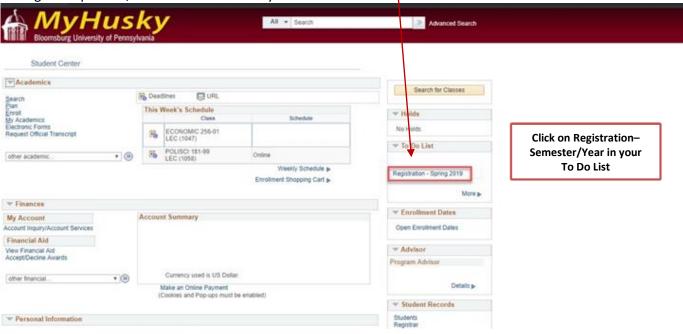
## **Bloomsburg University – Term Registration Instructions**

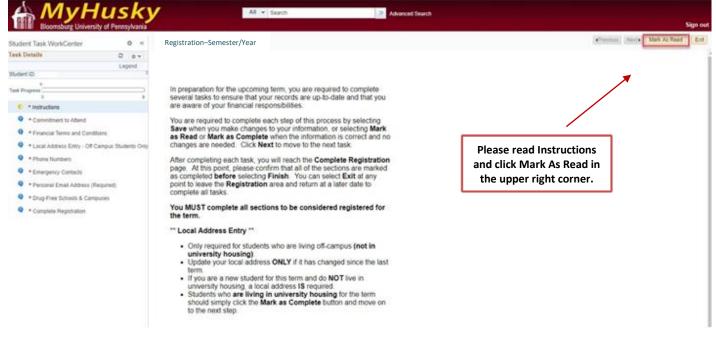
You have been assigned the following "To Do" requirement **Registration (Semester/Year)**, which will allow you to confirm your enrollment. Please log in to your MyHusky account, navigate to the Student Services Center and complete this requirement prior to the start of classes.

You MUST complete this requirement to confirm your enrollment. Failure to do so may result in financial penalty, loss of class schedule and withholding of financial aid.

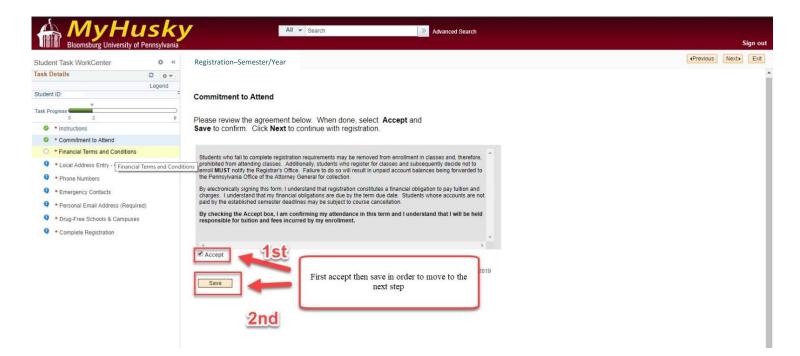


To begin this process, click on the link under your To Do List.

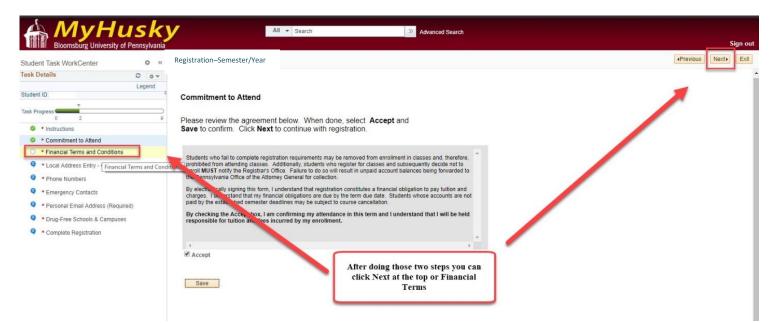
The Instructions task screen will be displayed. Please read and click the Mark as Read button.



The Instructions task will be completed and noted on the Task Progress bar. This will enable the **Next** button so that you can move forward to the next task. The **Commitment to Attend** task screen will be displayed.



Please read, check the Accept box and click Save.



The **Commitment to Attend** task will be completed and noted on the Task Progress bar. This will enable the **Next** button so that you can move forward to the next task. The **Financial Terms and Conditions** task screen will be displayed.

tudent Task WorkCenter	y of Pennsylvania	Registration–Semester/Year	Vervious Next→ Exit
ask Details	0 0 -	Financial Terms and Conditions	
on o cumo	Legend		Saved
udent ID	Ŧ	Please review the agreement below. When done, select Accept and	
sk Progress		Save to confirm. Click Next to continue with registration.	
0 3	9		
Instructions		Bloomsburg University of Pennsylvania	
Commitment to Attend		Financial Terms and Conditions Agreement	
Financial Terms and Condition			
<ul> <li>Local Address Entry - Off Ca</li> </ul>	impus Students Only	PAYMENT OF FEES/PROMISE TO PAY	
Phone Numbers		I understand that when I register for any class at Bloomsburg University of Pennsylvania or receive any service from	
Emergency Contacts		Bloomsburg University of Pennsylvania I accept full responsibility to pay all tuition, fees and other associated costs assessed, including late fees and interest, as a result of my registration and/or receipt of services. I further	
Personal Email Address (Re	quired)	understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C.	
* Drug-Free Schools & Campu	uses	§523(a)(8)) in which Bloomsburg University of Pennsylvania is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed fulfion. fees and other	
Complete Registration		and it my payment doligation for those services, and i promise to pay for an assessed tunion, nees and other associated costs by the published or assigned due date.)	
		I understand and agree that if drop or withdraw from some or all of the classes for which i ragister (whether voluntarity or involuntarity), i will be responsible for paying all or a portion of lutition, fees and costs in accordance whether the balance for the publisher for the source of the source accurate source and the terms and conditions of the publisher fullution refund as the to accurate the source accurate source and the terms and conditions of the publisher source accurate the source accurate source and the terms and preference. I sufficient of the source accurate the term are not absolve me of my financial responsibility as described above.	
		Lunderstand that, despite my expectations for payment from financial aid or other sources, I am ultimately responsible for all charges incurred and costs assessed.	

Please **read**, check the **Accept** box and click **Save**. After saving, click Next to move to the next step.

k Progress     Complete Registration     Complete Registration	Financial Terms and Conditions Please review the agreement below. When done, select Accept and Save to confirm. Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration.  Indext to confirm and Click Next to continue with registration and and and pare that if I drop or withdraw from some or all of the classes for which I register (whether whether and Click Next to continue	After Saving click Next to move to the next step
	4	

The Off Campus (Local) Address Entry task screen will be displayed. If no changes are required OR you are a resident student living on campus, click the Mark as Complete button.

If you are living off campus, please provide the local address where you will be staying for the term. Click **OK** to continue to the address verification screen.

Student Task WorkCenter	0 et.	Registration-Ser	mester/Year			<pre>ePrevious</pre>	Nette	Mark As Complete	Exit
Task Details	C o + Legend								
Task Progress		Addresses							
Instructions     Commitment to Attend     Financial Terms and Com	Stors		e or delete an address. Instructions t us or commuter) OR Campus address mu	to change HOME (Perman st be on file in addbon to H	1				
			Address						
Local Address Entry - Off     Phone Numbers     Emergency Contacts	Campus Students Only	Address Type Home	ACCESS						

The **Phone Numbers** task screen will be displayed. If no changes are required click the **Mark as Complete** button. If you would like to add/update a cell phone number, please enter the information and click **Save**. A save confirmation screen will be displayed. Click **OK** to continue.

Bloomsburg University of Pennsylvania	All	<ul> <li>Search</li> </ul>		>	Advanced Searc	h		
Bloomsburg University of Pennsylvania							and the second secon	Sign out
Student Task WorkCenter o «	Registration-Semester/Year						Previous     Next     Mark	As Complete Exit
Task Progress	Phone Numbers						<u>3rd</u>	Mark As Complete
Instructions     Commitment to Attend     Financial Terms and Conditions     Local Address Entry - Off Campus Students Only	Enter your phone numbers below. If multiple phone numbers are entered, sp by selecting the preferred checkbox. Phone Type	Telephone	mber	Country	Preferred	9		7
Phone Numbers     Emergency Contacts     Personal Email Address (Required)     Prug-Free Schools & Campuses     Complete Registration	Mobile  Home Add a Phone Number Save * Required Field						If the numbers listed still work hit save then Mark as Complete. Then hit Next.	
		15	ť					

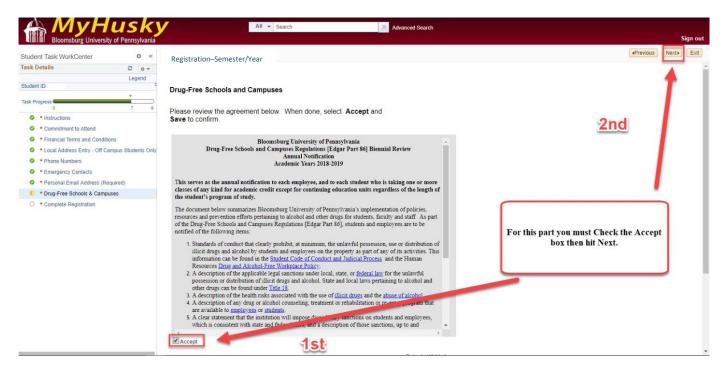
The **Emergency Contacts** task screen will be displayed. **It is very important to keep this information up to date!** If no changes are required click the **Mark as Complete** button.

Bloomsburg University of Pennsylvania								Sign o
Student Task WorkCenter • «	Registration-Seme	ster/Year						
Task Progress	Emergency Contact	5						2nd 1 1st
<ul> <li>Instructions</li> <li>Commitment to Attend</li> </ul>	Below is a list of your em To add a contact, select t			ntact, select the Ed	it button.			· · ·
* Financial Terms and Conditions	Primary Contact Name	Relationship	Phone	Extension	Country			1
<ul> <li>* Local Address Entry - Off Campus Students Only</li> <li>* Phone Numbers</li> </ul>		Parent				I.	1	
* Emergency Contacts	Add an Emer	gency Contact						If the information is correct hit Mark As Complete first then Next
<ul> <li>* Personal Email Address (Required)</li> <li>* Drug-Free Schools &amp; Campuses</li> <li>* Complete Registration</li> </ul>	Save							

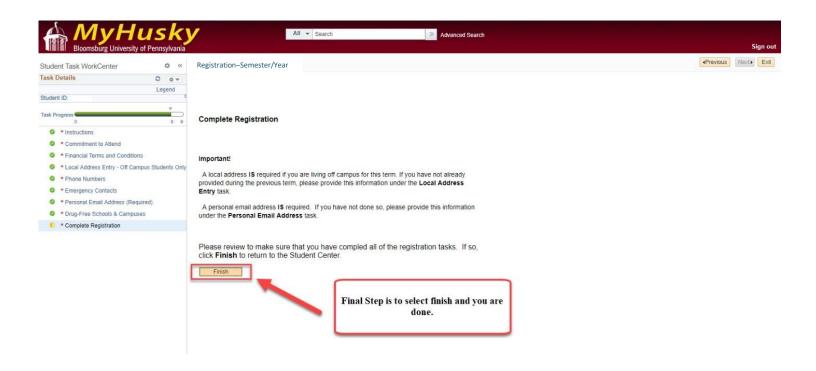
The **Personal Email Address** task screen will be displayed. If you would like to add/update your personal email address, please enter the information and click **Save**. A save confirmation screen will be displayed. Click OK to continue. If no changes are required click the **Mark as Complete** button.

🖀 MyHu		All - Search	>	Advanced Search		
Bloomsburg University of Pe	ennsylvania	Registration–Semester/Year			APrevious     Next     Mark As Cor	Sign out
udent ID:	C ov				1	rk As Complete
sk Progress		Email Addresses				
<ul> <li>* Instructions</li> <li>* Commitment to Attend</li> <li>* Financial Terms and Conditions</li> </ul>		Enter your email address below, If you have a CAMPUS email, If type.	t must be the preferred email			
<ul> <li>Financial terms and Conditions</li> <li>Local Address Entry - Off Campus S</li> </ul>	tudents Only	*Email Type *Email Address	Preferred		Once at this point hit Mark As Complete	
<ul> <li>* Phone Numbers</li> <li>* Emergency Contacts</li> </ul>		Campus Personal r		0 0		
* Personal Email Address (Required)		Add an Email Address				
* Drug-Free Schools & Campuses     * Complete Registration		Save * Required Field				
Bloomsburg University of F	Pennsylvania			Advanced Search	4Previous Next+ Mar	Sign k As Complete
tudent Task WorkCenter	0 «	Registration–Semester/Year			Next 1	
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sk Progress	7 9	Email Addresses				
o Instructions Commitment to Attend		Email Addresses Enter your email address below. If you have a CAMPUS ema type.	ail, it must be the preferred em	il I		
• Instructions     • Commitment to Attend     • Financial Terms and Conditions	7 9	Enter your email address below. If you have a CAMPUS ema	ail, it must be the preferred em		After selecting Mark as Complete	
Instructions     Commitment to Attend     Financial Terms and Conditions     Local Address Entry - Off Campus     Phone Numbers	7 9	Enter your email address below. If you have a CAMPUS ema type.			After selecting Mark as Complete hit Next.	
<ul> <li>Instructions</li> <li>Commitment to Attend</li> <li>Financial Terms and Conditions</li> <li>Local Address Entry - Off Campus</li> </ul>	7 9 Students Only	Enter your email address below. If you have a CAMPUS email type. "Email Type "Email Address Campus	Preferred	Û		

The Drug-Free Schools and Campuses task screen will be displayed. Select Accept and Save to confirm. To continue click on Next.



The **Complete Registration** task screen will be displayed. Please click the **Finish** button to complete your registration. You will be notified by email that your registration has been confirmed. The **Registration (Semester/Year)**– will be removed from your To Do List.



## **Additional information:**

Use the Previous/Next buttons to review completed tasks.

Bloomsburg University	of Pennsylvania						_		
Student Task WorkCenter	0 «	Registration-Seme	ster/Year			<pre>«Previous</pre>	Next+	Mark As Complete	Dit
Task Details	C ov					1	1		
Task Progress		Addresses		Use	the Navigat	tion Bar to	move b	etween tasks	
Instructions     Commitment to Attend     Financial Terms and Condition	6		or delete an address. Instructions is or commuter) OR Campus address mo	to change HOME (Perman st be on file in addition to Ho					
* Local Address Entry - Off Can     * Phone Numbers     * Emergency Contacts	pus Students Only	Address Type Home	Address						
Personal Email Address (Req     Drug-Free Schools & Campus		Local ISIR	123 Anywhere Street Bloomsburg, PA 17815	L	0				

## You can Exit a task at any time, however, you must complete all tasks to be considered as registered for the term!

Bloomsburg University of Pennsylvani			Advanced Search 📓 Last Search	Results	Add To *
Student Task WorkCenter 0 =		mester/Year		Prev	Next Mark As Complete: Ext
Task Details C o ▼ Legend	0.5				1
Task Progress	Addresses				r time to finish, however, you as registered for the term.
Instructions     Commitment to Attend     Financial Terms and Conditions		e or delete an address. us or commuter) OR Carr	Instructions to change HOME (Perman- inpus address must be on file in addition to Ho		
Local Address Entry - Off Campus Students On     Phone Numbers     Energency Contacts.	Address Type Home	Addeess			
Personal Email Address (Required)     Prog-Free Schools & Campuses     Complete Registration	Local	123 Anywhere Street Bloomsburg, PA 17615	. <i>L</i>	Û	
	Add a n	ev address			

If you **Exit** before completing, the following warning message will be displayed.

A MyHus			lanth 22 AS	varced Search		Sign out
Tesk Details O	0 = 0 = ipend z		term, you are required to complete records are up to date and that you			(Commit) Inter New Ar Read
			ons that are marked as Complei	te. Do you still want to OK Cancel		
● + Complete Regulation		the term. ** Local Address Entry ** • Only required for students university housing) • Update your local address term. • If you are a new student for university housing, a local / • Students who are living in	ns to be considered registered for who are living off-campus (not in ONLY if it has changed since the last r this term and do NOT live in address IS required. I university housing for the term rk as Complete button and move on	Click <b>OK</b> to F	Click <b>Cancel</b> to d	continue Registration