Self-Service: Access Your Information Online!

1. Log-in to Self-Service website: https://selfservice.arcadia.edu/selfservice/

   Typical Default User Name*: first initial + last name
   Password: Enter password. If you have forgotten your password please go to:
   https://password.arcadia.edu/reset/

   (Arcadia e-mail is typically first initial + last name@arcadia.edu)

2. Proceed to Log-in with Username and Password.
   * If difficulties occur while attempting to log-on, please contact the IT Department at 215-572-2898 or it.works@arcadia.edu.

3. Select the various tabs to view specific student information:
   - **Home**: Student user guide; Access My Arcadia; Visit Arcadia U website; Apply to University
   - **Register**: Register for courses; Search for specific courses; and View schedule & academic plan.
   - **Classes**: View schedule; View waitlisted courses for a given semester.
   - **Finances**: View account balance, financial aid details, or billing statement; Make a payment online; and Update your list of credit cards.
   - **Grades**: View and print unofficial transcripts and grade reports; Enrollment Verification link.
   - **Search**: View course catalog listings; Search for available course sections for a specified year, term and session.

4. Log into My Arcadia (http://my.arcadia.edu) and access Canvas for class information posted by the instructor and participate in course activities. *(Please note that information will only appear here if and when the instructor makes it available.)*

**IMPORTANT INFORMATION & PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Office of the Registrar</th>
<th>Taylor 103</th>
<th>Campus Info (Switchboard)</th>
<th>215-572-2900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Number</td>
<td>215-572-2100</td>
<td>One Stop Shop (Billing)</td>
<td>215-517-2339</td>
</tr>
<tr>
<td>Registrar Fax</td>
<td>215-572-2126</td>
<td>Public Safety (Parking/ID)</td>
<td>215-572-2800</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>215-572-2165</td>
<td>Bookstore</td>
<td>215-572-2971</td>
</tr>
<tr>
<td>Registrar Email</td>
<td><a href="mailto:registrar@arcadia.edu">registrar@arcadia.edu</a></td>
<td>Library</td>
<td>215-572-2975</td>
</tr>
</tbody>
</table>

Thank you for choosing Arcadia University!