

FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

To Register:

GO to SCT and Enter “**RG1**” or “**RG2**” into the Screen field, the Student ID (or Student Name) in the student ID field, and the Term Code in the Term field (example: Spring 2010 code is 102). ** Press the {Enter} key before entering registration data**

Use the {Tab} key to move from field to field

1. For initial registration, enter “R” (Request) in the global Function field (or each local function field) and the Course ID or Call# for each course. Press the {Enter} key after entering all courses.
2. To add courses, enter “R” (Request) in the local function field and the Course ID for each course. Press the {Enter} key after entering all courses.

To Drop:

1. To drop individual courses, enter a “D” in the local function field next to the courses to be dropped. Press the {Enter} key.
2. If a student wants to drop all their courses, they must go to Academic Affairs to obtain the proper form to withdraw from school.

To Print:

- **From Screen “RG1 or RG2”, hit F6 to print student schedule and bill**
- **From Screen 109, hit F6 to print student schedule**
- TO View a Student Schedule, go to SCREEN 109
- TO View a Class List, go to SCREEN 107
- To View a Student’s Enrollment History, go to SCREEN 136 (Detail Transcript)

CONFLICTS may be resolved using the following functions:

- ❖ X – Searches for an available section when the requested section is closed or has a time conflict.
- ❖ T – Approves a Time Conflict.
- ❖ U – Authorizes a student to compete for a seat in a class for which he is not considered by the computer to be eligible. i.e., a student who has completed a prerequisite, but for some reason, it has not been posted to his record.
- ❖ P – Permits guarantee a student a seat in a class if a request is made. It overrides all course controls, including “closed” status. **MUST obtain departmental approval.**
- ❖ Student Holds: See message notation under heading “Message” on RG1 or RG2. **If Academic Probation hold, please contact Registrar’s office to waive hold for one term.**

. Authorizations and Permits are NOT enrollments. “U” and “P” codes must be followed by an “R” (Request) before the student is actually enrolled.**

FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

Registrar's Office Staff – Main Campus

Denique Alpirez, ddalpirez@lunet.edu 466-3225, Receptionist
 Ginger Canning, gcanning@lunet.edu 466-3224, Transcript Clerk
 Quincy Williams, qtwilliams@lunet.edu 466-3227, Grades/Rosters
 Ernestine Thomas, ecthomas@lunet.edu 466-3229, Associate Registrar
 Kathy Simmons, ksimmons@lunet.edu 466-3228, University Registrar

TULSA Campus

- Marlyn Williams, wmarlyn@lunet.edu 918-877-8126 or x8126, Asst Registrar

OKC Support Staff

- Gayle Robertson, gtr Robertson@lunet.edu 405-962-1624
- Dr. Deborah Burroughs, djburroughs@lunet.edu 405-962-1666

Frequency Call Numbers

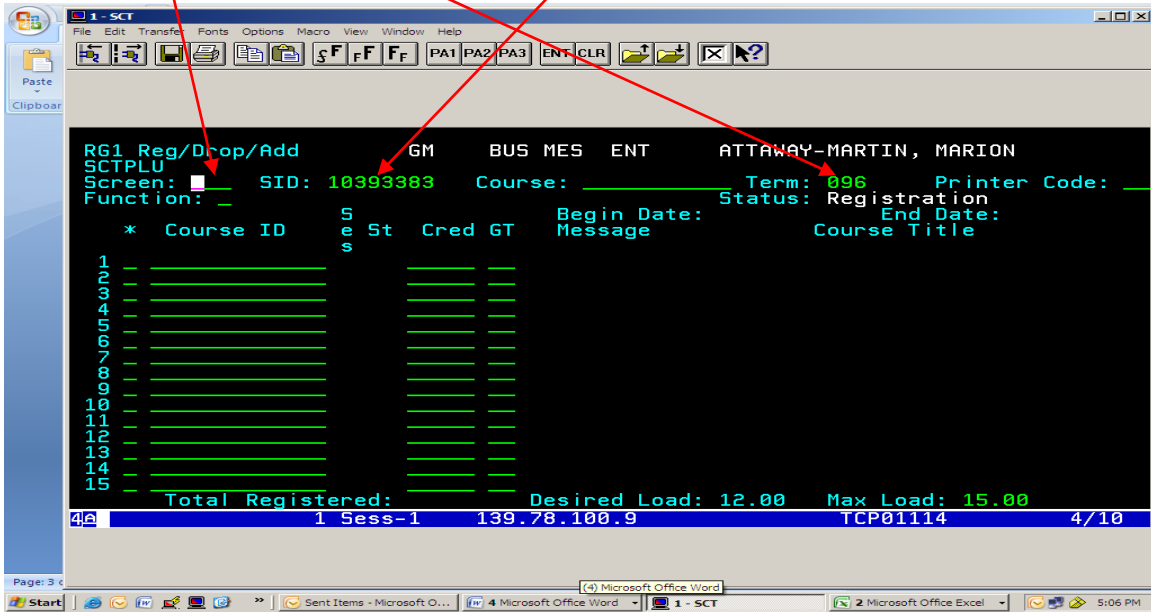
Admissions – 3231
 Business Office – 3212
 Computer Help Desk – 3215
 Financial Aid – 3282

Library – 3293
 Registrar's Office – 3225
 LU/Oklahoma City - 405-962-1620
 LU/Tulsa – 918-877-8100

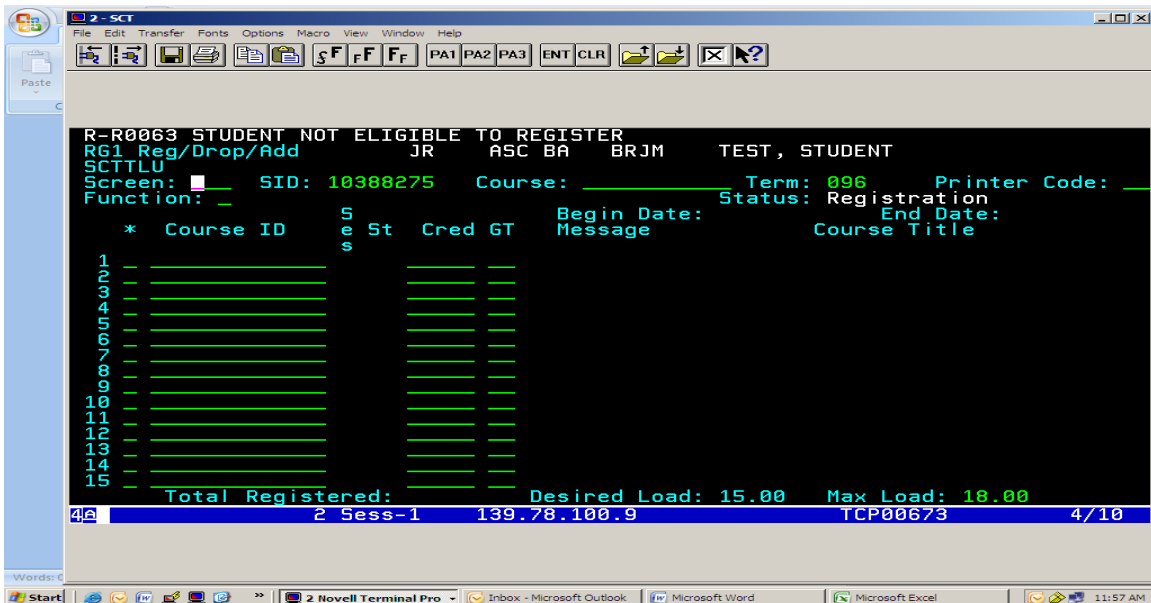
Building / Room Printer Codes – CHECK WITH IT DEPT if your code does not work		
CF Gayles Gym Rm –	Gandy Hall Financial Aid LOBBY– 1J	Jones Hall Room 114 – 3G Jones Hall Room 115 – 2V
Jones Hall Rm 214 – 3H	Moore Hall 1st Floor – 2R	Moore Hall 3rd Floor – 2Q
Music – 3T	Research Ext. –	Sanford Hall Rm 314 – 2T
Sanford Hall 217 – 2U	Hamilton Hall 3rd Flr – 3S Hamilton Hall 2nd Flr – 3J, 3K	Allied Health Center – 2S

FACULTY/STAFF REGISTRATION INSTRUCTIONS

Type in 'RG1 or "RG2 after Screen", Type in Student ID# or Student Name after "SID"
 Type in "Term Code" after "Term". Proceed to Page 6 if student eligible to register.

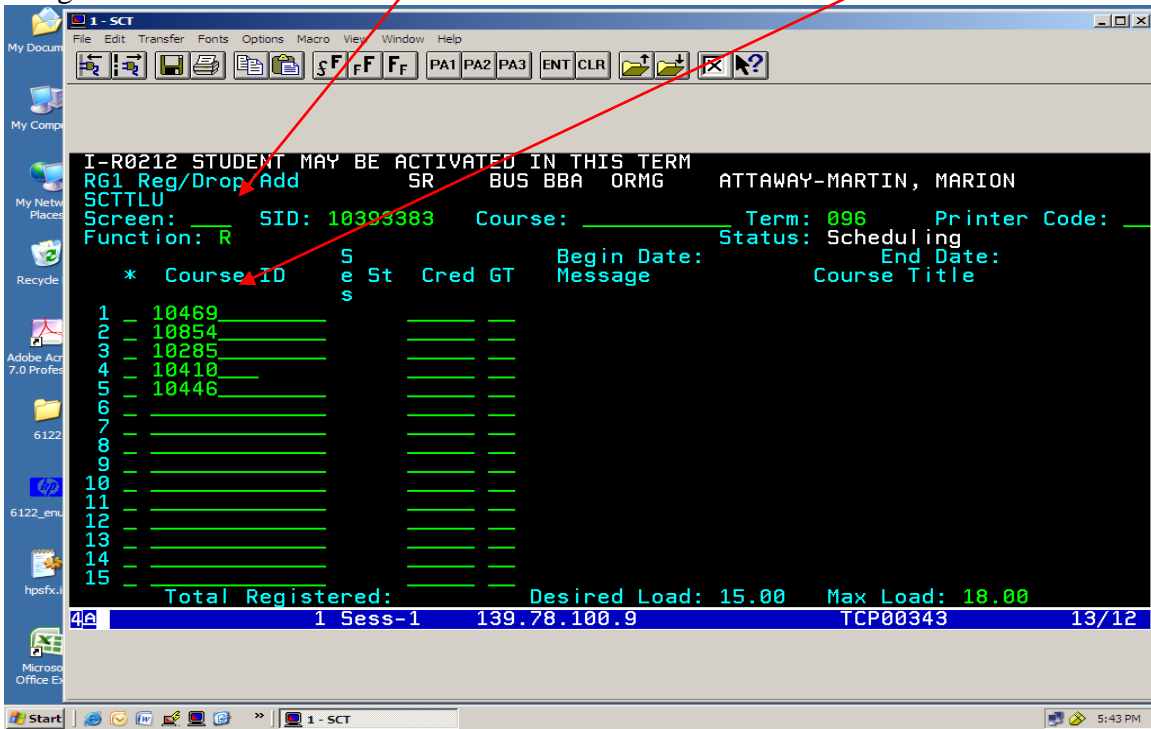


If you go to "RG1" or "RG2" and message pops up stating "Student not eligible to register", it means student has hold on record. Proceed to Page 7 for hold messages.

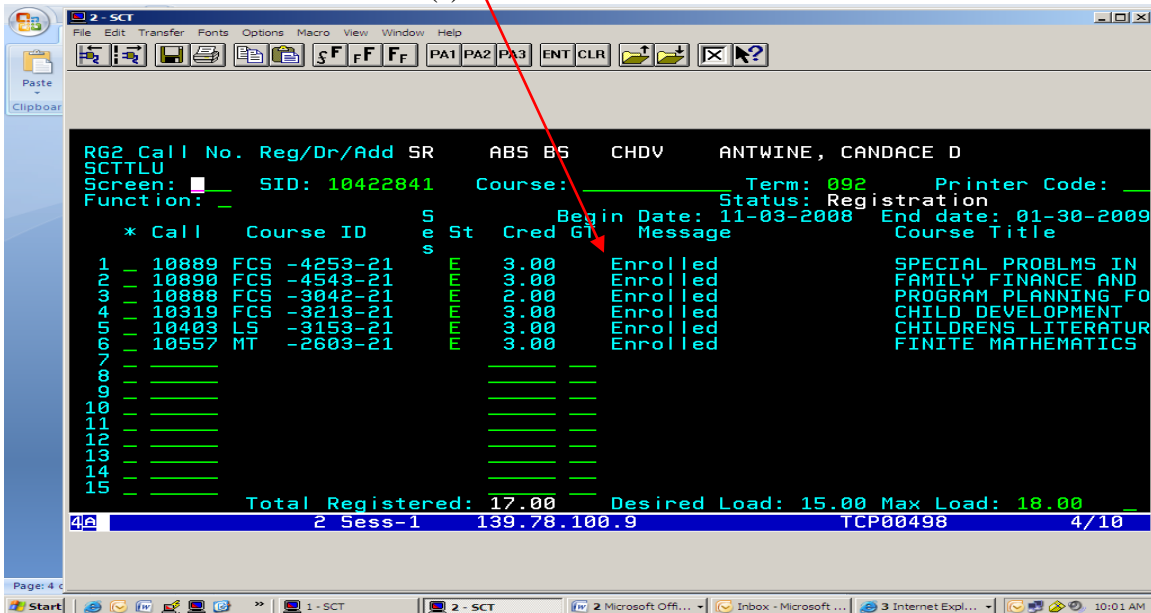


FACULTY/STAFF REGISTRATION INSTRUCTIONS

If student okay to register, type in "R" after function and then tab and put in call #s (example 10132, 10104, 10090) and hit enter once all call#s inserted. Put in course #(s) if using RG2 Screen.

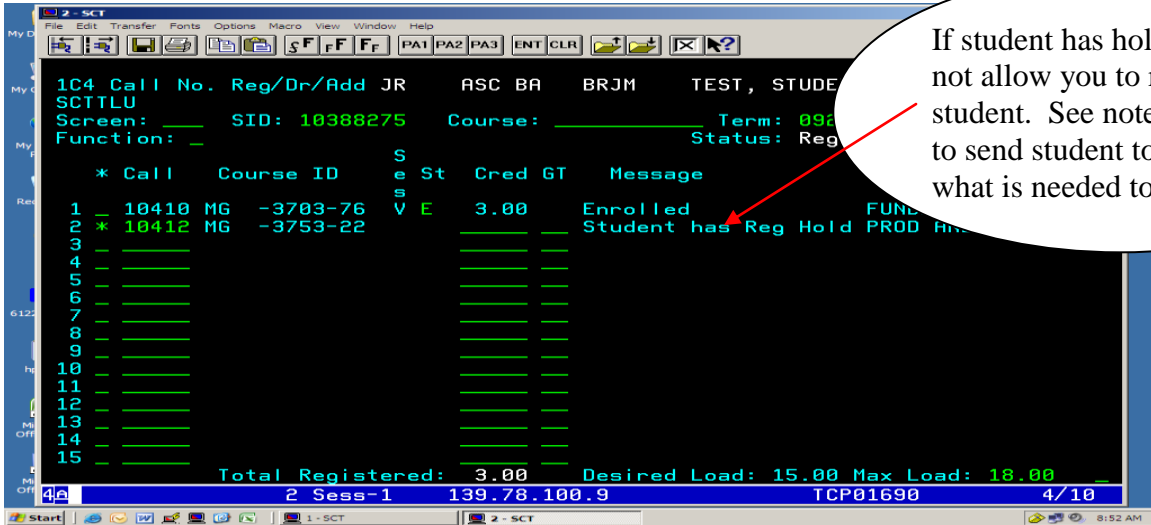


Student is enrolled for the course(s).

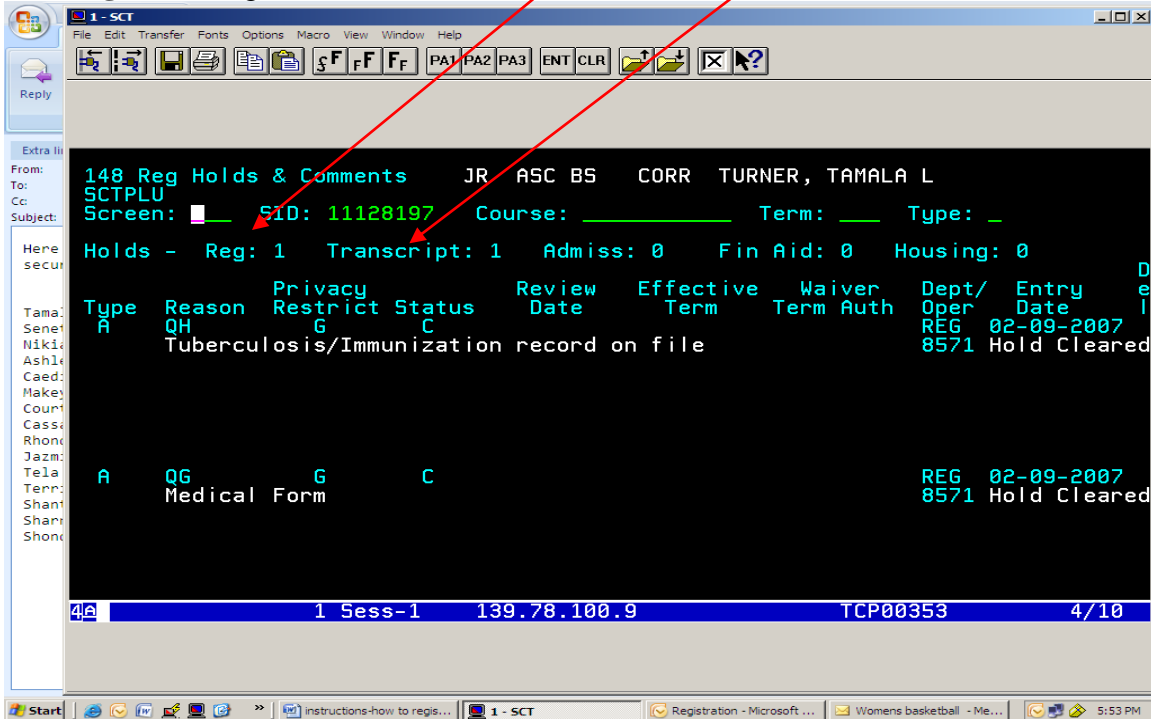


FACULTY/STAFF REGISTRATION INSTRUCTIONS

If student has hold, it will not allow you to register student. See note for where to send student to find out what is needed to remove hold. (Reg-Registrar's office hold).

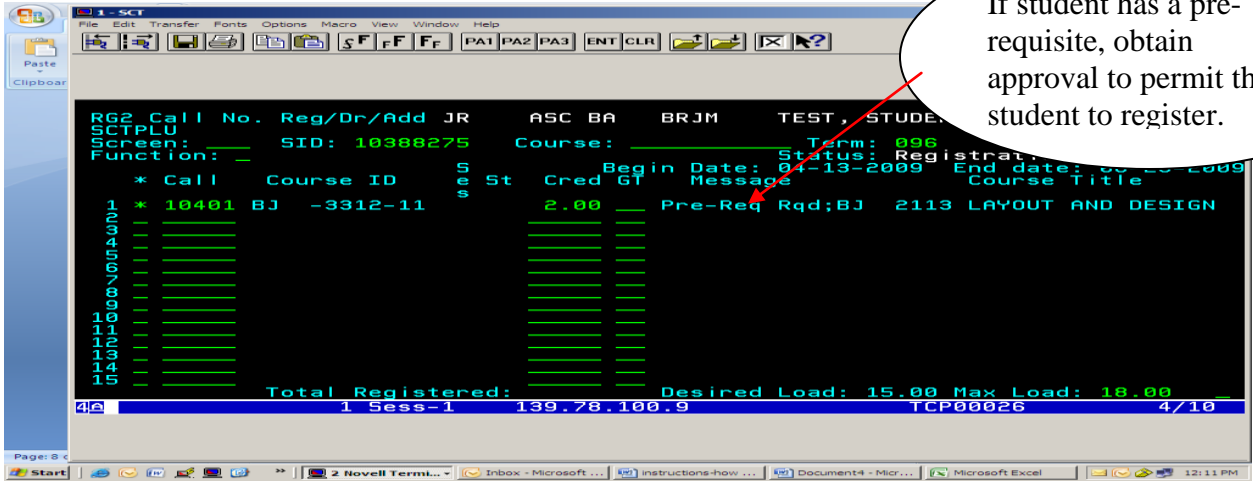


You may also go to screen 148 to find out the hold. If Reg = 1 and Transcript = 1, it's a **Business Office hold**. Please send student to Business Office for help. If a number is inserted by any of the "Holds" fields alone, it's that office hold: (example: **Reg** = Registrar's Office hold, **Admiss** = Admissions hold, **Fin Aid** = Financial hold and **Housing** = Housing Office hold).



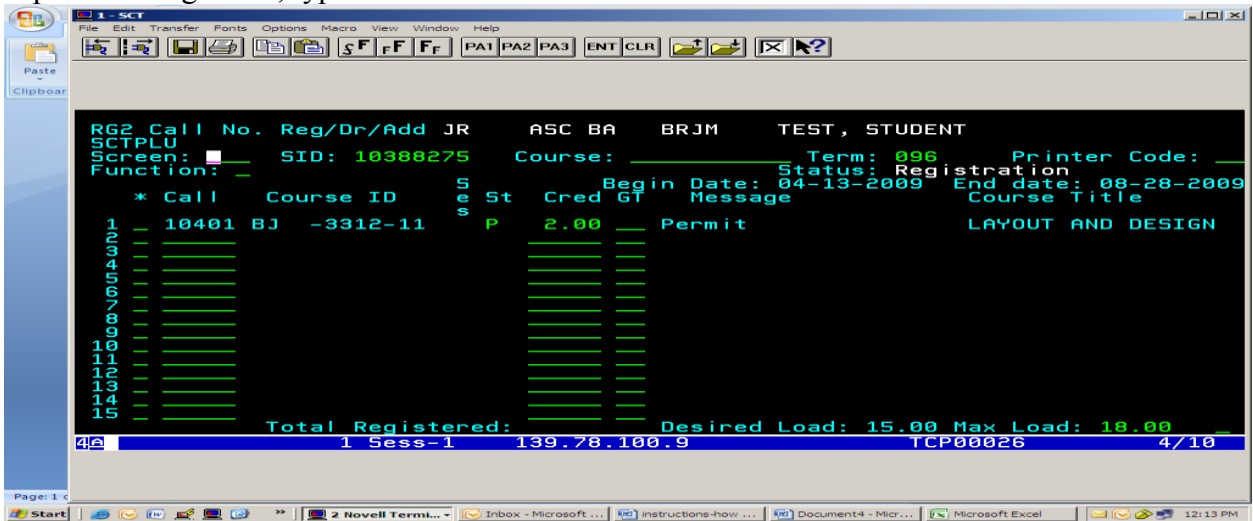
FACULTY/STAFF REGISTRATION INSTRUCTIONS

If student has a pre-requisite, obtain approval to permit the student to register.

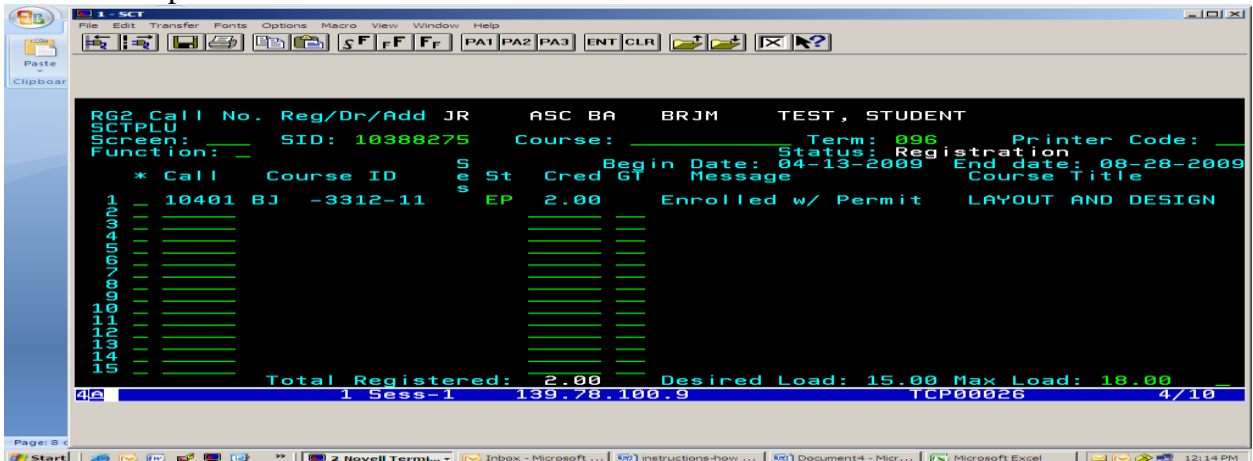


If student has a pre-requisite, obtain approval to permit the student to register.

If permission granted, type “P” before call number or course ID# and hit “enter”.

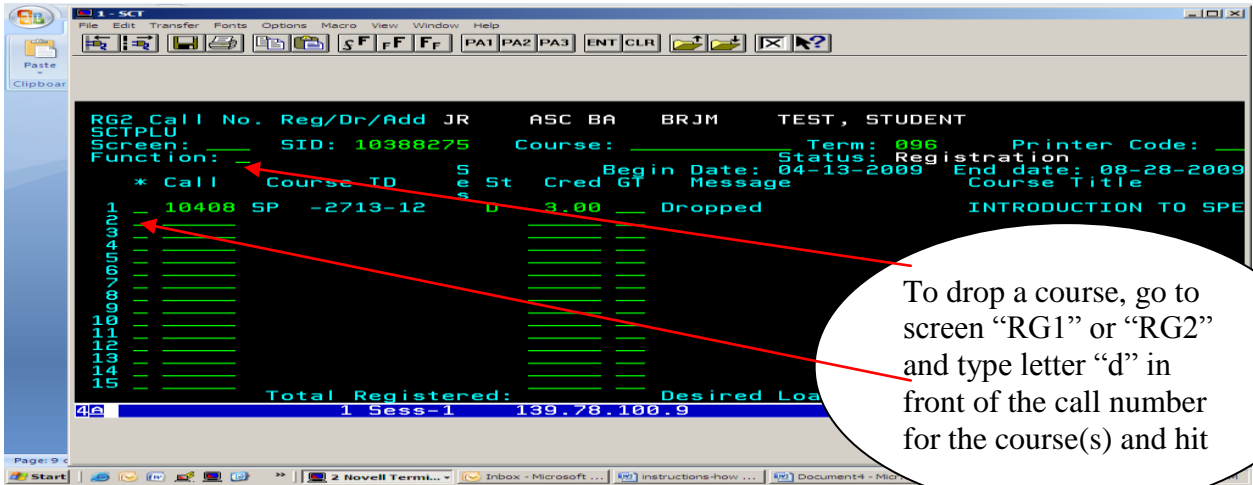


Then type “R” before call number or course ID# and hit “enter”. Screen will state “Enrolled w/permit”.

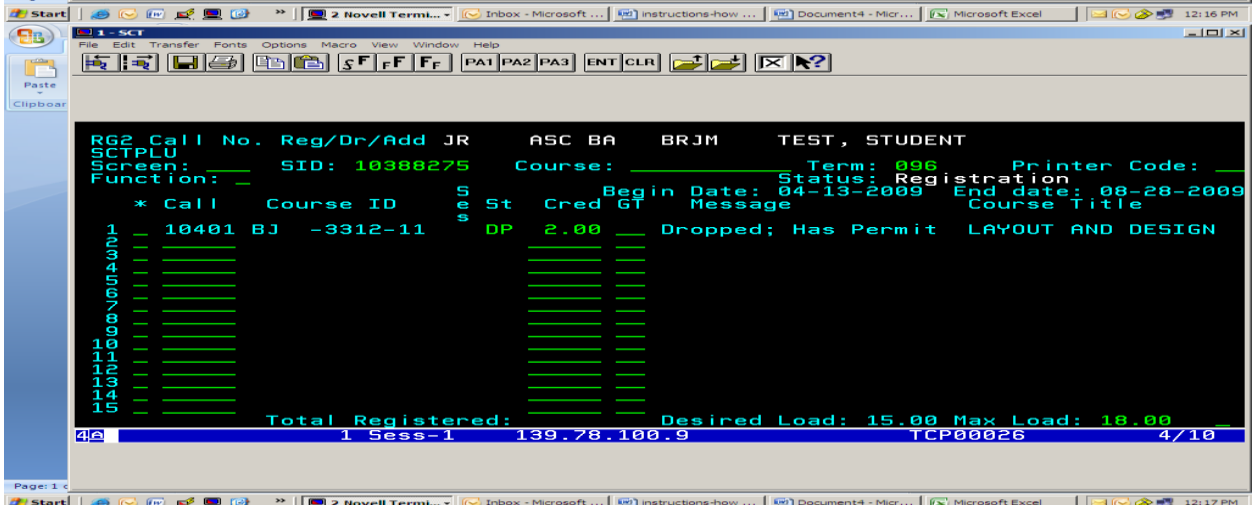
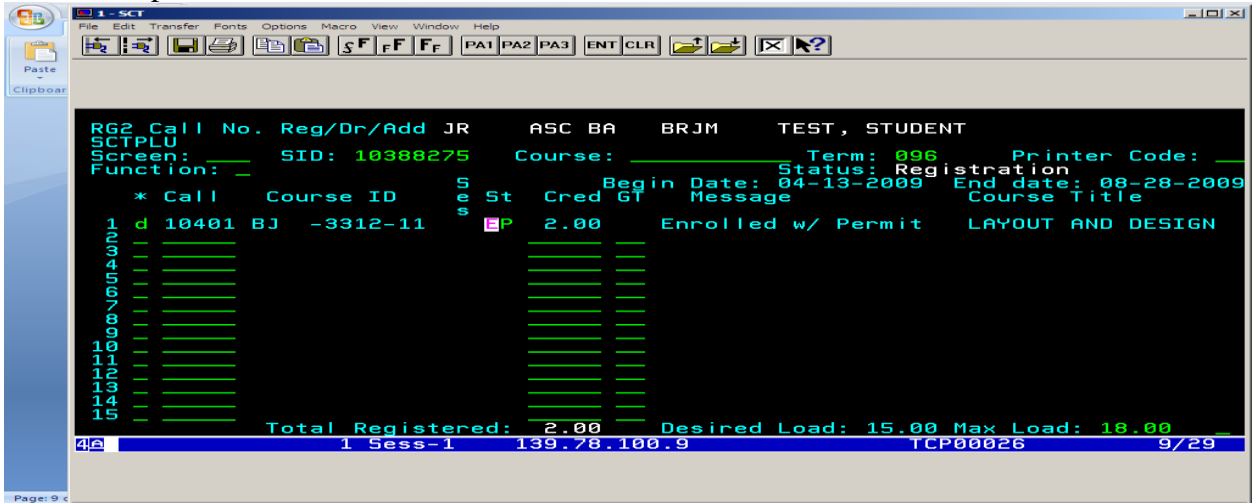


FACULTY/STAFF REGISTRATION INSTRUCTIONS

To drop a course, go to screen "RG1" or "RG2" and type letter "d" in front of the call number or course ID # selected and hit enter.



To drop a course that had a "permit", follow steps above and then insert "d" again, hit enter to drop the course.



FACULTY/STAFF REGISTRATION INSTRUCTIONS

WEB DEGREE AUDIT INSTRUCTIONS

Go to Langston website (www.lunet.edu) and select “Faculty & Staff” on left hand side.

Then select “**Input Mid-Terms/Final Grades**” and select “**Enter Faculty and Advisor Services**”. Input requested information: **Faculty ID** and **PIN** and then select “Login”

LANGSTON UNIVERSITY - Faculty and Advisor Self-Service

HELP HOME EXIT

Faculty and Advisor Login

Please enter your Faculty Identification Number and your Personal Identification Number (PIN) for access to the secure information in this system. Then select **Login**

Faculty ID:

PIN:

Remember to select buttons and menu links only **once**.

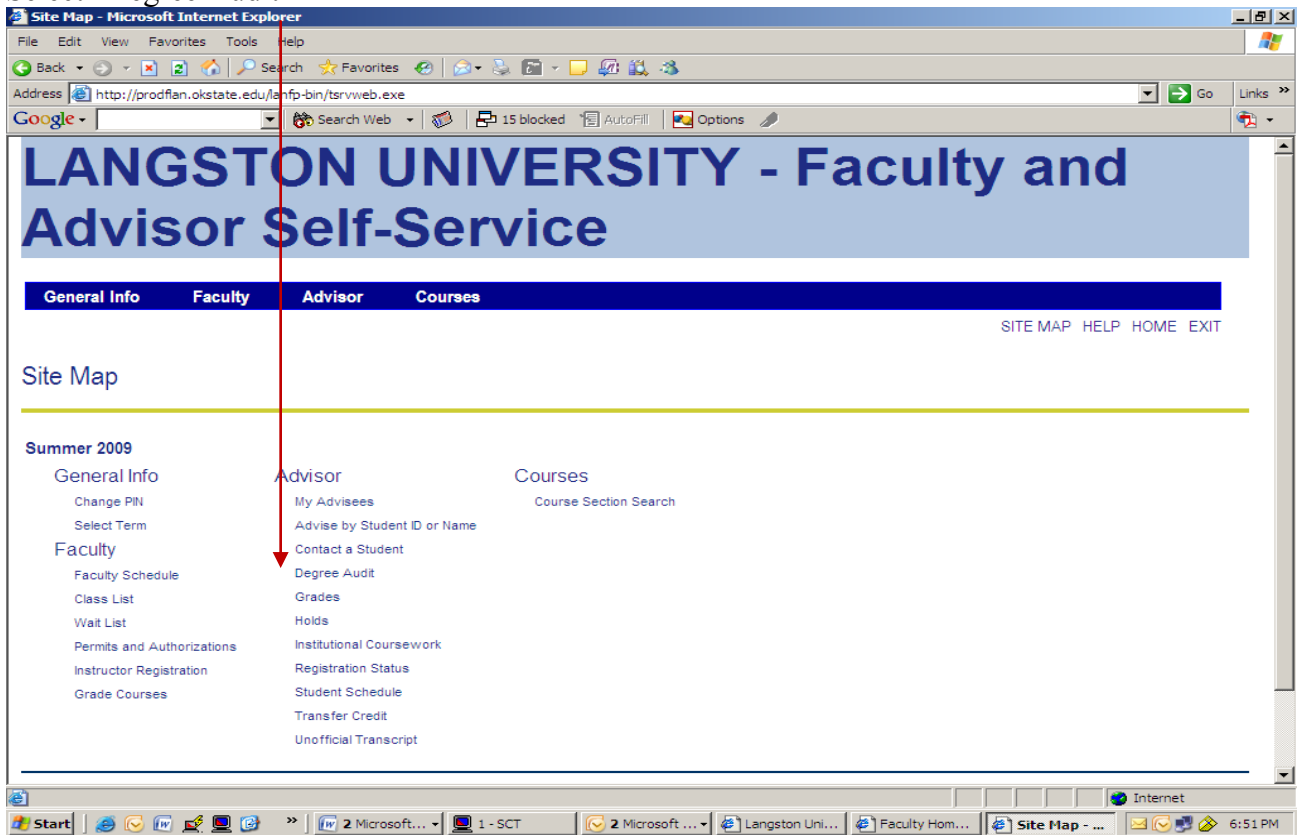
Any problems or comments call 405-466-2929 between 8:00 a.m. and 5:00 p.m. central time or send an e-mail to lsmith@lunet.edu

RELEASE: 1.20

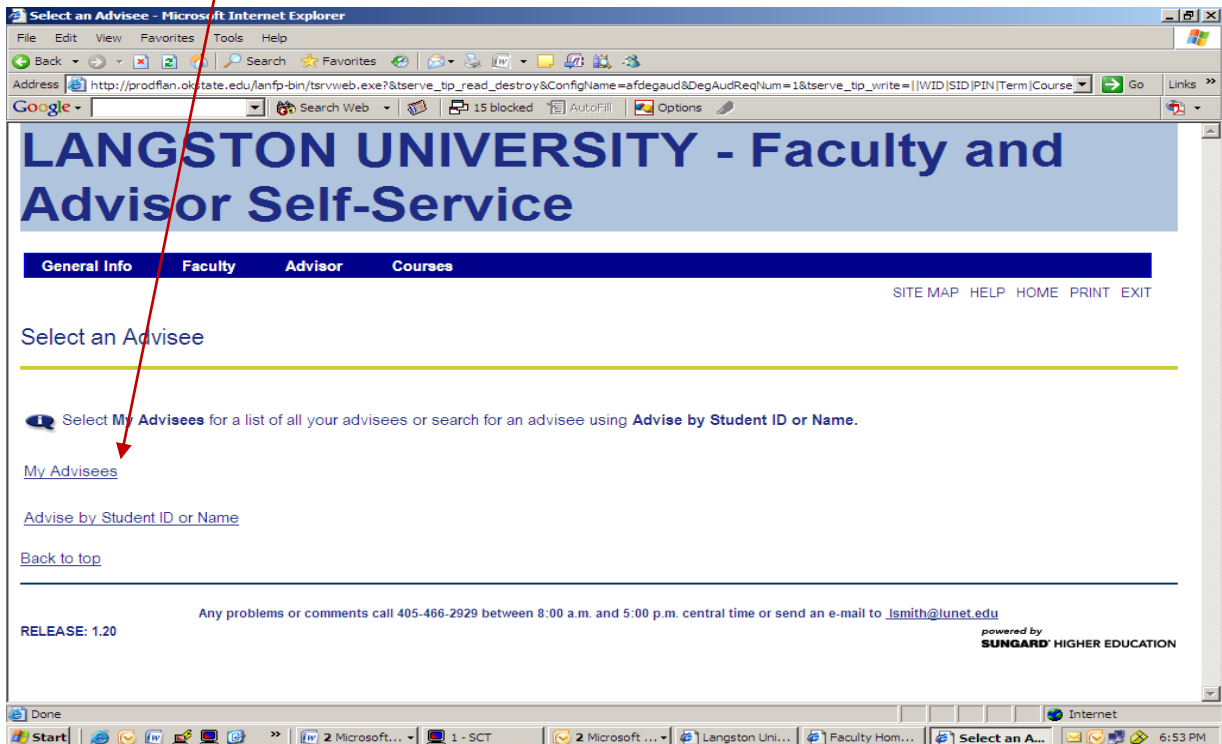
powered by
SUNGARD HIGHER EDUCATION

FACULTY/STAFF REGISTRATION INSTRUCTIONS

Select "Degree Audit"

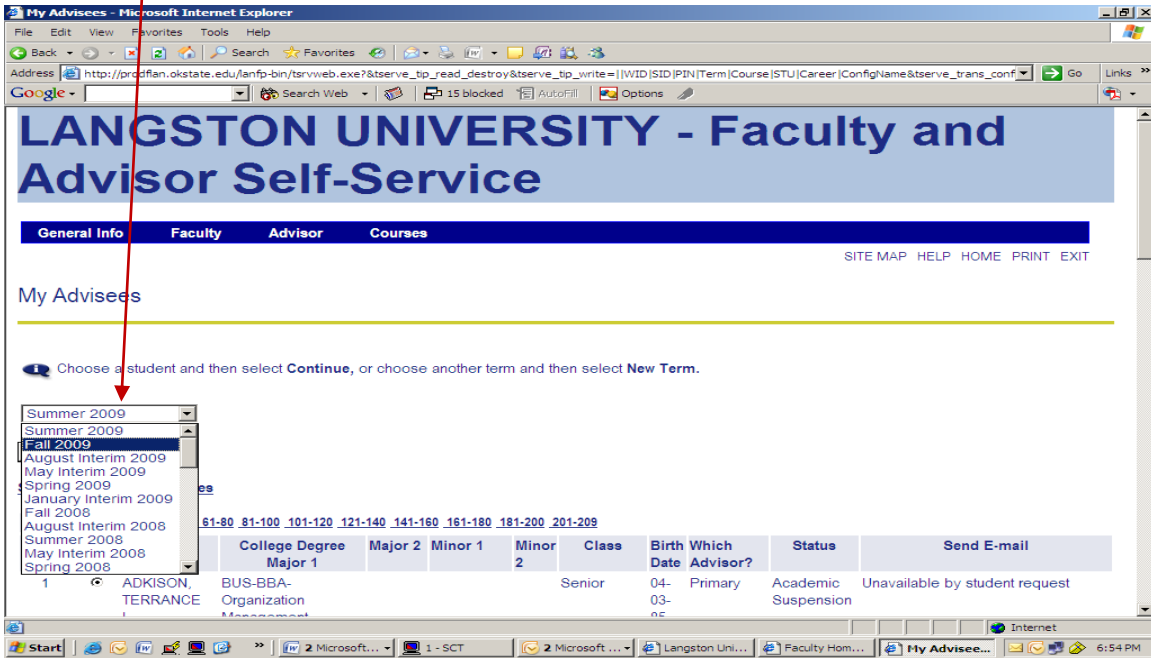


Select "My Advisees"

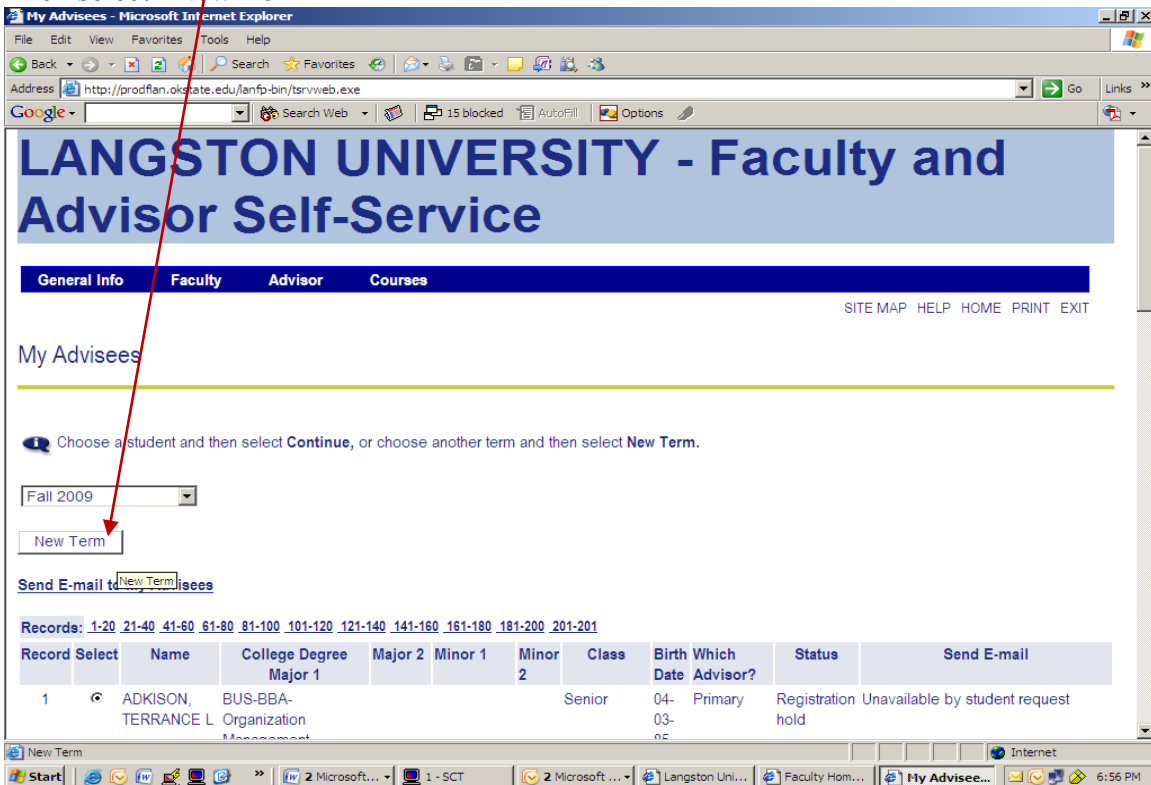


FACULTY/STAFF REGISTRATION INSTRUCTIONS

Select current term from drop down menu (Ex: Fall 2009) and then select “New Term”.



Then select “New Term”



FACULTY/STAFF REGISTRATION INSTRUCTIONS

Then select “radio button” by your advisees and then select “Continue”

The screenshot shows a web browser window titled "My Advisees - Microsoft Internet Explorer". The address bar shows the URL: <http://profplan.okstate.edu/lanfb-bin/tsrvweb.exe>. The page displays a table of student records. A red arrow points to the radio button next to the first student, BOHANAN, WILLIAM L. Another red arrow points to the "Continue" button at the bottom of the table.

ID	Name	Program	Level	Year	Term	Registration Status	Contact
13	BOHANAN, WILLIAM L.	BUS-BS-Computer Science	Freshman	03-09-91	Primary	Registration hold	sweetswb1183@yahoo.com
14	BORQUAYE, NAOMI N.	BUS-BBA-Accounting	Junior	02-16-87	Secondary	Student is active	n_borquaye@msn.com
15	BRADLEY, KERRY C.	BUS-BBA-Organization Management	Sophomore	10-19-88	Primary	May be unavailable by student request activated for term	
16	BRADSHAW, LEDANIEL E.	BUS-BBA-Accounting	Senior	02-20-87	Primary	Registration hold	DANNY_BOY052000@YAHOO.COM
17	BROOKS, GREGORY L.	BUS-BBA-Business Administration	Junior	03-07-88	Primary	Registration hold	grego06lincoln@yahoo.com
18	BROWN, DANIELLE N.	BUS-BBA-Organization Management	Senior	06-17-86	Primary	Student is active	Unavailable by student request
19	BROWN, DIVA D.	BUS-BBA-Organization Management	Freshman	03-02-88	Primary	Registration hold	Unavailable by student request
20	BROWN, MARK A.	BUS-BBA-Business Administration	Sophomore	06-03-89	Primary	Registration hold	BIGBABYBEAR@NETSCAPE.COM

Records: 1-40 41-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201

Then be sure the “radio button” for “Primary” is selected and then select “Submit”

The screenshot shows a web browser window titled "Degree Audit - Microsoft Internet Explorer". The address bar shows the URL: <http://profplan.okstate.edu/lanfb-bin/tsrvweb.exe>. The page is titled "Advisor Self-Service" and has a navigation menu with "General Info", "Faculty", "Advisor", and "Courses". The "Degree Audit" section is active. Below the navigation menu, there is a message: "Select the program to be audited. If the student has a Secondary program, an additional selection option for that program will be displayed. To see how the student's completed courseload would fulfill the requirements of a program other than their Primary or Secondary program, select Modeling." The student's name is "BROWN, MARK A". Under "Primary:", there are radio buttons for "College: School of Business", "Degree: Bachelors of Business Administration", "Catalog: Academic Year 2007-08", "Major 1: Business Administration", "Major 2:", "Minor 1:", and "Minor 2:". Under "Modeling:", there is a radio button. A red arrow points to the "Submit" button at the bottom of the form.

Advisor Self-Service

General Info Faculty Advisor Courses

SITE MAP HELP HOME PRINT EXIT

Degree Audit

Select the program to be audited. If the student has a **Secondary** program, an additional selection option for that program will be displayed. To see how the student's completed courseload would fulfill the requirements of a program other than their **Primary** or **Secondary** program, select **Modeling**.

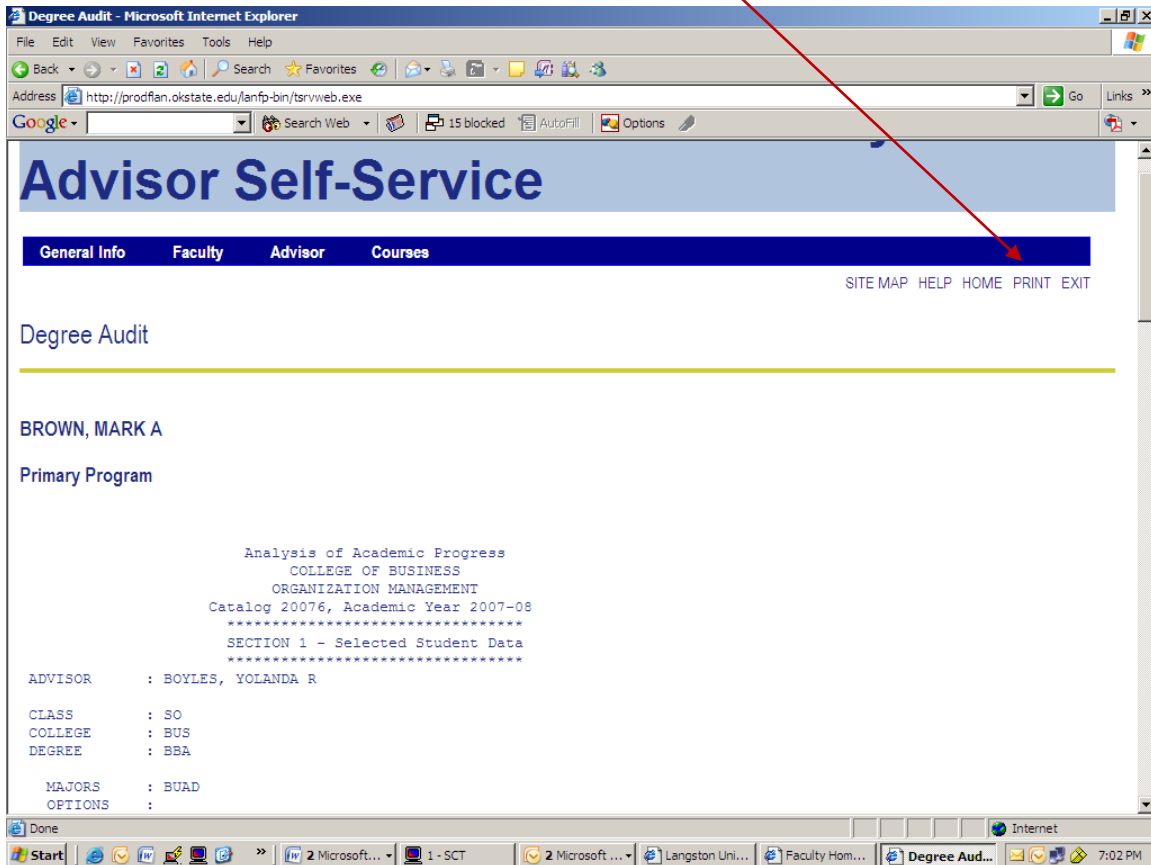
BROWN, MARK A

Primary: College: School of Business
Degree: Bachelors of Business Administration
Catalog: Academic Year 2007-08
Major 1: Business Administration
Major 2:
Minor 1:
Minor 2:

Modeling:

FACULTY/STAFF REGISTRATION INSTRUCTIONS

This screen comes up with advisee information. Select "Print"

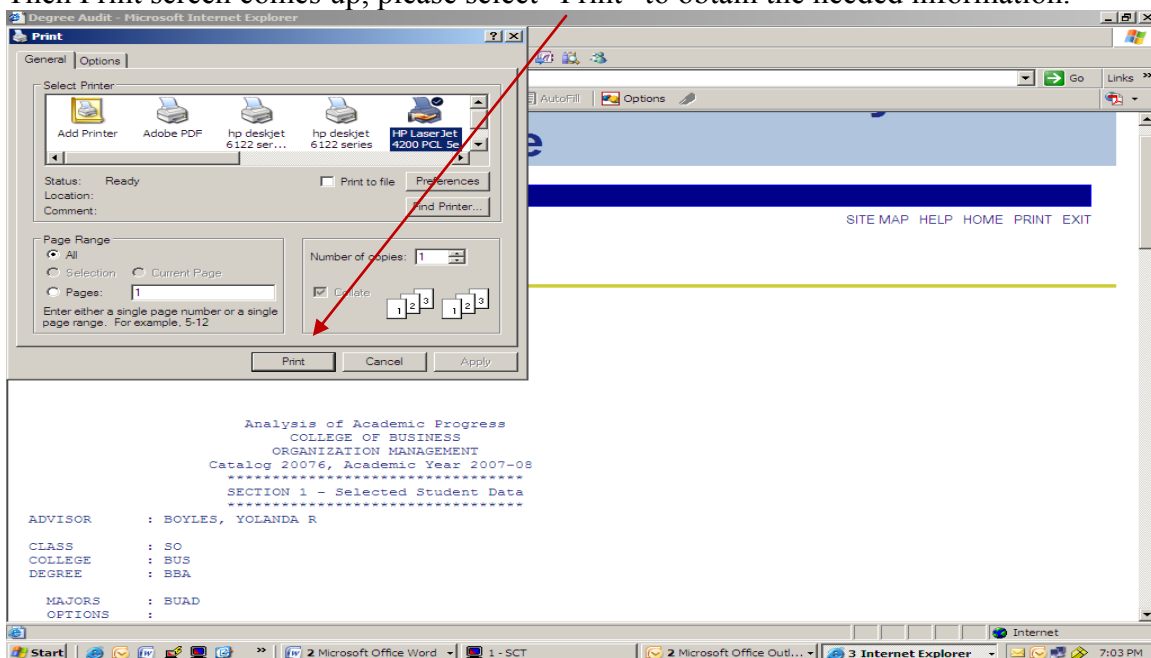


The screenshot shows a Microsoft Internet Explorer browser window displaying the "Degree Audit - Advisor Self-Service" page. The address bar shows the URL: <http://prodflan.okstate.edu/lanfb-bin/tsrvweb.exe>. The page features a blue header with the title "Advisor Self-Service" and a navigation menu with tabs for "General Info", "Faculty", "Advisor", and "Courses". A red arrow points from the "Print" link in the top right corner of the page to the "Print" button in the second screenshot. Below the navigation menu, the page displays the student's name "BROWN, MARK A" and their "Primary Program". The main content area shows the "Analysis of Academic Progress" for the "COLLEGE OF BUSINESS" and "ORGANIZATION MANAGEMENT" in the "Catalog 20076, Academic Year 2007-08". The section is titled "SECTION 1 - Selected Student Data" and lists the following information:

```
ADVISOR      : BOYLES, YOLANDA R
CLASS       : SO
COLLEGE    : BUS
DEGREE     : BBA

MAJORS     : BUAD
OPTIONS    :
```

Then Print screen comes up, please select "Print" to obtain the needed information.

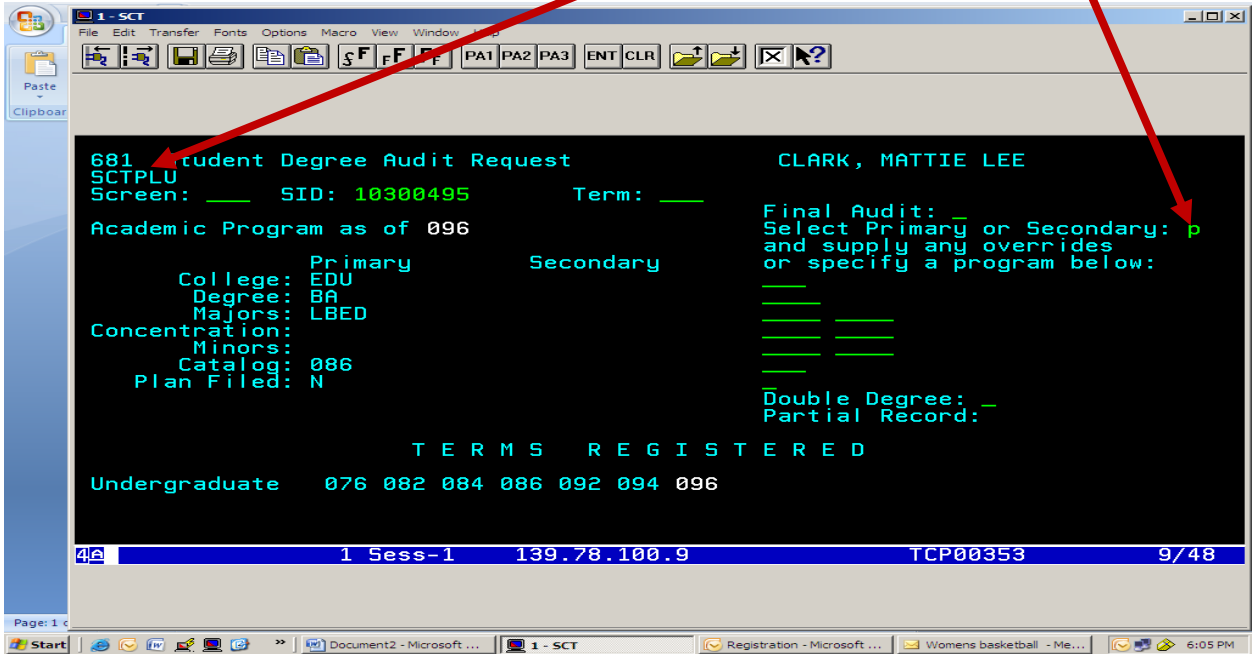


The screenshot shows the same "Degree Audit" page as above, but with the "Print" dialog box open in the foreground. The dialog box has a "General" tab and shows a list of printers, including "HP LaserJet 4200 PCL Se". The "Page Range" section is set to "All" pages, and the "Number of copies" is set to 1. A red arrow points from the "Print" button in the dialog box to the "Print" link in the background page. The background page content is partially obscured by the dialog box but remains visible.

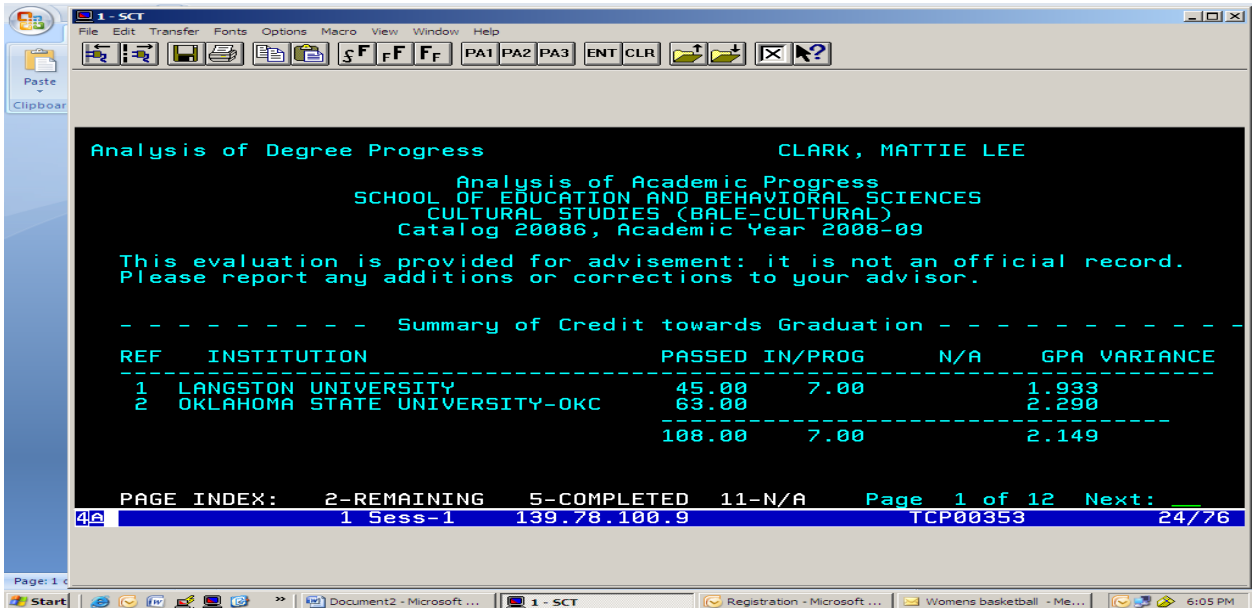
FACULTY/STAFF REGISTRATION INSTRUCTIONS

DEGREE AUDIT THROUGH “SCT” (SELECTED ADVISORS HAVE ACCESS TO THIS SCREEN ONLY). Web access available to ALL faculty

To print out a degree audit on a student, please go to Screen 681. Then type in “P” Primary or “S” Secondary program and hit “Enter”.

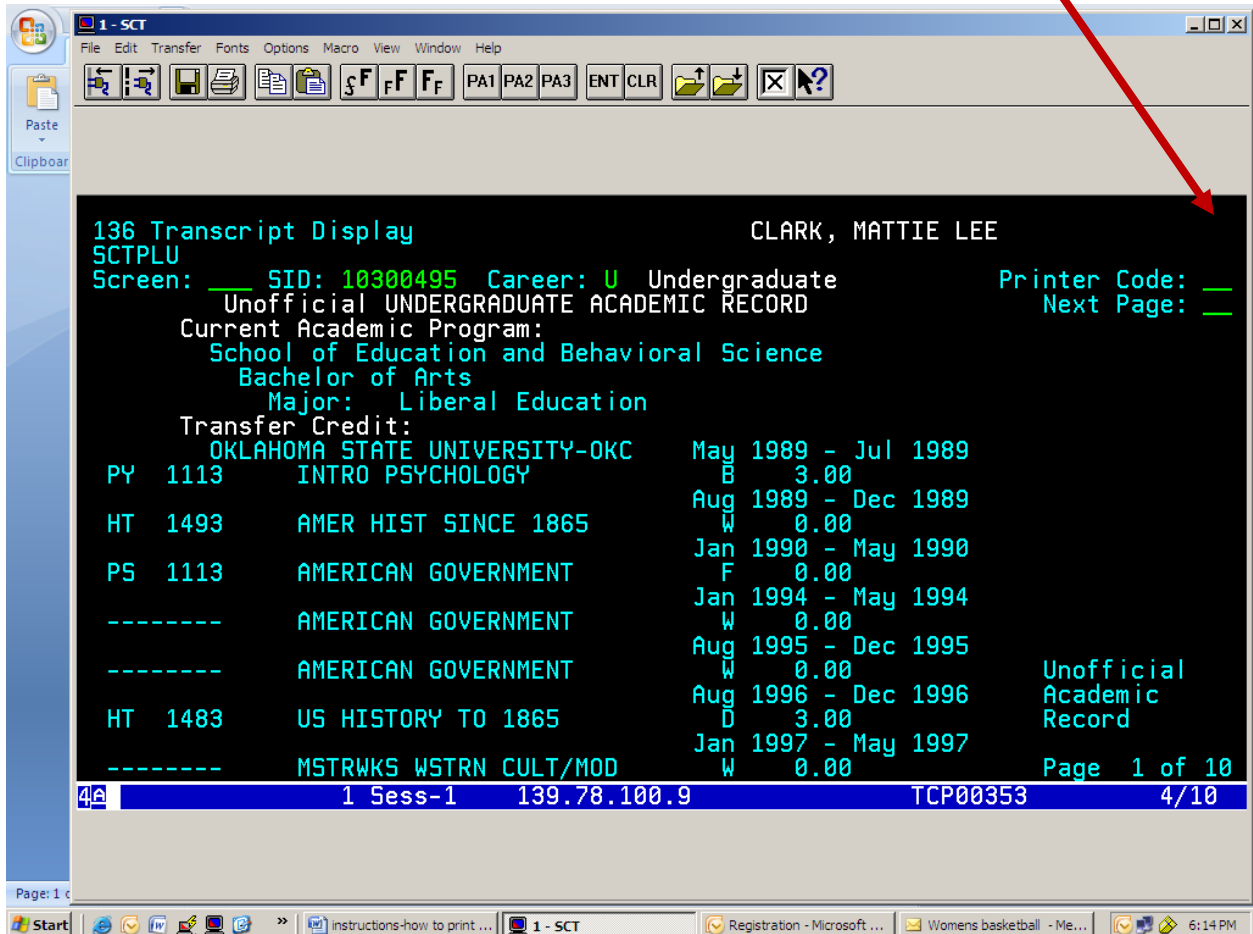


This screen will come up. Select “F6” to print the degree audit if you have already preset your print code for printer. Select “F9” to exit.



FACULTY/STAFF REGISTRATION INSTRUCTIONS

If you have not preset your print code, go to Screen 136 and put in your Printer Code for your Printer. See Registration Instructions, Page 2 for Printer Code if you are unsure what it is.

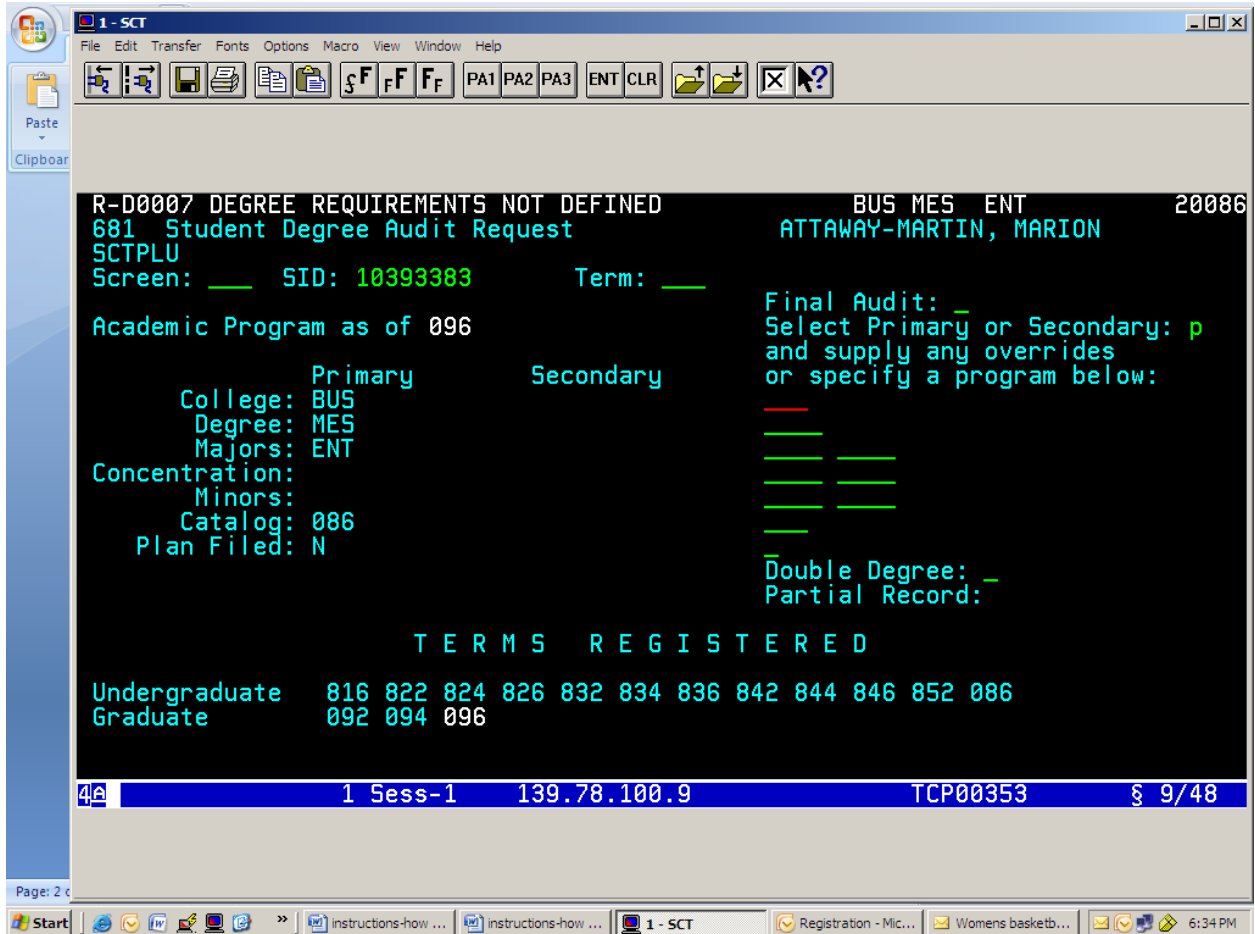


- **Section 1** list what courses are still remaining for student to meet graduation requirements
- **Section 2** list Academic Requirements completed or in Progress to include General Education and Major courses.
- **Section 3** list courses not specifically applicable to the degree or it may list the following types of courses (failed, incomplete, withdrawn, zero level, audit, etc).

The degree audit also outlines how many upper level hours student has already completed or in progress (**45 hrs required within the Major**)

FACULTY/STAFF REGISTRATION INSTRUCTIONS

If this message comes up (**Degree Requirements Not Defined**), please contact Registrar as that program is not currently set up in computer for Degree Audit **or** student is not admitted for the semester.



❖ Training for degree audit available for all Faculty

- **IMPORTANT NOTE:** Please note that the Registrar is still currently working with departments to ensure that the plan of study distributed to students from departments match the catalog. Degree Audit is set up using the catalog years. Any changes that a department/program makes to any courses (e.g., name change, additional hours to practicum or internship, description change) must first be approved by Dr. Montgomery to come before Academic Policies and Curriculum Committee. If approved by Academic Policies, it goes before the University Senate, then to Board of Regents for approval (if deemed appropriate by Dr. Montgomery). If departments are increasing number of clinical/contact practicum/internship hours, then this increase should have been approved through this process. Departments, programs or schools should not add an hours to internship without having such changes approved through this process.

FACULTY/STAFF REGISTRATION INSTRUCTIONS

All instructors are **required** to post their grades using the web site WWW.LUNET.EDU (click on faculty & staff). Scroll to the bottom of the page and click **Input Mid-Term/Final Grades.Frequency Asked Questions**

- ❖ The only grades that faculty should enter are **A, B, C, D F, P or NP**. Reporting of NP grades is for zero level courses. Reporting of P grades is intended for seminars or zero level courses.
- ✚ **“N” No Grade No grade points.** PLEASE remember to submit your grade change forms to change your “N” grades by the following **semester**. An "N" grade may be used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.
- ✚ **I Incomplete No grade points.** An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. (It is not a substitute for "F" and no student may be failing at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within one year will remain as a permanent "I" and not contribute to the student's GPA.)
- ✚ **Administrative Withdrawal Form (AW grade).** Administrative Withdrawal indicates that a student has been "involuntarily" withdrawn by the institution during the designated semester for **disciplinary, financial reasons** or **inadequate attendance**. Such institutional penalties follow institutional procedures. Administrative withdrawals are GPA neutral.

REPEAT COURSES

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a “D” or “F.” Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The EXPLANATION OF GRADES section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "D's" or "F's" repeated may do so with the original grades and repeat grades averaged. **ACADEMIC FORGIVENESS PROVISIONS**

As a Rule of Thumb: Potential graduating students scheduled to complete their Academic program for Fall 2009, Spring 2010 or Summer 2010 will walk with commencement ceremony for Spring 2010. These students must have less than 9 hrs to complete by Summer 2010. If the student will complete program Fall 2010 and beyond, they will walk in commencement ceremony for Spring 2011.