

Advising Day Reference

Use this guide to connect students with campus offices, resolve registration holds, and prepare for winter and spring registration.

Holds that prevent registration

Contact the office listed for the student's campus or online program.

Registration Hold Type	California	Clarion	Edinboro	Online
Admissions Hold	Amanda Miller Miller_am@pennwest.edu 724-938-4404 Dixon Hall, 2nd floor	Casey Beightol Beightol_c@pennwest.edu 814-393-2000 Shopshire Hall 103	Missy Manning mmanning@pennwest.edu 814-732-2000 Academy Hall 208	Admissions Office admissions@pennwest.edu
Registration Hold	Office of the Registrar registrar@pennwest.edu 724-938-4435 Dixon Hall, Room 122	Office of the Registrar registrar@pennwest.edu 724-938-4435 Becht Hall, Room 145	Office of the Registrar registrar@pennwest.edu 724-938-4435 William P Alexander Music Center	Office of the Registrar registrar@pennwest.edu 724-938-4435 Join Zoom
Financial Aid Hold	Traci Necciai necciai@pennwest.edu 724-938-4415 Dixon Hall, Room 105	Sue Bloom sbloom@pennwest.edu 814-393-2315 Becht Hall, Room 133	Kelly Vitelli Kvitelli@pennwest.edu 814-732-3500 William P Alexander Music Center 102	Financial Aid financialaid@pennwest.edu 724-938-4415 Join Zoom
Judicial Hold	Matt Shaffer mshaffer@pennwest.edu 814-393-1982 150 Suites on Main South	Matt Shaffer mshaffer@pennwest.edu 814-393-1982 150 Suites on Main South	Matt Shaffer mshaffer@pennwest.edu 814-393-1982 150 Suites on Main South	
Past Due Balance Hold	Regina Musar or Shelly Talbert studentaccounts@pennwest.edu 724-938-4431 Dixon Hall, Room 120	Sharon Bauer shbauer@pennwest.edu 814-393-1842 Becht Hall 122	Sarah Rand srand@pennwest.edu 814-732-1955 Hamilton Hall 108	Student Accounts studentaccounts@pennwest.edu
SAI Hold (California only)	Leigh Ann Lincoln Lincoln@pennwest.edu 724-938-5270 Natali, Room 332K			

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Student Accounts Hold	Regina Musar or Shelly Talbert studentaccounts@pennwest.edu 724-938-4431 Dixon Hall, Room 120	Sharon Bauer shbauer@pennwest.edu 814-393-1842 Becht Hall 122	Sarah Rand srand@pennwest.edu 814-732-1955 Hamilton Hall 108	Student Accounts studentaccounts@pennwest.edu
Success Coaching Hold	Student Success Center successcoaching@pennwest.edu 724-938-1523 Noss Hall, Room 103	Student Success Center successcoaching@pennwest.edu 724-938-1523 Becht Hall, Room 333/334	Student Success Center successcoaching@pennwest.edu 814-732-1798 263 Baron-Forness Library	Student Success Center successcoaching@pennwest.edu 724-938-1523

Other holds

A parking or police hold does not prevent registration, but students should resolve it with the appropriate office.

Hold Type	California	Clarion	Edinboro
Parking/Police Hold	Building B 724-938-4677	University Police Station 814-393-2111	University Police/Parking 814-732-2922

Advising and Registration Resources

Registration dates

Term	Registration opens	Eligible students
Winter 2026	October 26	All current students
Spring 2027	October 26	Doctoral students, graduate students, and students with priority
Spring 2027	October 28	Seniors — 90 or more earned credits
Spring 2027	October 30	Juniors — 60–89 earned credits
Spring 2027	November 2	Sophomores — 30–59 earned credits
Spring 2027	November 4	Freshmen — 0–29 earned credits

Faculty advising links

Select a resource below to open the linked page or video.

PennWest | Advising Day Reference

Academic Calendar	Academic Catalog
Academic Policies	Course Program of Study (CPoS) Information
Course Substitutions	Credit Overload Application
DegreeWorks-Student Video	Financial Terms & Conditions Hold Tutorial video
Graduation Information	Information Technology Services
Major Change Form	Prior Learning Credit information
Registration Permit Information	Video Instructions
Student Registration Checklist	Student Registration How-To Videos
Waitlist Information	