New Student Checklist

Things to Know

☐ Use the Student Portal (my.centralpenn.edu) to access:
   ☐ student information like schedules, advisor contact, and transcripts
   ☐ student email through Office 365
   ☐ software through Office 365
   ☐ Blackboard for your course websites
   ☐ The Learning Center scheduling application
   ☐ Sign-up for CP Alert for campus-wide notifications

☐ Get familiar with Office 365 in the Student Portal
   ☐ Get access to Office products Word, PowerPoint, Excel and OneDrive
   ☐ Download Office 2016 onto up to five person devices
   ☐ Check out the guide to learn more: http://guides.centralpenn.edu/Office365

☐ Receive updates about campus events, activities, and news by following us on social media

People to Know

☐ Use the Student Resources tab in Blackboard to learn about your Dean, Chair, and faculty members
☐ Contact Information Technology for tech help: HelpDesk@centralpenn.edu or 717-728-4357
☐ Contact the Security Office for safety help: Security@centralpenn.edu or 717-728-2364
☐ Contact Financial Aid for grant and loan help: FinancialAid@centralpenn.edu or 800-759-2727
☐ Use the website to find a complete listing of departments: www.centralpenn.edu/utility/directory/

Dates to Know

☐ Drop / Add period (a time to make final adjustments to your term schedule) ends the Friday of Week 1
☐ Open Registration (a time to register for classes) is during Weeks 6 – 8
☐ Withdraw deadline (the last day to withdraw from a course with a “W”) is Friday of Week 7
☐ Tuition bills are mailed Week 7 of each term and are due in Week 10
☐ Grades are posted by the Office of Records and Registration the Thursday of Break Week 1