



YOUNGSTOWN STATE UNIVERSITY
Penguin Service Center
A ONE-STOP FOR CAMPUS

Quick Start Guide: **TRANSIENT STUDENT**

We are happy you have chosen Youngstown State University!
This newsletter will assist you in becoming a successful Penguin.

ACTIVATE YOUR MY YSU PORTAL ACCOUNT

Admissions will mail your official acceptance packet which will contain your username and YSU student ID number. The portal offers secure and personalized access to your YSU email account, announcements, and self-services. You are able to register for classes, check grades, pay your bill, access Blackboard, and more. If you're having any trouble, contact the Tech Desk at 330 -941-1595.

REGISTER FOR CLASSES

You will register through your portal under "Register for Classes". There is a link for "Registration Instructions" for screenshot instructions on getting registered. You will be eligible to register starting April 11th, 2019.

Error Message

Because you are a transient student, and your previously earned credits are not saved in our system, you may receive a "Pre-req. or Test Score Error" message when you attempt to register. If you do, please contact the department the class is being offered through for an override. There is a link for the "Faculty/Staff Directory" on the homepage of the Penguin Portal.

OBTAIN YOUR YSU STUDENT ID

Once you are registered for classes, go to Penguin Xing (second floor of Kilcawley Center) with a valid photo ID to obtain your YSU student ID.

REQUEST YOUR PARKING PERMIT

In your portal, under "e-Services for Students", click "Request a Parking Pass" and select the term to access the "YSU Parking System" link. Be sure to print the temporary pass. An official permit will be mailed to your permanent address on file. Contact Parking at (330) 941-3546 with issues.

PAY YOUR TUITION BILL

The payment window hours are limited (Monday-Friday from 10am-2pm), but you can also pay your bill via the Penguin Portal. Click "University Bursar" then click "Bill and Payment Information". To avoid a \$50 late fee, you will need to pay your balance in full by the due date noted on your statement (sent to your YSU email) or sign up for a payment plan.

• **Interested in a payment plan?**

With a \$50 enrollment fee, payment plans divide your balance into smaller, monthly payments. Sign-up under "University Bursar", "Bill and Payment Information" in your portal.

• **Interested in financial aid?**

Contact your home institution's financial aid office to complete a Consortium Agreement.

REVIEW THE ACADEMIC CALENDAR

Stay up-to-date on important deadlines (i.e. last day to add, last day to withdraw with a refund, etc.) for the term. There is a link for "Important Dates" in your Penguin Portal under "Register for Classes".

Penguin Service Center

Location: Meshel Hall, second floor

Phone: 330-941-6000 **Fax:** 330-941-3154

Email: onestop@ysu.edu

Hours: Monday—Thursday 8am-5pm
Friday 9am-5pm

Find us online at

www.ysu.edu/penguinservicecenter

Our website is a centralized location where you can obtain valuable information and online instructions for most registration, financial aid, and records portal services.