

THE CATHOLIC UNIVERSITY OF AMERICA
SCHOOL OF ARTS AND SCIENCES
DEPARTMENT OF INFORMATION SCIENCES

NEW STUDENT CHECKLIST

<https://lis.catholic.edu/>

Congratulations! Welcome to the Department of Information Sciences at The Catholic University of America. We are happy that you have joined us. This checklist has been provided to help navigate your educational journey.

START WITH CARDINAL STATION <https://cardinalstation.catholic.edu/>

1. Read and accept the "Statement of Financial Responsibility" via the Student Account tile of your Student Homepage in Cardinal Students (How to use Cardinal Station: <https://enrollment-services.catholic.edu/cardinal-students/>)
2. Set-up Authorized Payer in Cardinal Pay, through the Direct Deposit section of your Student Homepage in Cardinal Students. (<https://enrollment-services.catholic.edu/billing/index.html>) .
3. Access your cua.edu email by logging into mail.google.com. If you encounter a problem, contact Tech Support at 202-319-4357.
4. Use and check your email through Cardinal Mail <https://www.catholic.edu/inside-catholicu/index.html>

ENROLLMENT – HOW TO REGISTER

<https://lis.catholic.edu/academics/courses/how-to-register/>

1. Plan your studies & register for classes via Cardinal Students by selecting the Manage Classes tile on the Student Homepage <https://cardinalstudents.cua.edu>
2. Check important dates on the [Academic Calendar](#)
3. View course schedules: <https://lis.catholic.edu/academics/courses/course-schedules/>
4. Questions about what courses to take? Contact your assigned faculty advisor. If you do not know your faculty advisor, this information can be found in Cardinal Students, by selecting the Academic Progress tile.
5. Issues with course enrollment or student account? Contact cua-enrollmentservices@cua.edu

LOG INTO CARDINAL LEARN - BRIGHTSPACE – Brightspace.cua.edu

1. Visit Brightspace and create your Student Profile in the LIS Student course
2. View your classes and announcements

NOW YOU ARE READY TO BEGIN YOUR STUDIES IN LIS! - <https://lis.catholic.edu/>

1. Main Admin Office Location – Aquinas Hall, Suite 107; 202-319-5085
2. Official Transcripts – If you have a previous advanced degree make certain the school has an official transcript on file to waive your 6 credits.

VISIT THE PRYZBYLA CENTER – <https://pryzbyla.catholic.edu/about/offices.html>

1. Parking - <https://transportation.catholic.edu/>, Pryz Center – Room 242
 - Students can register for a parking permit via myparking.catholic.edu.
2. [Cardinal Card](#) - Upload your photo and pick up your Student I.D. Card, Room 242
3. Disability Services – Pryz Center, Room 202, <https://dss.catholic.edu/>

VISIT THE MULLEN LIBRARY <http://libraries.catholic.edu/>

1. The Writing Center - <https://english.catholic.edu/writing-center/>