ON-CAMPUS REGISTRATION—Summer/Fall

Adult Undergraduate Students:

Adult undergraduates must pick up a registration packet in the main office of The College of Graduate and Continuing Education on the 2nd floor of O’Hara.

Students must make an appointment with their advisor listed on their CAPP report (available in the registration packet) or with an advisor in CGCE in order to receive a PIN. The special registration PIN number enables students to register online. Students should also discuss their course selections with their advisor.

After receiving a PIN, students may register for the courses approved by their mentor by logging into the UIS system through MyScranton.

Graduate Students:

To register for classes, every student must make an appointment with their mentor to obtain a PIN number. The special registration PIN number enables students to register online. Students should also discuss their course selections with their mentor.

After receiving a PIN, students may register for the courses approved by their mentor by logging into the UIS system through MyScranton.

Graduate Students Registration:
Friday, March 27, 2009

Spring Break
March 14—22

Easter Break
April 9-13

Look inside to learn how to look up courses and register online with your PIN
On-Campus Students: How to Register via the Web

Follow these steps for looking up courses:

- Go to http://my.scranton.edu.
- Type in your user name (your University email address minus “@scranton.edu”) and your email password and click on Sign In.
- Click on the **Student tab**.
- Click on the **Self Service (UIS) link**.
- Click on **Student Services & Financial Aid link**.
- Click on the **Registration link**.
- Click on the **Look-up Classes link**.
- Select the appropriate term from the drop-down box.
- You can search by Term, Subject, Course Level and/or Instructor.

Follow these steps for registering via the web with a PIN:

- Go to http://my.scranton.edu.
- Type in your user name (your University email address minus “@scranton.edu”) and your email password and click on Sign In.
- Click on the **Student tab**.
- Click on the **Self Service (UIS) link**.
- Click on **Student Services & Financial Aid link**.
- Click on the **Registration link**.
- Click on the **Add or Drop Classes link**.
- Select the appropriate term from the drop-down box
- Type in the **CRN numbers** for each course you plan to take. (The CRN number is the 5-digit code in front of the course. It is how the computer identifies the sections for each course.)

Click on These Links to Directly Access Web Registration

**Academic Calendar and Web Registration:**
http://matrix.scranton.edu/academics/ac_ro_courseinfo.shtml
The Center of Training & Professional Development

Location: O’Hara Hall 1st floor  
Phone: 941-7582  
Fax: 941-7937

Email: cptd@scranton.edu  
Web: www.scranton.edu/cptd

Hours: 8:30am—4:30pm Monday-Friday

CPTD Offerings

The University of Scranton’s Center for Professional Training and Development features programs that will enhance your skills, advance you in your field, and can assist you in training for a new career. CPTD offers training in:

- Adobe Programs
- Acrobat
- Advertising Graphics
- APICS (Association for Operations Management)
- Business & Professional Training
- Computer Programming
- Desktop Publishing
- Photography
- IT & Software Programs
- Intellectual Training
- Leadership Training
- MACintosh
- Management Training
- Microsoft Certification
- Microsoft Office Programs
- On-Line Business Training
- On-Line Health Care & Fitness Programs
- On-Line Software Development Programs
- QuarkXPress
- Real Estate
- SHRM (Human Resource Management)
- Supervisory Training
- Teacher Education
- Web Page Design & Development

Programs can be customized to meet your company’s training needs.

The Center is dedicated to providing state-of-the-art instruction to our students and clients. We offer a variety of programs and formats for client convenience and we can customize our programs to meet the specific needs of our clients. Our focus is on service and customer satisfaction.

Training Tomorrow’s Workforce Today

An organization’s greatest asset is its people.

We welcome the opportunity to work with businesses and companies to train their employees and assist them in making their workforce the best it can be.
IMPORTANT DATES!

Last day to Register for the Comprehensive Exam (SEOL)  
Friday, March 6

Incomplete grades from prior semester due  
Friday, March 13

Spring Break  
Sat, March 14 - Sun March 22

Alpha Sigma Lambda Induction  
Sunday, March 29

Last day to Register for the Comprehensive Exam (On-campus)  
Friday, April 3

Comprehensive Exam Administer (SEOL)  
Saturday, April 4

Easter Break  
Thurs, April 9 - Mon, April 13

Last day to withdraw with “W” grade  
Thursday, April 16

Comprehensive Exam Administered (On-campus)  
Saturday, April 18

Graduate Commencement  
Saturday, May 30

Undergraduate Commencement  
Sunday, May 31

*If you are planning to graduate in May 2009, please remember to complete your application for degree

Graduate degree  
http://web2.scranton.edu/commencement/gdegree.shtml

Undergraduate degree  
http://web2.scranton.edu/commencement/udegree.shtml

SEOL degree  
http://web2.scranton.edu/commencement/gdegree-online.shtml

NPEC—Northeast PA Employment Consortium Job Fair

This employment fair is for those looking for summer jobs, internships, and full time positions in the fields of Business/Industry, Education, Health Care and Health Services.

Tuesday, March 24, 2009 1:00pm to 4:30pm.
Wachovia Arena at Casey Plaza, Wilkes-Barre, Pa

For more information, contact University of Scranton Office of Career Services at 570-941-7640
The On-Campus Graduate & Continuing Education Student Organization

The on campus Graduate and Continuing Education Student Organization is calling for nominations for the following positions: President, Vice President, Secretary, and Treasurer. If you would like to nominate a student (after getting their approval) within CGCE (undergraduate or graduate) or if you would like to nominate yourself, email eganv2@scranton.edu.

We have created a Wiki for this new student organization, which contains the by-laws including the responsibilities of each elected position. Please take a moment to view this webpage: http://gceso.pbwiki.com

Elections will be held online by the beginning of April. Further information regarding the election process and the responsibilities of each position will be sent in an email before Spring Break. We look forward to working with the adult learners to establish a greater presence on campus! If you have any questions, please email GCESO’s moderator, Virginia Egan—eganv2@scranton.edu

The Jane Kopas Women’s Center

Location: DeNaples Center 205F
Phone: 941-6194
Hours: 10:00am—6:00pm Monday through Friday

Program Coordinator: Amy McKiernan
Email: mckiernana2@scranton.edu
Website: http://www.jkwc.org/index/mn26048/welcome

The Center, invested in the growth and social consciousness and commitment to social change advocacy, provides collaborative opportunities between the campus and Scranton communities through networking and volunteer projects.

The Center seeks to create an environment where members of the campus community can gather for discussions, study groups, and activities. It also encourages cooperation between various student groups who are similarly committed to social justice issues.

Campus programs cover such topics as:
- Women’s health,
- Diversity,
- International women’s issues,
- Feminism and social change,
- Body image,
- Women’s art women’s history.

Important Resources and Phone Numbers

Women’s Resource Center of Lackawanna & Susquehanna Counties: 570-346-4671 or 1-800-257-5765 (24 Hour Hotline)
University of Scranton Public Safety: 941–7777
Student Health Services: 941–7667
Center for Education & Wellness: 941–4253
University of Scranton Counseling: 941–7620
Community Medical Center: 969–8121
Barbara J. Hart Justice Center (civil legal advice): 342–7077
REFERENCE GUIDE TO
THE COLLEGE OF GRADUATE AND CONTINUING EDUCATION

The College of Graduate and Continuing Education (CGCE) is dedicated to serving adult students interested or involved in adult undergraduate or graduate credit programming, or professional development non-credit programming. For greatest efficiency, CGCE has combined various office functions. The five units within the College are briefly described below with contact information for your convenience. CGCE is located on the first and second floors of O’Hara Hall.

Dean’s Office
The Dean’s Office coordinates activities of all units within the college, works with faculty, staff and students in the area of program development and program management and interacts with the community and others concerning programming initiatives. This office is responsible for determining resolution of policy issues and facilitating communication among the academic departments and units enrolling and/or working with graduate students, adult undergraduate students and professional development client issues. The Dean’s Office manages the graduate assistantship program and commencement activities.

Dean: Jeffrey Welsh 941-6300 welshw2@scranton.edu
Dean’s Secretary: Marianne Black 941-6300 blackm2@scranton.edu

Admissions and Recruitment (570) 941-7600
The Office of Admissions and Recruitment is dedicated to identifying prospective adult undergraduates, on-campus graduate students, as well as high school scholars who are interested in The University of Scranton. This office is also responsible for the recruitment of all international students. Through marketing research, advertising activities and in-person consultations, the staff is committed to recruiting and admitting excellent students.

Director/Assistant Dean: James Goonan 941-6304 goonanj1@scranton.edu
Assistant Director: Jeanne Ruane 941-4285 ruanej2@scranton.edu
Admission Clerk: Lucy Grissinger 941-7600 grissingerl2@scranton.edu
Admission Clerk: Carmen Sheridan 941-5813 sheridanc1@scranton.edu

Student Services and Advising (570) 941-7580
The Office of Student Services and Advising is responsible for managing all functions in matters relating to graduate and adult undergraduate degrees; credit certification programs; non-traditional student advising, registration and academic progress; and adult student support services. In addition, this office serves all visiting students, senior audits, and High School Scholars.

Assistant Dean: Meg Cullen-Brown 941-6379 cullenbrownm2@scranton.edu
Advisor: Philip Yevics 941-6631 yevicsp2@scranton.edu
Advisor: Ginger Egan 941-4932 eganv2@scranton.edu
Records Analyst: Mary Ann Kuzdro 941-7601 kuzdrom1@scranton.edu
Secretary: Sheila Strickland 941-4509 stricklands3@scranton.edu
Clerk Receptionist: Elsa Williams 941-7600 williamse6@scranton.edu

Online and Off Campus Programming (570) 941-4260
The Office of Online and Off Campus Programming coordinates and supports activities involving all graduate online and off campus programming. These include the Scranton Education Online Program, the transition Doctor of Physical Therapy, the online MBA degree program and the Hong Kong MBA program.

Assistant Dean: Regina Bennett 941-4281 bennetttr1@scranton.edu
Assistant Director SEOL: George Jones 941-4286 jonesgs5@scranton.edu
Clinical Practice Director SEOL: Ivan Shibley 941-6376 shibley3@scranton.edu
Secretary SEOL: Dolores Rozelle 941-5948 rozelled2@scranton.edu
MBA online Admissions Clerk: Adam Szydlowski 941-5913 szydlowski2@scranton.edu
Admissions Clerk SEOL: Theresa Borgia 941-5922 borgiai2@scranton.edu
Secretary to Asst. Dean: Kara Dale 941-5915 dalker2@scranton.edu

Professional Training and Development (570) 941-7582
The Center for Professional Training and Development is committed to providing training and education program that are affordable, accessible and high quality. CPTD provides a wide range of programs and workshops to meet ever-changing needs of employers, employees and students in our region; The Center offers state-of-the-art technical training and education, professional development and customized program and training.

Director: Michele Davis 941-7582 davism6@scranton.edu
Administrative Assistant: Susan Falbo 941-7582 falbos1@scranton.edu
Secretary: JoAnn Pane 941-7582 panej2@scranton.edu
Instructors: Richard Walsh 941-7582 walshr3@scranton.edu
Jack Williams 941-7582 williamsj4@scranton.edu

CGCE Newsletter
RoyalNews
Issued every Tuesday, check out the RoyalNews for student events and information on campus:
http://academic.scranton.edu/organization/royalnews/

Tell us about it!
If there is something you’d like to see posted in this newsletter, don’t hesitate to tell us about it. Send us your comments and suggestions to help us inform you of what you would like to know about. Contact at simkoe2@scranton.edu

Student Services and Resources

Office of Student Services & Advising
Location: O’Hara Hall, 2nd floor
Phone #: 941-7580
Open: Mon-Thurs 8:30am – 7:00pm & Fri 8:30am - 4:30pm

Center for Professional & Training Development
Location: O’Hara Hall 1st floor
Phone #: 941–7582 Fax: 941-7937
Email: cptrd@scranton.edu
Open: Mon-Fri 8:30am—4:30pm
Website: www.scranton.edu/cptrd

Career Services
Location: Ciszek Hall
Phone #: 941-7640
Open: 8:30am – 4:30pm

Counseling Center
Location: McGurrin Hall, 2nd floor
Phone #: 941-7620
Open: 8:30am – 4:30pm

Help Desk: 941-4357 or 941-HELP

Library: 941-7526
Registrar: 941-7721
Bursar: 941-4062
Public Safety: 941-7888
Book Store: 941-7454
University General Info: 941-7400

Useful links:

All Downloadable Forms & Brochures
http://academic.scranton.edu/department/gradsch/forms-brochures.html

Application for Degree
http://lynx.scranton.edu/commencement/gdegree.html

Scranton Education Online Application for Degree
http://lynx.scranton.edu/commencement/gdegree-online.shtml

Employer Deferment Form
http://matrix.scranton.edu/docs/gs-comprehensive-examination-oncampus.pdf

Graduate Credit Transfer Recommendation
http://matrix.scranton.edu/pdf/gs-credit-transfer-recommendation.pdf

Registrar’s Office
http://matrix.scranton.edu/academics/ac_ro.shtml

Schedule Change Form for on Campus Programs Only

Student Address Correction Form
https://lynx.scranton.edu/forms/sacf.pdf

Transcript Request
http://matrix.scranton.edu/academics/ac_ro_transcript.shtml

On Campus Student Application for Comprehensive Examination
http://matrix.scranton.edu/docs/gs-comprehensive-examination-oncampus.pdf

SEOL Student Application for Comprehensive Examination
https://lynx.scranton.edu/forms/comprehensive-examination.html