

## ■ REGISTRATION AND RECORDS

### Registration Process

#### *Web Schedule*

You will need the course reference number (CRN) or the title of the class to register via the web. These can be found in the PSU Schedule of Classes, the Summer Session catalog, in specific information sent to cohort students or by using the search mechanism in the on-line registration. If you do not have the CRN, please review the directions listed below for registration through Extended Studies.

Web registration is available Saturday through Thursday 6am-10pm, and Friday 6am-8pm, Pacific Time. Web registration is not available on University holidays.

Touch-tone registration is no longer available at PSU.

#### *Web registration*

(Must have 5-digit CRN, title of class or instructor. Otherwise see Extended Studies Registration below)

Returning students should access the PSU Information System: <https://banweb.pdx.edu>

- Select PSU Information System
- Enter your user ID (Social Security number) and PIN (birthdate: month-day-year, e.g., 030550) and click login. If you have trouble logging in to the PSU Information System, call 503-725-3511, option 5.
- Select student services & financial aid
- Select registration
- Select term of registration
- Select from the list of options; follow the online instructions under each of the following options to complete the registration process:
  - Add/drop classes
  - Look-up classes to add
  - Change class options
  - Student schedule by day & time
  - Student detail schedule (if you have registered for a class)
  - Registration fee assessment (if you have registered for a class)
  - Check your registration status
  - Remember to log off when finished by using the "exit" button

#### *Note:*

You must select "Please click here to complete your registration" at the bottom of the page in order to finalize your registration.

- Confirm your class schedule by selecting student schedule by day & time or student detail schedule
- Remember to log off when finished by using the "exit" button

#### *New Students*

- Complete the online Quick Entry form to provide your name, address, ID/Social Security number, date of birth, demographic information, and degree status
- Allow two working days before using the web registration system to register
- Enter your courses by web (See instructions above for returning students.)
- If you are not able to register, check the priority registration schedule in the PSU Bulletin for the order in which students are allowed to register.

**Extended Studies Registration**

(This process is for courses with a K number).

Registration is available in several ways:

**By mail**

Use the registration form provided in one of our catalogs, brochures, or on the web. To ensure that your registration is processed accurately, please provide all information requested. Abbreviate course titles as necessary. Make checks payable to Portland State University. Payment may also be made by Visa or MasterCard. Include the complete account number, expiration date, and the signature of the cardholder. School district or company vouchers or other billing documents must be attached to the registration form. Mail registration forms, checks, and/or vouchers to Extended Studies, PO Box 1393, Portland, OR 97207-1393.

**By telephone**

Phone registration is available for Visa or MasterCard holders. Call 503-725-4832 or toll-free 1-800-547-8887 ext 4832. Have the course number, course title, and course fee information ready at the time of the call.

**By email**

Include all information required on the registration form in the body of your email. Send to [register@ses.pdx.edu](mailto:register@ses.pdx.edu). You will be billed for the class.

**By fax**

Complete the registration form provided in our catalogs or brochures. Include Visa or MasterCard number or company purchase order numbers. Fax to 503-725-9734.

**In person**

Register in person at Extended Studies, 1633 SW Park Avenue, Portland State University. Regular hours are Monday through Friday 8am-5pm. You may pay by check, Visa, MasterCard, or with a school district or company voucher.

**Note:**

Courses require advanced registration. To avoid disappointment, call the registration hotline, 503-725-4832 or 1-800-547-8887 ext 4832, and confirm that the course is being offered and space is available. Only persons who have preregistered will be notified of class cancellations.

**Continuing Education/Graduate School of Education (CEED) Open Enrollment and Cooperative Courses**

CEED offers two types of courses: 1) Open Enrollment—you register with PSU by phone (503-725-4832), fax, online, or email; and 2) Cooperative courses—you register through a cooperating agency. The information about how to register is listed in both the print and web catalogs. To register for Open Enrollment classes, follow one of the methods outlined above under Extended Studies Registration.

**Cooperative Courses**

These courses have two sponsors, the cooperative agency and Portland State University. To register, use the agency's phone number listed under each course title in the printed catalog or on the registration page of the specific online class listing. You must register in advance; the agency will assist with all registration procedures and review any class upgrades or changes. Refer to this link for more information: [www.ceed.pdx.edu/registration](http://www.ceed.pdx.edu/registration)

**eMBA**

Approximately one month before the beginning of each term a staff person from the eMBA program will email students for registration authorization. When the emails are received verifying each student's intent to register for classes, the Registrar's Office will input the registrations.

This system is to ensure that all eMBA students have a place in the online classes. Once they are registered, the students in the campus cohorts will have a chance to register if they choose.

eMBA students may also take classes offered on campus. Please use the web access procedures (described above) to register for those classes.

**Fees and Refunds**

Payment: Payment of fees is required with registration and may be made with check, credit card (Visa and MasterCard only), or purchase order. Deferred tuition is not available for noncredit workshops and seminars, selected special programs (Haystack and Independent Study credit courses.)

**Add/Drop a Course***Online*

Drop credit courses online from the student information web page. This will not work for Continuing Education cooperative courses. Access the PSU Information System: <https://banweb.pdx.edu>

Select PSU Information System

- Enter your User ID (Social Security number) and PIN (birthdate: month-day-year, e.g., 030550) and click Login
- Select Student Services & Financial Aid
- Select Registration
- Select Term of Registration
- Select Add/Drop Classes; follow the online instructions
- Remember to log off when finished by using the "exit" button

*Note:*

You must select "Please click here to complete your registration" at the bottom of the page in order to finalize your registration.

- Confirm your class schedule by selecting Student Schedule by Day & Time or Student Detail Schedule

There are several other ways to add or drop courses depending on the type of course.

**Drop Credit Courses**

Notification of drop may be made:

**By Phone**

Call Extended Studies, 503-725-4832 or 1-800-547-8887 ext 4832, and follow the call with written notification.

**By Mail**

Provide your name, Social Security number, the course number, and title. Send to Extended Studies, Portland State University, PO Box 1393, Portland, OR 97207-1393.

**In Person**

At Extended Studies, 1633 SW Park, on the Portland State University campus.

**Regulations and Refunds**

Written requests are required for refunds for credit courses. Refunds are computed from the date postmarked on the written drop notification or at the time of the in-person drop based on the following schedule. This schedule applies to courses that follow the term schedule. For courses held for a shorter duration, the refund schedule is applied on a prorated basis.

<b>Drop Date</b>	<b>Refund</b>
Class cancellation	100%
Before first class	100%
Prior to third week	85%
Prior to fourth week	50%
Prior to fifth week	25%

Refunds may be applied to any outstanding debt to Portland State University.

**Drop Noncredit courses**

Notification of drop may be made:

**By phone**

Call Extended Studies, 503-725-4832 or 1-800-547-8887 ext 4832, and follow the call with written notification.

**By mail**

Provide your name, Social Security number, the course number, and title. Send to Extended Studies, Portland State University, PO Box 1393, Portland, OR 97207.

**In person**

At Extended Studies, 1633 SW Park, on the Portland State University campus.

**Regulations and Refunds**

Notification of drop for refunds for noncredit courses must be received at least one week prior to the first class session. Refunds will not be given after this time.

<b>Drop date</b>	<b>Refund</b>
Class cancellation	100%
One week before first session	100%
Less than one week before first session	No refund

Refunds may be applied to any outstanding debt to Portland State University.

**Drop Continuing Education Cooperative Courses**

You must call the sponsoring cooperative agency to add or drop a course. Use the agency's phone number listed under each course title in the printed catalog and on the registration page of the specific online course listing.

**Student and Financial Information Online**

Access the PSU Information System: <https://banweb.pdx.edu>

- Select PSU Information System
  - Enter your user ID (Social Security number) and PIN (birth date: month-day-year, e.g., 030550) and click login. If you have trouble logging in to the PSU Information System, call 503-725-3511, option 5
- Select Student Services & Financial Aid
- Select the appropriate link:
  - Registration—add/drop courses, check registration status, view schedule

- Student Records—view holds, display grades, print an unofficial transcript, review charges and payments
- Financial aid menu—view outstanding and completed requirements
- Remember to log off when finished by using the “exit” button

### Transcript Requests

Requests for official transcripts must be made in writing and delivered in person or by US mail, private carrier, or fax. Email requests are not accepted. Or call 503-725-3401, toll-free 1-800-547-8887 ext 3401.

Refer to this link for more information on getting official and unofficial transcripts:

[www.ess.pdx.edu/adm/transcripts/transcript%20requests.htm](http://www.ess.pdx.edu/adm/transcripts/transcript%20requests.htm)

### Continuing Education Units (CEUs)

The continuing education unit (CEU) is a nationally recognized method of quantifying the time spent in the classroom during noncredit learning. Ten hours of instruction equal one (1) CEU. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed significant noncredit educational and career enhancement experiences. CEU requests and registrations should be made at workshop and seminar sites. Extended Studies maintains transcripts of CEUs.

Requests for transcripts should be made to Extended Studies Registration/Information office:

Extended Studies PSU  
Attn: Registration  
PO Box 1393  
Portland OR 97207-1393

### Change of Address

Address change by telephone: call 503-725-3412 to access the 23-hour-a-day address change recording service. Be prepared to leave your ID number, name, and full new address with zip code. Students are responsible for notifying the registration office when their address changes. Addresses may also be changed in person at the registration windows, Neuberger Hall lobby; or by checking the “address or name change” box on your completed registration form.