

Intermediate Unit (IU) - Instructions

ENROLL INTO YOUR COURSES(S) VIA LionPATH TO SECURE A SEAT IN THE COURSE.

The Intermediate Unit Course Request Form MUST BE SUBMITTED PER THE DEADLINE. Forms received after the deadline will not be processed through the Intermediate Unit Tuition Agreement.

1. If you are a new student, or if you have had a semester break in taking classes; complete the Undergraduate Non-Degree Enrollment Form (UGND), Graduate Non-Degree Enrollment Form, or the Graduate Resume Studies Form.
2. Graduate Non-degree Form/Graduate Resume Study Form
 - a. Complete the Graduate Non-degree Enrollment Form or the Graduate Resume study form by visiting the graduate school website:
<http://www.gradschool.psu.edu/prospective-students/how-to-apply/>
3. Undergraduate Non-Degree Enrollment Form (UGND)
 - a. Complete the UGND Form online at:
<https://www.registrar.psu.edu/student-forms/nondegree-enrollment/index.cfm>
 - b. Provide a unique email address on your UGND form to ensure proper creation of your student account.
 - c. Print, sign, and submit the UGND form to:

University Park Registrar Office

Fax: 814-863-1929

Email: registrar@psu.edu

4. If you have never taken a course at Penn State, you will need to activate your Penn State Access Account. After your non-degree or resume studies form has been processed, you will receive an email with directions on how to activate your access account.
 - a. Information about student access accounts can be found here:
<http://identity.psu.edu/services/authentication-services/access-accounts/signature-stations/>
 - b. If you did not take a class during the previous semester (excluding summer) you will need to reactivate your student account.

5. You must have an ACTIVE Penn State Access Account before you can log into LionPATH.

- a. Once you have activated or reactivated your Penn State Student account, you are ready to log into LionPATH.

LionPATH Tasks

ALL Students must complete the LionPATH tasks before you can be enrolled in a class.

There are a number of videos that walk you through this process as well as information sheets. We have provided web links to some videos.

1. Log Into the LionPATH student center
<http://launch.lionpath.psu.edu/>
 - i. Click on Undergraduate Students or Graduate Students
 - ii. Click on yellow box that says "Log into LionPATH Student Center"
2. Complete the Pre-Registration Activity Guide located on the right side of the screen under the "To Do List".

<https://lionpathsupport.psu.edu/student-help/>

You must agree to the Consent to do Business Electronically once a year. You will not be able to proceed with any other task in LionPATH unless you consent to do business electronically.

3. On the right side of the screen is a box titled, "To Do List". If you have any outstanding actions that must be done, it will be listed within this area.
4. Complete the Pre-Registration Activity Guide for the semester you want to be enrolled into. (i.e. if you want to enroll into a summer class you must complete the SU2022 pre-registration activity guide.)
5. Enroll into your course(s) via LionPATH or contact your academic department to enroll you into your course(s). You CANNOT be enrolled for a class if you owe any outstanding balances to the University or have not completed the Preregistration Activity Guide for the semester you are trying to enroll for.

Course Enrollment and Billing

1. Complete the Intermediate Unit Course Request Form. **Incomplete forms will not be processed.**
2. Submit your completed form via email to the Continuing Education Office at ceup@psu.edu.
3. Intermediate Unit Course Request Forms must be received at the Continuing Education Office no later than two weeks prior to the start of your course. Check the Academic Calendar on the University Registrar's website for specific semester dates: <https://www.registrar.psu.edu/academic-calendars/>
4. All courses in the College of Education qualify for the Intermediate Unit agreement. Classes requested outside of the College of Education require the permission of the department/college to allow enrollment at the adjusted tuition rate. The Continuing Education office will seek approval for non-College of Education course requests. You will be notified by this office **only** if your request is denied.
5. **World Campus class offerings are NOT a part of the Intermediate Unit Agreement.**
6. Continuing Education will move your enrollment into a duplicate section of the class you requested. These duplicate sections are designated with 940 section numbers. You will notice the change in section numbers on your schedule of classes. Once this step has been completed, the Continuing Education Bursar Office will adjust your student account. You will see the adjustment and/or Third Party Billing (as appropriately indicated on your course Request Form) on your student account.
7. Student bills are processed the first week of the month in LionPath. You will receive an email to your Penn State email account when your bill is ready to view. Your bill **may not** reflect the adjusted tuition amount if your course section has not been changed prior to the bill being processed.
8. The Continuing Education Bursar Office will invoice your school district for Third Party payment if you have indicated this on your Intermediate Unit Course Request Form.
9. If students are responsible for paying the student fees they will need to log into LionPATH and click the Manage My Account/Make A Payment link on their student center to be directed to the dashboard to make their payment.
10. Any unpaid balance that is the responsibility of the student, will be assessed the monthly 1.5% late payment fee if the balance is not paid by the billing due date.
11. Please note semester deadlines for enrollment, drop/add, and late drop/add to avoid any late enrollment or late payment fees.