PowerCAMPUS Self-Service for Students User Guide

Release 7.2
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Revision History Log

Publication Date	Summary
July 2009	New version that supports 7.2 software.

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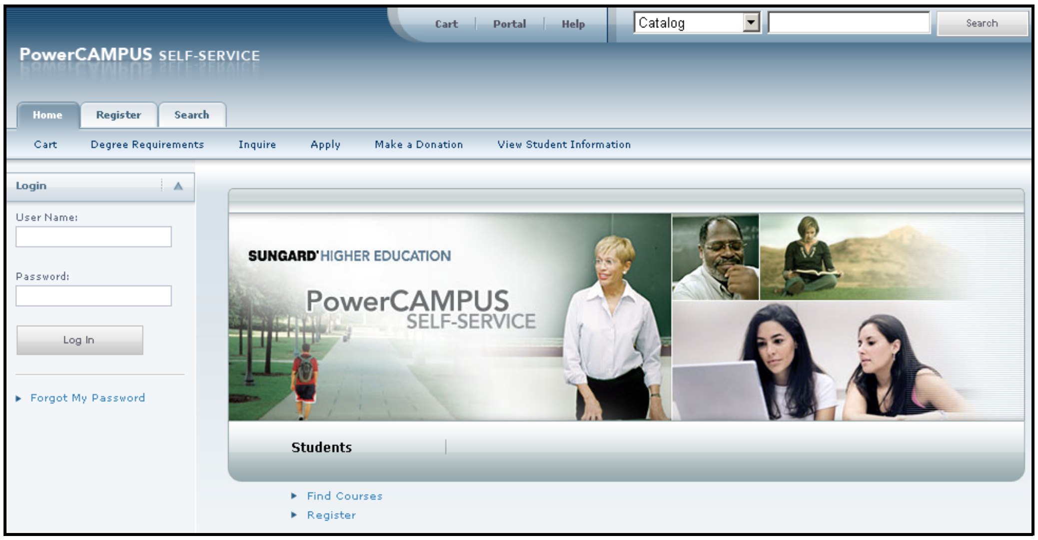
Introduction to PowerCAMPUS Self-Service

This user guide focuses on how students can use PowerCAMPUS Self-Service to access and update their information. Using a Web browser, students can create their academic plans, register for courses, access course materials, view their grades, and more.

All students will first view the PowerCAMPUS Self-Service *Home* page, which can be used to access general information for all users.



Taking a Look at the Home Page

The *Home* Page gives you a first look at the basic design of the Web pages. Here is a description of the Web page from top to bottom:

Web Page Area	*Description*
Links	These links will appear at the top of every page: • Select **Cart** to display your shopping cart, which will list any course sections you may have chosen. • Select **Help** to display information about the current Web page. After you log in: • The **Log Out** link will also be displayed at the top of every page. • If your school is also running the PowerCAMPUS Portal, a link to the **Portal** will also be displayed at the top of every page.
Search	You can search for **Course Sections** that are available for a specified year, term, and session, or search for courses in the Catalog. 1. Specify what you want to search, courses in the **Catalog** or **Course Sections**. 2. You have the option to enter a keyword for the course (*Art*, for example). • If you enter a keyword, the system will list ALL courses with the specified keyword. • If you do not enter a keyword, the system will prompt you to enter more information to narrow your search. 3. Select **Search**. After you log in, you may also be able to search for information about people who are listed in the alumni, faculty, staff, and student **Directories**. When you search for a name, the system will list all the people with the specified name who are listed in each of the directories for which you have access.
Tabs	Select the tab that corresponds to the function you want to perform. For example, if you wanted to register for courses, you would choose the **Register** tab.
Menu Items	Once you select a tab, the corresponding list of menu items will appear under the tabs.
Options	Once you select a menu item, the corresponding options for that menu item will appear along the left pane, and the associated Web page will appear to the right.

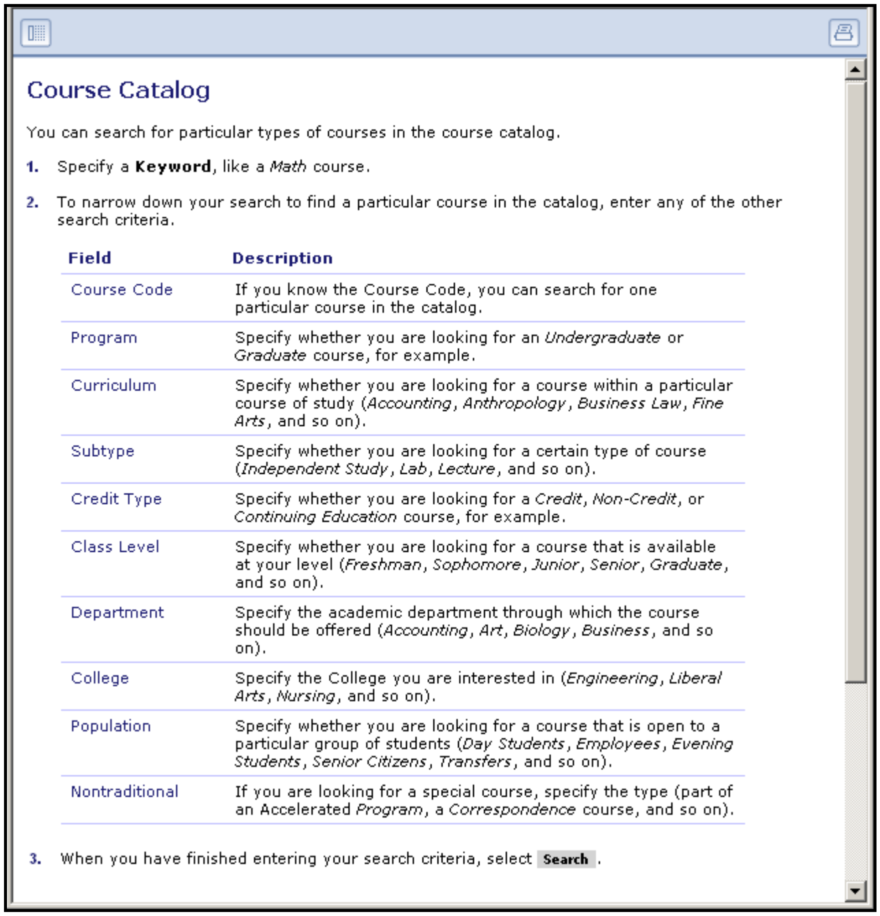
Once students log in, they can access information that applies to them. For example, view their academic plan, financial information, grades, and so on.

Using the On-line Help

If you have a question about the Web page you are currently viedrop-down listwing, you can display the help text for that page.

1. Select the **Help** link at the top of the page.
2. From the *Help* drop-down list, select **Help for this page**.

3. Review the information on the *Help* window. For example:



Course Catalog

You can search for particular types of courses in the course catalog.

1. Specify a **Keyword**, like a *Math* course.
2. To narrow down your search to find a particular course in the catalog, enter any of the other search criteria.

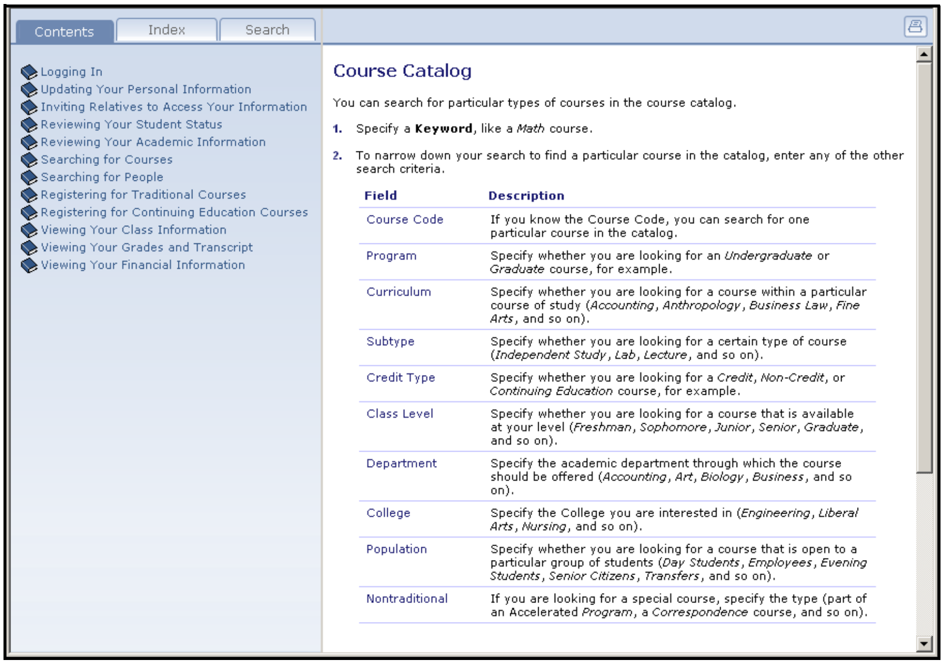
Field	Description
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an *Undergraduate* or *Graduate* course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (*Accounting*, *Anthropology*, *Business Law*, *Fine Arts*, and so on).
Subtype	Specify whether you are looking for a certain type of course (*Independent Study*, *Lab*, *Lecture*, and so on).
Credit Type	Specify whether you are looking for a *Credit*, *Non-Credit*, or *Continuing Education* course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (*Freshman*, *Sophomore*, *Junior*, *Senior*, *Graduate*, and so on).
Department	Specify the academic department through which the course should be offered (*Accounting*, *Art*, *Biology*, *Business*, and so on).
College	Specify the College you are interested in (*Engineering*, *Liberal Arts*, *Nursing*, and so on).
Population	Specify whether you are looking for a course that is open to a particular group of students (*Day Students*, *Employees*, *Evening Students*, *Senior Citizens*, *Transfers*, and so on).
Nontraditional	If you are looking for a special course, specify the type (part of an Accelerated *Program*, a *Correspondence* course, and so on).

3. When you have finished entering your search criteria, select **Search**.

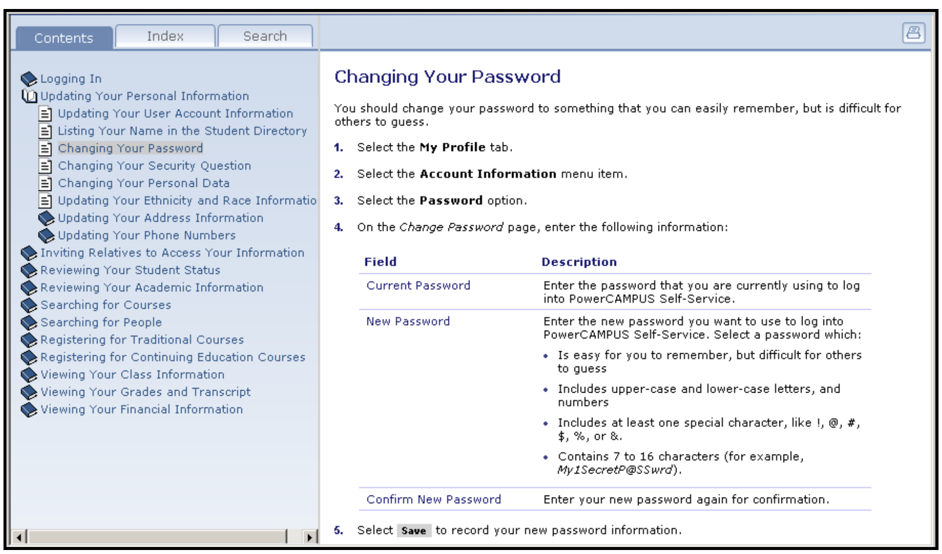
4. After reading the help text for the current page, you can either:

- Select ☒ in the upper-right corner of the *Help* window to close the window, or
- Select ▤ in the upper-left corner of the *Help* window to open the entire On-line Help System.

5. If you select , the ***Help*** window will display a table of **Contents** which lists How-To procedures for accomplishing many tasks. For example:



6. When the On-line Help System is open, you can select links in the table of **Contents** until you display the desired How-To procedure. For example:

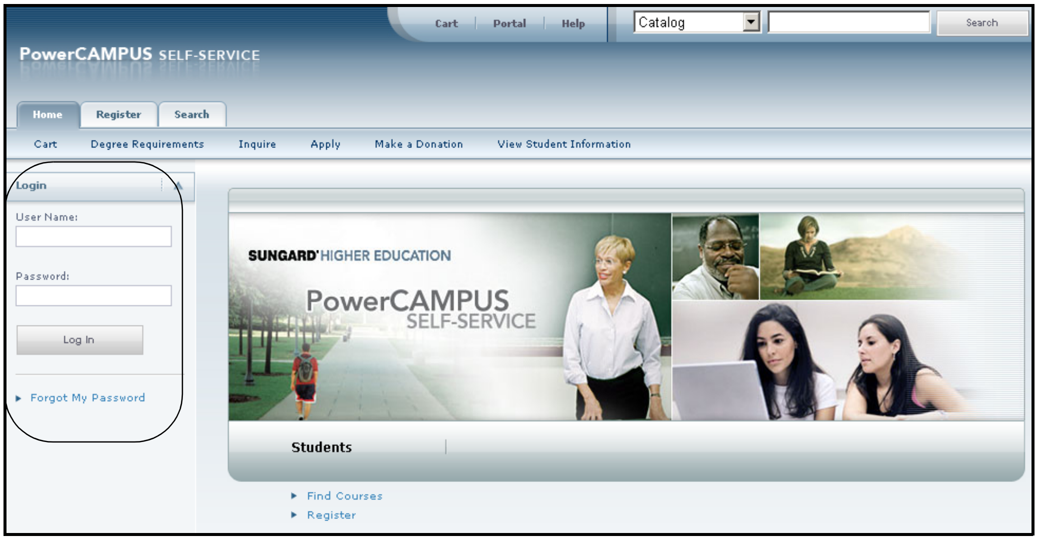


You can also select the **Index** or **Search** tab to find information.

Logging In

In order to access most of the Self-Service features, you must log in.

1. On the *Login* window, enter your **User Name**.



2. Enter your **Password**. *If You Forget Your Password*, a new password will be e-mailed to you after you correctly answer your security question.
3. Select **Log In**.

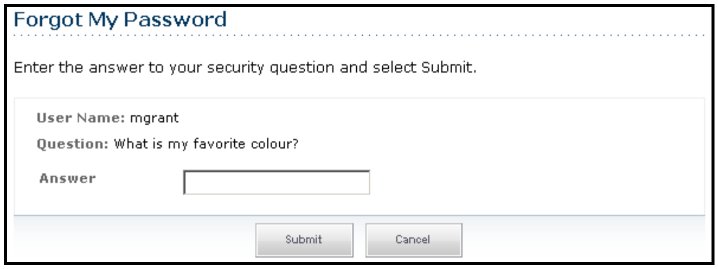
If You Forget Your Password

If you forget your password when attempting to log in, a new password will be e-mailed to you after you correctly answer your security question. You must then change the temporary password to something that is easier for you to remember.

1. On the *Login* window, select **Forgot My Password**.
2. On the *Forgot My Password* page, enter your **User Name**.

3. Select **Submit**.

4. Read **Your Security Question** and enter **Your Security Answer**.



5. Select **Submit**.
6. Read the confirmation message which states that your password has been updated and e-mailed to you, and lists your **User Name**.
7. Log into your e-mail system and read the e-mail message which lists your new Self-Service password.
8. On the *Forgot My Password* page, select **Log In**.
9. Enter your **User Name** and your new Self-Service **Password** EXACTLY as it appears in the e-mail.
10. Select **Log In**.
11. Enter the following information:

Field	*Description*
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log in. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, %, or & • Contains 7 to 16 characters (for example, *My1SecretP@SSwrd*)
Confirm New Password	Enter your new password a second time for confirmation.

12. Select **Update**.
13. Read the confirmation message, which states that your password has been changed.
14. Select **Go to the Self-Service Home Page**.

Using Your IQ.Web Account to Log In

If you had a PowerCAMPUS IQ.Web account before we upgraded to PowerCAMPUS Self-Service and the **Transfer IQ.Web Account** link is displayed on the *Login* window, you can use your IQ.Web User Name and Password to log into Self-Service for the first time. The system will then create a Self-Service account for you and e-mail your new Self-Service User Name and Password to your preferred e-mail address.

1. On the *Login* window, select **Transfer IQ.Web Account**.
2. Enter your IQ.Web **User Name** and **Password**.
3. Select **Transfer Account**.
4. If your information is found in the system and you have an e-mail address on file, the system will display a confirmation message to let you know that:
   - Your PowerCAMPUS Self-Service account will be created, and
   - Your new Self-Service **User Name** and **Password** will be e-mailed to your preferred e-mail address.
5. Select **Finish transfer process**.
6. Access your **e-mail** account and open the message that you just received with your Self-Service **User Name** and **Password**.
7. Enter the following information:

Field	*Description*
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, %, or & • Contains 7 to 16 characters (for example, *My1SecretP@SSwrd*)
Confirm New Password	Enter your new password a second time for confirmation.
New Security Question	Select the security question that should be used to identify you if you forget your password. Select a question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified **New Security Question**.

8. Select **Update**.
9. Read the confirmation message, which states that your password and your security question and answer have been updated.
10. Select **Self-Service Home**.

Requesting an Account

If the **Request Account** link is displayed on the *Login* window and you do not already have a PowerCAMPUS Self-Service account, you can request that an account be created for you.

1. On the *Login* window, select **Request Account**.
2. On the *Request Account* page, enter the following information:

Field	*Description*
System ID	Enter your 9-digit People ID without hyphens. For example, 123456789.
First Name	Enter your legal first name; not your nickname.
Last Name	Enter your last name or surname.
Date of Birth	Enter the date on which you were born in the format **MM/DD/YYYY** (e.g., 09/22/1989 for September 22, 1989).

3. Select **Request Account**.
4. If your information is found in the system and you have an e-mail address on file:
   - Your PowerCAMPUS Self-Service account will be created, and
   - Your **User Name** and **Password** will be e-mailed to you.
5. Select **Return to Home**.
6. Enter your **User Name** and **Password**, and select **Login**.

7. Enter the following information:

Field	*Description*
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, %, or & • Contains 7 to 16 characters (for example, *My1SecretP@SSwrd*)
Confirm New Password	Enter your new password a second time for confirmation.
New Security Question	Select a security question for which other people would not be able to guess your answer.
New Security Answer	Enter the answer to the specified **New Security Question**.

8. Select **Update**.

9. Read the confirmation message, which states that your password and your security question and answer have been updated.

10. Select **Go to the Self-Service Home Page**.

Updating Your Personal Information

From the **My Profile** tab, you can update your user account information, specify whether you want to be listed in the on-line student directory, change your password, edit the security question and answer which are used to verify your identity if you forget your password, update your personal, address, and phone information, or invite others to access your data.

- *Updating Your User Account Information*
- *Listing Your Name in the On-line Directories*
- *Changing Your Password*
- *Changing Your Security Question*
- *Changing Your Personal Data*
- *Updating Your Ethnicity and Race Information*
- *Updating Your Address Information*
- *Updating Your Phone Numbers*
- *Inviting Relatives to Access Your Information*

Updating Your User Account Information

You can view your user account information, and edit your e-mail address (if allowed by the institution).

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the *Account Information* page, view your user account information.
4. If allowed by the institution, enter any necessary changes to your e-mail address.
    - Update your **E-mail Address**, because it will be used to keep you informed of personal and campus activities.
    - Select **Save** to record your changes.

Listing Your Name in the On-line Directories

Specify whether you want to include your name in any of the on-line directories in which you could be listed.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Directory Settings** option.
4. Select **Directory Privacy Statement** to read information about disclosing your information in an on-line directory.
5. For each directory that is listed on the page, follow these steps.
   - Read the **Description** about the on-line directory, which should tell you who will be able to access the directory.
   - Choose your **Status** for the on-line directory.

Status	*Description*
Include Me	If you select **Include Me**, your name will be listed in the on-line directory, unless your records state that you do not want your information to be released.
Exclude Me	If you select **Exclude Me**, your name will NOT be listed in the on-line directory.

6. Select **Save** to record your on-line directory selections.

Changing Your Password

You should change your password to something that you can easily remember, but is difficult for others to guess.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Password** option.

4. On the *Change Password* page, enter the following information:

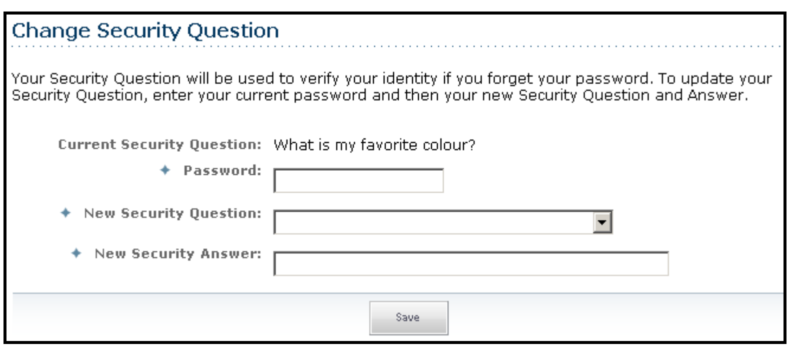
Field	*Description*
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, %, or &. • Contains 7 to 16 characters (for example, *My1SecretP@SSwrd*).
Confirm New Password	Enter your new password again for confirmation.

5. Select **Save** to record your new password information.

Changing Your Security Question

You can change the security question and answer which is used to verify your identity when you forget your password.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Security Question** option.
4. On the *Change Security Question* page, enter your **Password**.



5. Select your **New Security Question**. Choose a question for which other people would not be able to guess your answer.
6. Enter your **New Security Answer**.
7. Select **Save** to record your changes.

Changing Your Personal Data

You can view and update the personal information that is currently on file for you, such as your marital status, religion, and citizenship.

1. Select the **My Profile** tab.
2. Select the **Personal Information** menu item.
3. On the *Personal Information* page, review your **Current Information**.
4. If you need to update any of your information, select **Edit**.
5. Enter all the necessary changes.
6. Select **Submit** to save your changes.
7. Review your information.

If Your School	*Then*
Requires Approval of all Changes	Your **Updated Information** is listed as **Pending**. • If you notice something wrong with your pending changes, select **Cancel Update** to stop your update request. • Once a school administrator approves your change request, your updated information will be recorded, and you will receive an e-mail to let you know that your change request has been approved.
Does Not Require Approval	Your updated **Current Information** is displayed. If you need to make additional changes, select **Edit.**

Updating Your Ethnicity and Race Information

You can view and update the ethnicity and race information that is currently on file for you.

1. Select the **My Profile** tab.
2. Select the **Ethnicity and Race** menu item.
3. On the *Ethnicity and Race* page, review your current information.
4. Specify whether you are of **Hispanic or Latino** ethnicity or descent.

5. Select one or more of the races for which you identify yourself.

   - You can select a race, for example *Asian*, and a sub-race, for example *Japanese*.
   - If you select one or more sub-races by mistake and you do not identify yourself with the corresponding race, make sure that you uncheck each sub-race AND the race. For example, if you accidentally check the *Chinese* sub-race and you do not identify yourself as *Asian*, make sure that you uncheck BOTH the *Chinese* sub-race AND the *Asian* race.

6. Select **Save** to record your changes.

Updating Your Address Information

You can view and update the address information that is currently on file for you.

- *Editing Your Preferred Address*
- *Adding a New Address*
- *Viewing and Managing Your Addresses*

Editing Your Preferred Address

You can update your *Current Preferred Address*, which you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Edit Address**.
5. Enter the necessary changes to your preferred address.
6. Select **Save** to record your changes.

Adding a New Address

If you will be residing in a different address in the future, you can add that address information.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Add Address**.

5. Enter the information for the new address.

For This Field	*Enter*
Address Type	A description of the address that you want us to use to contact you (for example, home address, parent's address, local address).
Address Line 1	The first line of the street address.
Address Line 2	The second line of the street address, if needed.
Address Line 3	The third line of the street address, if needed.
City	The city in which the address is located.
State/Province	The state in the address is located.
Postal Code	The postal code for the address.
Country	The country in which the address is located.
Effective Date	The date on which this address should start being used.
Recurring	If the address will be used again in the future, check this option.

6. Select **Save**.
   - If your school requires approval of address changes, the **Status** of your new address will be listed as ***Pending*** on the *Manage Addresses* page and you will not be able to edit it until it is approved.
   - If your school does not require approval, your new address will be recorded.

Viewing and Managing Your Addresses

You can view all of your address information and make any necessary changes.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Select **Manage Addresses**.
4. View your *Current Preferred* address at the top of the list of addresses.
5. Choose to display your addresses in the **Card View** or **List View**.

6. Follow the corresponding steps.

To	*Follow These Steps*
Change your Preferred Address	1. For the address you want us to use to contact you, select **Make Preferred**. 2. Select **OK** to confirm that you want to change your preferred address.
Add a new address	1. Select **Add Address** on the Card View or **Add Address** on the List View. 2. Enter the information for your new address. 3. Select **Save** to record your new address.
Edit an Address	1. For the address you need to update, select **Edit**. 2. Enter the necessary changes to the address. 3. Select **Save** to record your address changes.
Delete an Address	1. For the address you need to delete, select **Delete**. 2. Select **OK** to confirm that you want to delete the address.

Updating Your Phone Numbers

You can review and update the list of phone numbers that you want us to use to contact you. You can add a new phone number, edit or delete an existing phone number, or change your primary phone number.

- *Adding a New Phone Number*
- *Changing a Phone Number*
- *Deleting a Phone Number*
- *Setting Your Primary Phone Number*

Adding a New Phone Number

You can enter information about other phone numbers that you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. Select **Add a Phone Number**.

5. Enter the information for the new phone number.

Field	*Description*
Description	Enter a name which clearly identifies the phone number. For example, *My Cell Phone*, *Work Number*, *Dad's Cell.*
Country	Select the country that is associated with the phone number.
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record the information for the phone number.

Changing a Phone Number

You can update the information about any of the phone numbers you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to update, select **Edit**.
5. Update the information for the specified phone number.

Field	*Description*
Description	Enter a name which clearly identifies the phone number. For example, *My Cell Phone*, *Work Number*, *Dad's Cell.*
Country	Select the country that is associated with the phone number.
Phone Number	Enter just the numbers in the phone number, for example, 123456789. Do not enter any spaces or special characters. The phone number will automatically be saved and displayed in the specified country format.
Do Not Call Reason	If you do not want us to use this number to contact you, specify the reason why.

6. Select **Save** to record your changes.

Deleting a Phone Number

You can delete the phone numbers that you no longer want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to remove from the list, select **Delete**.
5. Select **OK** to confirm that you want to delete the phone number.

Setting Your Primary Phone Number

From your list of phone numbers, you can specify the primary phone number you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Phone Numbers** menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to make your primary number, select **Make Primary**.
5. Select **OK** to confirm that you want to make the phone number your primary number.

Your primary phone number will be displayed in **bold** at the top of the list. If you ever need to delete your primary phone number, you must first make another number your primary phone number.

Inviting Relatives to Access Your Information

You can invite anyone who is listed as your relative in PowerCAMPUS and has a PowerCAMPUS People ID to use the Self-Service application to access your information. For example, you can invite your parents to view your account balance and make a payment on your behalf.

- *Sending an Invitation*
- *Managing Your Invitations*
- *Managing Your Shared Users*

Sending an Invitation

If you want to allow one of your relatives to access your information, follow these steps to send them an invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Invite a User** option.
4. For the relative who you want to give access to your information, specify the following information.

Field	*Description*
Relative	Everyone who is listed as your relative in PowerCAMPUS and has a People ID will be listed in the drop-down list. Select the relative who you want to invite to access your information via the Self-Service application.
E-mail Address	If your relative has a preferred e-mail address on file, it will be displayed automatically. If no e-mail address appears, or the relative prefers that we use a different e-mail address, enter your relative's e-mail address.
View Academic Plan	If you want the specified relative to be able to view your academic plan, check this option.
View Schedule	If you want the specified relative to be able to view your course schedule, check this option.
View Balance	If you want the specified relative to be able to view your account balance, check this option.
View Financial Aid	If you want the specified relative to be able to view your financial aid information, check this option.
Make a Payment	If you want the specified relative to be able to make a payment toward your account, check this option.

Field	*Description*
View Transcript	If you want the specified relative to be able to view your unofficial transcript, check this option.
View Grade Report	If you want the specified relative to be able to view your grades, check this option.
View Stop List	If you want the specified relative to be able to view your Stop List to see if anything is preventing you from completing some processes (for example, registering for classes), check this option.
View Address	If you want the specified relative to be able to view your addresses, check this option.
Disclosure	You MUST view and accept the Disclosure Statement before your invitation can be sent to the specified relative.

5. Select **Send Invitation**. The system will send your invitation to your relative's e-mail address.
6. Select **OK** to confirm that you want to share your information with the specified relative.

Managing Your Invitations

Once you have invited one or more of your relatives to access your information, you should review the list to see who has accepted your invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage Invitations** option.
4. Review the list of relatives who you have invited to share your information.

Field	*Description*
Name	The name of the relative you have invited to share your information.
E-mail Address	The e-mail address that was used to notify the relative that he or she was invited to share your information.
When Invited	The date on which you sent the relative the invitation to share your information.
Valid Until	If the relative does not accept your invitation via PowerCAMPUS Self-Service by this date, he or she will not be able to access your information.

5. If you decide not to share your information with a relative, or if he or she does not accept your invitation before it expires, you can **Remove** him or her invitation. The relative will be notified by e-mail that he or she is no longer invited to access your information.

Managing Your Shared Users

Once you have invited one or more of your relatives to access your information, you should review the list to make sure that you have allowed them access to only the information you really want to share.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage User Access** option.
4. Review the list of relatives who you have invited to share your information.
5. Enter any necessary changes.

To	*Follow These Steps*
Stop Sharing with a Relative	For any relative with whom you have decided NOT to continue sharing information: 1. Find the person’s name in the list. 2. For THAT user, select **Delete User**. 3. Select **OK** to confirm that you want to stop sharing with this user. 4. Verify that the user has been removed from your list of shared users.
Change Which Information is Shared	For any relative whose access you want to change: 1. Find the person’s name in the list. 2. Check ONLY those features you want THIS person to access. 3. Select **Save Changes**. 4. Review the list of access rights for those users for whom you have just entered changes. 5. Select **Confirm Changes** to record your updates.

6. Verify the access rights for your shared users and determine if you need to make any other changes.

Reviewing Your Student Status

You can always view the list of courses in your cart. After you log in, you can also view the status of your applications for admission and view your Checklist of action items required by the school.

- *Checking Your Application Status*
- *Viewing Your Checklist*
- *Viewing the Courses in Your Cart*

Checking Your Application Status

You can display the current status of your application for admission to our school.

1. Select the **Home** tab.
2. Select the **Application Status** menu item.
3. View the following status information:

Field	*Typically Displays*
Receipt Date	The date on which your application was received by the institution.
Period	The term for which you have applied for admission.
College Attendance	The academic level at which you have applied for admission (for example, *graduate*, *undergraduate*).
College	The college to which you have applied.
Program, Degree, Curriculum	The program, degree, and curriculum for which you have applied.
Status and Date	The current status of your application and the date this status was entered by our school.
Admit Period	If our school administrators have chosen to display Application Decision information, the period for which you have been admitted will also be listed.
Decision and Date	If our school administrators have chosen to display Application Decision information, the decision and the date on which the decision was made will also be listed.

If you submitted more than one application, they will be sorted by **Receipt Date** and then **Period**, so that your most recent application will be listed first.

Viewing Your Checklist

After you log in, you can view the list of tasks which have been assigned to you.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select which checklist items you want to view.

Select	*To View*
All	All the items on your checklist.
Incomplete	The checklist items that: are still pending, including those which are late (not required) or past due (required).
Completed	The checklist items that you have completed.
Waived	The checklist items that have been waived.
Canceled	The checklist items that have been canceled.

4. Review the checklist items.

Column	*Description*
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. **999** is the lowest priority level.
Status	The current status of the specified Task.
Task	The task that has been assigned to you. If **!** is displayed before the Task name, the Task is required. • To sort the items in the checklist by task name, select the **Task** column heading. • To view more details about the Task, select the Task name. • If you have permission to change the status of Tasks, a drop-down list may display options which enable you to **Cancel**, **Waive**, or **Reassign** a Task, or mark it as **Complete**.
Contact	Who you should contact about the Task. • To sort the items in the checklist by contact name, select the **Contact** column heading. • To view the contact's phone number, e-mail address, and street address, select the **Contact's Name**.
Assigned	The date on which the Task was assigned to you. To sort the items in the checklist by the assigned date, select the **Assigned** column heading.
Due	The date on which you need to complete the Task. To sort the items in the checklist by the due date, select the **Due** column heading.

Column	Description
Notes	If the Notes column displays **...**, you can select **...** to display the notes about the Task.

5. Select a **Task** to view more information about it.

Field	Description
Action ID	The ID number that has been assigned to the task.
Name	The name of the task.
Type	The type of action that needs to be taken. For example, a Meeting, Phone, or Missing Documents.
Contact	Who you should contact about the task.
Priority	The priority level that has been assigned to the Task to signify how important it is that you complete the Task. **999** is the lowest priority level.
Number of Reminders	The number of times you have been reminded to complete the specified task.
Required	Whether or not you are required to complete the task.
Assigned	The date and time at which the Task was assigned to you.
Due	The date and time by which the task should be completed.
Completed	Whether or not the task has been completed.
Action	If you have permission to change the status of tasks in your checklist, you can select **Choose Action** to change the status of the task.
Cancellation Reason	If the task was cancelled, this field should display the reason why the task was cancelled.
Waived Reason	If the task was waived, this field should display the reason why the task was waived.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.
Response	The type of response you received. For example, Positive Response.
Rating	For example, Interested.
Duration	The number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Notes	If you have permission to view task Notes, this field will display any notes that have been entered about the task.

6. If you have permission to change checklist information and you need to change the *Mode of Contact*, *Response*, *Rating*, *Duration*, or *Notes* for the task, follow these steps:
   - Select **Edit**.
   - On the *Edit Details* window, enter the correct information for the task.
   - Select **Save** to record your changes.
7. When you are finished viewing the information about the task, select **Return to Checklist**.

Completing a Task on Your Checklist

Once you have completed one of the tasks on your Checklist, you can mark the task as Complete, if you have permission to do so.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to mark as complete.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Complete**.
   - Select **Complete**.
5. On the *Complete Action Item* window, enter the following information.

Field	*Description*
Completed By	Your User ID will automatically be displayed. If you are not the person who completed the task, change the User ID to the person who did complete the task. If you do not know the user's ID, you can **Search** for the user, as follows: 1. Enter all or part of the user's first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who completed the task, choose **Select**.
Completed Date	Today's date will automatically be displayed, but you can change it to the actual date on which the task was completed.
Completed Time	Enter the time at which the task was completed.
Notes	Any comments you want to enter about the task.

6. Select **Save** to record your changes.

Cancelling a Task on Your Checklist

If you have permission to cancel a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to cancel.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Cancel**.
   - Select **Cancel**.
5. On the *Cancel Action Item* window, select the **Reason** for canceling the specified Task.
6. Enter **Notes** about why you are canceling the Task.
7. Select **Save** to record your changes.

Waiving a Task on Your Checklist

If you have permission to waive a task on your Checklist, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to waive.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Waive**.
   - Select **Waive**.
5. On the *Waive Action Item* window, select the **Reason** for waiving the specified Task.
6. Enter **Notes** about why you are waiving the Task.
7. Select **Save** to record your changes.

Reassigning a Task on Your Checklist

If you have permission to reassign a task on your Checklist to another user, follow these steps.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select the **Task** you want to reassign to someone else.
4. On the drop-down list, ***either***:
   - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Reassign**, ***or***
   - Select **Reassign**.
5. On the *Reassign Action Item* window, identify the user to whom you want to reassign the specified task.
   - If you know the user's People Code ID, enter the **ID** number.
   - If you do not know the user's People Code ID: select **Search**, specify the person's first and/or last name, select **Search**, and **Select** the person.
6. Verify the user's ID and name on the *Reassign Action Item* window.
7. Select **Save** to reassign the task to the specified user.

Creating a New Task

If you have permission to create tasks, you can add tasks to your own checklist or other users' checklists.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Select **Add a Task**.
4. Enter the following information about the new task.

Field	*Description*
Action ID	Select the type of task to be added to the checklist.
Required	If the specified task is required by your institution, this field will be selected.
Action Name	Once you select the Action ID, the task name will appear.
Office	The office, that is associated with the specified **Action ID**, will be displayed automatically, but you can select another office from the list.
Type	Select the type of task being added to the checklist.

Field	*Description*
Person Responsible	Your User ID will automatically be displayed, but you can change it to the User ID of the person who is being assigned the new task. If you do not know the user's ID, you can **Search** for the user, as follows: 1. Enter all or part of the user's first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who should be responsible for the task, choose **Select**.
Person to Contact	Enter the User ID of the person who should be contacted regarding the new task. If you do not know the user's ID, you can **Search** for the user, as follows: 1. Enter all or part of the user's first and/or last name. 2. Select **Search**. 3. To the right of the name of the person who should be contacted regarding the task, choose **Select**.
Mode of Contact	The type of contact that has been made with you. For example, Personal Interview or Left Message.
Assigned	The date and time at which the task was assigned.
Due	The date and time at which the task is due to be completed.
Priority	The priority level for the Task to signify how important it is that the task be completed. **999** is the lowest priority level.
Response	If you are adding a task that has already been completed or is being waived or canceled, you can specify the type of response that was received, if any.
Rating	If applicable, you can rate the response you received from the person you contacted.
Duration	If this task has already been worked on, enter the number of days, hours, and minutes spent working on this task. For example, if the task was to contact someone, you might enter the Duration as the length of the phone call.
Year	Specify the year for which this task is being added to the checklist.
Term	Select the term for which this task is being added to the checklist.
Session	Select the session for which this task is being added to the checklist.

Field	*Description*
Number of Reminders	If you are adding a task for which the person responsible has already been reminded to complete the task, enter the number of times the person has been reminded.
Notes	Enter any details about the task.
Document	If a document is necessary for completing the task, **Browse** to the location of the document.
Actions	If you are adding a task that has been completed, waived, OR canceled, select the corresponding **Action**. • If the task has already been completed and you just want to keep a record of it on the checklist, select **Completed**. • If the task has been waived and you just want to keep a record of it on the checklist, select **Waived**. • If the task has been canceled and you just want to keep a record of it on the checklist, select **Canceled**.

5. Select **Save** to record the information about the task to be added to the checklist.

Viewing the Courses in Your Cart

You can view a list of the courses that you have placed in your shopping cart.

1. You can access your shopping cart in either of these ways:
   - Select **Cart** at the top of the current page.
   - Select the **Home** tab and then the **Cart** menu item.
   - Select **View Cart** on the *Section Search* page after you add a course to your schedule.
2. View the information about the courses you have added to your shopping cart for each Academic Period (Year and Term, like *2007 Fall*) and Session.
   - Each Session and Academic Period will be listed as open or closed for registration, based on the Registration Group to which you belong and the current date.
   - To view more information about a course, select the **Course** code.

3. Make any necessary changes to your shopping cart.

Select	*To*
Add Section	Add a course section for the specified academic period (year and term). The *Section Search* page will then appear so you can find the course section.
Credit Type	After you add a course section, specify whether you want to take the course for Credit, Non-Credit, as part of Continuing Education, and so on.
Remove	Remove a course from your shopping cart that you have decided not to take.
Delete Session	Remove ALL the courses from your shopping cart for the specified session.
Empty Cart	Remove ALL the courses from your shopping cart for the specified **academic period** (year and term).

4. Select **View Schedule** for an academic period (year and term) to view your class schedule, which includes:
   - Any courses for which you are registered, and
   - The courses that are listed in your shopping cart.
5. When you are ready to register for the courses listed for an academic period that is open for registration, select **Register**. The *Registration* page will then appear.

Reviewing Your Academic Information

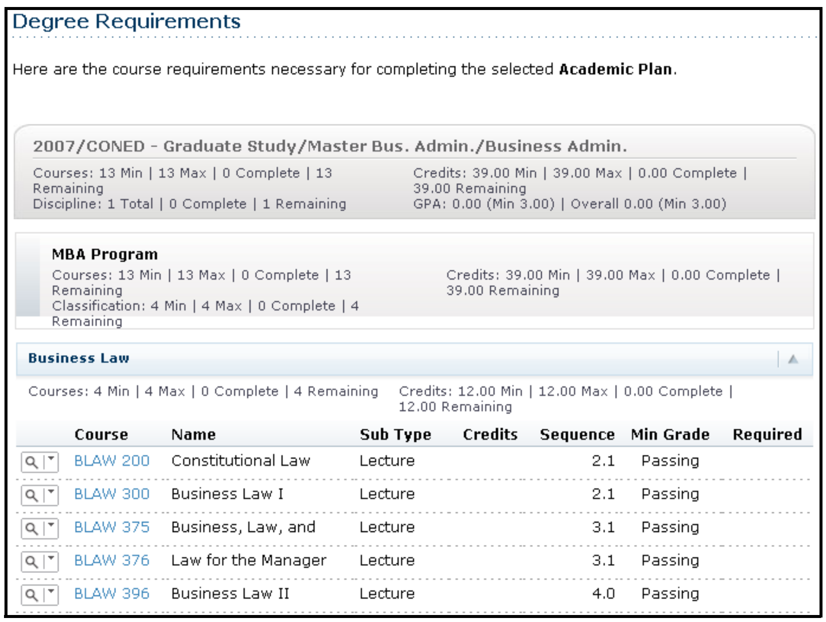
You can display a list of the courses necessary for completing your degree requirements, view information about your academic plan, and create What If? plans to help you decide whether to change majors or minors.

- *Determining Your Degree Requirements*
- *Viewing Your Academic Plan*
- *Creating a What If? Plan*

Determining Your Degree Requirements

You can view the course requirements necessary for completing a specified academic plan for a particular year and term.

1. Select the **Home** tab.
2. Select the **Degree Requirements** menu item.
3. Select the **Period**.
4. Select the **Program**.
5. Select the **Degree**.
6. Select **Create** to display the degree requirements for the specified Period, Program, and Degree.



7. Review the information about the course requirements for the specified academic plan:

Column	Typically Lists
	Select to list the available course sections for the corresponding course code.
(and) And/Or	If applicable, the parentheses are used to group courses together to help you see: • Which group of courses must be taken, and • Which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.

Column	*Typically Lists*
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Credits	The number of credits earned upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade that must be earned in order for the course to fulfill the classification requirement.
Required	Whether the course must be completed in order to fulfill the classification requirement.

Viewing Your Academic Plan

You can view information about your current academic plan.

1. Select the **Register** tab.
2. Select the **Academic Plan** menu item.
3. Select the **Academic Plan** you want to view. The plan lists 3 levels of information:
   - The name of your **Program**, **Degree**, and **Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
   - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
   - Each **Classification** will appear with a summary of the associated courses.
4. Specify which information you want to **View**.

Select This View	*To Display*
Summary	Course and credit totals for the courses you have already completed and the courses that are still remaining for each discipline and classification in your academic plan.
My Academic Plan	A list of all the courses associated with your academic plan, which are complete, incomplete, optional pending completion, or optional and associated with complete classifications. Courses which are not associated with any of your academic plans appear at the end.
My Progress	A list of the courses associated with your academic plan, which are complete, incomplete, or optional pending completion (except those associated with complete classifications). Courses which are not associated with any of your academic plans appear at the end.

Select This View	*To Display*
Unassigned	A list of the courses which you have completed or are in the process of taking which are not associated with any of your academic plans.

5. Select **Change**.

6. If you chose the **My Academic Plan** or **My Progress** view, review the information about the courses ***assigned*** to your academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement. Select or to display more information about the course in your Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the *Academic Plan* page, you will see the **Session** and **Section** numbers, and your **Final Grade** (if you completed the course).
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
(and) **And/Or**	If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Credits	The number of credits you will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade you must earn in order for the course to fulfill the classification requirement.
Required	Whether you must complete the course in order to fulfill the classification requirement.
Custom	Whether the course was changed from the standard requirement for your academic plan.

7. If you chose the **My Academic Plan** or **My Progress** view, review the information about the courses, which you have taken or are currently taking, that are ***not assigned*** to your academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement.
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Section	The course section.
Final Grade	Your final grade for the course (if you completed the course).
Credits	The number of credits you will earn upon completion of the course.
Taken	The term and session when you took this course.
Repeated	If you took this course more than once, a check mark is displayed.

Creating a What If? Plan

You can create a What If? academic plan to help you decide whether to change majors or minors. The What If? plan will compare your current coursework against the degree requirements for a different major or minor.

1. Select the **Advising** tab.
2. Select the **What If?** menu item.
3. Under **Create a What If? Plan**, select the **Period** for the new What If? plan.
4. Select the **Program** for the new What If? plan.
5. Select the **Degree** for the new What If? plan.
6. Select **Create** to create and display your new What If? plan.

7. Review the What If? plan, which lists 3 levels of information:

   - The name of your **Program**, **Degree**, and **Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
   - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
   - Each **Classification** will appear with a summary of the associated courses.

8. Review the information about the courses ***assigned*** to the specified academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement. Select or to display more information about the course in the specified Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the *What If?* page, you will see the **Session** and **Section** numbers, and your **Final Grade** (if you completed the course).
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
(and) **And/Or**	If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Credits	The number of credits you will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade you must earn in order for the course to fulfill the classification requirement
Required	Whether you must complete the course in order to fulfill the classification requirement.
Custom	Whether the course was changed from the standard requirement for your academic plan.

9. Review the information about the courses, which you have taken or are currently taking, that are ***not assigned*** to the specified academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement.
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Section	The course section.
Final Grade	Your final grade for the course (if you completed the course).
Credits	The number of credits you will earn upon completion of the course.
Taken	The term and session when you took this course.
Repeated	If you took this course more than once, a check mark is displayed.

Viewing Your What If? Plans

You can view any of the What If? academic plans you have created. What If? plans will help you decide whether to change majors.

1. Select the **Advising** tab.
2. Select the **What If?** menu item.
3. From the list of **My What If? Plans**, select the plan you want to view.
4. Review the What If? plan, which lists 3 levels of information:
   - The name of the **Program**, **Degree**, and **Curriculum** will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
   - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.
   - Each **Classification** will appear with a summary of the associated courses.

5. Review the information about the courses ***assigned*** to the specified academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement. Select or to display more information about the course in the specified Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the *What If?* page, you will see the **Session** and **Section** numbers, and your **Final Grade** (if you completed the course).
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
(and) **And/Or**	If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Credits	The number of credits you will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade you must earn in order for the course to fulfill the classification requirement
Required	Whether you must complete the course in order to fulfill the classification requirement.
Custom	Whether the course was changed from the standard requirement for your academic plan.

6. Review the information about the courses, which you have taken or are currently taking, that are ***not assigned*** to the specified academic plan:

Column	*Typically Lists*
Status	Your current status for the course: • - You have completed the course and have received a grade that meets the minimum grade requirement. • - You have registered for the course but have not yet received a grade. • **Below Min** - You received a grade that does not meet the minimum grade requirement.
	For courses which have not been completed, select to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Section	The course section.
Final Grade	Your final grade for the course (if you completed the course).
Credits	The number of credits you will earn upon completion of the course.
Taken	The term and session when you took this course.
Repeated	If you took this course more than once, a check mark is displayed.

Deleting a What If? Plan

You can delete any of the What If? academic plans you have created.

1. Select the **Advising** tab.
2. Select the **What If?** menu item.
3. From the list of **My What If? Plans**, check the box to the left of the plan you want to delete.
4. Select **Delete** to remove the specified What If? plan.

Searching for Courses

You can search for **Course Sections** that are available for a specified term, or search the **Course Catalog** for courses offered for a specified class level, curriculum, credit type, and so on.

- *Searching for Available Course Sections*
- *Searching for Courses in the Course Catalog*

Searching for Available Course Sections

You can search for the course sections that are available for a specified course and term.

1. Perform a basic or an advanced course section search.

For	***Follow These Steps***
Basic Search	Either: • In the **Search** field at the top of any Web page, select **Course Sections**, enter a keyword (for example, *Math*), and select **Search**, or • Select the **Search** tab and then the **Section Search** menu item. Then specify a Keyword, Course Code, or academic period for the courses you want to find, and select **Search**.
Advanced Search	1. Select the **Search** tab. 2. Select the **Section Search** menu item. 3. On the *Section Search* page, select **Advanced Search** 4. Enter all the information you know about the course sections you want to find. You can enter part of the course information and use the _ wildcard to search for course sections. For example: • **Com** would find all *Composition* and *Computer* courses. • **Com_101** would find the *Composition 101* and *Computer 101* courses. 5. Select **Search**.

2. On the *Course Section Results* page, view the list of courses which match your search criteria.

Select	*To*
Course Code	Display the *Course Search Details* page with all the information about the course. When you are finished viewing the course section details, select **Back** to return to the Section Results page.
Add to Cart	Add the open course to your shopping cart, if it is available for registration.
Add to Waitlist	Add your name to the waitlist for the closed course, if it is available.
Instructor Name	Display the instructor's contact information.

3. If many course sections match your search criteria, use the drop-down lists above the list of courses to narrow down your search.

Searching for Courses in the Course Catalog

You can search for particular types of courses in the course catalog.

1. If you want to perform a ***quick search*** for courses in the catalog, follow these steps:
   - From the drop-down list at the top of any page, select **Catalog**.
   - Enter at least part of the course name or subject type you are looking for (like *Math*).
   - Select **Search**.
   - Continue with Step 3.
2. If you want to perform a more ***advanced search***, follow these steps:
   - Select the **Search** tab.
   - Select the **Catalog** menu item.
   - On the *Course Catalog* page, enter any of the following search criteria.

Field	*Description*
Course Code	If you know the Course Code, you can search for one particular course in the catalog.
Program	Specify whether you are looking for an *Undergraduate* or *Graduate* course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (*Accounting*, *Anthropology*, *Business Law*, *Fine Arts*, and so on).

Field	*Description*
Subtype	Specify whether you are looking for a certain type of course (*Independent Study*, *Lab*, *Lecture*, and so on).
Credit Type	Specify whether you are looking for a *Credit*, *Non-Credit*, or *Continuing Education* course, for example.
Class Level	Specify whether you are looking for a course that is available at your level (*Freshman*, *Sophomore*, *Junior*, *Senior*, *Graduate*, and so on).
Department	Specify the academic department through which the course should be offered (*Accounting*, *Art*, *Biology*, *Business*, and so on).
College	Specify the College you are interested in (*Engineering*, *Liberal Arts*, *Nursing*, and so on).
Population	Specify whether you are looking for a course that is open to a particular group of students (*Day Students*, *Employees*, *Evening Students*, *Senior Citizens*, *Transfers*, and so on).
Nontraditional	If you are looking for a special course, specify the type (part of an Accelerated *Program*, a *Correspondence* course, and so on).

3. Review the list of courses which match your search criteria.

Select	*To*
Refine Search	Enter additional search criteria to narrow down the list of courses.
New Search	Search for a different type of course.
Course Code	Display more information about a course.
Find Course Sections	Search for available course sections for the course.

Searching for People

You can search for people in any of the on-line directories for which you have access.

- *Searching for Alumni*
- *Searching for Faculty Members*
- *Searching for Staff Members*
- *Searching for Other Students*

Searching for Alumni

You can use the on-line alumni directory to search for information about students who have graduated from our school.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Alumni** option.
4. Enter all the information you know about the alumni member you want to find. You MUST specify at least the first letter of the person's First Name, Last Name, or Former Name.
   - First Name, Last Name, or Former name
   - Program, Degree, or Curriculum
   - Class Year
   - Affiliation Year
5. If you want to limit the number of alumni members who are to be listed on each page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of alumni members who match your search criteria.
   - The list is sorted by the alumni members' last names.
   - If the list is too long, select **Refine Search** to specify additional search criteria.
   - If the list does not include the person you are looking for, select **New Search**.

Searching for Faculty Members

You can use the on-line faculty directory to search for information about faculty members at our school.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Faculty** option.
4. Enter all the information you know about the faculty member you want to find. You MUST specify at least the first letter of the person's First Name, Last Name, or Former Name.
   - First Name, Last Name, or Former name
   - Department

   Note: If you specify the **Department**, the search results will only list people who are recorded as ***Faculty***. If other people are included in the faculty directory, like faculty assistants or department heads, they may not be listed in the search results when you specify the **Department**.
5. If you want to limit the number of faculty members who are to be listed on each page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of faculty members who match your search criteria.
   - The list is sorted by the faculty members' last names.
   - If the list is too long, select **Refine Search** to specify additional search criteria.
   - If the list does not include the person you are looking for, select **New Search**.

Searching for Staff Members

You can use the on-line staff directory to search for information about staff members who are working at our school.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Staff** option.
4. Enter all the information you know about the staff member you want to find.
    - First Name
    - Last Name
    - Former name
5. If you want to limit the number of staff members who are to be listed on each page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of staff members who match your search criteria.
    - The list is sorted by the staff members' last names.
    - If the list is too long, select **Refine Search** to specify additional search criteria.
    - If the list does not include the person you are looking for, select **New Search**.

Searching for Other Students

You can use the on-line student directory to search for information about other students who are currently enrolled in an academic program. Students who have withdrawn or have taken a leave of absence are not included in the directory.

1. Select the basic or advanced search.

For	*Follow These Steps*
Basic Search	1. In the **Search** field at the top of any Web page, select **Directory**. 2. Enter all or part of the person's name (for example, *Smith*). 3. Select **Search**.

For	Follow These Steps
Advanced Search	**1.** Select the **Search** tab. **2.** Select the **Directory** menu item. **3.** On the *Directory* page, select **Student Directory**. **4.** Enter all the information you know about the student you want to find. You MUST specify at least the first letter of the person's First Name, Last Name, or Former Name. • First Name, Last Name, or Former Name • Class Level • Program, Degree, or Curriculum **5.** If you want to limit the number of students who are listed on each search results page, choose the **Results per Page**. **6.** Select **Search**.

2. View the list of students who match your search criteria.
   - The list is sorted by the students' last names.
   - To display only those students who are currently enrolled in *Continuing Education* courses or as *freshmen* or *seniors*, for example, select the **Class Level** drop-down list.
   - If the list is too long, select **Refine Search** to specify additional search criteria.
   - If the list does not include the person you are looking for, select **New Search**.

Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
   - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
   - If the status for the period is NOT **OK to register**, you are not authorized to register for this **Period** at this time. You can contact your advisor for more information.
4. Find the courses you want to take and add them to your cart. Refer to the instructions for *Finding Your Course Sections*.
5. Follow the instructions for *Verifying the List of Courses in Your Cart*.
6. See how your schedule looks. Refer to the instructions for *Checking Your Class Schedule*.
7. Pay for your courses. Refer to the instructions for *Registering for the Courses in Your Cart*.

Finding Your Course Sections

1. Select **Section Search**.
2. Enter your search criteria, and **Search** for the course sections you want to take.
3. View the list of course sections that match your criteria. If ***too many course sections are listed***, get more specific:
   - Select **Refine Search**, or
   - Choose a specific *Period*, *Session*, *Department*, and so on from the drop-down lists at the top of the *Section Search Results* page.
4. Select the courses you want to take:
   - For any **open** course section you want to take, select **Add to Cart**.
   - For any **closed** course section you want to take, select **Add to Waitlist**.
5. Review the **Course Added** confirmation message that appears above the list of *Course Section Results*.

Select	*To*
View Cart	Display the current list of courses in your cart.
Request Permission	If you must ask the instructor for permission to take the course, **Request Permission** also appears for the course. You can request permission now or when you are viewing your cart. 1. Select **Request Permission**. 2. On the *Request Permission* window, view the list of prerequisites for the course, 3. In the **Comments** field, specify why you want to take this course. 4. Select **Send Request** to send your request to the instructor.

6. Continue searching for sections and adding the desired course sections to your schedule.

Continue the registration process by *Verifying the List of Courses in Your Cart*.

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **View Cart**.
2. As necessary, update the list of courses in your cart:

Select	*To*
Add Section	Search for the course sections you want to add to your cart.
Remove	Remove a course that you no longer want to take.
Delete Session	Remove all the courses for the specified session.
Empty Cart	Remove all the courses for the specified year an term.

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).

Continue the registration process by *Checking Your Class Schedule*.

Checking Your Class Schedule

1. On the *Cart* page, select **View Schedule**.
2. View your schedule with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
3. When you are finished viewing your schedule, select **Close Window**.

Continue the registration process by *Registering for the Courses in Your Cart*.

Registering for the Courses in Your Cart

1. Select **Registration** (or **Register** on the *Cart* page).
2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is ***OK to register***.)

3. **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

Select	*To*
Course Number	Display more information about the course (registration type, fees, prerequisites, corequisites, available credit types, class size, status, and the student populations allowed to take the course.
Section Search	Choose another course.
Drop	Drop a course, for which you have already registered, that is allowed to be dropped.
Remove	Remove a course from your shopping cart.
View Schedule	Display your class schedule with the courses on the Registered Course list and in your Shopping Cart.

4. If the course list is correct, select **Next**.
5. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

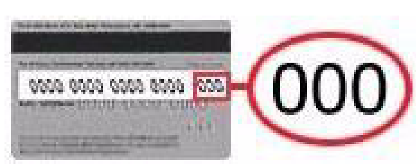
Status	*Description*
Registered	You are registered for the course.
Awaiting Advisor Approval	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
Drop Request Denied	Your request to drop the registered course has been denied by your advisor.
Add Request Denied	Your request to add the course has been denied by your advisor.

6. Review the ***New Charges***.
   - If you are ready to accept the ***New Charges*** and the ***Payment Due***, and finish the Registration process, continue with Step 7.
   - If you want to make changes to your list of registered courses, select **Previous** to return to the *Review Schedule* page.
7. Select your payment method.
   - **Bill me later**, or
   - One of your **Existing Credit Cards** or a **New Card**

8. If you choose to use a **New Card**, enter the information about the new card you want to use to make your payment.

Field	Entry
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, Dad's VISA, Mom's Mastercard).
Type	Select the credit card type (for example, VISA).
Card Number	Enter the full credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, 09/12).
Full Name	Enter the full name that is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If this option is available and you plan to use the same credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

9. If required, enter the **Security Code** that is listed on the credit card you are using to make the payment.

Credit Card	Location of the Security Code
American Express	
Discover, MasterCard, VISA, JCB	

10. Note the **Payment Amount**. You will not be able to change the amount of payment, since the full amount must be paid in order for you to complete your registration.

11. Select **Finish**.

12. Confirm all your payment information.
    - If everything is ***correct***, select **Finish** to record your payment.
    - If everything is ***not correct***, select **Previous** and edit your payment information.
13. Select **Next**.
14. On the *Complete Registration* page, view your registration confirmation message.
15. Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.
16. Select **Finish** to end the registration process.

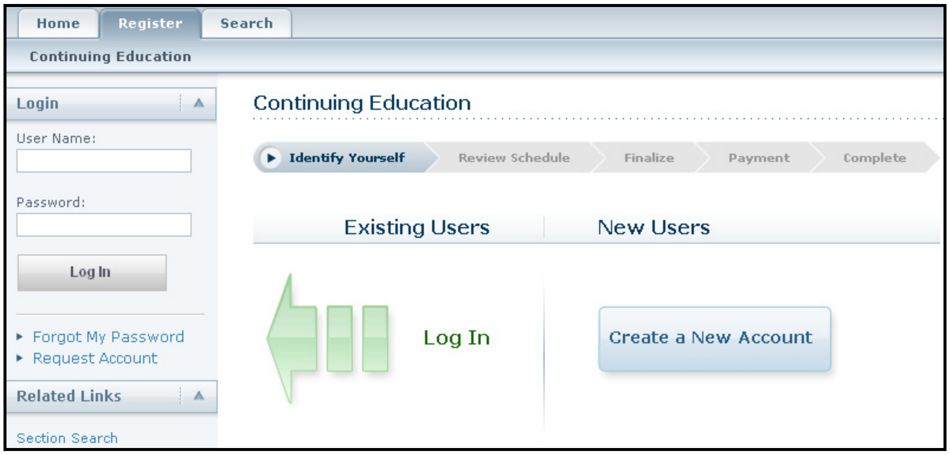
Registering for Continuing Education Courses

You can register for continuing education courses for a session within a specified academic period. The registration process involves three main tasks:

1. Select the **Register** tab.
2. Select the **Continuing Education** menu item.
3. Tell us if you are a new user. Refer to the instructions for *Identifying Yourself*.
4. Find the course you want to take and add them to your cart. Refer to the instructions for *Choosing Your Continuing Education Courses*.
5. See how your schedule looks. Refer to the instructions for *Reviewing Your Schedule*.
6. Pay for your courses. Refer to the instructions for *Paying for Your Continuing Education Courses*.

Identifying Yourself

Depending on whether you already have a student account or are a new student, follow the appropriate instructions.



- *I Already Have an Account*
- *I Am a New User*

I Already Have an Account

1. Enter your **User Name**.
2. Enter your **Password**.
3. Select **Log In**.
4. Begin *Choosing Your Continuing Education Courses*.

I Am a New User

Follow these steps in order to create your new Self-Service account, so that you can register for Continuing Education courses.

1. Select **Create a New Account**.
2. Enter your **Account Information**.

For This Field	Enter
Password	The password you want to use to log into the system. You should select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, % or & • Contains 7 to 16 characters (for example, *My1SecretP@SSwrd*)
Confirm Password	Your password again to make sure that it is recorded correctly
E-mail Address	The e-mail address that you want us to use to contact you.
Security Question and Answer	The security question and answer you want the system to use to identify you if you ever forget your password. When you forget your password, the system will display your **Security Question**. Once you enter the exact **Security Answer**, you will be able to access the system.

3. Enter your **Personal Information**.

For This Field	Enter
Prefix	Your starting form of address (for example, *Mr.*, *Miss*, *Ms.*).
First Name	Your legal first name; not your nickname.
Middle Name	Your middle name, if you have one.
Last Name	Your last name or surname.
Suffix	Your ending form of address (for example, *Sr.*, *Jr.*, *RN*), if applicable.
Former Last Name	Your previous name, if you were known by a different Name (a maiden name, for example).
Date of Birth	The date on which you were born in the format **MM/DD/YYYY** (e.g., 09/22/1989 for September 22, 1989).

For This Field	Enter
Government ID	The 9-digit identification number that has been assigned to you by the government (for example, your Social Security Number). Enter your ID number without dashes.

4. Enter your **Address Information**.

For This Field	Enter
Address Type	A description of the address that you want us to use to contact you (for example, home address, parent's address, local address).
Address Line 1	The first line of your street address.
Address Line 2	The second line of your street address.
City	The city in which the address is located.
State	The state in the address is located.
Postal Code	The postal code for the address.
Country	The country in which the address is located.

5. Enter your **Contact Information**.

For This Field	Enter
Phone Number	Enter the phone number that you want us to use to contact you. The phone number must be all numbers; do not enter dashes or any other special characters.
Description	Enter a name which clearly identifies the specified **Phone** number. For example, *Cell Phone or Work Number.*
Country	Select the country in which the phone number was assigned.

6. Select your **Interests**.
7. Specify how you heard about our institution (if this question is displayed).
8. Select **Next**.
9. View the account creation message and your new **User Name** and **Password**.
10. Log in using your new **User Name** and **Password**.
11. Begin *Choosing Your Continuing Education Courses*.

Choosing Your Continuing Education Courses

1. If you have not already logged in, you will need to **Identify Yourself**.
2. Select **Section Search**.
3. Enter your search criteria and **Search** for the courses you want to take.
4. View the list of course sections that match your criteria. If ***too many course sections are listed***, get more specific:
   - Select **Refine Search**, or
   - Choose a specific *Period*, *Session*, *Department*, and so on from the drop-down lists at the top of the *Section Search Results* page.
5. If you find a course section that you want, and it's **Start Date** is not in the past, select **Add** to place the course in your cart.
6. View the *Course Added* confirmation window.

To	*Follow These Steps*
Add Another Course to Your Cart	1. Select **Hide** to clear the *Course Added* confirmation window. 2. Select **New Search**. 3. Find and add the desired course to your cart.
View the Courses in Your Cart	1. Select **View Cart**. 2. Refer to *Viewing the Courses in Your Cart*.
Register for the Courses in Your Cart	1. Select **Proceed to Registration.** 2. Refer to *Reviewing Your Schedule*.
Request Permission	If you must ask the instructor for permission to take the course, **Request Permission** also appears for the course. You can request permission now or when you are viewing your cart. 1. Select **Request Permission.** 2. On the *Request Permission* window, view the list of prerequisites for the course, 3. In the **Comments** field, specify why you want to take this course. 4. Select **Send Request** to send your request to the instructor.

Reviewing Your Schedule

Once you have chosen your Continuing Education courses, you need to review your schedule.

1. Under **Courses to Add**, review the list of courses you have added to your cart and the associated **Fees**.
2. To see how your courses look on your course schedule, follow these steps:
   - Select **View Schedule**.
   - On the *Schedule* page, select the **Grid** option.
   - Choose these viewing options:

Select	*To*
Courses in Cart	Include the information about the courses which are currently in your cart.
Waitlisted Courses	Include any courses for which you are on the waitlist.
Con Ed Courses	Include information about the Continuing Education courses you have selected.

   - Select **Submit**.
   - When you are ready to continue with the registration process, select the **Registration** tab and then the **Continuing Education** menu item.
3. If the schedule is NOT correct, make the necessary changes to your schedule.

To	*Follow These Steps*
Delete a Course You Do Not Want to Take	Select **Remove** to the right of the information about the Course Added to your cart.
Drop a Registered Course	If you decide that you do not want to take one of the courses for which you have already registered, and students are allowed to drop this course, you can select the **Drop** checkbox displayed to the left of the course information.
Search for Another Course	1. Select **Section Search**. 2. Enter your search criteria and choose the course as you did before. Refer to Choosing Your Continuing Education Courses.

4. Select **Next** to finalize your schedule.

5. Take another look at the courses on your **Updated Schedule**. Once again, if you really need to, you can **View** your **Schedule** or perform a **Section Search** for other courses.

6. Review your **Account** and **Payment** information below your course list.

7. If the schedule and the charges are correct, select **Next**. Then continue with *Paying for Your Continuing Education Courses*.

Paying for Your Continuing Education Courses

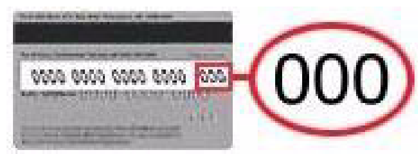
Once you have chosen your Continuing Education courses and have reviewed your course schedule, you need to pay for your courses.

1. Select your payment method.
   - **Bill me later** (if allowed)
   - Pay With an **Existing Card**
   - Pay With a **New Card**

2. If you choose to use a **New Card**, enter the information about the new card you want to use to make your payment.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, Dad's VISA, Mom's Mastercard).
Type	Select the credit card type (for example, VISA).
Card Number	Enter the full credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, 09/12).
Full Name	Enter the full name that is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If you plan to use this credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

3. If required, enter the **Security Code** that is listed on the credit card you are using to make the payment.

Credit Card	*Location of the Security Code*
American Express	
Discover, MasterCard, VISA	

4. Note the **Payment Amount**. You will not be able to change the amount of payment, since the full amount must be paid in order for you to complete your registration.
   - If everything is ***not correct***, select **Previous** and edit your payment information.
   - If everything is ***correct***, select **Finish** to record your payment.
5. If your credit card payment information is correct, select **OK** to confirm your payment.
6. On the *Complete Registration* page, view your registration confirmation message.
7. Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.

Viewing Your Class Information

From the **Classes** tab, you can view information about the courses on your schedule, access the Course Home Page for one of your registered courses, or display a list of your permission requests to take instructors' classes.

- *Viewing Your Class Schedule*
- *Accessing a Course Home Page*
- *Viewing Your Permission Requests*

Viewing Your Class Schedule

You can view a schedule of the classes for which you have registered, have been put on the waitlist, or have added to your shopping cart.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Student Schedule** option.
4. Specify whether you want to view your schedule in a **Text** list or on a calendar **Grid**.

Format	*Description*
Text	The **Text** list displays ALL the course details, including the course title and instructor's name.
Grid	The **Grid** shows your courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number. • If you are not taking any courses on Saturday or Sunday, select **Hide Weekend** to remove the Saturday and Sunday columns from the grid. • To view the details for ONE day, select that day of the week. For example, to view your course schedule for *Wednesday*, you would select **Wednesday** on the calendar grid.

5. Choose the time **Period** for the schedule you want to view.
6. Specify which courses you want to include in your schedule.
   - **Courses in** your shopping **Cart**
   - **Waitlisted Courses**
   - **Continuing Education** courses with a start date or end date in the future
7. Select **Submit**.

8. If you are viewing your schedule in a **Text** list, the system will display different information for the various types of courses on your schedule:

For	*The Schedule Will List*
Registered Courses	Course title, instructor’s name, number of credits, duration, schedule, and location A summary of the total number of registered courses and credits will also be displayed, along with your program, advisor, class level, and full- or part-time status.
Waitlisted, Pending, or Holding Courses (optional)	Course title, instructor’s name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Courses in Shopping Cart (optional)	Course title, instructor’s name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Continuing Education Courses (optional)	Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

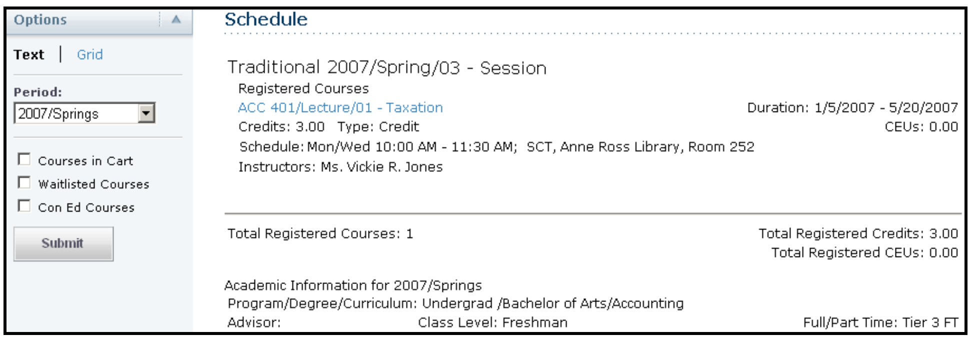
9. To find out more information about a course, select the course title.

10. If a *Course Home Page* has been created for one of your registered courses, you can access it when you are viewing your schedule in a text list. *Accessing a Course Home Page*.

Accessing a Course Home Page

You can access the Course Home Page for any of your registered courses which have a Course Home Page. You and all the other students who are registered for a course can view course information, download course documents, submit your course activities, and post information to the course section forums. If you drop the course, you will no longer be able to access the Course Home Page. If you withdraw from the course, you will only be able to view the Course Home Page.

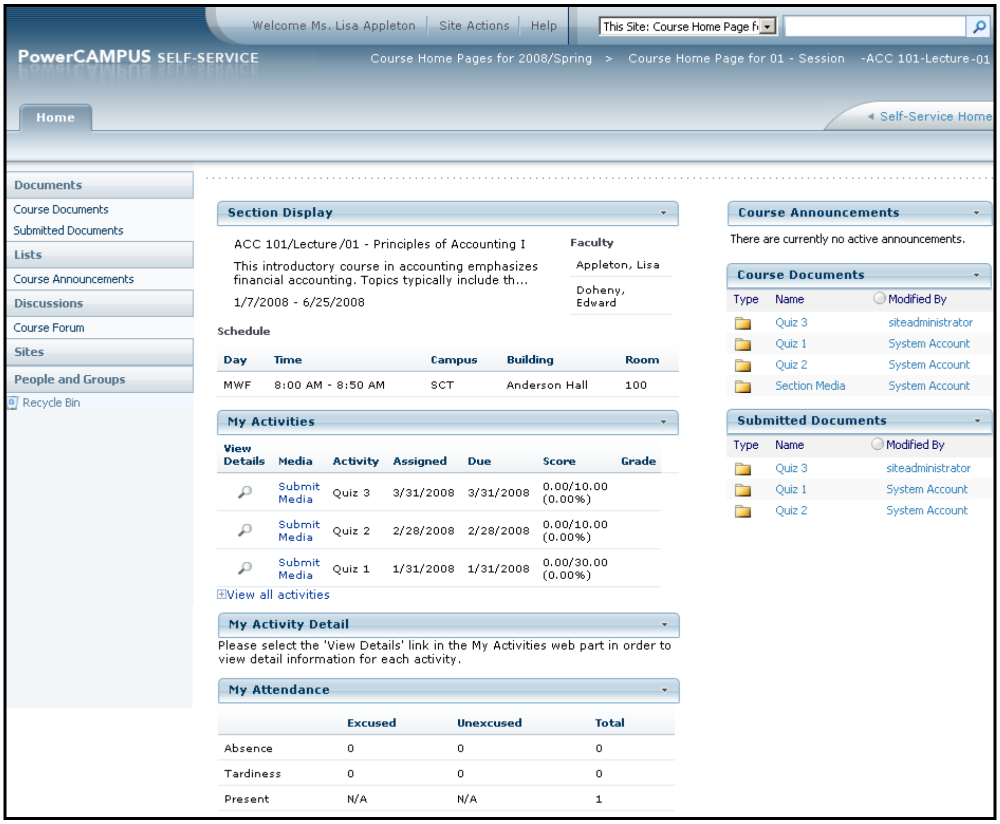
1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Student Schedule** option.
4. Choose to view your schedule in a **Text** list.



5. Choose the time **Period** for the course schedule.
6. Select **Submit**.
7. In the list of courses, find the registered course for which you want to access the Course Home Page.
8. Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)

9. View the information on the Course Home Page for the specified course. The amount of information that is displayed on the page is determined by the faculty members who are teaching the course section.

For example:



You may be able to view any, or all, of the following Web Parts.

Web Part	***Description***
Course Announcements	View any class announcements that have been posted by the course instructors.
Course Documents	Access to the documents the instructors have posted for the course. There may be documents for the course in a **Section Media** folder, and documents in the folders for each of the course activities.

Web Part	*Description*
My Activities	View a list of the activities you need to complete for the course. • The date on which the activity was **Assigned**. • The date on which the activity is **Due**. • Your numeric **Score** for the activity. • Your letter **Grade** for the activity. You can: • Select **View Details** to display more information about the activity on the **My Activity Detail** Web part. • Select **Submit Media** when you are ready to upload your completed activity to your instructor. Refer to: • *Downloading Course and Activity Media* • *Submitting a Course Activity* • *Viewing Your Submitted Activity Media* • *Viewing Your Activity Grades*
My Activity Detail	When you select **View Details** to the left of an activity on the **My Activities** Web part, the system will display more information about the activity on the **My Activity Detail** Web part. • The date on which the activity was assigned and the date on which it is due. • The timeframe when you can view information about the specified activity on the Course Home Page. • Whether the grade for the specified activity counts toward your midterm and final grades. • Your grade and the number of points you have earned. • Any comments the instructor has written about your grade.
My Attendance	View how many times you were marked as absent, tardy, and present for the course. Refer to *Viewing Your Attendance for a Course*.
Section Display	View information about the course section: • Course title and description • When and where the class meets • Names of the instructors
Submitted Documents	There will be a folder for each course activity. You will post each of your completed course assignments in the corresponding folder by the due date and time specified by your instructor.

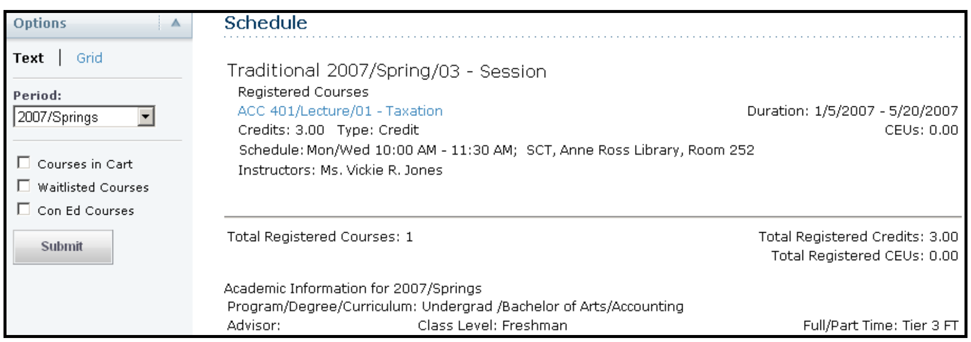
10. When you are finished viewing the Course Home Page, you can:

- Select the **Self-Service Home** link to use the Self-Service features, or
- Select the **Course Pages for Year/Term** link at the top of the page to display the *Site Collection* page for all the courses for the specified year and term. Your course schedule will be displayed on the *Site Collection* page.

Downloading Course and Activity Media

Your instructor will upload to the Course Home Page all the document files that you will need for the course section and for completing the course activities. When these document files are available on the Course Home Page, you can download them to your computer.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



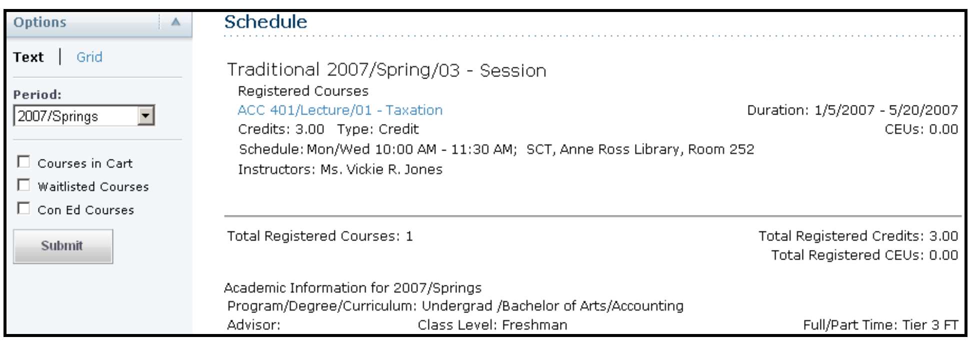
   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the registered course for which you want to access the Course Home Page.
   - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
2. On the left pane of the Course Home Page, select **Course Documents**.
3. Select the appropriate folder.
   - To download a **Course** document, select the **Section Media** folder.
   - To download a document for an **Activity**, select the folder for that Activity.

4. **Right-click** over the **Name** of the document that you want to download.
5. From the drop-down list, select **Save Target As...**.
6. In the **Save in** field, navigate to the location on your computer where you want to save the document.
7. Select **Save** to download the file to the specified location on your computer.

Submitting a Course Activity

Once you have completed a course activity, you can submit it by the instructor's deadline via the Course Home Page.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the registered course for which you want to submit your activity.
   - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
2. On the **My Activities** Web part, find the activity for which you want to upload media.

3. Select **Submit Media** to the left of the activity.

   If **View Media** is displayed for the activity instead of **Submit Media**, this means that your instructor is not accepting submissions for this activity now. Your instructor will specify the time period within which students can submit their completed course activities, and whether late submissions will be accepted.

4. On the *Submitted Documents* page for the specified activity, you should see a folder with your name.

5. Select **Upload**.

6. On the *Upload Document* page, select **Browse...** to find the document file you want to submit.

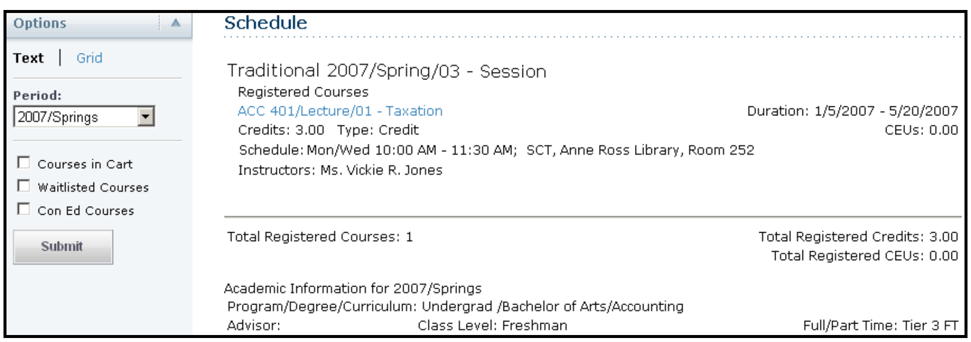
7. Select **OK** to upload the file to the submitted document folder for the activity.

Viewing Your Submitted Activity Media

After you have submitted a course activity, you can view it via the Course Home Page.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:

   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the course for which you want to view your submitted activity.
   - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)

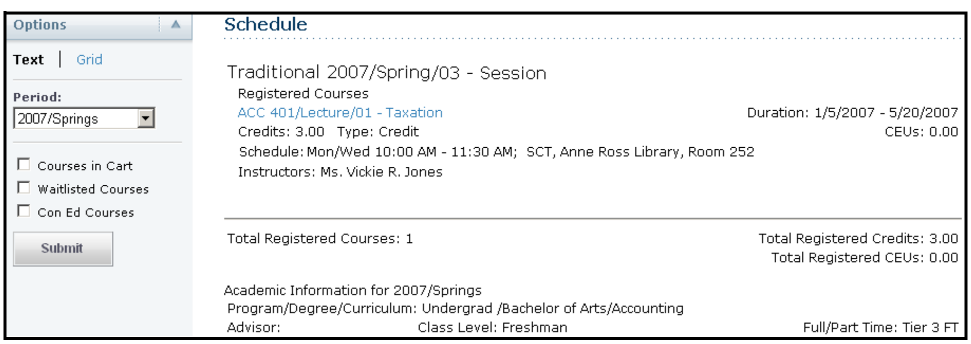
2. On the **My Activities** Web part, find the activity for which you want to view your submitted media.
3. Select **View Media** or **Submit Media** to the left of the activity. Both of these options should allow you to access your media submission.
   - If the **View Media** appears for the activity, this means that submissions are not being accepted for this activity now.
   - If the **Submit Media** option appears, this means that submissions are still being accepted for this activity.
4. On the *Submitted Documents* page for the specified activity, you should see a folder with your name.
5. Open your media file.

If the **Submit Media** option appeared for the activity and you decide to make changes to your submitted activity, you can re-submit your activity. Your new media file will overwrite your original file.

Viewing Your Activity Grades

After you have submitted a course activity and your instructor has posted your grade, you can view it on the Course Home Page.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



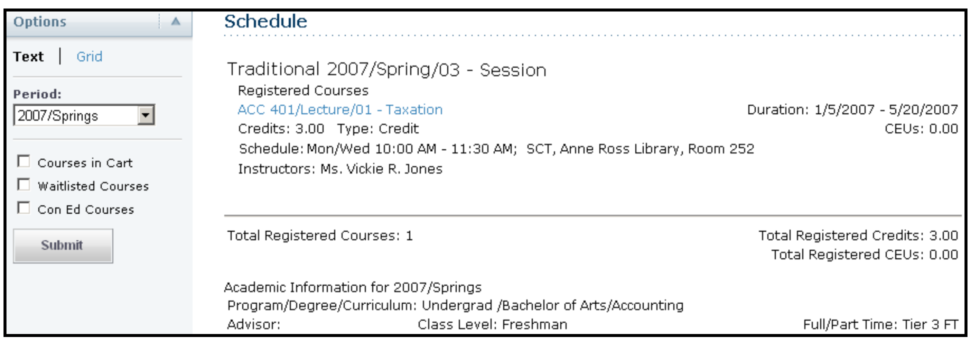
   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the registered course for which you want to access the Course Home Page.

- Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)

2. On the **My Activities** Web part, view your numeric **Score** and letter **Grade** that have been posted for your submitted activities.

Viewing Your Attendance for a Course

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the registered course for which you want to access the Course Home Page.
   - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)

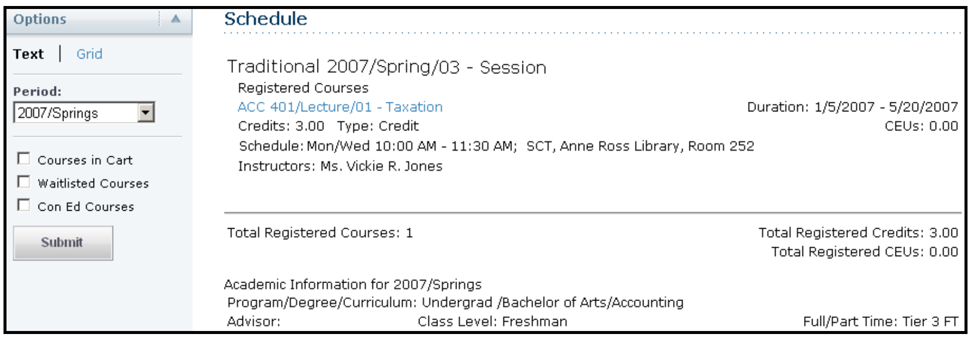
2. On the **Attendance** Web part, view:

Attendance Record	*Description*
Absent	The number of class meetings that you missed and whether you had a valid excuse.
Tardy	The number of times you were late for class and whether you had a valid excuse.
Present	The number of class meetings that you attended.

Posting Information to a Forum

If your instructor has chosen to display forums on the Course Home Page, you and your fellow classmates can discuss course topics on-line. Please note that you will not be able to post a new discussion to the forum UNTIL your instructor posts the FIRST discussion.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
   - Select the **Classes** tab.
   - Select the **Schedule** menu item.
   - Select the **Student Schedule** option.
   - Choose to view your schedule in a **Text** list.



   - Choose the time **Period** for the course schedule.
   - Select **Submit**.
   - In the list of courses, find the registered course for which you want to access the Course Home Page.
   - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)

2. On the left pane of the *Course Home Page*, select **Course Forum**.

3. View the current list of discussion topics.

To	*Follow These Steps*
Add a New Topic of Discussion	1. Select **Add new discussion**. 2. Enter the **Subject** of your new discussion. 3. Enter your information for the topic of discussion. 4. Select OK to post the new discussion to the Forums Web part.
View a Discussion	1. Position the cursor over the name of the discussion you want to view. 2. On the drop-down list, select **View Item**. 3. Select **Open** to view all the postings for the discussion. 4. For any discussion point for which you want to add information: • Select **Reply**. • Enter your reply. • Select **OK** to post your reply. 5. Select the Course Code link above the Forums page heading to return to the Course Home Page.

Viewing Your Permission Requests

You can view a list of the permission requests that you have sent to instructors in order to take their classes. You can also update your comments to your instructors.

1. Select the **Classes** tab.
2. Select the **Permission Requests** menu item.
3. View the information about each of your permission requests.

Field	*Description*
My Comments	The comments you entered when you requested that you be allowed to register for the course.
Instructor	The name of the instructor who is teaching the course.
Status	The current status of your request (*Denied*, *Approved*, or *Waiting*).
Revised	The date and time at which any of the information about the request was last updated.

4. If you modify your request in the **My Comments** field, select **Save** to record your changes.
5. If the instructor's decision is overridden by someone who is authorized to do so (for example, a registrar), view this additional information.

Field	*Description*
Name	The name of the person who overrode the instructor's decision.
Date	The date on which the person overrode the instructor's decision.
Comments	The reason the person entered for overriding the instructor's decision.

Viewing Your Grades and Transcript

From the **Grades** tab, you can view your grade report or your unofficial transcript, or request your transcript.

- *Viewing Your Grade Report*
- *Viewing Your Unofficial Transcript*
- *Requesting Your Transcript*

Viewing Your Grade Report

You can display your grades for a specified year and term.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.
4. View your grades for the specified period.

Column	*Description*
Session	The session in which you took the course.
Course	The course code and type.
Name	The course title.
Credits	The number of credits you earned for completing the course.
Quality Points	The number of quality points you earned for completing the course. Quality points are used for calculating your Grade Point Average.
Midterm Grade	If your school uses midterm grading, this column will appear with your midterm grade.
Projected Grade	If you have received a grade for at least one course activity, the system can calculate the final grade you are projected to earn for the course. • ALL GRADED activities will be used to calculate your projected grade for a course. No activities are dropped. • The system will display your projected **Score** for the course and the corresponding letter **Grade**. • Your projected grade will be listed UNTIL your final grade is submitted for the course.
Final Grade	Your final grade for the course.
Comments	Select **View** to display any comments that your instructor may have entered about your grade.

5. View your credits, GPA, and awards:

Field		*Description*
Credits	**Attempted**	The number of credits for all the courses you have taken at this school.
	Earned	The number of credits you have earned by completing courses with passing grades.
GPA	**Term**	Your Grade Point Average for the specified term.
	Overall	Your Grade Point Average for all the courses you have completed at this school.
Awards	**Term**	The number of awards you have received during the specified term.
	Overall	The number of awards you have received while attending this school.

6. If you want to print out your grade report, follow these steps:
   - Select **Print Report**.
   - Select **Print**.
   - Specify your printer options.

Viewing Your Unofficial Transcript

You can display your complete academic history at this institution.

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu item.
3. View your unofficial transcript, which is sorted by academic year and term, and includes:
   - A list of degrees you have been awarded
   - A list of the honors and GPAs you have earned at other institutions
   - Your coursework, grades, and credits for each term you have attended this institution. If you have repeated a course, the **Grade** will appear within brackets.
4. If you want to print out a copy of your unofficial transcript, follow these steps:
   - Select **Print Transcript**.
   - Select **Print**.
   - Specify your printer options.

If you have completed your undergraduate coursework and have registered for graduate courses, a second transcript will appear after the first one.

Requesting Your Transcript

You can request that one or more copies of your transcript be sent to a specified person or organization.

1. Select the **Grades** tab.
2. Select the **Request Transcript** menu item.
3. Specify where you want us to send your transcript.

Field	*Description*
Name of Recipient	Specify the name of the person or organization to whom you want us to send your transcript.
Address Line 1, 2, 3	Enter the first line of the recipient's address on Address Line 1. Then, as needed, use the other address lines.
City	Specify the city in which the recipient is located.
State/Province	Specify the state or province in which the recipient is located.
Postal Code	Specify the zip or postal code for the recipient's location.
Country	Specify the country in which the recipient is located.
Number of Copies	Specify the number of copies of your transcript that you need us to send to the recipient.
Reason for Request	Specify why you need to send your transcript to the recipient. If you do not want us to process your transcript request now, also tell us when you want it sent. For example, you may want to wait until after graduation.

4. Select **Submit Request**.
5. Review the details of your transcript request, including the **Grand Total** to be paid, which is based on the fee **Amount** per transcript and the specified **Number of Copies**.

6. Select the appropriate button.

Select This Button	*When*
Continue	You do not need to submit any other transcript requests, and you are ready to complete your transaction. Then continue with step 6.
Add More...	You need to enter another transcript request. Then enter the information for your next transcript request.
Cancel Transaction	You decide not to submit any of the transcript requests currently listed on the page.

7. Choose one of the payment methods:
   - **Pay With an Existing Card**. (If you need to update a card, follow the instructions for *Editing Credit Card Information*.)
   - **Pay With a New Card**
   - If on-line payment is not required, you can also choose **Bill Me Later**

8. If you selected **Pay With a New Card**, enter the information about the new credit card.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Type	Select the credit card type (for example, *VISA*).
Card Number	Enter the complete credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If this option is available and you plan to use the same credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

9. If you are paying by credit card and the **Security Code** is required, enter the code that is listed on the credit card.

Credit Card	*Location of the Security Code*
American Express	
Discover, MasterCard, VISA, JCB	

10. Take note of the **Payment Amount**.

11. Select **Continue**.

12. Confirm all your payment information.

    - If everything is ***correct***, select **OK** to record your payment.
    - If everything is ***not correct***, select **Cancel** and edit your payment information.

13. View your **Payment Details**.

Viewing Your Financial Information

From the **Finances** tab, you can choose to view your account balance and financial aid details; make a payment, and update your list of credit cards.

- *Viewing Your Account Balance*
- *Viewing Your Billing Statement*
- *Viewing Your Financial Aid Details*
- *Updating Your List of Credit Cards*
- *Making a Payment*

Viewing Your Account Balance

The *Balance* page provides an option to view details of your charges and credits for a specified period, along with a subtotal for any balance from other periods and the amount of financial aid anticipated.

1. Select the **Finances** tab.
2. Select the **Balance** menu item.
3. Choose the time **Period**.
   - Select a **Period** to display your account balance for a specified period, or
   - Select **All** to display your entire balance history.
4. Choose how much information you want to **View**.

Select This View	*To Display*
Detail by Charges and Credits	A list of the charges and credits recorded for the specified **Period**.
Detail by Summary Type	A list of all the transactions and the total amount recorded for each summary type.
Balance Summary	The total amounts for each summary type (for example, *tuition*, *student fees*).

5. Select **Change**.
6. View your balance.

If you have a **Balance Due**, you can follow the instructions for *Making a Payment*.

Viewing Your Billing Statement

You can view any of the billing statements the bursar has chosen to publish.

1. Select the **Finances** tab.
2. Select the **Statement** menu item.
3. Choose the **Statement** you want to display.
4. Select **View**.

5. Review your statement, which may include any of the following information.

Statement Section	Description
Charges	A list of the expenses you have incurred, including tuition and fees.
Credits	A list of the payments that have been applied to your balance, including loans and grants.
Anticipated Aid	A list of the financial aid amounts that we expect you to receive.
Payment Plan Information	If you have signed up for a payment installment plan, your payment due dates and amounts will be listed.

6. If you are ready to pay your balance, print your statement.
   - At the top of the Web Browser window, select **File**.
   - Select **Print...**.
   - Select the **Printer** to be used to print your statement.
   - Select **Print**.
7. At the bottom of your statement, complete the payment form.
8. Detach the payment form from the bottom of your statement.
9. Mail the payment form to the school address listed on the form.

Viewing Your Financial Aid Details

You can display your financial aid details (necessary documents, packaging information, your loans, awards by academic year, and award messages).

1. Select the **Finances** tab.
2. Select the **Financial Aid** menu item.
3. Choose the financial aid award **Period**.
4. Select **Submit** to display the information.

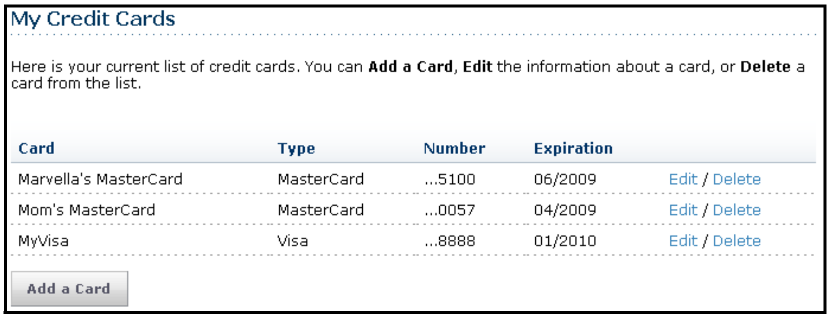
Updating Your List of Credit Cards

You can enter information about the credit cards you wish to use to make payments to our school.

- *Adding a New Credit Card*
- *Editing Credit Card Information*
- *Deleting Credit Card Information*

Adding a New Credit Card

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:



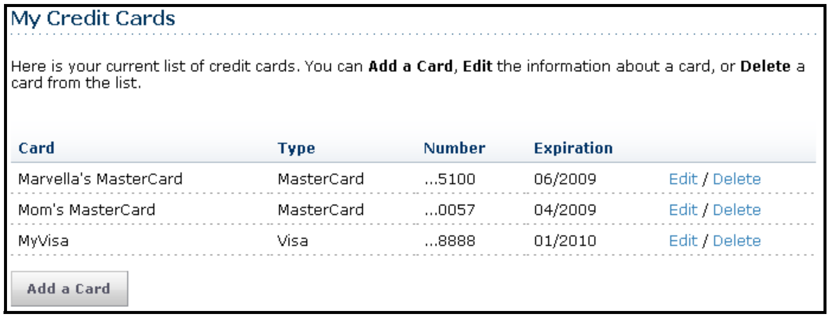
4. Select **Add a Card**.
5. On the *Add a Card* page, enter the information for the new credit card.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Type	Select the credit card type (for example, *VISA*).
Card Number	Enter the complete credit card number that is imprinted on the front of the credit card.
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.

6. Select **Save** to record your credit card information.

Editing Credit Card Information

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:



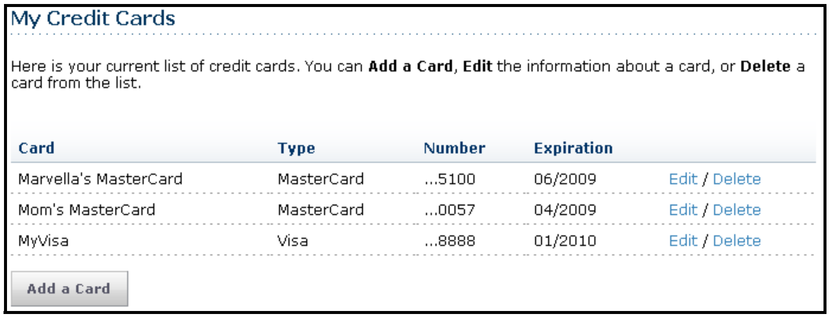
4. Select **Edit** to the right of the credit card you want to modify.
5. Review the information for the credit card and enter any necessary changes to the following fields.

Field	*Entry*
Description	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Expiration (mm/yy)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.

6. Select **Save** to record your changes.

Deleting Credit Card Information

1. Select the **Finances** tab.
2. Select **My Credit Cards**.
3. Review your current credit card information. For example:


My Credit Cards

Here is your current list of credit cards. You can **Add a Card**, **Edit** the information about a card, or **Delete** a card from the list.

Card	Type	Number	Expiration	
Marvella's MasterCard	MasterCard	...5100	06/2009	Edit / Delete
Mom's MasterCard	MasterCard	...0057	04/2009	Edit / Delete
MyVisa	Visa	...8888	01/2010	Edit / Delete

Add a Card

4. Select **Delete** to the right of the credit card you want to remove from the list.
5. Specify whether you are sure that you want to delete this credit card?
   - If you ***don't*** want to delete the credit card, select **Cancel**.
   - If you ***do*** want to delete the credit card, select **OK**. The card will be deleted from the system. Any prior payments that you made using this credit card will not be affected.

Making a Payment

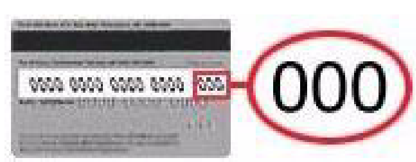
You can make a credit card payment toward your account, or choose to be billed later.

1. Select the **Finances** tab.
2. Select the **Make a Payment** menu item.
3. Review your **Current Balance**.
4. Choose one of the payment methods:
   - **Pay With an Existing Card**. (If you need to update a card, follow the instructions for *Editing Credit Card Information*.)
   - **Pay With a New Card**
   - **Bill Me Later**

5. If you selected **Pay With a New Card**, enter the information about the new credit card.

Field	*Entry*
Card Name	Enter a description of the credit card to help you distinguish between your different cards (for example, *Dad's VISA*, *Mom's MasterCard*).
Card Type	Select the credit card type (for example, *VISA*).
Card Number	Enter the complete credit card number that is imprinted on the front of the credit card.
Expiration (Month/ Year)	Enter the expiration date, that is imprinted on the front of the credit card, in the format mm/yy (for example, *09/12*).
Full Name	Enter the name of the person who own's the credit card EXACTLY as it is imprinted on the front of the credit card.
Street Address **City** **State** **Zip Code**	Enter the complete billing address for the credit card. This MUST be the EXACT address where billing statements for this credit card are sent. The address will be checked. If the address is not valid for the credit card, the payment will not be accepted.
Save Card Information	If this option is available and you plan to use the same credit card to make future payments, check this box to record the credit card information. This will save you time when making future payments.

6. If you are paying by credit card and the **Security Code** is required, enter the code that is listed on the credit card.

Credit Card	*Location of the Security Code*
American Express	
Discover, MasterCard, VISA, JCB	

7. Specify your **Payment Amount**.

8. Select **Continue**.

9. Confirm all your payment information.
   - If everything is ***correct***, select **OK** to record your payment.
   - If everything is ***not correct***, select **Cancel** and edit your payment information.
10. View your **Payment Details**.
11. If you want, you can choose to **Make Another Payment**.

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