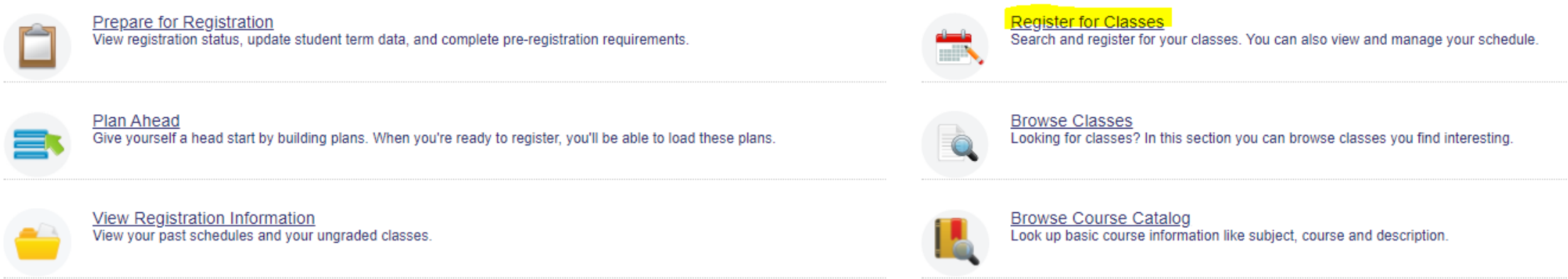


How to Use Schedule Planner



Schedule Planner Part 2



- Select “Register for Classes” after you have sent your schedule to the shopping cart.
- Select the appropriate term you are attempting to register for.
- Select “Plan” from the list of options available and click add to populate your courses to the summary.
- Click submit so your courses change from pending status to registered.

Schedule Courses by Course Look-up

How to Register using CRNs

Housing

- Please note if you are a Community Assistant (CA) for Housing, you must have at least 12 credits to continue your CA position.
- Students living in on-campus housing who are not CAs, need to be registered for at least 1 credit to stay eligible for Housing.

Academic Success Resources

Preparing for Registration

Find Your Day and Time to Register for Classes

Locate Your Academic Advisor

Check Your Holds

Registration

Look Up Courses

Schedule Courses by Course Lookup

Schedule Courses with CRNs

Drop a Class

Withdraw from a Class

Helpful Contact Information

Bookstore - https://www.bkstr.com/californiau-pennstore/home?cm_mmc=Redirect-_-VanityURL-_-calupa.bkstr.com-_-10422
Housing – housing@calu.edu
Military Affairs – prah@calu.edu
Financial Aid – finaid@calu.edu
Student Accounts/Billing – studentaccounts@calu.edu
Parking - https://www.calu.edu/inside/parking/index.aspx
Cal U ID Card – orientation@calu.edu
Parents and Families - https://www.calu.edu/parents/index.aspx
Scheduling Center – schedulingcenter@calu.edu
Placement Testing – pizer@calu.edu
Transfer – transfer@calu.edu
Admissions – admissions@calu.edu
Clearances (for Education & Communication Disorders) – https://www.calu.edu/inside/student-resources/clearances/index.aspx

Academic Success Resources

Schedule Planner

Generate Schedule Options Using the Schedule Planner Tool

Register Your Schedule Planner Shopping Cart

Schedule Planner Helpful Tips

Wait List

Add a Course to the Wait List

Add a Course Once Approved from the Wait List

Drop a Course from the Wait List

View and Print

View and Print Your Schedule

View and Print Your Unofficial Transcript

Academic Success Resources

General Information

Accept Your Financial Terms and Conditions Statement
Access Microsoft Teams
Create an Email Signature
How to Add a Proxy (Parent/Guest) in VIP
Understand Your Academic Profile

Learning Resources

Benefits of Supplemental Instruction
Learning Resources in Noss Hall
Starfish Raise Your Hand
Tutoring
Tutoring and Writing Center Appointments

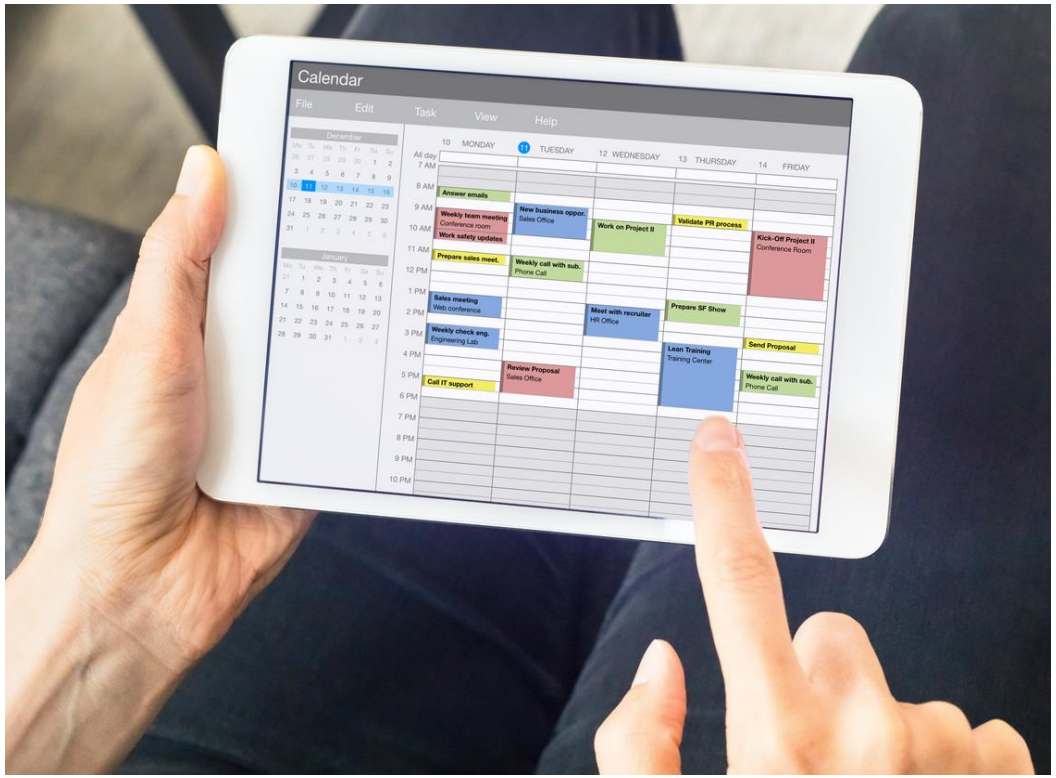
Follow us on Social Media!

@caluacademicsuccess

@CalUSuccess

@caluacadsuccess

Questions?



- **Send email to schedulingcenter@calu.edu with the following information:**
  - **Name**
  - **CWID (C12345678)**
  - **Major**
  - **If it is related to a course, please include the CRN of course.**
- **We will notify you via Cal U email once completed**

CALIFORNIA UNIVERSITY
OF PENNSYLVANIA

CALL