



# WELCOME TO



HARRISBURG  
UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Outline of Services

# Agenda

- Introductions
- Technology Services (access to software / buildings)
- Records and Registration Office (class registration)
- Graduate Student Services (support for graduate students)
- Business Office (tuition payments)
- Career Services (career and job search assistance)
- International Student Office (ISO) (F1 rules and CPT)
- Questions and Answers (Q&A)





# Office of Information Services

Important next steps:

1. Submit your tuition deposit
2. Receive your credential letter
3. Log in  
to <https://office.com> to reset your password  
and set up your multifactor authentication  
(MFA)

When you log in, you will be walked through this process which will help you stay secure and provide you with the ability to retrieve your password as needed.





# Office of Information Services

## Did you log in to your HU e-mail?

Once you have deposited and received your credential letter, please also make sure to access <https://office.com> and log in to your HU e-mail. You will begin receiving (and needing to send) important communications to your HU e-mail exclusively. All communication with the university will need to occur through your HU e-mail for from this point forward.





# Office of Information Services

## Did you set up your mobile credential?

HU utilizes the HID mobile application which conveniently turns your mobile device into your access badge! Setting up your mobile credential is easy and necessary for you to navigate HU buildings and elevators. Please check your HU e-mail for instructions on how to set up your mobile credential and do this well in advance of arriving at campus. If you run into any issues, please reach out to <https://ithelp.harrisburgu.edu> for support.



# Office of Information Services

## Omnilert System

Harrisburg University uses the 'Omnilert' system to convey emergency communications. You will need to sign up for this service to receive emergency communications from HU.

[Instructions for Setting up Omnilert](#)

[Direct Link to Omnilert](#)



# Office of Records & Registration

- Course Registration
- Degree Requirements
- Program Changes
- Graduation
- Transfer Evaluations
- Official Transcripts
- Enrollment/Degree Completion Verifications

Located in the Harrisburg Campus:  
Registration Suite, First Floor – Room 120



# Office of Records & Registration

## Register for classes

- Log into MyHU and click on the Academics Tab
- Complete the Personal Info Update and Financial Disclosure Agreement
- Proceed to the Registration box > Course Search
- Tip: When searching for classes, leave all search fields blank and then click Search
- For full instructions, visit the [registration support article](#)
- F-1 students must register for a minimum of two courses, and at least one must be in the executive format

COURSE FORMAT BY SECTION NUMBER KEY	
COURSE FORMAT	SECTION NUMBER
Executive Format:	
Saturday Morning (8 am – 12 pm)	"50, 52, 54, 56, and 58"
Saturday Afternoon (1 pm – 5 pm)	"51, 53, 55, 57, and 59"
Session A Weekends	Followed by "A"
Session B Weekends	Followed by "B"
Online Format:	"90 – 99"
Online Course	Followed by "O"



# Office of Records and Registration

## Academic Calendar

- Review key dates and events for current and future academic years in the Academic Calendar
- Review your recommended course sequence in the Catalog
- Be sure to follow the recommended course sequence to complete your program on time

2024 SUMMER SEMESTER (SU 2023-2024) May 4, 2024 – August 19, 2024		
2024		<u>Executive Weekend Dates</u>
April 29 – May 3	New Graduate Student Orientation Week	Orientation Week: April 29-May 3
May 4 –5	<b>Classes Begin</b> <b>Session A – Executive Weekend # 1</b> Add/Drop Period Begins	
May 9	No Classes due to Commencement Ceremony	<u>Session A Dates</u>  Weekend 1: May 4–5 Weekend 2: June 8-9 Weekend 3: July 27-28
May 10 – 12	<b>Session B – Executive Weekend # 1</b> Add/Drop Period Ends	
May 13	Census Date Last Day to Withdraw from University with 100% Tuition Refund	<u>Session B Dates</u>  Weekend 1: May 10–12 Weekend 2: June 14–16 Weekend 3: August 2-4
May 20	Last Day to Withdraw from University with 50% Tuition Refund	
May 27	Memorial Day Holiday (No Classes; University Closed)	
May 28	Last Day to Withdraw from University with 25% Tuition Refund	
June 8 – 9	<b>Session A – Executive Weekend # 2</b>	
June 14 – 16	<b>Session B – Executive Weekend # 2</b>	
June 19	Juneteenth Holiday (No Classes; University Closed)	
July 4 - 5	Independence Day Holiday (No Classes; University Closed)	
July 19	Last Day to Withdraw from a Course with a “W”	
July 24	Registration Opens for Fall 2024	
July 27 – 28	<b>Session A – Executive Weekend # 3</b>	
August 2 – 4	<b>Session B – Executive Weekend # 3</b>	
August 9	Classes End	
August 19	Final Grades Due to Registration Office by 8:00 a.m.	



# Office of Graduate Student Services

- Academic Support/Tutoring
- Advising
- Mental Health & Wellness Resources
- Disability Accommodations
- Oversee Academic Policies and Student Conduct

Located in the Harrisburg Campus:  
Registration Suite, First Floor – Room 120





# Business Office

## What does the Business Office do?

The Business Office is responsible for the processing of tuition charges, tuition payments, employer reimbursement receipts, and year-end tax forms, including the 1098-T.

Business hours are Monday through Friday 8am-4:30pm EST. Our in-person office hours are Monday through Friday 10am-2pm. The Business Office is not open on weekends.

## Where do I make a payment?

First time students can make their payments in the admissions portal. This link is listed on your acceptance letter and is the same link that you used to make your deposit. If you have already registered for classes, you can also pay via your MyHU account under the finance tab. After the first semester, all payments will be made via your MyHU account





# Business Office

## What payment types are offered?

Online payments can be made via credit card, ACH payment, or International Funds Transfer. In person payments can be made via cash, check, or money order

## What is the tuition due date for Summer 23-24?

Friday, April 26th, 2024

## What if my payment is late?

A late fee and a registration hold will be added to your account hold will be added to your account

## What if I have further questions?

Below is a link to our Student Support Portal. This portal has answers to many of the questions that students ask. If you can't find an answer to your question, please submit a ticket and we would be happy to assist.



Contact: [Support : Harrisburg University Business Office](#)

Jeremy Walmer, Director of Financial Accounts

Sarah Chon, Student Accounts Specialist



# Career Services & Experiential Learning Services



Career  
Exploration



Resume & Cover  
Letter Reviews



Job/Internship Search  
Assistance



Mock  
Interviews



Salary Negotiation  
& Benefits



Graduate School  
Assistance



Career Networking  
Events & Workshops

# Career Services & Experiential Learning Services

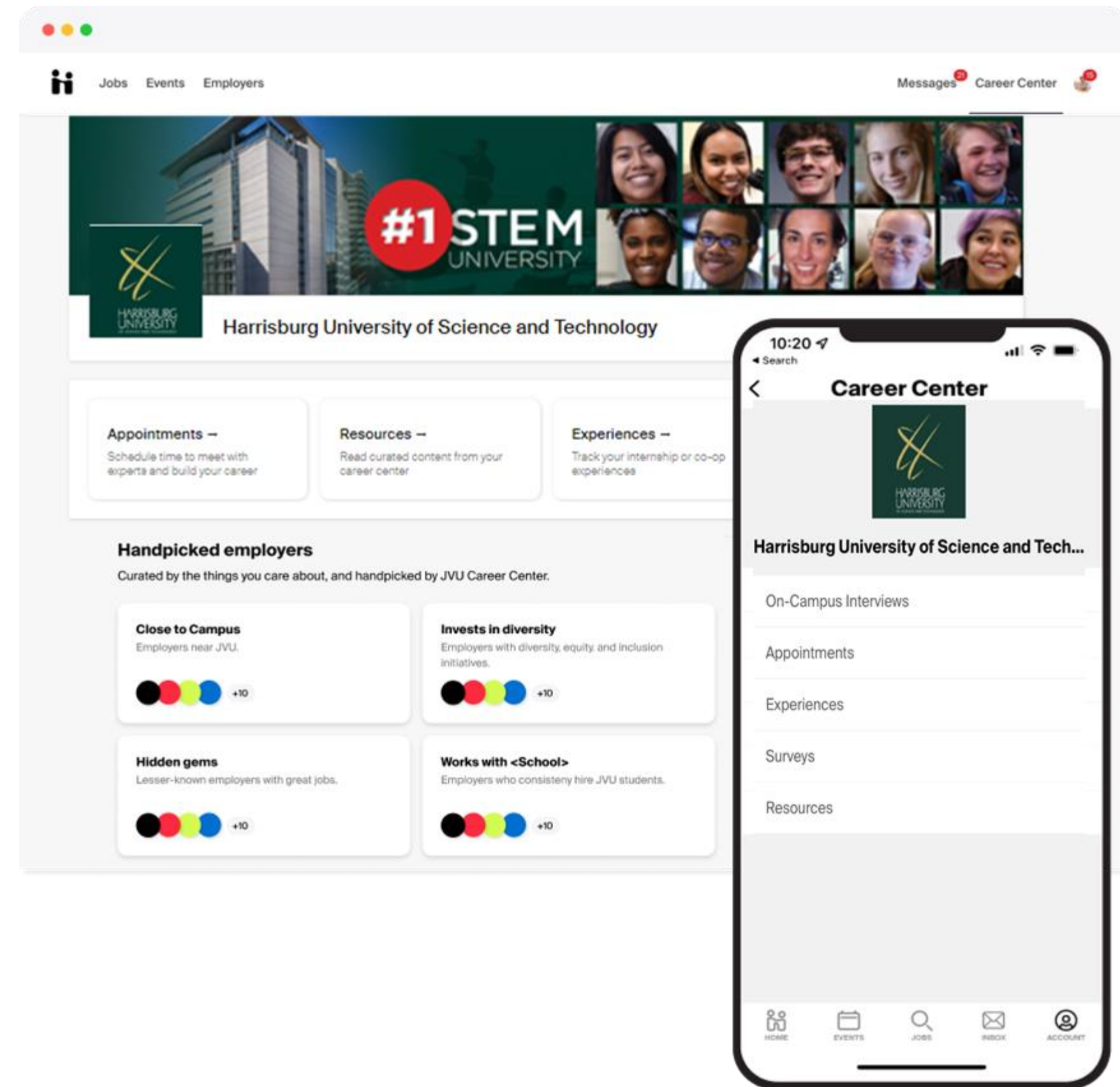
Schedule appointments & connect this us!

- Career Exploration
- Resume & Cover Letter Reviews
- Mock interviews
- Job & Internship Search Assistance
- Salary Negotiation and Benefits
- Graduate School Assistance

**Explore** employers recommended by Career Services & Experiential Learning.

**Resources** curated career guides/resources from CS&EXPL

**Events** check out events hosted by CS&EL and employers to network and learn about opportunities.





# Career Services & Experiential Learning Services

Schedule appointments and connect with us!

Email us at [careerservices@harrisburgu.edu](mailto:careerservices@harrisburgu.edu)

***Scan the QR code*** to get access to CS&EXPL resources that were mentioned. <https://linktr.ee/hucsexpl>



# International Student Office

The primary function of the International Student Office (ISO) is to provide international students advising related to the maintenance of their F-1 status.

## **Our team of Designated School Officials (DSOs) can help you with:**

- Maintaining F-1 status
- Processing of I-20s
- SEVIS Transfer In's
- CPT & OPT
- Semester Breaks
- Reduced Course Loads
- Program Extensions

The [ISO Support Portal](#) – Knowledge Base Articles, How To's, and Links to Submit Requests

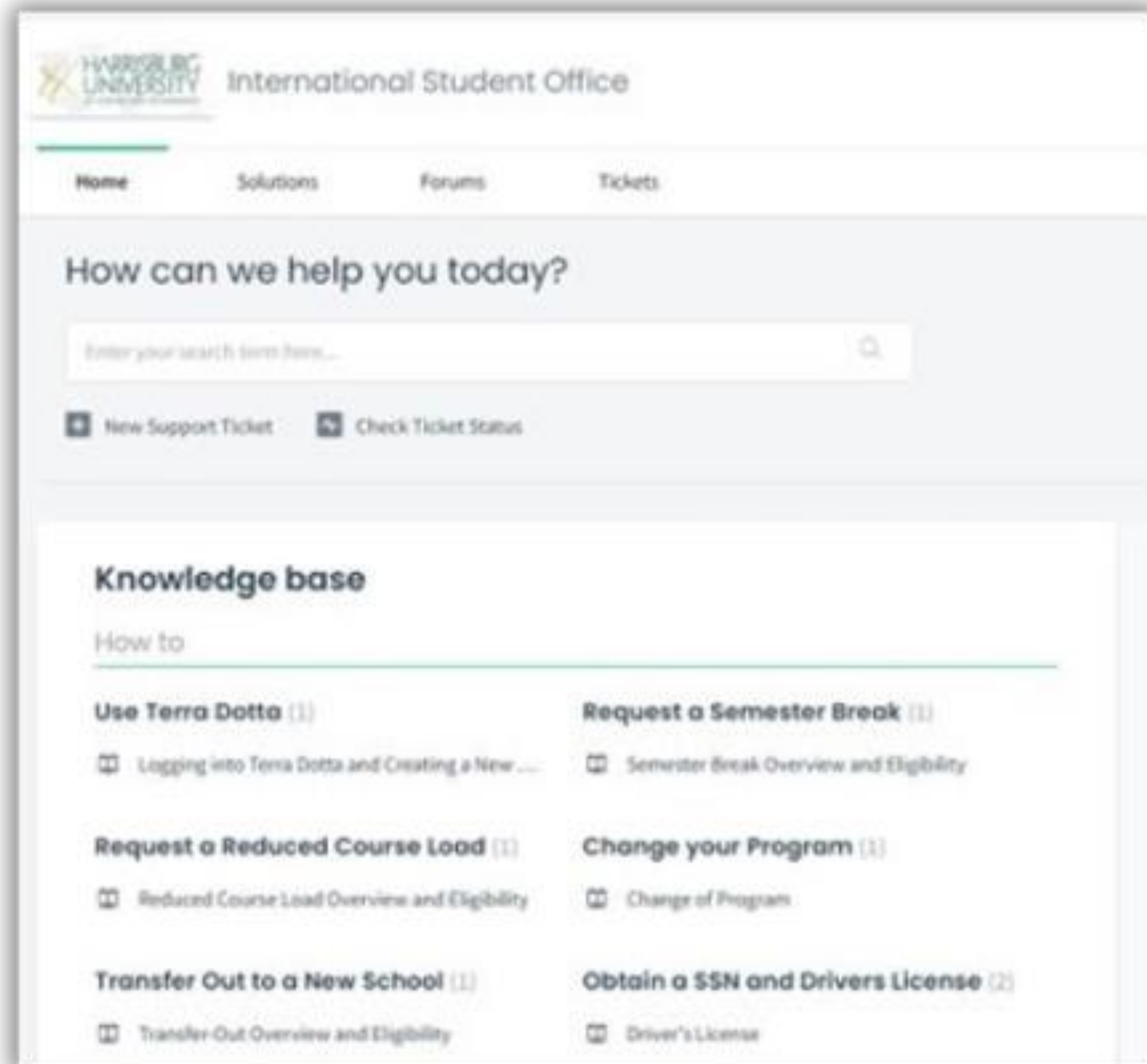
PDSO: Lisa Buccigrosse

DSOs: Maria Bouzas, Raquel Nunez, Michael Hernandez, Mike Lorah, Jennifer Barney, Briana Cree, Jenene Kolensie





# Contacting the International Student Office



- [International Student Office Support Portal](#)
- [Open a support ticket](#) for advising
- Contact ISO by phone: 717-901-5154
- [Terra Dotta](#): This is where you will submit all requests for I-20s
- Kiosk at our Harrisburg and Philadelphia campuses

Please ensure that you are communicating with us exclusively through your HU student email address.

# Students Transferring In

**Follow these steps:**

- [Have your SEVIS record transferred to HU](#)
- [Pay the Tuition Deposit](#) by the deadline
- Receive HU login Credentials
- [Register for classes](#)
- [Submit a request for a Transfer-in I-20](#)
- Submit the [Academic Work Placement form OR the Work Placement Waiver](#) to the Records and Registration office
- [Submit a Curricular Practical Training \(CPT\) Request](#) in Terra Dotta if you plan on working
- [Pay remaining Tuition Fees](#) by the deadline.
- [Complete the Orientation modules in Canvas](#)
- Receive your Active I-20 and attend your first in-person executive class





# New Students in the US

## After your F1 visa is approved:

- [Pay the tuition deposit](#)
- Enter the US up to 30 days before the program start date
- [Register for classes](#)
- [Complete the Orientation modules in Canvas](#)
- Submit a Work Placement Form or Waiver to the Records and Registration office
- Submit the [Academic Work Placement form OR the Work Placement Waiver](#) to the office of Records and Registration
- [Submit a Curricular Practical Training \(CPT\) Request](#) if you plan on working
- After you arrive in the U.S., submit the Check In request in Terra Dotta
- Receive your Active I-20 and attend your first in-person executive class







# CPT APPROVAL/AUTHORIZATION INSTRUCTIONS

If you are currently working or have found a new job, you must gain CPT authorization on your I-20 before you can continue/ start working



1

Submit an Academic Work Placement (AWP) form to the Records & Registration Office by creating a new ticket in their **Support Portal**. Don't forget to attach your AWP, offer letter and job description to the ticket!

2

Once R&R approves your AWP, they will sign the gray box at the bottom of page 2 and return the form back to you.

For R&R Records & Registration Use Only:	Approved by/Date: 01/01/01
Date Received: 01/01/01	Staff Signature: <i>signature</i>
Updated on student record:	Comments: job approved by RR

3

Once you have your AWP form signed by the office of R&R you can then submit a CPT authorization request via **Terra Dotta**

4

A DSO will review your request and let you know if any more information is needed. If your CPT was accepted, you will receive an email confirmation from ISO. **Make sure to check your HU email regularly for updates.** You cannot begin working until you receive your I-20 with CPT authorization.

Please refer to the solution articles for more information and Contact ISO with any questions



# CPT Reminders

- You cannot begin working on CPT until you have received your I-20 with CPT authorization
- CPT can be granted for only 364 days at a time
- If you wish to extend your CPT authorization, you must submit a new request up to 30 days before your current CPT end date
- Students are only permitted to work for the company listed during the dates provided.

Please inform the ISO of any changes to your CPT, including:

- Change in job details
- Change of employer
- Employment ending early



# Maintaining F1 Status

- Maintain a full courseload for all semesters, unless approved for a Semester break or Reduced Course Load
- Attend all in-person executive format sessions
- Maintain a valid passport
- Obtain proper work authorization before beginning any work (including volunteer/unpaid work and internships)
- Be mindful of the program end date listed on your I-20. You must complete your program by this date.
- Inform the ISO of any changes to your I-20 details
- Carry proper documentation with you when traveling







# Be Aware of Scams



**We have been notified of various scams targeting F1 international students.**

If the International Student Office needs to contact you, we will do so by email (through your Harrisburg University email address) or by phone.

Harrisburg University staff will never:

- Ask for your personal information such as your Social Security number or bank details.
- Ask you for payment over the phone.
- Ask for your user ID, password, or request you to “confirm” or “validate” your account.
- Threaten to report you to government officials.

Government officials may call you regarding your F1 status. However, they will not ask for payment over the phone.



# Attendance Policy for F-1

- Per SEVIS guidelines, F-1 students must attend their classes for every scheduled executive session in which they are registered as well as maintain satisfactory academic progress as defined by HU's graduate catalog.
- If you register for classes late, any classes missed will count as absences.
- The executive session schedule is announced well in advance and students should plan accordingly.
- **If you are an F-1 student and fail to attend your in-person class, the following action will be taken:**

## 1ST ABSENCE = WARNING

Warning sent to student & employer (if student is on CPT)

Please note that from an ISO perspective, there are no excused absences for F-1 students. This is because attending in-person sessions are integral to maintaining your F-1 status.



## 2ND ABSENCE = TERMINATION

- SEVIS record TERMINATED
- CPT authorization ended
- Email sent to student and their employer to advise of termination
- Student required to depart the US IMMEDIATELY



# HARRISBURG UNIVERSITY

## HELPFUL RESOURCES

### How to Print



### New Student Checklist



### On-Campus Employment



### Mobile Credential



# HARRISBURG UNIVERSITY

## HELPFUL RESOURCES

### Student Support Portal



### Parking, Map, etc.



### Where to Eat on Campus



Sign up with your HU email and group code HU4U

### How to Connect to WiFi





# Important Links

- Student Support Portal: <https://harrisburgu.edu/support>
- New Student Checklist: [https://myhu.harrisburgu.edu/ICS/Accepted\\_Graduate/](https://myhu.harrisburgu.edu/ICS/Accepted_Graduate/)  
(must log in to myHU to access New Student Checklist)
- Student Handbook: <https://myharrisburgu.sharepoint.com/sites/SSpolicy/site/pages/home.aspx>
- HU Catalog (Select "Grad"): <https://hucatalog.harrisburgu.edu/index.php>
- MyHU Academics Tab: <https://myhu.harrisburgu.edu/ICS/Academics/>
- Student Services SharePoint: <https://myharrisburgu.sharepoint.com/sites/StudentServices>
- Terra Dotta: <https://iso.harrisburgu.edu/>
- Recommended Course Sequence: [Harrisburg Programs - Harrisburg University of Science and Technology - Acalog ACMS™](#)

# Thank you for viewing!

**Upcoming Hot Topic Sessions will begin soon.  
Stay tuned, more information will be sent to your HU email.**

**Please share your feedback  
on today's event:**

