



Alvernia
University

GRADUATE & ADULT EDUCATION



ADULT EDUCATION: GETTING STARTED GUIDE

Create **Your**
Comeback



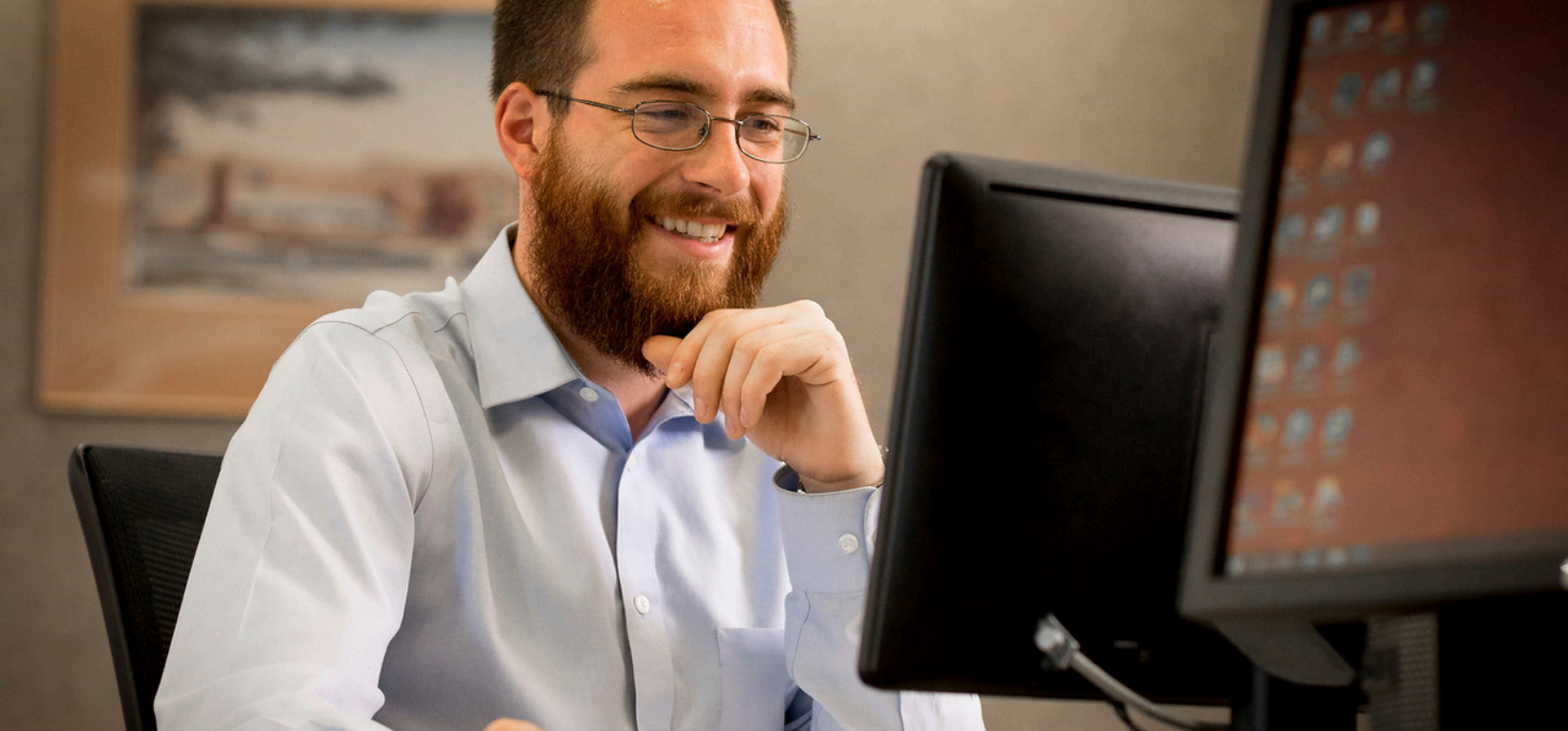
WELCOME TO ALVERNIA!

Congratulations on your acceptance! No matter where you're starting from, it's time to Create Your Comeback - we're already picturing you walking across that stage with full confidence.

Reply to Your Offer of Admission:

- Once you've been accepted into your program, you will need to accept your offer of admission by [accessing your application](#). Please note, you will not be able to register for classes or complete other important steps until you confirm your enrollment! You will find your logins directions on the next page.
- Your Admissions Advisor will assist you in registering for your first semester(s) of classes and connect you with your Student Success Advisor.

New to Alvernia? Read more about our [Mission](#) & the community you are now a part of! We're so glad you're here.



GETTING LOGGED IN

Access your Alvernia Application by logging in to the portal.

- Download your *Alvernia Logins and Student ID Number* document from the portal, if you have not already.
- Further down on your Status page you will see the New Student Checklist. Please read through everything listed and complete, as necessary.

Head over to the Logins page with your Alvernia Logins Sheet

- Select Office 365 *first* and log in using the username & password provided to you on your Student Logins sheet. You will be prompted to change your password upon first login.
- This will be your main login username and password.



FINANCIAL PLANNING

Complete the [Free Application for Federal Student Aid \(FAFSA\)](#)

- Alvernia University school code is 003233
- Once your FAFSA is completed on file AND you are registered for classes, you will receive a letter from Student Financial Services with your options. You may reach out with questions to sfs@alvernia.edu.
- Check out [Alvernia's FAFSA page](#) for more in-depth details and helpful Financial Aid resources.

Set up a Payment Plan or Make a Payment

- Log in to [myAlvernia](#) and go to Students accounts.
- Select Pay, then View Available Payment Options
- Make a direct payment or view a Payment Plan
- Connect with sfs@alvernia.edu or at 610-796-8201 with questions

If you receive Employer Tuition Reimbursement:

- Complete the [Tuition Deferral](#) form with your employer and send to sfs@alvernia.edu
- Your invoice will be deferred 30 days from the conclusion of class; all remaining tuition is the responsibility of the student.
- Please note, you must fill out this form *every semester* you will receive reimbursement.



IMPORTANT TOOLS

To view your schedule, login to [SelfService](#):

- Once logged in, hover over the Classes tab, then My Schedule
- Using the buttons on the upper right side, toggle between Calendar and List view to confirm your classes

For your course materials, visit the [Alvernia Bookstore website](#):

- Click "Textbooks" at the top of the page
- Enter your Student ID or select "Find your courses to build your list"
- Select your term and fill out the fields using your schedule. If no information is available, you can sign up for an email alert.

You will access your courses on [Canvas](#).

- Canvas is our LMS system, where you will find the online materials for your courses.
- Courses typically release or become available the first day of the semester or Mod.
- Graduate & Adult Education New Student Orientation is a self-paced orientation to give you an overview of becoming a Golden Wolf; you will automatically be enrolled in the NSO when you register for courses. You will also be invited to our virtual and in-person orientation options!



WHERE TO GET HELP

Technology

- Visit [Technology Support](#) for all technological assistance and computing problem-solving.
- To get passwords reset, it is easiest to call 610-230-5700

Academic Support

- Visit the [Academic Success Center](#) for advising support, tutoring, accessibility services, and the Office of Multilingual Success.
- You schedule services online, but you can call for assistance at 610-568-1494

Franco Library

- Visit the [Franco Library](#) in Reading, PA or access all of our resources remotely.
- To ask questions or to set up a meeting with our library staff (and research experts) call 610-796-8223

Medical and Counseling Center

- Call 610-568-1467 to [schedule an appointment](#); any student can request telehealth counseling when calling to schedule their appointment. At this time, we can only offer telehealth counseling services to Pennsylvania residents. Students must have access to a private space during the service.



OUR TOP TIPS

- **Bookmark the Logins page** on your computer for easy access.
- **Set a calendar reminder** to send in your Tuition Deferment form every time you register for classes.
- **Pull the ISBN number for required course materials** from the Bookstore website and look on lower-cost sites, buy second-hand, ask your local library, consider a digital copy (can be less expensive) or renting for the semester.
- **Create a proactive a plan** for class times; secure childcare, plan your route from work, pack food ahead of time.
- If your program has no class times - **schedule consistent times each week that you will be in "class"** or will work on school.
- **Use ALL of the resources** at your disposal! You don't need to wait until you're in crisis to ask for help.
- **Connect with your professors** early, and often. Keep them informed if assignments will be turned in late and go to them with your plan. Be honest and clear; they know you are an adult with adult responsibilities.
- **Meet with a professional writing tutor** through the ASC for all major papers, at every phase of writing.
- **Set up a support system** and accountability with coworkers, peers, your partner, friends, family, or even with consistent appointments with the Academic Success Center.
- **Keep your 'Why' visible** and your end goal in mind; but also, find ways to enjoy and embody being a student now.



CONTACT US

Graduate & Adult Education Office

- Visit the [Graduate & Adult Education](#) page for information on programs, events, and individual Admission Advisor and Student Success Advisor contacts
- Email: gradandadult@alvernia.edu
- Phone: 610-796-5187

Graduate & Adult Education Social Pages

- Follow [Graduate & Adult Education on social media](#) to keep up with the latest news, student success tips, new programs, and upcoming events.



Alvernia
University

GRADUATE & ADULT EDUCATION



TO YOUR SUCCESS!

Create **Your**
Comeback