PowerCAMPUS Self-Service for Students
User Guide

Release 7.1

June 2008

What can we help you achieve?

Other Services

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Revision History Log

Publication Date Summary

June 2008	New version that supports 7.1 software.

Think before you print.

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Introduction to PowerCAMPUS Self-Service

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

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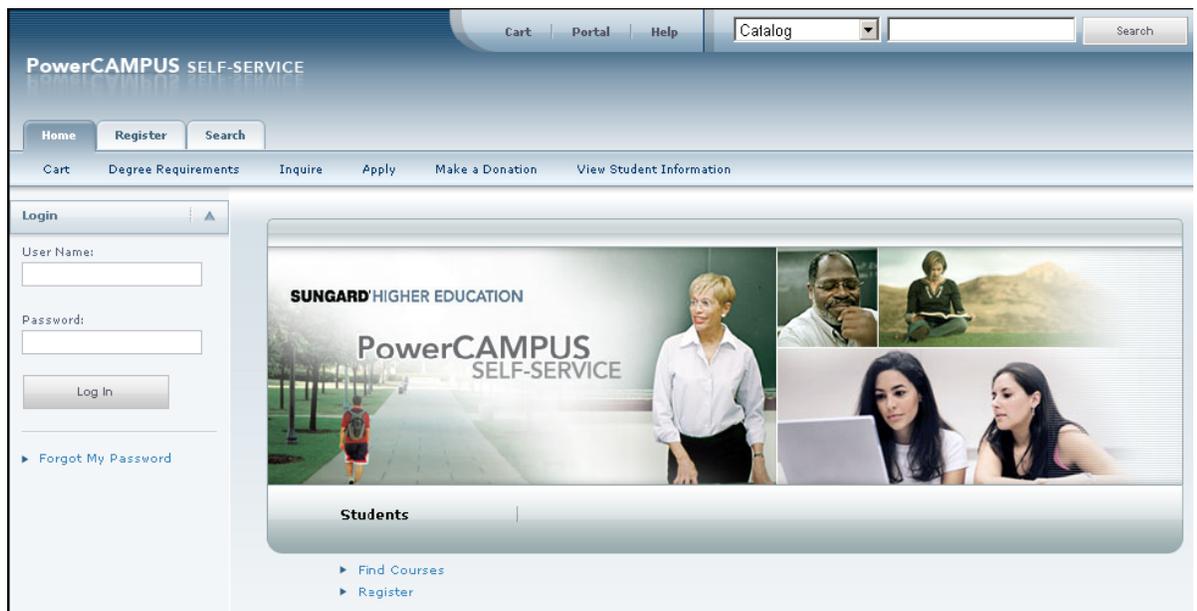
Taking a Look at the Home Page

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

Web Page Area: Description:

Links	These links will appear at the top of every page: • Select **Cart** to display your shopping cart, which will list any course sections you may have chosen. • Select **Help** to display information about the current Web page. After you log in: • The **Log Out** link will also be displayed at the top of every page. • If your school is also running the PowerCAMPUS Portal, a link to the **Portal** will also be displayed at the top of every page.

Search	You can search for **Course Sections** that are available for a specified year, term, and session, or search for courses in the Catalog.
	
	1. Specify what you want to search, courses in the **Catalog** or **Course Sections.**
	
	2. You have the option to enter a keyword for the course *(Art,* for example).
	
	  • If you enter a keyword, the system will list ALL courses with the specified keyword.
	
	  • If you do not enter a keyword, the system will prompt you to enter more information to narrow your search.
	
	3. Select **Search.**

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.

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

3. Review the information on the *Help* window. For example:
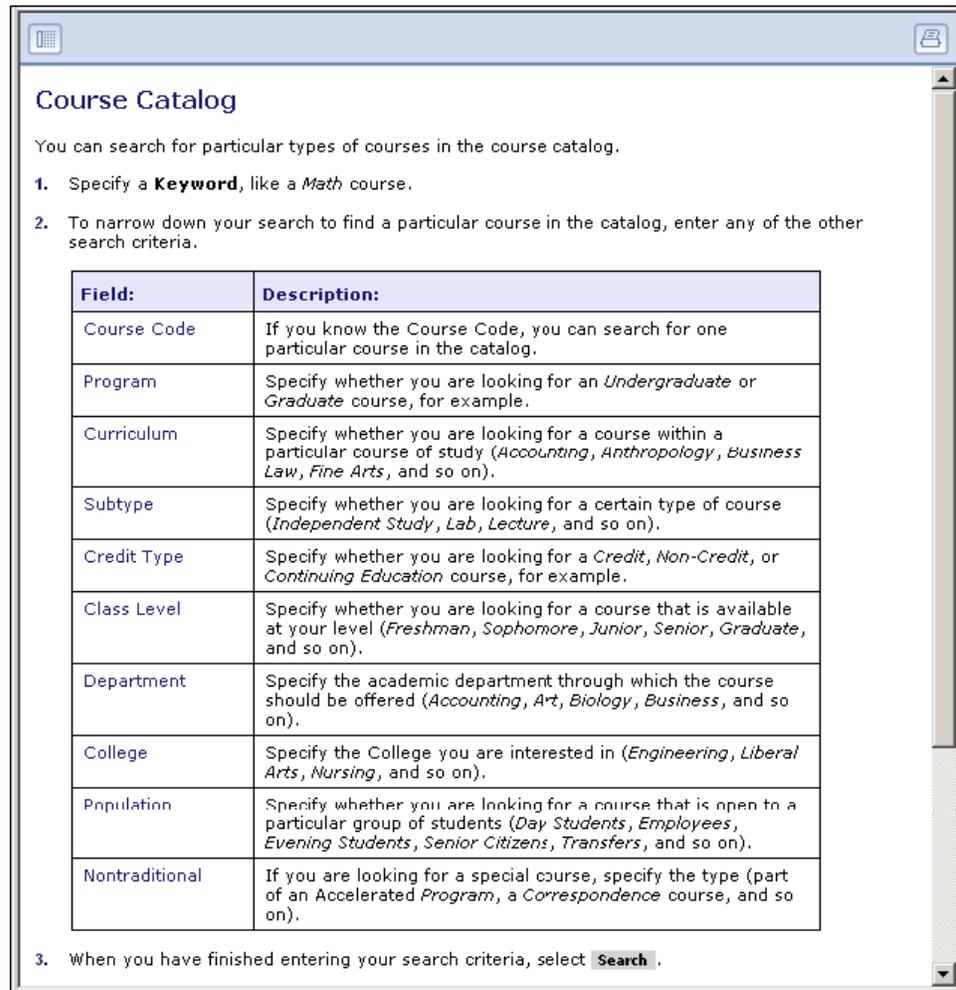
4. After reading the help text for the current page, you can either:

- Select ■ in the upper-right corner of the *Help* window to close the window, or

- Select ▭ in the upper-left corner of the *Help* window to open the entire On-line Help System.

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

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

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

Logging In

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

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

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

3. Select **Log In.**

If You Forget Your Password

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

1. On the *Login* window, select **Forgot My Password.**

2. On the *Forgot My Password* page, enter your **User Name.**
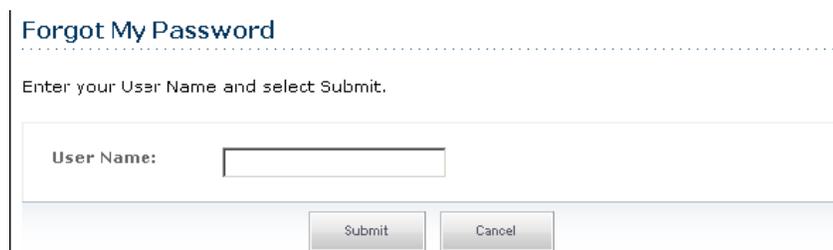
3. Select **Submit.**

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

Forgot My Password

Enter the answer to your security question and select Submit.

> User Name: mgrant
> Question: What is my favorite colour?
>
> Answer

> Submit   Cancel

5. Select **Submit.**

6. Read the confirmation message which states that your password has been updated and e-mailed to you, and lists your **User Name.**

7. Log into your e-mail system and read the e-mail message which lists your new Self-Service password.

8. On the *Forgot My Password* page, select **Log In.**

9. Enter your **User Name** and your new Self-Service **Password** EXACTLY as it appears in the e-mail.

10. Select **Log In.**

11. Enter the following information:

Field:	*Description:*
Current Password	Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.
New Password	Enter the new password you want to use to log in. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like !, @, #, $, %, or & • Contains 7 to 16 characters (for example, *My1*
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.**

Updating Your Personal Information

From the **My Profile** tab, you can update your user account information, change your password, edit the security question and answer which are used to verify your identity if you forget your password, update your personal and address information, or invite others to access your data.

- *Updating Your User Account Information*
- *Changing Your Password*
- *Changing Your Security Question*
- *Changing Your Personal Data*
- *Updating Your Address Information*

Updating Your User Account Information

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

1. Select the **My Profile** tab.

2. Select the **Account Information** menu item.

3. On the *Account Information* page, view your user account information.

4. If allowed by the institution, enter any necessary changes to your e-mail address.

   - Update your **E-mail Address,** because it will be used to keep you informed of personal and campus activities.
   - Select **Save** to record your changes.

Changing Your Password

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

1. Select the **My Profile** tab.

2. Select the **Password** menu item.

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

Field:	Description:
Current Password	Enter the password that you are currently using to log into PowerCAMPUS Self-Service.
New Password	Enter the new password you want to use to log into PowerCAMPUS Self-Service. Select a password which: • Is easy for you to remember, but difficult for others to guess • Includes upper-case and lower-case letters, and numbers • Includes at least one special character, like!, @, #, $, %, or &. • Contains 7 to 16 characters (for example, *My1 SecretP @SSwrd).*
Confirm New Password	Enter your new password again for confirmation.

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

Changing Your Security Question

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

1. Select the **My Profile** tab.

2. Select the **Security Question** menu item.

3. On the *Change Security Question* page, enter your **Password.**
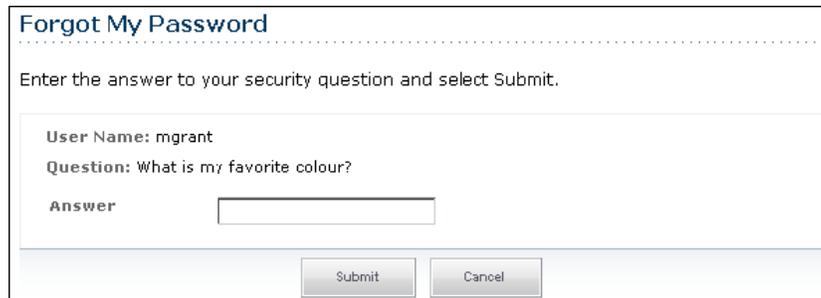
4. Select your **New Security Question.** Choose a question for which other people would not be able to guess your answer.

5. Enter your **New Security Answer.**

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

Changing Your Personal Data

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

1. Select the **My Profile** tab.

2. Select the **Personal Information** menu item.

3. On the *Personal Information* page, review your **Current Information.**

4. If you need to update any of your information, select **Edit.**

5. Enter all the necessary changes.

6. Select **Submit** to save your changes.

PowerCAMPUS Self-Service for Students   **Updating Your Personal Information**
Updating Your Personal Information   **PowerCAMPUS Self-Service for Students**
          Updating Your Address Information

7. Review your information.

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

Updating Your Address Information

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

- *Editing Your Preferred Address*

- *Adding a New Address*

- *Viewing and Managing Your Addresses*

Editing Your Preferred Address

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

1. Select the **My Profile** tab.

2. Select the **Addresses** menu item.

3. View your *Current Preferred* address.

4. Select **Edit Address.**

5. Enter the necessary changes to your preferred address.

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

Adding a New Address

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

1. Select the **My Profile** tab.

2. Select the **Addresses** menu item.

3. View your *Current Preferred* address.

4. Select **Add Address.**

5. Enter the information for the new address.

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

6. Select **Save.**

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

- If your school does not require approval, your new address will be recorded.

Viewing and Managing Your Addresses

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

1. Select the **My Profile** tab.

2. Select the **Addresses** menu item.

3. Select **Manage Addresses.**

4. View your *Current Preferred* address at the top of the list of addresses.

5. Choose to display your addresses in the **Card View** or **List View.**

6. Follow the corresponding steps.

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

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.

- *Viewing the Courses in Your Cart*

Viewing the Courses in Your Cart

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

1. You can access your shopping cart in either of these ways:

- Select **Cart** at the top of the current page.

- Select the **Home** tab and then the **Cart** menu item.

- Select **View Cart** on the *Section Search* page after you add a course to your schedule.

2. View the information about the courses you have added to your shopping cart for each Academic Period (Year and Term, like *2007 Fall)* and Session.

- Each Session and Academic Period will be listed as open or closed for registration, based on the Registration Group to which you belong and the current date.

- To view more information about a course, select the **Course** code.

3. Make any necessary changes to your shopping cart.

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

4. Select **View Schedule** for an academic period (year and term) to view your class schedule, which includes:

- Any courses for which you are registered, and

- The courses that are listed in your shopping cart.

5. When you are ready to register for the courses listed for an academic period that is open for registration, select **Register.** The *Registration* page will then appear.

Reviewing Your Academic Information

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

- *Determining Your Degree Requirements*

- *Viewing Your Academic Plan*

- *Creating a What If? Plan*

Determining Your Degree Requirements

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

1. Select the **Home** tab.

2. Select the **Degree Requirements** menu item.

3. Select the **Period.**

4. Select the **Program.**

5. Select the **Degree.**

6. Select **Create** to display the degree requirements for the specified Period, Program, and Degree. For example:

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

Column:	*Typically Lists:*
	Select to list the available course sections for the corresponding course code.
(**and**) **And/Or**	If applicable, the parentheses are used to group courses together to help you see: • Which group of courses must be taken, and • Which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture, lab).*
Credits	The number of credits earned upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade that must be earned in order for the course to fulfill the classification requirement.
Required	Whether the course must be completed in order to fulfill the classification requirement.

Viewing Your Academic Plan

You can view information about your current academic plan.

1. Select the **Register** tab.

2. Select the **Academic Plan** menu item.

3. Select the **Academic Plan** you want to view. The plan lists 3 levels of information:

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

   - Each **Discipline** will appear with a summary of the course and credit information for each associated classification.

   - Each **Classification** will appear with a summary of the associated courses.

4. Specify which information you want to **View.**

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

5. Select **Change.**

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

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

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

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

Creating a What If? Plan

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

1. Select the **Advising** tab.

2. Select the **What If?** menu item.

3. Under **Create a What If? Plan,** select the **Period** for the new What If? plan.

4. Select the **Program** for the new What If? plan.

5. Select the **Degree** for the new What If? plan.

6. Select **Create** to create and display your new What If? plan.

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

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

- Each **Discipline** will appear with a summary of the course and credit information for each associated classification.

- Each **Classification** will appear with a summary of the associated courses.

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

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

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

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

Viewing Your What If? Plans

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

1. Select the **Advising** tab.

2. Select the **What If?** menu item.

3. From the list of **My What If? Plans,** select the plan you want to view.

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

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

   • Each **Discipline** will appear with a summary of the course and credit information for each associated classification.

   • Each **Classification** will appear with a summary of the associated courses.

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

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

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

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

Deleting a What If? Plan

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

1. Select the **Advising** tab.

2. Select the **What If?** menu item.

3. From the list of **My What If? Plans,** check the box to the left of the plan you want to delete.

4. Select **Delete** to remove the specified What If? plan.

Searching for Courses

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

- *Searching for Available Course Sections*

- *Searching for Courses in the Course Catalog*

Searching for Available Course Sections

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

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

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

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

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

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

Searching for Courses in the Course Catalog

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

1. If you want to perform a *quick search* for courses in the catalog, follow these steps:

- From the drop-down menu at the top of any page, select **Catalog.**

- Enter at least part of the course name or subject type you are looking for (like *Math).*

- Select **Search.**

- Continue with Step 3.

2. If you want to perform a more *advanced search,* follow these steps:

- Select the **Search** tab.

- Select the **Catalog** menu item.

- On the *Course Catalog* page, enter any of the following search criteria.

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

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

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

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

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.   Follow the registration process.

Step #		You Need To	Follow These Instructions
1	🔍	Find the courses you want to take	*Finding Your Course Sections*
2	🛒	Add courses to your cart	*Verifying the List of Courses in Your Cart*
3	(schedule grid)	See how your schedule looks	*Checking Your Class Schedule*
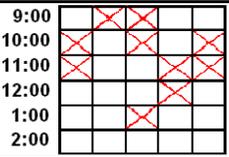
Finding Your Course Sections

1. Select **Section Search.**

2. Enter your search criteria, and **Search** for the course sections you want to take.

3. View the list of course sections that match your criteria. If ***too many course sections are listed,*** get more specific:

   - Select **Refine Search,** or

   - Choose a specific *Period, Session, Department,* and so on from the drop-down menus at the top of the *Section Search Results* page.

4. Select the courses you want to take:

- For any **open** course section you want to take, select **Add to Cart.**

- For any **closed** course section you want to take, select **Add to Waitlist.**

5. Review the **Course Added** confirmation message that appears above the list of *Course Section Results.*

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

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

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

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **View Cart.**

2. As necessary, update the list of courses in your cart:

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

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).

4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).

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

Checking Your Class Schedule

1. On the *Cart* page, select **View Schedule.**

2. View your schedule with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).

3. When you are finished viewing your schedule, select **Close Window.**

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

Registering for the Courses **in Your Cart**

1. Select **Registration** (or **Register** on the *Cart* page).

2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is *OK to register.)*

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

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

4. If the course list is correct, select **Next.**

5. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

Status:	*Description:*
Registered	You are registered for the course.
Awaiting Advisor Approval	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.

Status:	*Description:*

Drop Request Denied	Your request to drop the registered course has been denied by your advisor.
Add Request Denied	Your request to add the course has been denied by your advisor.

6. Review the *New Charges.*

- If you are ready to accept the *New Charges* and the *Payment Due,* and finish the Registration process, continue with Step 7.

- If you want to make changes to your list of registered courses, select **Previous** to return to the *Review Schedule* page.

7. On the *Complete Registration* page, view your registration confirmation message.

8. Select **View Schedule.** You may want to print this final schedule, so you have a printout to refer to as you walk around campus.

9. Select **Finish** to end the registration process.

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*
- *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. Choose to view your schedule in a **Text** list, or within a calendar **Grid.**

4. Choose the time **Period** for the schedule you want to view.

5. 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

6. If you are viewing your schedule as a **Grid,** you can specify the timeframe to be included.

   - Select **Automatic Time Scale** to only include the times for your classes, or

   - Specify **start** and **end** times for your schedule grid.

7. Select **Submit.**

8. View the following information about the various types of courses on your schedule:

For:	*The Schedule Will List:*
Registered Courses	Course title, instructor's name, number of credits, duration, schedule, and location
	A summary of the total number of registered courses and credits will also be displayed, along with your program, advisor, class level, and full- or part-time status.
Waitlisted, Pending, or	Course title, instructor's name, number of credits,

Holding Courses (optional)	duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Courses in Shopping Cart (optional)	Course title, instructor's name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
Continuing Education Courses (optional)	Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

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

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Viewing Your Permission Requests

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

1. Select the **Classes** tab.

2. Select the **Permission Requests** menu item.

3. View the information about each of your permission requests.

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

4. If you modify your request in the **My Comments** field, select **Save** to record your changes.

5. If the instructor's decision is overridden by someone who is authorized to do so (for example, a registrar), view this additional information.

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

Viewing Your Grades and Transcript

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

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

Viewing Your Grade Report

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

1. Select the **Grades** tab.

2. Select the **Grade Report** menu item.

3. Select the **Period** for which you want to view your grades.

4. View your grades for the specified period.

Column:	Description:
Session	The session in which you took the course.
Course	The course code and type.
Name	The course title.
Credits	The number of credits you earned for completing the course.
Quality Points	The number of quality points you earned for completing the course. Quality points are used for calculating your Grade Point Average.
Midterm Grade	If your school uses midterm grading, this column will appear with your midterm grade.
Final Grade	Your final grade for the course.
Comments	Select **View** to display any comments that your instructor may have entered about your grade.

5. View your credits, GPA, and awards:

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

6. If you want to print out your grade report, follow these steps:

    - Select **Print Report.**

    - Select **Print.**

    - Specify your printer options.

Viewing Your Unofficial Transcript

You can display your complete academic history at this institution.

1. Select the **Grades** tab.

2. Select the **Unofficial Transcript** menu item.

3. View your unofficial transcript, which is sorted by academic year and term, and includes:

    - A list of degrees you have been awarded

    - A list of the honors and GPAs you have earned at other institutions

    - Your coursework, grades, and credits for each term you have attended this institution. If you have repeated a course, the **Grade** will appear within brackets.

4. If you want to print out a copy of your unofficial transcript, follow these steps:

    - Select **Print Transcript.**

    - Select **Print.**

    - Specify your printer options.

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

Requesting Your Transcript

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

1. Select the **Grades** tab.

2. Select the **Request Transcript** menu item.

3. Specify where you want us to send your transcript.

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

4. Select **Submit Request.**

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

6. Select the appropriate button.

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