Registering for Courses

Use these instructions to officially register for courses in Cardinal Station. The deadline to register is July 25, 2011.

You need to be able to log in to Cardinal Station (http://cardinalstation.cua.edu) to register for classes and to activate your Cardinal Mail account. You received your unique Cardinal Station user ID and password when you were accepted to CUA. If you have lost or forgotten your user ID, call the Computer Help Desk at 202-319-4357. Computer Help Desk staff cannot give out log-in information by e-mail for security reasons.

To activate your Cardinal Mail account, you first need to find your Cardinal Mail address and temporary password.

- Log in to Cardinal Station (see above if you have trouble)
- Click on Student Self-Service, then on Student Center
- On the main center page, scroll down to find Personal Information
- Choose CUA Logon Accounts from the drop-down menu

With your Cardinal Mail address and temporary password, you can now log in to Cardinal Mail (http://mail.google.com/a/cardinalmail.cua.edu). Bookmark the page, reset your password and begin regularly checking this account as all University e-mail correspondence will be sent to your Cardinal Mail address.

If you have trouble or questions, visit http://computing.cua.edu/cardinalmail or call the Computer Help Desk at 202-319-4357.

Get Your Cardinal Station User ID and Password

Set Up Your CUA E-mail Account

Explore Your Options

Use MyCUA portal (http://my.cua.edu) and this booklet to get your bearings. You can read course descriptions on Cardinal Station (http://cardinalstation.cua.edu) or at school and department websites. E-mail or call your academic adviser if you have questions or want to discuss your options.
Use the instructions below to register for courses. More detailed instructions can be found at http://my.cua.edu.

To add classes to your schedule:

- Log in to Cardinal Station (see above for help retrieving your user ID and password).
- Click on Student Self-Service, then on Student Center, then on Enroll.

- Select Fall 2011 and then click Continue.

- Select Class Search, choose a course subject, then click Search.
• When you find your desired class, click Select Class, then click Next to add the class to your Shopping Cart.

<table>
<thead>
<tr>
<th>Section</th>
<th>42-LEC(7612)</th>
<th>Status</th>
<th>Select Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular</td>
<td>Days and Times</td>
<td>Room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TuTh 8:10 – 9:25 AM</td>
<td>TBA</td>
</tr>
</tbody>
</table>

• Select Class Search and click Search again to find and add another class to your Shopping Cart.

• When you have added all of your courses to the Shopping Cart, click Proceed to Step 2 of 3. If you are finished, click Finish Enrolling. You are not enrolled until all three steps have been completed.

If you decide that you do not want to take a class after you have registered for it, you must drop the class by the registration deadline.

• From your Student Center, click on Enroll.

• Click on the Drop tab near the top of the screen.

• Select the Term you’re enrolling for, then click Continue. The list of classes for which you are registered will be displayed.

• Check the box next to each class you want to drop, then click Finish Dropping. The green check mark indicates that you have successfully dropped the class. A red “X” will be displayed if you were unable to drop the class; click Fix Errors to make changes.
Important Phone Numbers

Schools
School of Architecture and Planning............................................................... 202-319-5188
School of Arts and Sciences ........................................................................... 202-319-5114
School of Engineering .................................................................................... 202-319-5160
Benjamin T. Rome School of Music ................................................................. 202-319-5414
School of Nursing .......................................................................................... 202-319-5400
School of Philosophy ...................................................................................... 202-319-5636
National Catholic School of Social Service .................................................. 202-319-5458

Offices and Services
Admissions ....................................................................................................... 202-319-5305
Bookstore ....................................................................................................... 202-319-5232
Campus Ministry ............................................................................................ 202-319-5575
Career Services .............................................................................................. 202-319-5623
Center for Academic Success ........................................................................ 202-319-5655
Center for Global Education ......................................................................... 202-319-5618
Computer Help Desk ..................................................................................... 202-319-4357
Counseling Center ......................................................................................... 202-319-5765
Dean of Students ............................................................................................ 202-319-5619
Disability Support Services .......................................................................... 202-319-5211
Enrollment Services (Registrar and Student Accounts) ................................ 202-319-5300
Financial Aid .................................................................................................. 202-319-5307
Health Services .............................................................................................. 202-319-5744
Housing Services ........................................................................................... 202-319-5615
International Student and Scholar Services ................................................ 202-319-5618
Library ............................................................................................................ 202-319-5070
Orientation Program ....................................................................................... 202-319-5619
Parking Permits/Student IDs ........................................................................ 202-319-5113
Public Safety .................................................................................................. 202-319-5111
Student Insurance .......................................................................................... 202-319-5050

TTY/TDD (for the hearing impaired)
Public Safety .................................................................................................. 202-319-5736
Student Life .................................................................................................... 202-319-2899