

# LIS NEW STUDENT CHECKLIST

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

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

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

1. Read and accept the "Statement of Financial Responsibility" via the Student Account file 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 CardinalPay, 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](mailto:mail.google.com). If you encounter a problem, contact TechSupport 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  
<https://enrollment-services.catholic.edu/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 who your faculty advisor is, this information can be found in Cardinal Students, by selecting the Academic Progress tile.
5. Issues with course enrollment? Contact [cua-lis@cua.edu](mailto:cua-lis@cua.edu)
6. Issue with your student account? Contact [cua-lis@cua.edu](mailto:cua-lis@cua.edu)

## **LOG INTO BLACKBOARD –** [blackboard.cua.edu](https://blackboard.cua.edu)

1. Visit Blackboard 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 – Columbus School of Law, Suite 314; 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
2. **Cardinal Card.** Upload your photo and pick up your Student I.D. Card, Room 242
3. Disability Services – Room 127 <https://dss.catholic.edu/>

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

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