

# National Constitution Center Arcadia Registration Instructions

**Step 1:** Go to <https://selfservice.arcadia.edu/SelfService/Registration/ConEdRegistration.aspx>

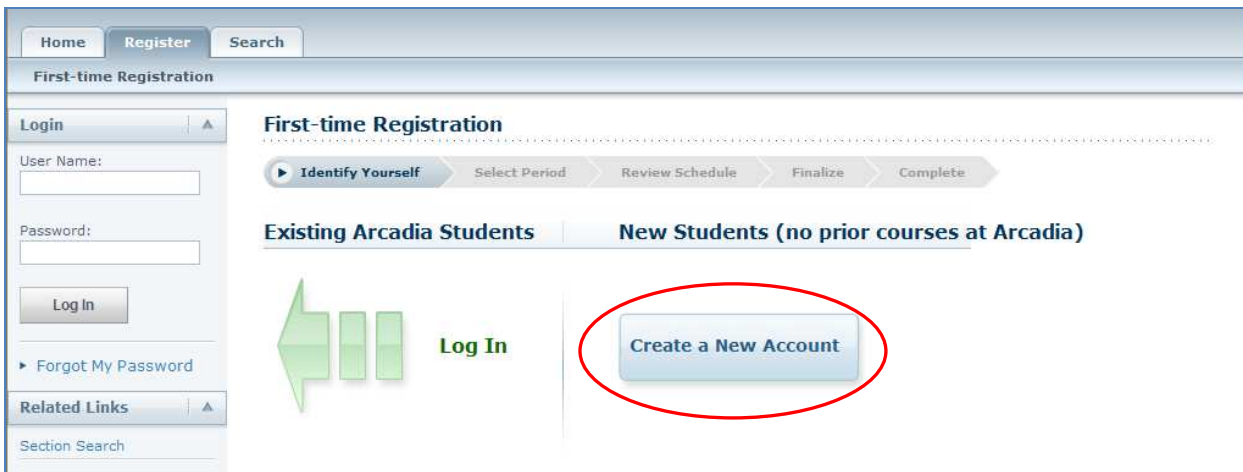
**Step 2:** Determine whether or not you already have an account.

**You already have an account if you have previously taken a course at Arcadia (including previous Arcadia courses offered through the National Constitution Center).**

**If you already have an account, skip to step 4.**

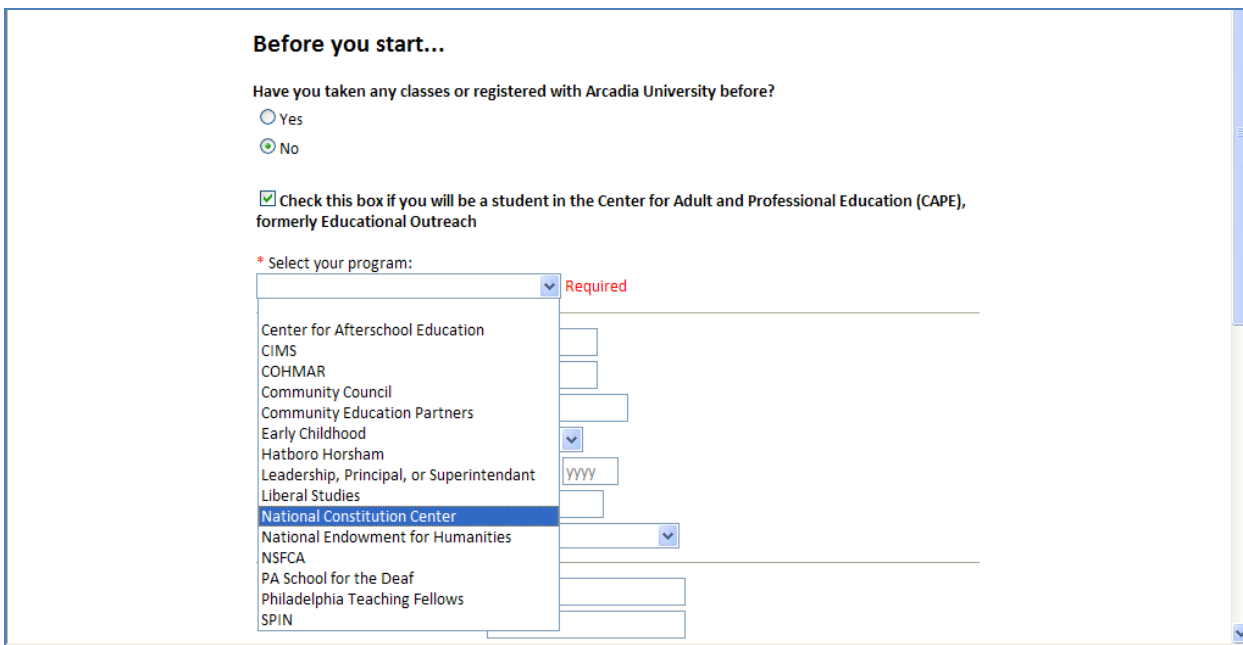
**Step 3:** Create a new account (only for students who are new to Arcadia).

**Step 3a:** Click the button to “Create a New Account.”



The screenshot shows the 'First-time Registration' page. On the left is a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. Below that is a 'Forgot My Password' link and a 'Related Links' section with a 'Section Search' field. The main content area has a progress bar with steps: 'Identify Yourself', 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar are two tabs: 'Existing Arcadia Students' and 'New Students (no prior courses at Arcadia)'. Under the 'New Students' tab, there is a 'Log In' button with a green arrow pointing left, and a 'Create a New Account' button which is circled in red.

**Step 3b:** Check the box to indicate you are a part of CAPE, then select your program from the drop down menu.



The screenshot shows the 'Before you start...' section of the registration form. It asks 'Have you taken any classes or registered with Arcadia University before?' with radio buttons for 'Yes' and 'No'. Below that is a checkbox labeled 'Check this box if you will be a student in the Center for Adult and Professional Education (CAPE), formerly Educational Outreach', which is checked. Underneath is a dropdown menu labeled '\* Select your program: Required'. The dropdown menu is open, showing a list of programs: Center for Afterschool Education, CIMS, COHMAR, Community Council, Community Education Partners, Early Childhood, Hatboro Horsham, Leadership, Principal, or Superintendent, Liberal Studies, National Constitution Center (highlighted), National Endowment for Humanities, NSFCA, PA School for the Deaf, Philadelphia Teaching Fellows, and SPIN. There are also input fields for 'Year' (labeled 'YYYY') and 'Section'.

**Step 3c:** Continue to complete the form and click “Create Account.” *Make note of your username and password for registration purposes.*

**Step 4:** Login with your newly-created or existing username and password. Click the “Log In” button.

ARCADIA UNIVERSITY

Home Register Search

First-time Registration

Login

User Name:

Password:

Log In

▶ Forgot My Password

Related Links

Section Search

First-time Registration

▶ Identify Yourself Select Period Review Schedule Finalize Complete

Existing Arcadia Students New Students (no prior courses at Arcadia)

Log In

Create a New Account

### Login Troubleshooting

If you know your username but not your password, try using the “Forgot My Password” Link.

If you do not know your username or password, try using the standard username and password.

Standard User Name: first initial and last name

Standard Password: last name and last four digits of Social Security Number

Example: John Smith, 123-45-6789

User Name: jsmith, Password: smith6789

If you continue to have trouble logging in, please contact Debbie Schwartz at 267-620-4796.

**Step 5:** Find the course you want to register for.

**Step 5a:** Select the “Register” tab, then select “Current Students.”

ARCADIA UNIVERSITY

Home Register Advising Classes Finances Grades Search My Profile

Current Students First-time Registration Academic Plan What If?

Register

New and Visiting Students (**Graduate**)

If you are new to Arcadia, you can create a personal profile and register for a course. Students who have not attended Arcadia University previously are encouraged to call the Office of Enrollment Management at 1-877-ARCADIA (1-877-272-2342) with any questions regarding courses, prerequisites and academic advising.

New and Visiting Students (**Undergraduate**)

Students who have not attended Arcadia University previously are encouraged to call Clare Quigley in the College of Undergraduate Studies at (215) 572-4045 or email [quigleyc@arcadia.edu](mailto:quigleyc@arcadia.edu) for information about courses, prerequisites, and academic advising.

After you log in, you can also register for courses, view your academic plan, and create What If? plans to compare your current coursework against the degree requirements for a different major or minor.

Students with disabilities who require accommodations should contact [Disabilities Support Services](#).

**Step 5b:** Select “Section Search” on the left hand side of the screen.

**Current Students**

Home Register Advising Classes Finances Grades Search My Profile

Current Students First-time Registration Academic Plan What If?

**Related Links**

- Section Search
- Academic Plan
- View Schedule

**Current Students**

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2010/Fall	OK to register.
2010/Summer III	OK to register.
2010/Summer II	OK to register.
2010/Summer I	OK to register.

**Step 5c:** Enter “ED550” into the Course Code field and select “2010 Summer II” for the Period. Click Search.

Home Register Advising Classes Finances Grades Search My Profile

Course Catalog Section Search

**Section Search**

To find **Online** courses, use the **Meeting** field in the **Advanced Search**.

Basic Search Advanced Search

Course Code: ED550 Keywords: Registration Type: Traditional

Period: 2010 Summer II Session: Undergrad Curriculum Requirement:

Search Clear

Results Per Page: 10

**Step 5d:** Select the appropriate course.

**ED550B/Lecture/NCC2 A Revolution in Government (Session One: July 11-15)**

**ED550B/Lecture/NCC4 A Revolution in Government (Session Two: July 18-22)**

**Step 6:** Complete your registration.

**Step 6a:** Click on the button next to the appropriate course to “Add” it to your cart.

**Step 6b:** Select “Proceed to Registration.”

**Step 6c:** Select “Next” at the bottom of the screen.

**Step 6d:** Select “Finish” at the bottom of the screen.

You will see a confirmation on the screen: “You have successfully submitted your registration for: Summer II 2010.” Your course selection will be reviewed by the CAPE office at Arcadia to make sure you have enrolled in the appropriate section. You will receive an email when your registration has been approved.