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PowerCampus Self-Service Student Guide

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Notices

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Contents

Introduction to PowerCampus Self-Service.	8
Taking a Look at the Home Page.	8
Using the On-line Help.	9
Logging Into Self-Service	12
Logging In	12
Signing In	12
If You Forget Your Password.	12
Using Your IQ.Web Account to Log In	13
Updating Your Personal Information	15
Viewing Your User Account Information	15
Listing Your Name in the On-line Directories	15
Changing Your Password	16
Changing Your Security Question	17
Changing Your Personal Data	17
Updating Your Ethnicity and Race Information	18
Updating Your Address Information	18
Editing Your Preferred Address	19
Adding a New Address.	19
Viewing and Managing Your Addresses.	20

Updating Your Phone Numbers	20
Adding a New Phone Number	21
Changing a Phone Number	21
Deleting a Phone Number	22
Setting Your Primary Phone Number	22
Inviting Relatives to Access Your Information	23
Sending an Invitation	23
Managing Your Invitations	24
Managing Your Shared Users	25
Reviewing Your Student Status	27
Checking Your Application Status	27
Viewing Your Checklist	28
Completing a Task on Your Checklist	30
Cancelling a Task on Your Checklist	31
Waiving a Task on Your Checklist	31
Reassigning a Task on Your Checklist	32
Creating a New Task	32
Viewing the Courses in Your Cart	34
Reviewing Your Academic Information	36
Determining Your Degree Requirements	36
Viewing Your Academic Plan	38
Creating a What If? Plan	40
Viewing Your What If? Plans	42
Deleting a What If? Plan	44

Searching for Courses	45
Searching for Available Course Sections	45
Searching for Courses in the Course Catalog	46
Searching for People	48
Searching for Alumni	48
Searching for Faculty Members	49
Searching for Staff Members	49
Searching for Other Students	50
Registering for Traditional Courses	52
Finding Your Course Sections	52
Choosing a Group of Courses	52
Choosing Individual Courses	53
Verifying the List of Courses in Your Cart	54
Checking Your Class Schedule	54
Registering for the Courses in Your Cart	55
Registering for Continuing Education Courses	58
Identifying Yourself	58
I Already Have an Account	58
I Am a New User	58
Choosing Your Continuing Education Courses	60
Reviewing Your Schedule	61
Paying for Your Continuing Education Courses	62

Viewing Your Class Information 64

Viewing Your Class Schedule 64

Accessing a Course Home Page 65

Downloading Course and Activity Media 68

Submitting a Course Activity. 69

Viewing Your Submitted Activity Media 70

Viewing Your Activity Grades 71

Viewing Your Attendance for a Course. 71

Posting Information to a Forum 72

Viewing Your Permission Requests 74

Viewing Your Grades and Transcript 75

Viewing Your Activity Grades 75

Viewing Your Grade Report 76

Viewing Your Unofficial Transcript 78

Requesting Your Transcript. 78

Viewing Your Financial Information 80

Viewing Your Account Balance 80

Making a Payment 81

Viewing Your Billing Statement 81

Viewing Your Financial Aid Details 82

Consents and Reports 83

Consent Forms 83

Accepting the consent forms 83

Not accepting the consent forms 83

PDF Download	84
Downloading 1098-T electronically	84
Displaying Pages in a Different Language	85
If You Are Using Internet Explorer	85
If You Are Using FireFox	86
If You Are Using Safari	87

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. Depending on how your school's system is set up, the *Login* window at the left will either display a **lock** icon or **User Name** and **Password** fields.



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	<p>These links will appear at the top of every page.</p> <ul style="list-style-type: none">• 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.
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Web Page Area Description

Search	<p>You can search for Course Sections that are available for a specified year, term, and session, or search for courses in the Catalog.</p> <ol style="list-style-type: none">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 (<i>Art</i>, for example).<ul style="list-style-type: none">- 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. <p>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.</p>
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

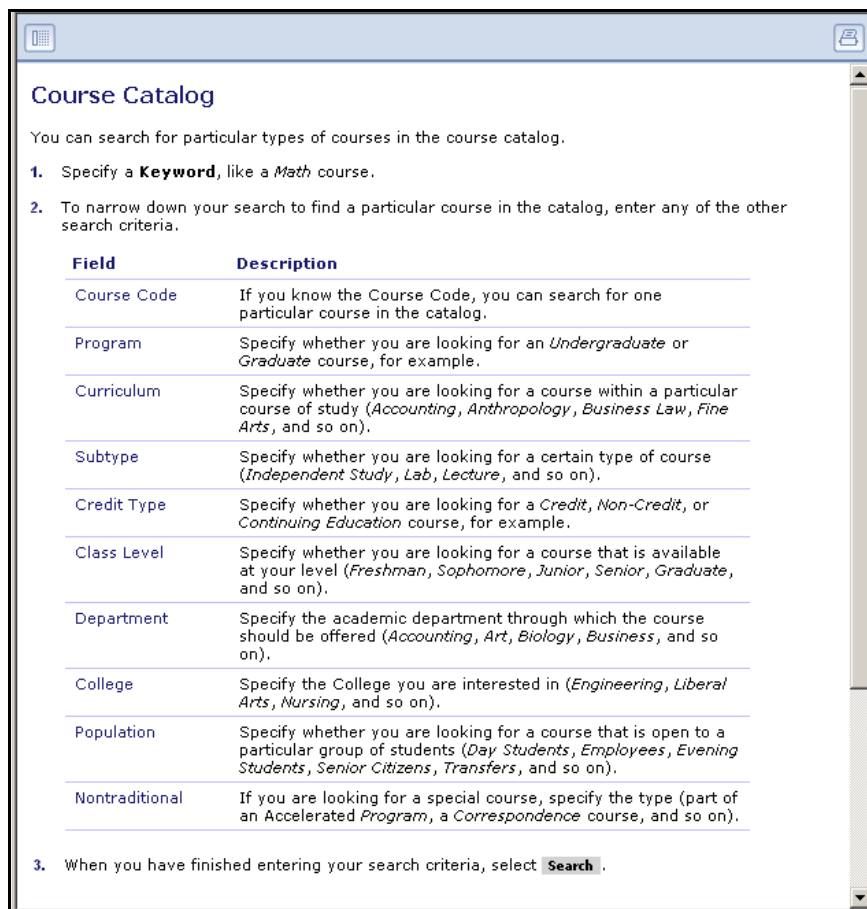
If you have a question about the Web page you are currently viewing, you can display the help text for that page.

1. Select the **Help** link at the top of the page.



- From the *Help* drop-down list, select **Help for this page**.

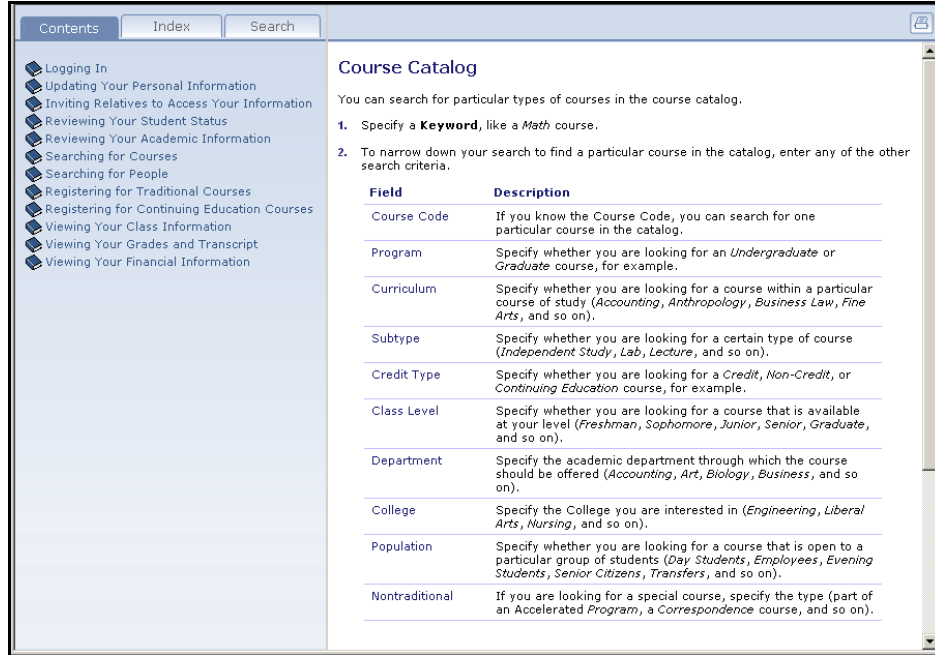


- Review the information on the *Help* window. For example:



- After reading the help text for the current page, you can either:
 - Select **X** 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 Into Self-Service

In order to access most of the Self-Service features, you must first identify yourself as a valid Self-Service user. Depending on how your school's system is set up, you will either need to **log in** with your user name and password, or follow other steps to **sign in**.

- [Logging In](#)
- [Signing In](#)

Logging In

Using the account information we e-mailed you, please log into Self-Service.

1. In 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**.

Signing In

Using the account information we e-mailed you, please follow these steps to sign into Self-Service.

1. Select the **Log In** icon.
2. If prompted, choose the **Location** that was listed in the e-mail we sent you, and then select **Continue to Sign In**.
3. Enter your **User Name**.
4. Enter your **Password**.
5. Select **Sign In**.

If You Forget Your Password

If the **Forgot My Password** link is displayed in the *Login* window, you will be able to reset your password. If the **Forgot My Password** is NOT displayed, please contact the system administrator to reset your password.

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: <ul style="list-style-type: none"> • 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, <i>My1SecretP@SSwrđ</i>)
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: <ul style="list-style-type: none"> • 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, <i>My1SecretP@SSwrđ</i>)
Confirm New Password	Enter your new password a second time for confirmation.
New Security Question	If prompted, 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	If prompted, enter the answer to the specified New Security Question .

8. Select **Update**.
9. Read the confirmation message, which states that your information has been updated.
10. Select **Self-Service Home**.

Updating Your Personal Information

From the **My Profile** tab, you may be able to 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.

- [Viewing 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](#)

Viewing Your User Account Information

You can view your user account information. If allowed by the school, you can also edit your e-mail address.

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 school, 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

If you **logged in** with your user name and password, and did not need to follow other steps to **sign in**, you will be able to change your password. We recommend that you change your password to something that is easy for you to 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: <ul style="list-style-type: none"> • 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, <i>My1SecretP@SSwrd</i>).

Field	Description
Confirm New Password	Enter your new password again for confirmation.

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

Changing Your Security Question

If you **logged in** with your user name and password, and did not need to follow other steps to **sign in**, you will be able to 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, citizenship, and gender identity information such as Gender Identity, Display Name and Pronoun.

1. Select the **My Profile** tab.
2. Select the **Personal Information** menu item.
3. On the *Personal Information* page, review the **Demographic Information**, or the **Gender Identity Information**.
4. If you need to update any of your information, select the link in the left navigation pane.
5. Click **Edit**.
6. Enter all the necessary changes.
7. Select **Save** to save your changes.

8. Review your information.

If Your School	Then
Requires Approval of all Changes	Your Updated Information is listed as Pending . <ul style="list-style-type: none">• 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/Latino ethnicity or descent**.
5. Select one or more of the races for which you identify yourself.
 - You can select each race and sub-race that apply to you. For example, if you are of *Japanese* descent, you would select *Asian* as the race and *Japanese* as the sub-race.
 - If you select one or more sub-races by mistake and you do not identify yourself with the corresponding race, make sure that you clear 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 clear 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 the *Current Preferred Address* that 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).
House Number	The number that identifies the location of your house.
Address Line 1, 2, 3, 4	Enter the first line of your street address on Address Line 1. Then, as needed, use the other address lines.
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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">1. Select Add Address on the Card View or Add Address on the List View.2. Enter the information for your new address. Select Save to record your new address.
Edit an Address	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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 information about any of the phone numbers 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

If you want us to use another phone number to contact you, please add that phone information.

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
Phone Type	Select the type of phone number that you want us to use to contact you. For example, <i>Cell Phone</i> .
Description	The system will automatically display a description for the Phone Type you selected. You can change the description so that it clearly identifies your phone number. For example, <i>My Cell Phone, Office Number</i> .
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 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
Phone Type	Select the type of phone number that you want us to use to contact you. For example, <i>Cell Phone</i> .

Field	Description
Description	The system will automatically display a description for the Phone Type you selected. You can change the description so that it clearly identifies your phone number. For example, <i>My Cell Phone</i> , <i>Office Number</i> .
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 any of 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 the 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 relatives 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.

Field	Description
View Balance	If you want the specified relative to be able to view your account balance, check this option. If on-line credit card payments are allowed, your relative will also be able to make a payment toward your account balance.
View Financial Aid	If you want the specified relative to be able to view your financial aid information, check this option.
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 overall grades, check this option.
View Activity Grades	If you want the specified relative to be able to view your grades for course activities, 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.

Field	Description
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.

- 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** his 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.

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

To	Follow These Steps
Stop Sharing with a Relative	<p>For any relative with whom you have decided NOT to continue sharing information:</p> <ol style="list-style-type: none"> Find the person's name in the list. For THAT user, select Delete User. Select OK to confirm that you want to stop sharing with this user. Verify that the user has been removed from your list of shared users.

To

Follow These Steps

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 school.
Period	The term for which you have applied for admission.
College Attendance	The academic level at which you have applied for admission (for example, <i>graduate</i> , <i>undergraduate</i>).
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. At first, the Checklist will display any **incomplete** tasks due during the **past three months** or in the future. You can choose to view other items on your checklist.

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

Select	To View
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. Specify whether you want to **Display Tasks** due **For** the past three months and in the future, or the tasks that were due 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. 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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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.

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

7. 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.

8. 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.
9. When you are finished viewing the task details, 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. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the completed task was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to mark as complete.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Complete**.
 - Select **Complete**.
8. On the *Complete Action Item* window, enter the following information.

Field	Description
Completed By	<p>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.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 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	<p>Today's date will automatically be displayed, but you can change it to the actual date on which the task was completed.</p>

Field	Description
Completed Time	Enter the time at which the task was completed.
Notes	Any comments you want to enter about the task.

9. 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. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to cancel was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to cancel.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Cancel**.
 - Select **Cancel**.
8. On the *Cancel Action Item* window, select the **Reason** for canceling the specified Task.
9. Enter **Notes** about why you are canceling the Task.
10. 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. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to waive was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.

6. Select the **Task** you want to waive.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Waive**.
 - Select **Waive**.
8. On the *Waive Action Item* window, select the **Reason** for waiving the specified Task.
9. Enter **Notes** about why you are waiving the Task.
10. 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. Choose to view your **Incomplete** checklist items.
4. **Display Tasks For** the time period when the task you want to reassign was **due**: during the past three months and in the future, 3 to 6 months ago, 6 to 9 months ago, or 9 to 12 months ago, and select **View**.
5. Specify whether you want to view 10, 20, 30, 50, or 100 **Results Per Page**, and select **Show**.
6. Select the **Task** you want to reassign to someone else.
7. On the drop-down list, **either**:
 - Select **Details...** to view more information about the Task. Then select **Choose Action** and **Reassign, or**
 - Select **Reassign**.
8. 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.
9. Verify the user's ID and name on the *Reassign Action Item* window.
10. 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 school, 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.
Person Responsible	<p>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.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 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	<p>Enter the User ID of the person who should be contacted regarding the new task.</p> <p>If you do not know the user's ID, you can Search for the user, as follows:</p> <ol style="list-style-type: none"> 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.

Field	Description
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.
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	<p>If you are adding a task that has been completed, waived, OR canceled, select the corresponding Action.</p> <ul style="list-style-type: none"> • 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 <i>Section Search</i> 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.

Degree Requirements

Here are the course requirements necessary for completing the selected **Academic Plan**.

2007/CONED - Graduate Study/Master Bus. Admin./Business Admin.

Courses: 13 Min | 13 Max | 0 Complete | 13 Remaining Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 Remaining
 Discipline: 1 Total | 0 Complete | 1 Remaining GPA: 0.00 (Min 3.00) | Overall 0.00 (Min 3.00)

MBA Program

Courses: 13 Min | 13 Max | 0 Complete | 13 Remaining Credits: 39.00 Min | 39.00 Max | 0.00 Complete | 39.00 Remaining
 Classification: 4 Min | 4 Max | 0 Complete | 4 Remaining

Business Law

Courses: 4 Min | 4 Max | 0 Complete | 4 Remaining Credits: 12.00 Min | 12.00 Max | 0.00 Complete | 12.00 Remaining

Course	Name	Sub Type	Credits	Sequence	Min Grade	Required
BLAW 200	Constitutional Law	Lecture		2.1	Passing	
BLAW 300	Business Law I	Lecture		2.1	Passing	
BLAW 375	Business, Law, and	Lecture		3.1	Passing	
BLAW 376	Law for the Manager	Lecture		3.1	Passing	
BLAW 396	Business Law II	Lecture		4.0	Passing	

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

Column **Typically Lists**

Q	Select Q 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: <ul style="list-style-type: none"> • 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, <i>lecture</i> , <i>lab</i>).
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.
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	<p>Your current status for the course:</p> <ul style="list-style-type: none"> •  - 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. <p>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 <i>Academic Plan</i> page, you will see the Session and Section numbers, and your Final Grade (if you completed the course).</p>
	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, <i>lecture, lab</i>).
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: <ul style="list-style-type: none"> • - 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, <i>lecture</i> , <i>lab</i>).
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 **Register** 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	<p>Your current status for the course:</p> <ul style="list-style-type: none"> •  - 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. <p>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 <i>What If?</i> page, you will see the Session and Section numbers, and your Final Grade (if you completed the course).</p>
	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, <i>lecture, lab</i>).
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: <ul style="list-style-type: none"> •  - 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, <i>lecture</i> , <i>lab</i>).
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 **Register** 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	<p>Your current status for the course:</p> <ul style="list-style-type: none"> •  - 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. <p>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 <i>What If?</i> page, you will see the Session and Section numbers, and your Final Grade (if you completed the course).</p>
	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, <i>lecture</i> , <i>lab</i>).
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	<p>Your current status for the course:</p> <ul style="list-style-type: none"> •  - 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.

Column Typically Lists

	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, <i>lecture</i> , <i>lab</i>).
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 **Register** 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	<p>Either:</p> <ul style="list-style-type: none">• In the Search field at the top of any Web page, select Course Sections, enter a keyword (for example, <i>Math</i>), 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	<ol style="list-style-type: none">1. Select the Search tab.2. Select the Section Search menu item.3. On the <i>Section Search</i> page, select Advanced Search4. 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 <code>_</code> wildcard to search for course sections. For example:<ul style="list-style-type: none">- Com would find all <i>Composition</i> and <i>Computer</i> courses.- Com_101 would find the <i>Composition 101</i> and <i>Computer 101</i> courses.5. Select Search.



Note: Sections with the flag **Hide On Online Search = True** will not be displayed in the results.

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

Select	To
Course Code	Display the <i>Course Search Details</i> 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.

- 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.

- 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.
- 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 <i>Undergraduate</i> or <i>Graduate</i> course, for example.
Curriculum	Specify whether you are looking for a course within a particular course of study (<i>Accounting, Anthropology, Business Law, Fine Arts</i> , and so on).
Subtype	Specify whether you are looking for a certain type of course (<i>Independent Study, Lab, Lecture</i> , and so on).

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



Note: Sections with the flag **Hide On Online Search = True** will not be displayed in the results.

- 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, Middle Name, Last Name Prefix, 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, Middle Name, Last Name Prefix, 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
 - Middle Name
 - Last Name Prefix

- 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 at our school.

- The student directory will list those students who are enrolled in one or more of the academic periods included in the directory.
- The student directory will exclude students who have graduated or withdrawn from the most recent academic period within the specified range of academic periods included in the directory.
- The student directory will exclude students who have chosen not to be listed in the directory.

To search for students, follow these instructions.

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, <i>Smith</i>). 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, Middle Name, Last Name Prefix, 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

After you select the academic **Period** for which you want to register for courses, the system will check to see if Block Web Registration has been set up for that Period and your academic data.

- If **Block Web Registration** has been set up, the *Block Web Registration* page will appear, so you can register for groups of courses at one time. Continue with the instructions for [Choosing a Group of Courses](#).
- If **Block Web Registration** has NOT been set up, continue with the instructions for [Choosing Individual Courses](#).

Choosing a Group of Courses

If the system displays the *Block Web Registration* page after you select the **Period** for which you want to register for courses, follow these steps to choose your courses. **Please Note** that the next time you choose to register for courses in the **SAME Period**, the *Block Web Registration* page will not appear. The available Course Groups will only be displayed the **FIRST** time you register for courses for a Period. You can, however, search for individual courses.

1. On the *Block Web Registration* page, review the courses included in each **Course Group**.
2. To register for the courses in a Course Group, select **Add Group**.
3. Depending on the restriction level that has been specified for the **Course Group**, you may be able to select individual courses from the course group.
4. Select **Next** to add the selected courses to your cart.
5. Make sure your cart lists only the courses you want to take.
 - To return to the previous page and reselect courses, select **Previous**.
 - To register for the courses in your cart, select **Next**.
6. 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).
7. When you are finished viewing your schedule, select **Close Window**.
8. Continue the registration process by [Registering for the Courses in Your Cart](#).

Choosing Individual Courses

If the system does NOT display the *Block Web Registration* page after you select the **Period** for which you want to register for courses, follow these steps to choose your courses.

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.

Select	To
Request Permission	<p>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.</p> <ol style="list-style-type: none"> 1. Select Request Permission. 2. On the <i>Request Permission</i> 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.
7. 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 and 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 finished viewing your schedule, select **Close Window**.
5. 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).
6. Continue the registration process by [Registering for the Courses in Your Cart](#).

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).

- 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

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

- If the course list is correct, select **Next**.
- If the system was unable to register you for any of the courses, it will display messages above your shopping cart.

Message	Description
There are no seats available	After you added the course to your cart, other students registered for the course and the course became full. Remove the course from your cart. If your school uses waitlists, you can re-add the course to your cart and choose to Wait for a seat to open.
The course is only open to...	The course can only be taken by students who are in the specified Program, College, Department, Curriculum, Campus, and/or Class Level. Remove the course from your cart.

- 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.

Status	Description
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.

7. Review the **New Charges**.

- If you are ready to accept the **New Charges** and the **Payment Due**, and finish the Registration process, continue with the next step.
- If you want to make changes to your list of registered courses, select **Previous** to return to the *Review Schedule* page.

8. If on-line payments are being accepted, you can choose ONE of the following options. (If on-line payments are NOT being accepted, these options will not appear on the page and you will be billed for your courses.)

Payment Option	Description
Bill Me Later	<p>If your course schedule lists the courses that you want to take, but you are NOT ready to make a credit card payment, select the Bill Me Later option. We will send you a bill for your registration.</p> <ol style="list-style-type: none"> 1. Select Bill Me Later. 2. Select Next to continue with the registration process.
Pay My Balance of	<p>If your course schedule lists the courses that you want to take, AND you want to make a credit card payment for the TOTAL cost of your registration, select the Pay My Balance of option.</p> <ol style="list-style-type: none"> 1. Select Pay My Balance of. 2. Select Next to continue with the registration process. 3. When the payment vendor site is accessed, log in (if required). 4. Enter your credit card information and submit your payment. 5. When the <i>Payment Successfully Processed</i> page appears, select Close to return to the <i>Complete Registration</i> page.

Payment Option	Description
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Make a Payment	<p>If your course schedule lists the courses that you want to take, AND you want to make a credit card payment for PART of the cost of your registration, select the Make a Payment option.</p> <ol style="list-style-type: none">1. Select Make a Payment.2. Enter the amount you want to pay now.3. Select Next to continue with the registration process.4. When the payment vendor site is accessed, log in (if required).5. Enter your credit card information and submit your payment.6. When the <i>Payment Successfully Processed</i> page appears, select Close to return to the <i>Complete Registration</i> page.
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9. On the *Complete Registration* page, view your registration confirmation message.
10. Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.
11. 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: <ul style="list-style-type: none">• 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, <i>My1SecretP@SSwrd</i>)
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	If prompted, enter 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, <i>Mr., Miss, Ms.</i>).
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, <i>Sr., Jr., RN</i>), if applicable.
Former Last Name	Your previous name, if you were known by a different Name (a maiden name, for example).
Display Name	Your preferred name to be displayed. If the Display Name is not provided, then the First Name is displayed by default.
Date of Birth	Enter the date on which you were born. The date format is determined by your Web browser settings. For example, if your Web browser is set to display Web pages in the English language and you were born on September 22, 1989, you would enter 09/22/1989.
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).
House Number	The number that identifies the location of your house.
Address Line 1, 2, 3, 4	Enter the first line of your street address on Address Line 1. Then, as needed, use the other address lines.
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 Type	Select the type of phone number that you want us to use to contact you. For example, <i>Cell Phone</i> .
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.
Country	Select the country in which the phone number was assigned.

6. Select your **Interests**.

7. Specify how you heard about our school (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	<ol style="list-style-type: none"> 1. Select Hide to clear the <i>Course Added</i> confirmation window. 2. Select New Search. 3. Find and add the desired course to your cart.
View the Courses in Your Cart	<ol style="list-style-type: none"> 1. Select View Cart. 2. Refer to Viewing the Courses in Your Cart.
Register for the Courses in Your Cart	<ol style="list-style-type: none"> 1. Select Proceed to Registration. 2. Refer to Reviewing Your Schedule.
Request Permission	<p>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.</p> <ol style="list-style-type: none"> 1. Select Request Permission. 2. On the <i>Request Permission</i> 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. 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.
2. Select your payment method.

- **Bill me later** (if allowed)
 - Pay With a **Credit Card**
3. If you are paying with a credit card, follow these steps:
 - Select **Make a Payment**.
 - When the payment vendor site is accessed, log in (if required).
 - Enter your credit card information and submit your payment.
 - When the *Payment Successfully Processed* page appears, select **Close** to return to the *Complete Registration* page.
 4. On the *Complete Registration* page, view your registration confirmation message.

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. <ul style="list-style-type: none">• 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 <i>Wednesday</i>, 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	<p>Course title, instructor's name, number of credits, duration, schedule, and location</p> <p>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.</p>
Waitlisted, Pending, or Holding Courses (optional)	<p>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).</p>
Courses in Shopping Cart (optional)	<p>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).</p>
Continuing Education Courses (optional)	<p>Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.</p>
View Attendance (Optional)	<p>View Attendance is displayed only if the student has attendance for the course. View Attendance link is not displayed in the grid view.</p> <p>Clicking the View Attendance link displays the View Attendance window. The student can view the course, number of times the student was present in the class, number of excused and unexcused absences, and number of excused and unexcused tardiness.</p>

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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** 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:

The screenshot shows a course home page with the following sections:

- Section Display:** ACC 101/Lecture /01 - Principles of Accounting I. Faculty: Appleton, Lisa; Doherty, Edward. Dates: 1/7/2008 - 6/25/2008.
- Schedule:**

Day	Time	Campus	Building	Room
MWF	8:00 AM - 8:50 AM	SCT	Anderson Hall	100
- My Activities:**

View Details	Media	Activity	Assigned	Due	Score	Grade
Submit Media	Quiz 3	3/31/2008	3/31/2008	0.00/10.00 (0.00%)		
Submit Media	Quiz 2	2/28/2008	2/28/2008	0.00/10.00 (0.00%)		
Submit Media	Quiz 1	1/31/2008	1/31/2008	0.00/30.00 (0.00%)		
- My Attendance:**

	Excused	Unexcused	Total
Absence	0	0	0
Tardiness	0	0	0
Present	N/A	N/A	1

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	<p>View a list of the required and extra credit activities that have been assigned for the course.</p> <ul style="list-style-type: none"> • 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. <p>You can:</p> <ul style="list-style-type: none"> • 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. <p>Refer to:</p> <ul style="list-style-type: none"> • Downloading Course and Activity Media • Submitting a Course Activity • Viewing Your Submitted Activity Media • Viewing Your Activity Grades
My Activity Detail	<p>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.</p> <ul style="list-style-type: none"> • 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 specified activity is for Extra Credit. • 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	<p>View how many times you were marked as absent, tardy, and present for the course.</p> <p>Refer to Viewing Your Attendance for a Course.</p>
Section Display	<p>View information about the course section:</p> <ul style="list-style-type: none"> • Course title and description • When and where the class meets • Names of the instructors
Submitted Documents	<p>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.</p>

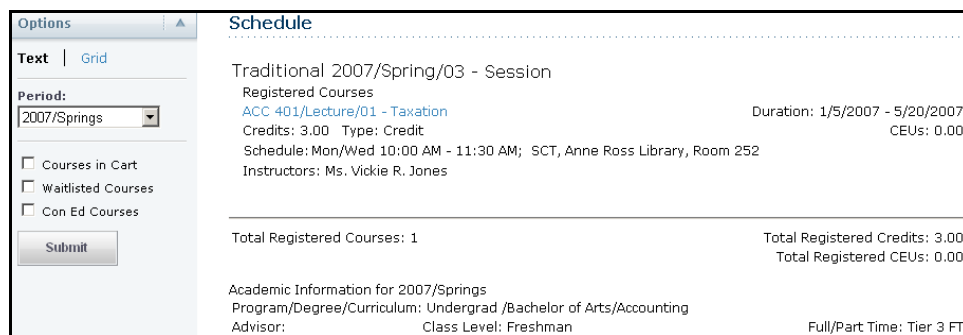
When you are finished viewing the Course Home Page, you can:

- 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.



The screenshot shows a web interface for viewing a course schedule. On the left, there is an 'Options' sidebar with a 'Text' tab selected, a 'Period' dropdown set to '2007/Springs', and checkboxes for 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. A 'Submit' button is at the bottom of the sidebar. The main 'Schedule' area displays course information for 'Traditional 2007/Spring/03 - Session'. The course is 'ACC 401/Lecture/01 - Taxation', with a duration of '1/5/2007 - 5/20/2007', 3.00 credits, and a credit type of 'Credit'. The schedule is 'Mon/Wed 10:00 AM - 11:30 AM' at 'SCT, Anne Ross Library, Room 252', taught by 'Ms. Vickie R. Jones'. Summary statistics show 'Total Registered Courses: 1' and 'Total Registered Credits: 3.00'. Academic information at the bottom includes 'Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting', 'Advisor:', 'Class Level: Freshman', and 'Full/Part Time: Tier 3 FT'.

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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** 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.

The screenshot shows a web interface for viewing a course schedule. On the left, there is an 'Options' sidebar with a 'Text' tab selected and a 'Grid' tab. Below the tabs is a 'Period:' dropdown menu set to '2007/Springs'. There are three checkboxes: 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses', all of which are unchecked. A 'Submit' button is located at the bottom of the sidebar. The main content area is titled 'Schedule' and displays the following information:
Traditional 2007/Spring/03 - Session
Registered Courses
ACC 401/Lecture/01 - Taxation Duration: 1/5/2007 - 5/20/2007
Credits: 3.00 Type: Credit CEUs: 0.00
Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 252
Instructors: Ms. Vickie R. Jones
A horizontal line separates this course information from summary statistics:
Total Registered Courses: 1 Total Registered Credits: 3.00
Total Registered CEUs: 0.00
Below this, there is 'Academic Information for 2007/Springs':
Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting
Advisor: Class Level: Freshman Full/Part Time: Tier 3 FT

- 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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** link will not be displayed.) On the **My Activities** Web part, find the activity for which you want to upload media.
2. 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.
 3. On the *Submitted Documents* page for the specified activity, you should see a folder with your name.
 4. Select **Upload**.
 5. On the *Upload Document* page, select **Browse...** to find the document file you want to submit.
 6. 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.

Options	Schedule
Text Grid	Traditional 2007/Spring/03 - Session
Period: 2007/Springs	Registered Courses
<input type="checkbox"/> Courses in Cart	ACC 401/Lecture/01 - Taxation
<input type="checkbox"/> Waitlisted Courses	Credits: 3.00 Type: Credit
<input type="checkbox"/> Con Ed Courses	Duration: 1/5/2007 - 5/20/2007
Submit	CEUs: 0.00
	Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 252
	Instructors: Ms. Vickie R. Jones
	Total Registered Courses: 1
	Total Registered Credits: 3.00
	Total Registered CEUs: 0.00
	Academic Information for 2007/Springs
	Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting
	Advisor: Class Level: Freshman Full/Part Time: Tier 3 FT

- 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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** 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.

Options | Schedule

Text | Grid

Period: 2007/Springs

Courses in Cart
 Waitlisted Courses
 Con Ed Courses

Submit

Traditional 2007/Spring/03 - Session

Registered Courses
ACC 401/Lecture/01 - Taxation Duration: 1/5/2007 - 5/20/2007
Credits: 3.00 Type: Credit CEUs: 0.00
Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 252
Instructors: Ms. Vickie R. Jones

Total Registered Courses: 1 Total Registered Credits: 3.00
Total Registered CEUs: 0.00

Academic Information for 2007/Springs
Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting
Advisor: Class Level: Freshman Full/Part Time: Tier 3 FT

- 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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** 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

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.

Options		Schedule	
Text Grid Period: [2007/Springs]		Traditional 2007/Spring/03 - Session Registered Courses ACC 401/Lecture/01 - Taxation	
<input type="checkbox"/> Courses in Cart <input type="checkbox"/> Waitlisted Courses <input type="checkbox"/> Con Ed Courses <input type="button" value="Submit"/>		Duration: 1/5/2007 - 5/20/2007 Credits: 3.00 Type: Credit Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 252 Instructors: Ms. Vickie R. Jones CEUs: 0.00	
		Total Registered Courses: 1 Total Registered Credits: 3.00 Total Registered CEUs: 0.00	
		Academic Information for 2007/Springs Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting Advisor: Class Level: Freshman Full/Part Time: Tier 3 FT	

- 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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** link will not be displayed.)
3. On the **Attendance** Web part, view:

Attendance Record Description

Absence	The number of class meetings that you missed and whether you had a valid excuse.
Tardiness	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.

Options	Schedule
<p>Text Grid</p> <p>Period: 2007/Springs</p> <p><input type="checkbox"/> Courses in Cart <input type="checkbox"/> Waitlisted Courses <input type="checkbox"/> Con Ed Courses</p> <p>Submit</p>	<p>Traditional 2007/Spring/03 - Session</p> <p>Registered Courses ACC 401/Lecture/01 - Taxation Duration: 1/5/2007 - 5/20/2007 Credits: 3.00 Type: Credit CEUs: 0.00 Schedule: Mon/Wed 10:00 AM - 11:30 AM; SCT, Anne Ross Library, Room 252 Instructors: Ms. Vickie R. Jones</p> <hr/> <p>Total Registered Courses: 1 Total Registered Credits: 3.00 Total Registered CEUs: 0.00</p> <p>Academic Information for 2007/Springs Program/Degree/Curriculum: Undergrad /Bachelor of Arts/Accounting Advisor: Class Level: Freshman Full/Part Time: Tier 3 FT</p>

- 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. If you are on the **waitlist** for the course or your registration for the course is **pending** or on **hold**, the **Go to Course Home Page** 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.
2. 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 (<i>Denied, Approved, or Waiting</i>).
• 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 Activity Grades](#)
- [Viewing Your Grade Report](#)
- [Viewing Your Unofficial Transcript](#)
- [Requesting Your Transcript](#)

Viewing Your Activity Grades

You can display your activity grades for a specified academic period and course.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your activity grades.
4. Select **Submit**.
5. Select the **Name** of the course for which you want to view your activity grades.
6. View your overall progress and **Cumulative Grade** for the selected course.
 - The activity grade report will list information about the activities that are being used to calculate your **final** grade for the course.
 - If your school uses **midterm** grades, the activity grade report will also list information about the activities that are being used to calculate your midterm grade for the course.
1. View the following details about your grades for the course activities.

Information Description

Weighted by	The course activities are being weighted in one of two ways: <ul style="list-style-type: none">• By Assessment - The grade for any Activity may be weighted higher than other activities, and therefore count more toward your midterm and final grades for the course.• By Assessment Type - Grades for all activities of a specified Type (for example, Exams) will count more than other types of activities (for example, Quizzes) toward your midterm and final grades for the course. A progress bar will be displayed for each type of activity.
-------------	--

Information Description

Method	<p>Whether the course activities are weighted on Potential Points, Equally, or on Each Activity.</p> <ul style="list-style-type: none">• Weighted on Potential Points - The more points an activity is worth, the more weight it will have in calculating your midterm and final grades.• Weighted Equally - The scores for all the course activities are counted the same when calculating your midterm and final grades.• Weighted on Each Activity - Grades for individual course activities (for example, Quiz 3) might have more weight in calculating your midterm and final grades than Quiz 1.
List of Activities by Type	<p>The course activities will be grouped by the Type of activity (for example, exams, essays, homework). If the activity grades are being weighted by Assessment Type, a progress bar will appear to the right of the name of each activity type.</p> <ul style="list-style-type: none">• The Name of the activity and whether it is used for extra credit.• The Date on which the activity is Due, if specified by a faculty member.• The Points that you Earned for the activity, and the Maximum Points that can be earned for the activity.• Depending on how the course activities are being weighted, the activity grades will be listed in one of two ways:<ul style="list-style-type: none">- As the Activity Score you earned for the activity.- As the Percentage you Earned and the Potential Percentage that is possible to earn for the activity.• The Date on which your grade was Entered.

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 academic **Period** for which you want to view your grades.
4. Select **Submit**.
5. View your grades for the specified academic period.

Column	Description
Session	The session in which you took the course.
Course	The course code and type.
Name	The course title. To view your activity grades for a course, select the Name of the course. For more details about your activity grades, refer to Viewing Your Activity Grades .
Credits	The number of credits you earned for completing the course.

Column	Description
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. <ul style="list-style-type: none"> • 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 grades for any completed Extra Credit activities will be added to your calculated grade for the required course activities. If your grades for extra credit activities are entered before your grades for required activities, your projected grade may be higher than expected until all your activity grades are entered. • 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.

6. 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.

7. 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 school.

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 schools.
 - Your coursework, grades, and credits for each term you have attended this school. If you have repeated a course, the **Grade** will appear within brackets.
 - Depending on the school's current settings, your grades may be converted to a standard grade scale that can be used to compare grades at other institutions, and displayed on your transcript as **Alternate Grades**.
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.
House Number	The number that identifies the recipient's building location.
Address Line 1, 2, 3, 4	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.

Field	Description
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 list of transcript requests.
6. Take note of the **Grand Total** to be paid for all the transcripts you have requested.
7. Follow the appropriate steps

To	Follow These Steps
Complete your Transaction	<ol style="list-style-type: none"> 1.If you do not need to submit any other transcript requests, and you are ready to complete your transaction, follow these steps. 2. If on-line payment is not required and you are not ready to make a payment now, select the Bill Me Later checkbox. 3. Select Continue. <ul style="list-style-type: none"> - If you selected Bill Me Later, the system will display a message to let you know that you will be sent a bill and an e-mail with the transaction details. - If you are paying with a credit card, continue with step 3. 4. When the payment vendor site is accessed, log in (if required). 5. Enter your credit card information and submit your payment. 6. When the <i>Payment Successfully Processed</i> page appears, select Close to return to the <i>Request Transcript</i> page.
Request More Transcripts	<p>If you need to enter another transcript request, follow these steps.</p> <ol style="list-style-type: none"> 1. Select Add More.... 2. Enter the information for your next transcript request.
Cancel your Transcript Requests	<p>If you decide NOT to submit any of the transcript requests currently listed on the page, select Cancel Transaction.</p>

Viewing Your Financial Information

From the **Finances** tab, you can choose to view your account balance and financial aid details.

- [Viewing Your Account Balance](#)
- [Making a Payment](#)
- [Viewing Your Billing Statement](#)
- [Viewing Your Financial Aid Details](#)

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 . If any taxes or Estimated Late Fees have been recorded, they will also be listed.
Detail by Summary Type	A list of all the transactions and the total amount recorded for each summary type. If any taxes or Estimated Late Fees have been recorded, they will also be listed.
Balance Summary	The total amounts for each summary type (for example, <i>tuition</i> , <i>student fees</i>).

5. Select **Change**.
6. View your balance.
7. If the **Make a Payment** section is displayed under the **Options** section at the left, you can make a credit card payment toward your account balance.
 - Select the period you want to **Apply Payment To**.

- Specify the **Amount** you want to charge to your credit card.
- Select **Make a Payment**.
- When the payment vendor site is accessed, log in (if required).
- Enter your credit card information and submit your payment.
- When the *Payment Successfully Processed* page appears, select **Close** to return to the *Balance* page.

Making a Payment

When you are viewing your account balance, you may be able to make a payment toward your account.

1. Select the **Finances** tab.
2. Select the **Balance** menu item.
3. View your balance.
4. Under the **Options** section at the left, locate the **Make a Payment** section.



Note: If the **Make a Payment** section is not displayed, you cannot make a credit card payment toward your account balance at this time.

5. Select the period you want to **Apply Payment To**.
6. Specify the **Amount** you want to charge to your credit card.
7. Select **Make a Payment**.
8. When the payment vendor site is accessed, log in (if required).
9. Enter your credit card information and submit your payment.
10. When the *Payment Successfully Processed* page appears, select **Close** to return to the *Balance* page.

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
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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.
 - Select **Print Statement**.
 - View the print preview.
 - At the top of the print preview window, 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.

Consents and Reports

The **Consents and Reports** tab allows you to view, read and update your consent on the provided consent list. The student is also able to download the available 1098-T form:

- [Consent Forms](#)
- [PDF Download](#)

Consent Forms

On the **Consent Forms** you can choose to view, accept, and not accept the forms that need your consent, or the ones you already consented.

Accepting the consent forms

Perform the following steps to accept the consent forms:

1. Select the **Consents & Reports** tab.
2. Select the **Consent Forms** menu item. The forms available to be consented are displayed.
3. Select the consent form in the **Name** column. The **Consent Form** page for the selected consent is displayed.
4. Review the content of the consent:
 - Click the link with the same name of the consent form. The **Consent Policy** window is displayed.
 - Read the consent policy.
 - Click **Close Window**.
5. Read carefully the content of the consent.
6. Select the **I Accept** checkbox.
7. Click **Accept**. The **Status** column displays *Accepted* for the consent form.

Not accepting the consent forms

Perform the following steps in order not to accept the consent forms:

1. Select the **Consents & Reports** tab.

2. Select the **Consent Forms** menu item. If available, the *Not Accepted* forms are displayed.
3. Select the consent form in the **Name** column. The **Consent Form** page for the selected consent is displayed.
4. Clear the **I Accept** checkbox.
5. Click **Accept**. The **Status** column displays *Not Accepted* for the consent form.

PDF Download

From the **Consents & Reports** tab, you can download the 1098-T form for the available tax year.

Downloading 1098-T electronically

PDF 1098-T Download page provides an option to view the tax year and download the 1098-T electronically.

Perform the following steps to download the 1098-T form for a respective year.

1. Select the **Consents & Reports** tab.
2. Select the **PDF Download** menu item.
3. Select **PDF 1098-T Download** link.
4. Select the **Tax Year** for which you want to download the 1098-T form.
5. Click **Download**.
6. Open the downloaded copy and verify the information is correct.



Note: If the 1098-T consent to receive electronically has been accepted by you, then you will not receive the 1098-T paper copy. If the consent to receive electronically has not been accepted by you then you can still download the 1098-T electronically, but the institution will send the paper copy. If you withdrew the consent to download 1098-T electronically, you will receive the 1098-T paper copy (provided that you withdrew in the timeframe mentioned by the institution).

Displaying Pages in a Different Language

By default, the Self-Service pages are displayed in English and dates are displayed and entered in the format mm/dd/yy. If you want to display dates in a different format, change your browser's language options.

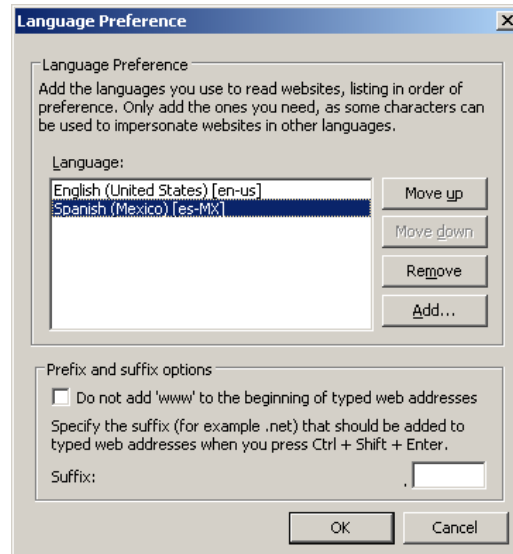
- [If You Are Using Internet Explorer](#)
- [If You Are Using FireFox](#)
- [If You Are Using Safari](#)

If You Are Using Internet Explorer

If you are using Internet Explorer, follow these steps to change the language options and display dates in another format.

1. Select **Tools** → **Internet Options**.
2. Select the **General** tab.
3. Select **Languages**.
4. Select **Add...** to display the list of languages.
5. Select the language you want to add.
6. Select **OK**.

7. Select the language and select **Move Up** until the selected language is listed **FIRST** on the *Language Preference* window. For example:



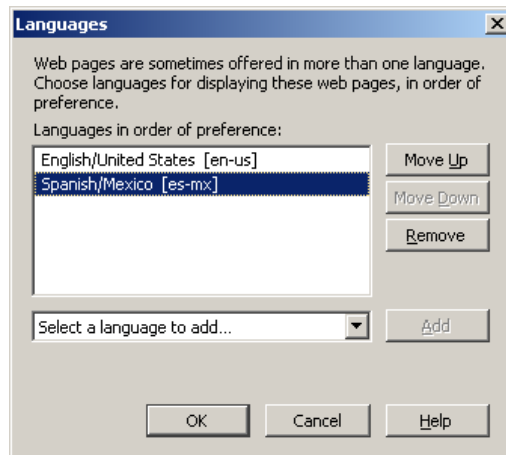
8. Select **OK** to save your changes.
9. Select **OK** to close the *Internet Options* window.

If You Are Using FireFox

If you are using Firefox, follow these steps to change the language options and display dates in another format.

1. Select **Tools** → **Options**.
2. At the top of the *Options* window, select **Content**.
3. In the *Languages* section, select **Choose....**
4. To add a language, follow these steps.
 - Choose the **Select a language to add...** drop-down list.
 - Select the language you want to add.
 - Select **Add**.

5. Choose the language and select **Move Up** until the selected language is listed **FIRST** on the *Languages* window. For example:



6. Select **OK** to save your changes.
7. Select **OK** to close the *Options* window.

If You Are Using Safari

Safari will use the language of your operating system.