

GANI

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



Sign In

LOGIN

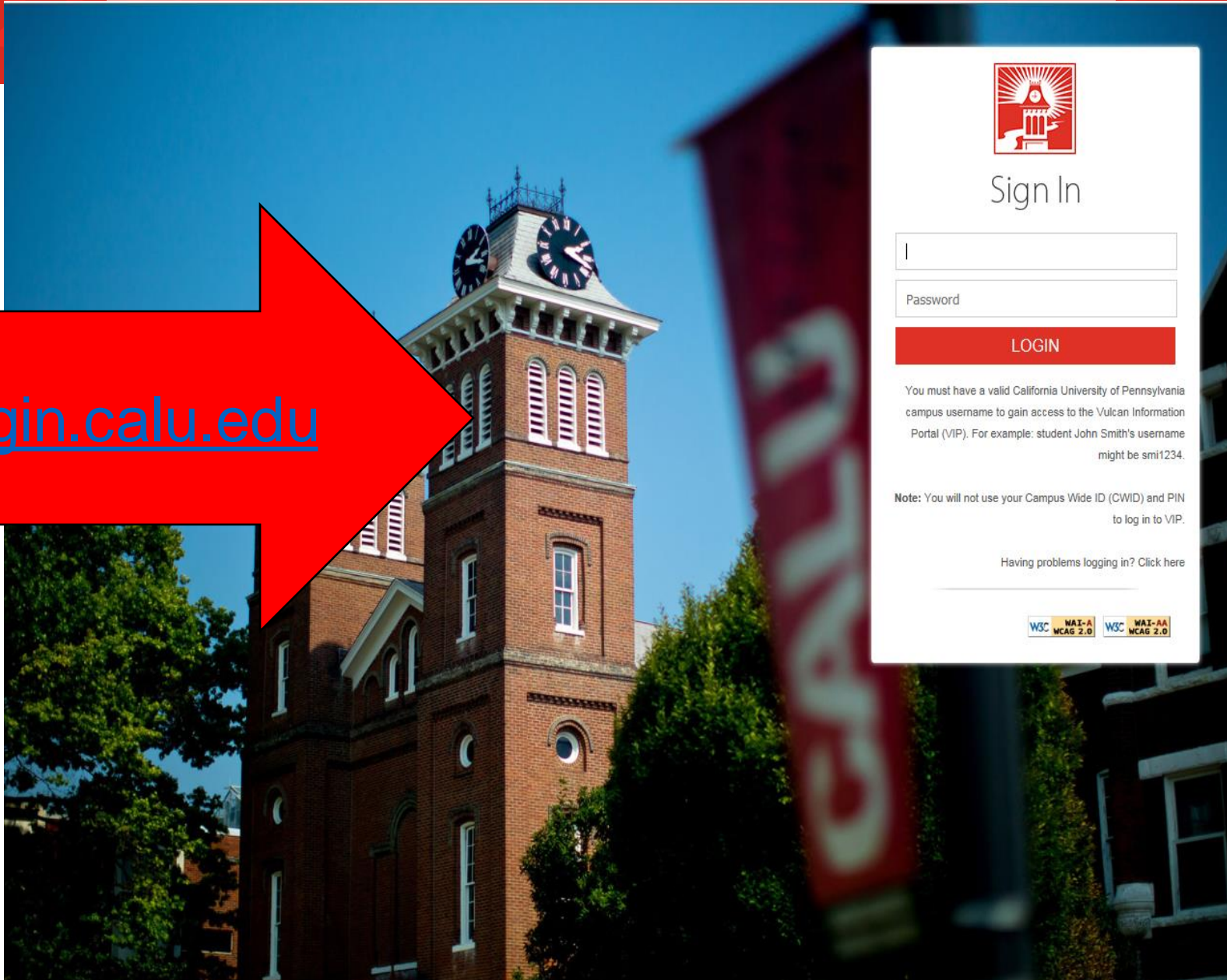
You must have a valid California University of Pennsylvania campus username to gain access to the Vulcan Information Portal (VIP). For example: student John Smith's username might be smi1234.

Note: You will not use your Campus Wide ID (CWID) and PIN to log in to VIP.

Having problems logging in? [Click here](#)



<https://login.calu.edu>



VIP Screenshots

Home Faculty Info **Academic Info** Financial Aid Billing Housing & Dining Academic Tools Starfish

+ Add Apps + Add Pages Manage Pages Change Layout Change Theme Control Panel Toggle Edit Controls

Home / Academic Info

Academic Profile

Primary

Class Standing: Freshman
Degree: Bachelor of Arts
Level: Undergraduate
Program: History
Admit Term: Spring 2014
Catalog Term: Spring 2017
College: Education and Liberal Arts
Campus: Cal U
Major and Department: History, Humanities

Advisors

- Caleb Tom
- Christopher W. Nicholls

Select Another Term

Transcript **Holds**

Refresh Data

Registration Tools

Schedule Planner

Registration

Prepare for Registration, Add or Drop Classes, Browse for Classes and Course Info, View Schedule Information


Video Tutorials for Registration

Apply to Graduate

Total Withdrawal from Term or University

National Student Clearinghouse

Please click on the Clearinghouse logo to obtain your enrollment verification.



Degree Works

Degree Works

Degree Works allows you to view your progress in getting a degree, as well as model alternate degrees, see how your credits would transfer, or see what classes you need in the future!

Parent/Guest Portal

Parent/Guest Portal Links

Click this link to set up Proxy access for your parents, guardians, spouse, etc to your grades, billing, and/or financial aid. Proxy access allows those people you have designated to view information in VIP the same format you see it.

For more information please see the video tutorials at this URL:
<https://www.calu.edu/families-parents/portal/instructions/index.htm>

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

The screenshot shows a university portal interface. At the top, there is a red navigation bar with the university logo and 'vip' on the left, a search bar in the center, and user information 'Herb Herb Sign Out' on the right. Below this is a grey navigation bar with menu items: Home, Faculty Info, Academic Info (highlighted), Financial Aid, Billing, Housing & Dining, and Starfish. The main content area is titled 'Home / Academic Info' and contains three panels. The 'Academic Profile' panel on the left shows a student's details: Primary, Class Standing: Freshman, Degree: Bachelor of Arts, Level: Undergraduate, Program: History, and Admit Term: Spring 2014. The 'Registration Tools' panel in the middle lists: Schedule Planner, Registration (with a sub-link: Prepare for Registration, Add or Drop Classes, Browse for Classes and Course Info, View Schedule Information), and Video Tutorials for Registration. The 'Degree Works' panel on the right has the title highlighted in yellow and contains the text: 'Degree Works allows you to view your progress in getting a degree, as well as model alternate degrees, see how your credits would transfer, or see what classes you need in the future!'.

- 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
<input checked="" type="checkbox"/>	BUILDING A SENSE OF COMMUNITY					
<input checked="" type="checkbox"/>	First Year Seminar Waived-Transfer Cr or GOL					
<input type="checkbox"/>	COMPOSITION COURSES					
<input type="checkbox"/>	Composition I	Still needed:	3 Credits in ENG 101 or HON 150			
<input checked="" type="checkbox"/>	Composition II	ENG 102	English Comp II	TA	3	Spring 2020
		Satisfied by:	ENG164 - ADVANCED COMP - Westmoreland Co Cmty College			
<input type="checkbox"/>	PUBLIC SPEAKING COURSE					
		Still needed:	3 Credits in CDC 101 or 201 or COM 250 or EDU 350			
<input checked="" type="checkbox"/>	MATHEMATICS AND QUANTITATIVE LITERACY COURSE	MAT 215	Statistics	TA	4	Spring 2020
		Satisfied by:	MAT165 - PROB & STAT I - Community C Alleghny Co South			
<input checked="" type="checkbox"/>	HEALTH & WELLNESS COURSE					
		Exception by:	Gervais, Shayne	On: 05/10/2021	Force Complete:	Force complete this requirement
<input type="checkbox"/>	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 prerequisites needed.







VIP Screenshots

The screenshot shows a web interface for registration. At the top, a dark red header contains the logo 'CALU | SSB' on the left and a user profile 'Herb, ThisIsHerb' on the right. Below the header, a breadcrumb trail reads 'Student • Registration'. The main content area is titled 'Registration' and features a section 'What would you like to do?' with six interactive cards arranged in a 3x2 grid. Each card includes an icon, a title, and a brief description of the action.

Student • [Registration](#)

Registration

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

VIP Screenshots: Terms & Conditions

CALU | SSB ⚙️ 👤 ThisIsHerb He

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

AR: Financial Responsibility Agreement 202130 0 of 1

[Instructions](#)

End Date: 10/01/2021

[AR: Financial Responsibility Agreement 202130](#) 🚫 Pending

Response saved on: 02/18/2021
Current Response: Agree
Halt Processes:
Register for Classes

All students are required to accept California University's Financial Responsibility Agreement prior to registering. The agreement outlines the financial terms and conditions associated with course registration. This form will be kept on file in the Office of Student Accounts.

Attendance Confirmation 🚫 0/1

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.
Cancel to return to previous page.

[CANCEL](#) | [CONTINUE](#)

[Continue](#)

ee to continue to registration. Please contact the Office of Student Accounts with any

VIP Screenshots: Terms & Conditions

CALU | SSB ⚙️ 👤 ThisIsHerb He

Action Item Processing

Action Item Processing

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You have the following items that require your attention. [Continue](#)

AR: Financial Responsibility Agreement 202130 🚫 ▲

0 of 1

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VIP Screenshots: Terms & Conditions

CALU | SSB ⚙️ 👤 ThisIsHerb H

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AR: Financial Responsibility Agreement 202130 🚫 0/1 ▼

AR: Financial Responsibility Agreement 202130

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at California University of PA or receive any service from California University of PA I accept full responsibility to pay all tuition, fees and other associated costs assessed, including late fees and interest, as a result of my registration and/or receipt of services.

I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which California University of PA is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register (whether voluntarily or involuntarily), I will be responsible for paying all or a portion of tuition, fees and costs in accordance with the published tuition refund schedule at <https://www.calu.edu/tuition-and-aid/bursar-and-billing/withdrawals-and-refunds/index.htm>.

I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

VIP Screenshots: Terms & Conditions

CALU | SSB ⚙️ 👤 ThisIsHerb

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention. Continue

AR: Financial Responsibility Agreement 202130 🚫 ▲

0 of 1

[Instructions](#)

AR: Financial Responsibility Agreement 202130 🚫 Pending

Response saved on: 02/18/2021
Current Response: Agree

Halt Processes:
Register for Classes

All students are required to accept California University's Financial Responsibility Agreement prior to registering. The agreement outlines the financial terms and conditions associated with course registration. This form will be kept on file in the Office of Student Accounts.

Attendance Confirmation 🚫 0/1 ▼

GOVERNING LAW
I understand and agree that the provisions of this Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. I consent to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. I agree that any such court shall have in personam jurisdiction over it, and consent to service of process in any matter authorized by Pennsylvania law.

SIGNATURE LANGUAGE
I understand that by clicking Accept I am acknowledging that I am 18 years of age and have read this entire agreement and am legally bound to these financial terms and conditions, which are binding upon me, my heirs, executors, administrators, successors and assigns.

I understand and agree that if I am younger than 18 years of age when I execute this agreement I will be required to obtain a signature from my parent or guardian agreeing to this Financial Terms and Conditions Agreement.

Agree
 Disagree

Save

How to Use Schedule Planner

The screenshot displays the vip.calu.edu portal interface. At the top, there is a red header with the vip logo on the left, a search bar in the center, and user information (Herb Herb, Sign Out) on the right. Below the header is a navigation menu with links for Home, Faculty Info, Academic Info, Financial Aid, Billing, Housing & Dining, Academic Tools, and Starfish. A secondary menu contains options like Add Apps, Add Pages, Manage Pages, Change Layout, Change Theme, Control Panel, and Toggle Edit Controls.

The main content area is divided into three columns of widgets:

- QuickLaunch:** A sidebar widget with a "LAUNCHPAD" section containing links to Banner (SSB), Degree Works, D2L, MyHousing, Office 365, Starfish, and Handshake.
- Banner Self-Service:** A central widget with a "Banner Self Service" folder icon and a "Refresh Data" button. Below it is an "Important Notification" section with a detailed message from Dr. Tracey Sheetz, Dean of Admissions, regarding state and federal funding requirements.
- Cal U News:** A right-hand widget titled "Cal U News" with a timestamp of 10/19/21 10:45 AM and a list of news items: Residence Halls Ranked, Rutledges Meet Scholars, 'Legend(s) of Sleepy Hollow' at Cal U, Introducing Pennsylvania Western University, Climate Change Panel Oct. 25, Successful Grads Return for Speaker Series, and Deans Selected for Academic Colleges.

Schedule Planner Part 2



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.

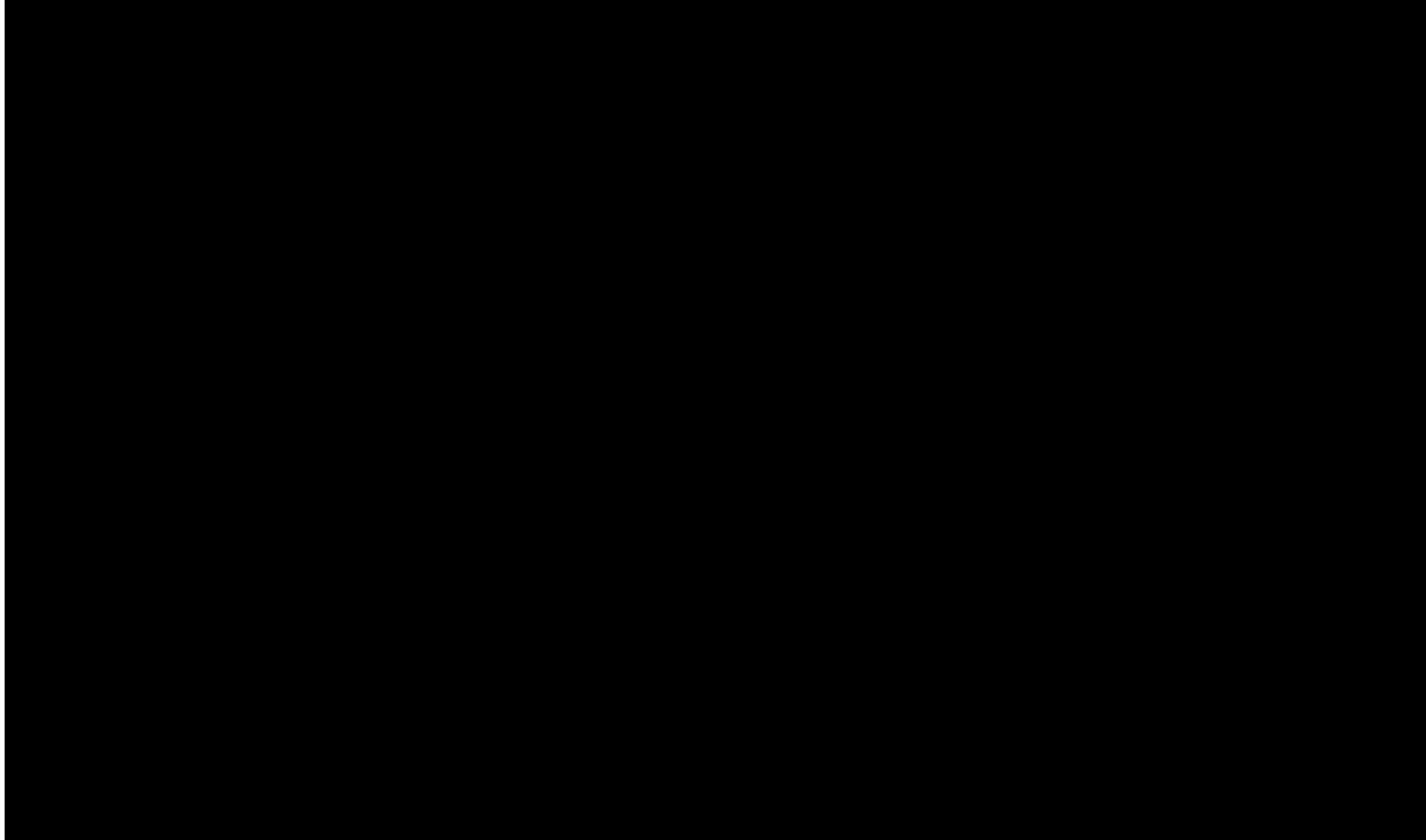


[Browse Course Catalog](#)

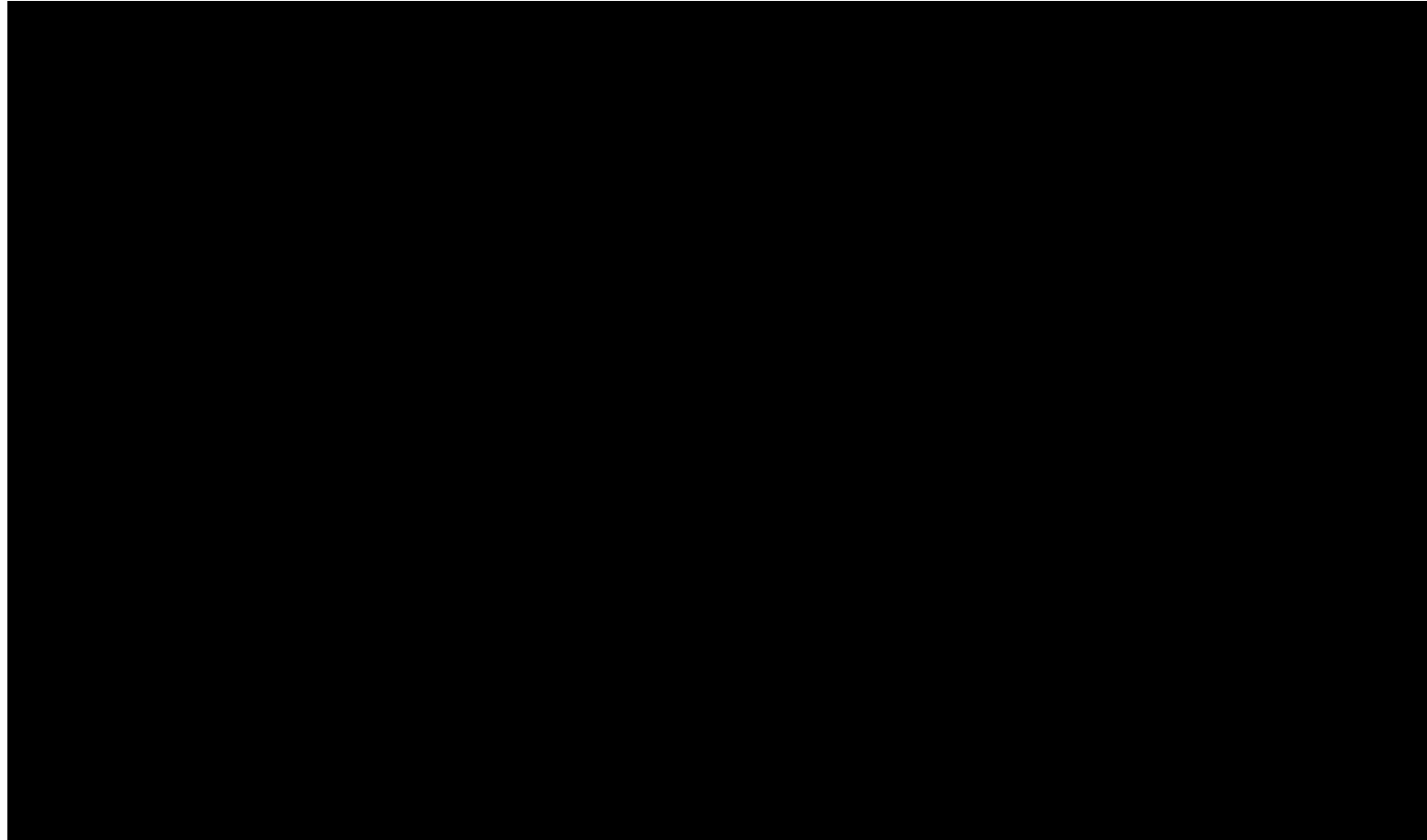
Look up basic course information like subject, course and description.

- 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

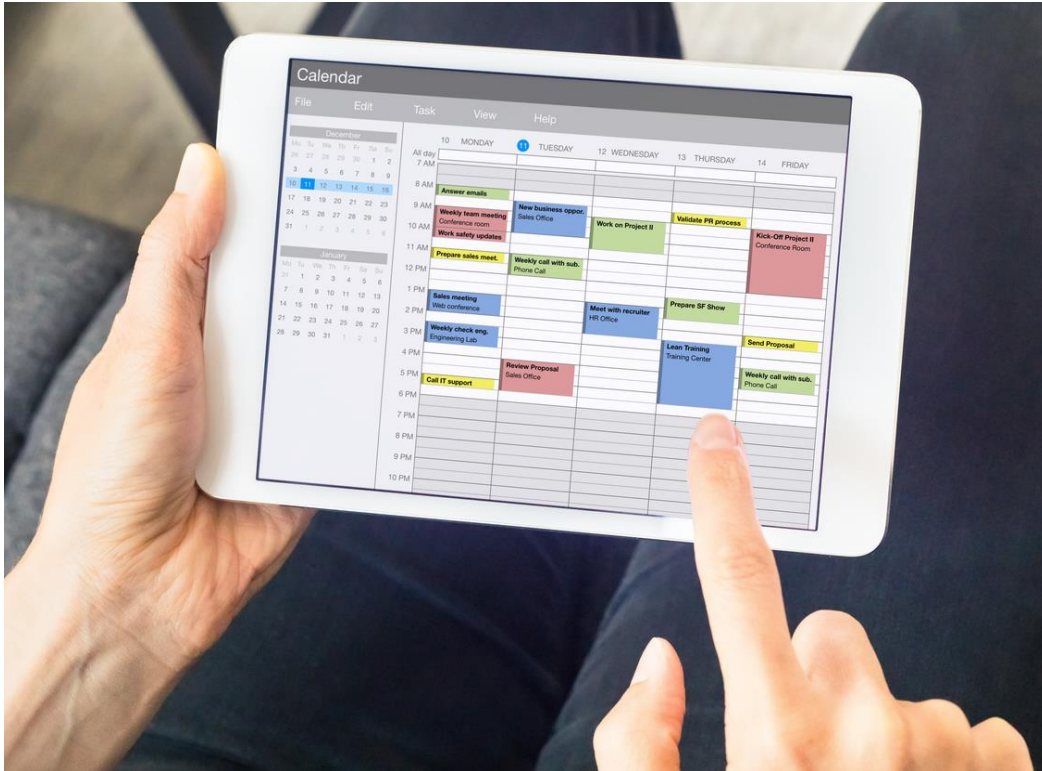


@CalUSuccess



@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**

GAIT