Graduate Studies

ORIENTATION FOR NEW STUDENTS

Your CabriniOne Account - Through this student account you may:

- Register for classes after 1st semester
- View & print your class schedule
- View your grades
- View & print your unofficial transcript
- Change your personal information
- *Check your campus email*
  - The only way to receive important college and class announcements
  - Receive "Today at Cabrini" newsletter
  - Contact Information and Technology resources (ITR) 610-902-8366 to forward Cabrini email to your personal account or for additional technology questions. If your email account is not used for two semesters, it is automatically inactivated. Please contact ITR to have it activated.

To Access your account:

1. Go to **http://accounts.cabrini.edu** and Click **Pick Up First Accounts** to pick up your **USER ID** and **EMAIL PASSWORD**
2. Log onto CabriniOne: http://one.cabrini.edu
3. Log into your personal account: enter **User ID** and **Email Password**
4. Click on **Student Services** on Top Tab
5. Click on **Banner Services**
6. Click on blue wording link under **Banner Web**
7. Click on **Student Services** and **Financial Aid**
8. To view **Grades,** Click on **Student Records;** Click on Final Grades or Academic Transcript
9. To view **Schedule**, Click on **Registration**; Click on Student Detail Schedule or Student Schedule by Day & Time

ID Cards and Parking Permits

- ID Cards are obtained through Public Safety, located in the east end of the Mansion
  - 610-902-8246
  - Call to be sure they are taking photos
  - You will need your Cabrini Student ID number and your Driver's License

- Parking Permits, which all students need regardless of semester or summer session
  - www.thepermitstore.com
  - Type in **Cabrini** for Parking Destination
  - More information: Public Safety, 610-902-8246

Purchasing Textbooks

- The Bookstore (610-902-8526) is on the 1st floor of the Widener Center (next to Jazzman's Café)
- Purchase online: www.bkstr.com
  -Enter State (PA)
  -Enter Cabrini College

Drop/Add Procedure

- *Drop/Add Policy* – "Courses may be added or dropped before the second meeting of the course, by completing a Course Drop/Add form in the Registrar's Office." (Cabrini Catalog)
- Complete a Drop/Add form: available at www.cabrini.edu/graduate, at the Registrar's office or you may request Drop/Add via email
- Obtain your Advisor's signature
- If you drop a class after the 2nd class your refund will be prorated
- Dropping or adding a course cannot be processed via phone

Submit the paperwork: Don't just stop attending a class. If you do, you will receive a failing grade and be held responsible for the entire tuition!

Tuition Payment

- Please pay by deadlines indicated on the bill
- Direct bank payments and credit card payments (an additional 2.75% fee applies for credit card payments) are accepted through your CabriniOne account (secure website)
- All tuition and fees are also payable directly to the Business Office: 610-902-8279 or 8545
- Interest-free payment plan through Tuition Management Systems, contact: 888-713-7239

Your First Registration for Classes

- Your first, initial class registration is on paper with an advisor approval signature
- Registration forms are available from the Graduate website www.cabrini.edu/graduate, then go to the Forms page. Forms are also available in the Graduate office, 135 Grace Hall.
- To save time, request for a Class Registration form to be filled out at an advising meeting.
- Be sure to sign the middle bottom of the registration form. An email from you specifically requesting a specific course and section can also act as your signature
- Class registrations can be fax'ed, emailed, mailed, or delivered to Graduate Studies

Please save all written and email correspondence!

Holds on Your Account

- If you are unable to register online, you may have a hold on your account. Contact the Business Office immediately at 610-902-8279 (or 8545)
- Reasons for holds:
  -Business office: failure to pay on time
  -Library: failure to return library material on time
  -Financial Aid Office: failure to comply with loan requirements or deadlines

Holds on Your Account Deny Access to:

- Registering for classes
- Class attendance
- Viewing your grades
- Obtaining an official transcript
- Receiving a diploma
- Participation in Commencement

In order to attend class, student accounts must be paid in full by the semester billing date (or payment arrangements may be made with Tuition Management Systems. Please contact: 888-713-7239.)

Important Academic Procedures

- Cancellation of Courses: the college reserves the right to cancel any course that has insufficient enrollment
- Resumption of Study: students who have not attended the college for a period of more than 12 months must complete and submit an official form to re- enroll
- Students have not attended the college for more than 24 month must re-apply
- Class attendance: Critical to success – Check with your professor for class policy

Guarantee your Success

- Officially enroll in each course
- Use official forms to drop/withdraw
- Attend all classes
- Communicate with faculty
- Resolve billing issues immediately
- Periodically review your curriculum model for progress toward degree completion
- Stay in touch with your advisor

Information Directory

Graduate Studies Office: 610-902-8500
Graduate Studies Fax: 610-902-8522

Advisors

Master of Education, **Pre-kindergarten – Grade 4, Special Education**
Ms. Joyce LoDolce 610-902-8519 jml722@cabrini.edu

Secondary-Biology, Chemistry, and Social Studies
Mr. Joe Clark 610-902-8727 jc738@cabrini.edu

Secondary-English, Communication, Mathematics
Dr. Tom Stretton 610-902-8328 ts723@cabrini.edu

Reading Specialist Dr. Martha Chaffee 610-902-8509 mbw722@cabrini.edu

Principal/Admin. I Dr. Cyndi Speace 610-902-1079 ccs66@cabrini.edu

Master of Organization Leadership
Ms. Vonya Womack 610-902-8348 vsw25@cabrini.edu

Student Teaching, Internships
Ms. Maryann Lanchoney 610-902-1083 mcl44@cabrini.edu

Enrollment Bruce Bryde 610-902-8291 bdb722@cabrini.edu

Cavalier Express Center for **The Registrar, Business Office, Financial Aid Office**
Grace Hall, first floor 610-902-8279 or 8545

Fin. Aid Contact John Haggerty 610-902-8107 jph722@cabrini.edu

Public Safety east end of The Mansion 610-902-8245 or 8246