### FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

#### To Register:

GO to SCT and Enter **"RG1"** <u>or</u> **"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, <u>ddalpirez@lunet.edu</u> 466-3225, Receptionist Ginger Canning, <u>gcanning@lunet.edu</u> 466-3224, Transcript Clerk Quincy Williams, <u>qtwilliams@lunet.edu</u> 466-3227, Grades/Rosters Ernestine Thomas, <u>ecthomas@lunet.edu</u> 466-3229, Associate Registrar Kathy Simmons, <u>ksimmons@lunet.edu</u> 466-3228, University Registrar

#### **TULSA Campus**

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

### **OKC Support Staff**

- ► Gayle Robertson, <u>gtrobertson@lunet.edu</u> 405-962-1624
- > Dr. Deborah Burroughs, <u>djburroughs@lunet.edu</u> 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	Jones Hall Room 114 – 3G		
	LOBBY–1J	Jones Hall Room 115 – 2V		
Jones Hall Rm 214 – 3H	Moore Hall 1 <sup>st</sup> Floor – 2R	Moore Hall 3 <sup>rd</sup> Floor – 2Q Sanford Hall Rm 314 – 2T		
Music – 3T	Research Ext. –			
Sanford Hall 217 – 2U	Hamilton Hall 3 <sup>rd</sup> Flr – 3S	Allied Health Center – 2S		
	Hamilton Hall 2 <sup>nd</sup> Flr – 3J,			
	3K			

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.

<b>[</b> ];	1 - scr	
	le Edit Transfer Fonts Options Macro View Window Help	
Paste		
Clipboar		
	RG1 Reg/Drop/Add /GM BUS MES ENT ATTAWAY-MARTIN, MARION	
	Screen:	
	Function: Status: Registration	
	* Course ID e St Cred GT Message Course Title	
	s -	
	3	
	10 1 5ess-1 139.78 100 9 TCP01114 4/1	Ø
Page: 3 c	(d) Microsoft Office Word	
🏉 Start	🧀 🕞 🚾 🚅 📃 🕑 🐣 🛛 🕞 Sent Items - Microsoft O ) 🕡 4 Microsoft Office Word 🔹 📃 1 - SCT 🛛 🔍 🔍 Microsoft Office Excel 🔹 📈	06 PM

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.

<b>EB</b>		
Paste		
	RG1 Reg/Drop/Add JR ASC BA BRJM TEST, STUDENT	
	Screen:SID: 10388275 Course:Term: 096 Printer Coc Function:Status: Registration	le:
	S Begin Date: End Date: * Course ID e St Cred GT Message Course Title	
	1 <sub>2</sub> s	
	3	
	§	
	14	
	2 Sess-1 139.78.100.9 TCP00673 4	/10
Words: 0		
# Start	🚎 🕓 🕡 💕 🔲 🚱 👋 🔲 📮 2 Novell Terminal Pro 🖌 🖂 Inbox - Microsoft Outlook 🛛 🕼 Microsoft Word 💦 Microsoft Excel	11:57 AM

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.

	□ 1 - SCT		- U ×
Mu Damum	File Edit Transfer Fonts Options Macro View Window He	p 🖌	
My Docum			
My Comp			
ing comp.			
-	I-R0212 STUDENT MAY BE ACTIV	ATED IN THIS TERM	
	RG1 Reg/Drop/Add SR	BUS BBA ORMG ATTAWAY-MARTIN, MARION	
My Netw	SCTTLU		
Places	Screen: SID: 10393383	Course: Term: 096 Printer Co	de:
	Function: R	Status: Scheduling	
<u> 2</u>	S S	Begin Date: End Date:	
Recycle	* Course 1D e St Cre	ed GT Message Course Title	
	S 5		
E.		<u> </u>	
		<u> </u>	
Adobe Acr	3 - 10003		
7.0 PIOLES	<b>4</b> <u>10410</u> <u></u>		
2			
	7	— —	
6122	8		
	<u> </u>		
(ID)	10		
6122	11		
6122_enu	12		
	13		
- E	14		
hosfy i			
nporx.	lotal Registered:	Desired Load: 15.00 Max Load: 18.00	
	4 <u>0</u> 1 Sess-1	139.78.100.9 ICP00343	13/12
臣			
Microso			
Office Ex			
😤 Start			3-5-43 PM
Start	📨 🕓 🖳 🚊 🐷 👘 🔡 🔤 1-301		0.45 FM

Student is enrolled for the course(s).

8	Le Edit Transfer Englis Options Marro View Window Help
Paste	
Clipboar	
	RG2_Call No. Reg/Dr/Add SR ABS B5 CHDV ANTWINE, CANDACE D
	SCTTLU Screen: SID: 10422841 Course: Term: 092 Printer Code:
	Function:
	* Call Course ID e St Cred Gi Message Course Title s
	1 _ 10889 FCS -4253-21 E 3.00 Enrolled SPECIAL PROBLMS IN 2 10890 FCS -4543-21 E 3.00 Enrolled FAMILY EINANCE AND
	3 10888 FCS -3042-21 E 2.00 Enrolled PROGRAM PLANNING FO
	5 10403 LS -3153-61 E 3.00 Enrolled CHILDRENS_LITERATUR
	6 _ 10557 MT -2603-21 E 3.00 Enrolled FINITE MATHEMATICS 7
	Total Registered: 17.00 — Desired Load: 15.00 Max Load: 18.00 _
	4A 2 Sess-1 139.78.100.9 TCP00498 4/10
Page: 4 c	c
# Start	🖌 🐼 🕼 💕 🖗 🕐 👘 1 - SCT 👘 2 Microsoft Off + 🕞 Inbox - Microsoft 🖓 3 Internet Expl + 💽 🔊 🗞 10:01 AM

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).

8	Ele Edit Tra	ansfer Fonts Ontion	s Macro View Windo	w Help						<u>- 0 ×</u>
			₽ ₽ ₽ ₽ ₽	PA1 PA2 P	A3 ENT CLR		?			
Reply										
From: To: Cc: Subject:	148 R SCTPL Scree	eg Holds & U n: &	& Comments 1D: 1112819	JR 97 Cou	ASC BS urse:	CORR TU	RNER, TAN Term:	1ALA L Type:		
Here	Holds	- Reg: 3	1 Transcr	ript: 1	Admiss	s:0 Fi	n Aid: 0	Housing	g: 0	n
Tama Sene Niki Ashl Caed Make Cour	Type	Reason I QH Tuberculo	Privacy Restrict 51 G osis/Immuni	t <mark>atus</mark> C ization	Review Date record o	Effectiv Term on file	'e Waive Term Au	er Dept, ith Oper REG 8571	/ Entry Date 02-09-2 Hold Cl	e 1 2007 eared
Cass Rhon Jazm Tela Terr Shan Shar Shon	A A	QG Medical I	G Form	С				REG 8571	02-09-2 Hold Cl	:007 eared
	4 <u>A</u>		1 Sess-1	139	9.78.100	. 9	TC	CP00353	4	/10
1 Star		💕 🔲 🔞 🚿	instructions-how to r	regis 🗐 1 -	5(1	Registration	- Microsoft 🖂 v	Vomens basketball - N	1e   📿 📭 🖄	5:53 PM

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

Paşte Clipboar	Rie Edit Transfer Fonts Options Macro View Window Help E E E E E E E E E E E E E E E E E E E	If student has a pre- requisite, obtain approval to permit the
	RG2       Call No. Reg/Dr/Add JR       ASC BA       BRJM       TEST, STUDE         SCTPLU       SID: 10388275       Course:       Trm: 096         Function:       SID: 10388275       Course:       Trm: 096         * Call       Course ID       St Cred GT       Date: 04-13-2009       ED         1 * 10401 BJ       -3312-11       2.00       Pre-Red Rdd;BJ       2113 L         3	student to register.
Page: 8 d		

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

	File Edit Transfer Fonts Options Macro View Window Help
	🔁 🔜 🔤 🖻 👘 F F F PAI PA2 PA3 ENT CLR 🚅 🚁 🔀
Paste	
Clipboar	
	RG2_Call No. Reg/Dr/Add JR ASC BA BRJM TEST, STUDENT
	SCTPLU Ferrer 10299275 Courses Terr, 006 Printer Codes
	Function:Status: Registration
	5 Begin Date: 04-13-2009 End date: 08-28-2009
	* Laii Lourse ID e St Lred Gi Message - Lourse iitie
	1 _ 10401 BJ -3312-11 P 2.00 Permit LAYOUT AND DESIGN
	<b>3</b>
	To Total Registered: Desired Load: 15 00 Max Load: 18 00
	4e 1 5ess-1 139.78.100.9 TCP0026 4/10
Page: 1 c	
2 Start	🔰 📧 🕡 🧟 🧾 🕐 🐂 🔯 🐣 🛛 🔁 Novell Termi 🕫 Document4 - Micr 🕼 Instructions-how 🕼 Document4 - Micr 🕼 Microsoft Excel

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



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.

Gn	📃 1 - SCT
	File Edit Transfer Ponts Options Macro View Window Help ET ET ES EFFFF PAT PAZ PA3 ENT CLR
Clipboar	
	RG2 Call No. Reg/Dr/Add JR       ASC BA       BRJM       TEST, STUDENT         SCTPLU       SID: 10388275       Course:
Page: 9 c	
Start	
Paste	rie Edit Transfer Ponts Options Marro View Window Help EDIT CLR ENT CLR ENT CLR ENT CLR
	RG2 Call No. Reg/Dr/Add JR ASC BA BRJM TEST, STUDENT SCTPLU Screen:
	1 _ 10401 BJ -3312-11 DP 2.00 _ Dropped; Has Permit LAYOUT AND DESIGN 3 4 5 6 8 9 10 11 12 13 13 14 15 Total Registered: 0 13 13 14 0 14 0 15 0 0 16 17 0 18 0 19 10 10 10 11 12 13 14 14 15 0 15 _ 00 Max Load: 18.00 16 17 18 0 19 10
Page: 1 c	

#### WEB DEGREE AUDIT INSTRUCTIONS

Go to Langston website (<u>www.lunet.edu</u>) and select "Faculty & Staff" on left hand side. Then select "**Input Mid-Terms/Final Grades**" and select "<u>Enter</u> <u>Faculty and Advisor Services</u>". Input requested information: Faculty ID and PIN and then select "Login"

			-
	2	Faculty and Advisor Login - Microsoft Internet Explorer	- • x
	Fi	File Edit View Favorites Tools Help 🦧	۲
1	G	🕓 Back 🔻 🕑 👻 🗷 🚷 🔎 Search 👷 Favorites 🛛 🖉 🛸 🦕 🕼 👻 🖵 💭 🕼 🛣	ind 🔹
	Ad	Address 🗃 http://prodflan.okstate.edu/lanfp-bin/tsrvweb.exe?&WID=W&tserve_tip_write=  WIDstserve_trans_config=sfaclog.cfg&tserve_host_code= 🔽 🔁 Go 🛛 Links 🌺	eplace
Paste	G	Google - 💽 🏀 Search Web - 🖏 🗗 15 blocked 🏷 Autorial 🛃 Options 🥒 🥎 -	elect *
Clipboa	Γ		iting
		LANGSION UNIVERSIAY - FACUITY	C <sub>3</sub>
			, î
		and Advisor Self-Service	-
		HELP HOME EXIT	
		Faculty and Advisor Login	
		Disconstruction Front Mathematical Descendible (Control Markov (DB)) for every to the every information in	
		Please enter your Facuity identification number and your Personal identification number (PIN) for access to the secure information in this system. Then select torgin	
		Faculty ID:	
		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 Ismith@lunet.edu	
		RELEASE: 1.20 powered by SUNGARD' HIGHER EDUCATION	
			-
			1
		▼ ▼	₹
Page: 1	e	😰 Done 👘 Internet 🏾	•
👭 Star	rt I	🚳 💭 📰 📽 🕲 🛞 👋 💭 2 Microsoft 🗸 💭 1 - SCT 🛛 📿 2 Microsoft 🗸 🖨 Laneston Lini 🖨 Earlity Hom 🛱 Earlity and	6:47 PM

	111		
Site Map - Microsoft Internet E	(plorer		
le Edit View Favorites Tools	s Help		
)Back 🝷 🕥 👻 ヹ 🐔 🔎	🤇 Search 👷 Favorites 🧔 🖉	) • 😓 🗈 - 🖵 🕼 🚉 🦓	
dress 🙆 http://prodflan.okstate.ed	du/lanfp-bin/tsrvweb.exe		💌 🔁 Go 🛛 Links
oogle -	💌 😚 Search Web 👻 🚿	🗗 15 blocked 📲 AutoFill 🛛 🔁 Options 🥒	🤁 -
LANGS1 Advisor	FON UN Self-Se	IVERSITY - Facul rvice	ty and
General Info Faculty	Advisor Cours	es	SITE MAP HELP HOME EXIT
Site Map			
Summer 2009			
Summer 2009 General Info	Advisor	Courses	
Summer 2009 General Info <sub>Change PIN</sub>	Advisor My Advisees	Courses Course Section Search	
Summer 2009 General Info <sup>Change PIN</sup> Select Term	Advisor My Advisees Advise by Student ID or Nar	Courses Course Section Search ne	
Summer 2009 General Info <sup>Change PIN</sup> Select Term Faculty	Advisor My Advisees Advise by Student ID or Nar Contact a Student	Courses Course Section Search ne	
Summer 2009 General Info <sup>Change PIN</sup> Select Term Faculty Faculty Faculty Schedule	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Class List	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit Grades	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit Grades Holds	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit Grades Holds Institutional Coursework	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations Instructor Registration	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit Grades Holds Institutional Coursework Registration Status	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations Instructor Registration Grade Courses	Advisor My Advisees Advise by Student ID or Nar Contact a Student Degree Audit Grades Holds Institutional Coursework Registration Status Student Schedule	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations Instructor Registration Grade Courses	Advisor My Advisees Advise by Student ID or Nat Contact a Student Degree Audit Grades Holds Institutional Coursework Registration Status Student Schedule Transfer Credit	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations Instructor Registration Grade Courses	Advisor My Advisees Advise by Student ID or Nat Contact a Student Degree Audit Grades Holds Institutional Coursework Registration Status Student Schedule Transfer Credit Unofficial Transcript	Courses Course Section Search ne	
Summer 2009 General Info Change PIN Select Term Faculty Faculty Schedule Class List Wait List Permits and Authorizations Instructor Registration Grade Courses	Advisor My Advisees Advise by Student ID or Nat Contact a Student Degree Audit Grades Holds Institutional Coursework Registration Status Student Schedule Transfer Credit Unofficial Transcript	Courses Course Section Search ne	

Select "My Advisees"

🗿 Select an Advisee - Microsoft Internet Explorer	_ 8 ×
File Edit View Favorites Tools Help	
😮 Back + 🙄 - 🛌 😰 👘 🔎 Search 🔆 Favorites 🔣 😥 + 😓 🖾 + 💆 🖓 🐇 🖏	
Address 🕘 http://prodflan.ok/tate.edu/lanfp-bin/tsrvweb.exe?&tserve_tip_read_destroy&ConfigName=afdegaud&DegAudReqNum=1&tserve_tip_write=  WID SID PIN Term Course 🔽 🛃 Go	Links »
Google - 💽 🚱 Search Web - 💞 🔁 15 blocked 😭 ActorFill 🛛 💆 Options 🥒	🔁 🔸
LANGSTON UNIVERSITY - Faculty and	<u> </u>
Advisor Self-Service	
General Info Faculty Advisor Courses	
SITE MAP HELP HOME PRINT EXIT	
Select an Advisee	
• Select My Advisees for a list of all your advisees or search for an advisee using Advise by Student ID or Name.	
My Advisees	
Advise by Student ID or Name	
Back to top	
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 <u>Ismith@lunet edu</u> RELEASE: 1.20	TION
	<b>T</b>
	6-53 PM
	0:55 PM

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

My Advisees - Microso	ft Internet	Explorer										_ 5 >
File Edit View Favori	tes Tools	Help										
🕽 Back 🝷 🕥 👻 🗾	- 🔨   🏠 s	Search 🔆 Favorites	🕙   🖂 •	• 🗟 🖭 •	🖵 🕼 I	6.43						
ddress 🙋 http://prodflan	okstate.edu	/lanfp-bin/tsrvweb.exe	&tserve_tip	read_destro	y&tserve_t	ip_write=  W	ID  SID  PI	IN  Term  Cours	e STU Career Co	nfigName&tserve_	_trans_conf 💌 🚦	→ Go Links <sup>3</sup>
Google -		🛨 👸 Search Web	-   🍩   l	15 blocked	1 Auto	offill 🛛 🔁 Op	otions 🔬	P				🧙 -
LANG	ST	ON U	INI	VE	RS	SIT	Y -	- Fa	cult	ty aı	nd	-
Advis	or	Self-S	Sei	rvio	e							
General Info	Faculty	Advisor	Courses									
									SI	ITE MAP HELP	HOME PRINT	EXIT
My Advisees												_
Choose a studer	nt and then	select Continue, o	or choose	another ter	m and th	en select N	lew Terr	m.				
Summer 2009 Summer 2009 Fall 2009												
August Interim 2009 May Interim 2009												
Spring 2009	es											
January Interim 2009 Fall 2008	9											
August Interim 2008	61-80	81-100 101-120 121-	140 141-1	<u>60 161-180 </u>	181-200 20	01-209						
Summer 2008 May Interim 2008 Spring 2008	-	College Degree Major 1	Major 2	Minor 1	Minor 2	Class	Birth Date	Which Advisor?	Status	S	end E-mail	
1     ADKIS	ON, BL	JS-BBA-				Senior	04-	Primary	Academic	Unavailable b	y student requ	iest
TERRA	NCE Or	ganization					03-		Suspension			
· · · ·		anagament									🥶 Interne	et
/ Start 🛛 🥶 😡 🕡	2 📃 🕑	» 🛛 🕡 2 Microsof	+ 🗖	1 - SCT	0 2 M	licrosoft +	🚑 🖉 Lang	gston Uni	Faculty Hom.	AV	isee 🖂 🖂	🛃 🄗 6:54 PM

### Then select "New Term"

Improvinces - Niccesoft number sponter       Improvinces - Niccesoft number sponter       Improvinces - Niccesoft number sponter         Improvinces - Niccesoft New Favorities         Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities         Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities         Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities         Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities       Improvinces - Niccesoft New Favorities         Improvinces - Niccesoft New Favorities       Improvincesoft New Favorities       Improvincesoft New Favorities       Improvincesoft New Favorities         Improvinces - Name       College Degree       Najor 2       Ninor 1       Ninor 1       Ninor Class       Birth Which Nich Nich Nick Nick Nick Nicket New Favorities         Improvincesoft       Improvincesoft Nicesoft											
Image: Search Verw Favorites       Image: Search Verb Private Ave	My Advisees -	Microsoft Intern	iet Explorer								_82
	File Edit View	Favorites Too	ils Help								A*
	🕃 Back 🝷 🕥 👻	🗵 🖻 🎸 🔎	🗅 Search 🛛 📩 Favorites 🕠	🙆  😔 🙆 🔊	· 🖵 🕼 🕯	L 🖏 👘					
Image: Search Web       Im	ddress 🙋 http://	prodflan.okstate.e	du/lanfp-bin/tsrvweb.exe							-	So Links
LANG STON UNIVERSITY - Faculty and Advisor Self-Service         Self-Service         Site Map Help Home print exit         Site Map Help Home print exit         Vy Advises         Site Map Help Home print exit         Major 1         New Term         Send E-mail they Ten Issees         Records : 1-20 21-40 41-50 51-100 101-120 121-140 141-150 151-120 201-201         Record Select Name College Degree Major 2 Minor 1 Minor Class Birth Which Za Date Advisor?       Status Send E-mail Major 1         1	loogle -		💌 👸 Search Web 👻	🛛 🜮 15 blocke	d 📲 Autof	ili 🛛 🔁 Opti	ons 🥒				•
Advisor Self-Service         General Info       Faculty       Advisor       Courses         SITE MAP HELP HOME PRINT EXIT         My Advisees       SITE MAP HELP HOME PRINT EXIT         Image: Choose adstudent and then select Continue, or choose another term and then select New Term.         Fail 2009         Image: New Term         State E-mail televisees         Records i: 1-20 21-140 101-120 121-140 141-180 181-180 181-200 201-201         Record Select       Name         College Degree       Major 1         1       ADKISON, BUS-BBA- TERRANCE L Organization         1       ADKISON, BUS-BBA- TERRANCE L Organization	LAN	IG\$1	ΓΟΝ U	NIVE	RS	<b>IT</b>	-	Fa	cult	ty and	-
General Info       Faculty       Advisor       Courses         SITE MAP HELP HOME PRINT EXIT    Wy Advisees          Image: Choose a student and then select Continue, or choose another term and then select New Term.    Fail 2009          Image: New Term    Records: 1-20 21-40 41-60 51-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201          Record Select       Name       College Degree       Major 1       Minor 1       Minor 1       Class       Birth Which 1       Status       Send E-mail 1    1 © ADKISON, BUS-BBA- Senior 04- Primary Registration Unavailable by student request hold          1 <ul> <li>ADKISON, BUS-BBA- College Degree Major 2</li> <li>Major 1</li> <li>Major 3</li> <li>Major 4</li> <li>Ma</li></ul>	Adv	isor	Self-S	Servio	ce						
SITE MAP HELP HOME PRINT EXIT         My Advisees         Image: Choose a student and then select Continue, or choose another term and then select New Term.         Fail 2009         Image: New Term         Send E-mail to New Term         Records: 1:20 21-40 41-50 51-80 81-100 101-120 121-140 141-150 181-180 181-200 201-201         Record Select       Name       College Degree Major 2 Minor 1 2 Date Advisor?         1	General Info	Faculty	Advisor	Courses							
My Advisees         Image: Choose a student and then select Continue, or choose another term and then select New Term.         Fail 2009         New Term         Send E-mail tables         Records: 1:20 21-40 41-50 51-80 81-100 101-120 121-140 141-150 181-80 201-201         Record Select       Name         College Degree       Major 2         Major 1       2         Class       Birth Which         Date       Advisor?         1       College Degree         Major 1       Senior         04       Primary         Registration Unavailable by student request         New TERRANCE L       Organization									SI	TE MAP HELP HOME PRINT	EXIT
My Advises         Image: Choose a student and then select Continue, or choose another term and then select New Term.         Fail 2009         New Term         Send E-mail talkey Term issees         Records: 1-20 21-40 41-50 51-80 81-100 101-120 121-140 141-150 151-180 181-200 201-201         Record Select       Name         College Degree       Major 2         Major 1       2         Senior       04-         TERRANCE L       Organization         Organization       03-											
Choose a student and then select Continue, or choose another term and then select New Term.  Fall 2009 New Term  Send E-mail talvey Term  Send E-	My Advise	es									
Choose a student and then select Continue, or choose another term and then select New Term.  Fail 2009 New Term  Send E-mail to the first select Sel	-										
Choose a student and then select Continue, or choose another term and then select New Term.      Fail 2009     New Term      Send E-mail to the first select Continue, or choose another term and then select New Term.      Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201      Record Select Name College Degree Major 2 Minor 1 Minor Class Birth Which Status Send E-mail      Abkilson, BUS-BBA-     Senior 04- Primary Registration Unavailable by student request     hold		1									
Fail 2009       Image: Second Science of Conduct, of choose another term and then select New Term.         Send E-mail to New Term       Send E-mail to New Term         Second Science Name       College Degree         Major 1       Ninor 1         2       Date         Advisor?       Status         Send E-mail       Senior         04-       Primary         Registration       03-         Not       Not	Chasses a	atudant and th	on coloct Centinue, or	, abaaaa anathar ta	was and the	n coloct Ne					
Fall 2009       Image: Send E-mail table, Term issees         Records: 1-20       21-40       41-60       51-80       81-100       101-120       121-140       141-160       181-200       201-201         Record Select       Name       College Degree       Major 1       Minor 1       Minor 1       2       Date       Advisor?       Send E-mail         1 <ul> <li>ADKISON, BUS-BBA- TERRANCE L</li> <li>Organization</li> <li>Organization</li> <li>Organization</li> <li>Organization</li> </ul> Senior     04- 03- 04-     Primary Negistration Unavailable by student request hold		istudent and th	en select <b>continue</b> , of	choose another te	mi and the	n select Ne	w rerm.	•			
Fail 2009         New Term         Send E-mail td/New Term lisees         Records: 1-20 21-40 41-60 51-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201         Record Select Name College Degree Major 2 Minor 1 Minor Class Birth Which Date Advisor?       Status       Send E-mail         1          • ADKISON, BUS-BBA- TERRANCE L Organization       Senior       04- 03- 04-       Primary Registration Unavailable by student request hold											
New Term         Send E-mail tdNew Term         Send E-mail tdNew Term         Becords: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 161-180 181-200 201-201         Record Select Name College Degree Major 2 Minor 1 Minor Class Birth Which Date Advisor?       Status       Send E-mail         1       ©       ADKISON, BUS-BBA- TERRANCE L Organization       Senior       04- 03- 04-       Primary Registration Unavailable by student request hold	Fall 2009	•									
New Term         Send E-mail tellevy Term         Send E-mail tellevy Term         Send E-mail tellevy Term         Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201         Record Select       Name       College Degree Major 1       Major 2       Minor 1 2       Class Date       Birth Which Date       Status       Send E-mail         1       ©       ADKISON, TERRANCE L       Bus-BBA- Organization       Senior       04-       Primary 03-       Registration Unavailable by student request hold		1									
Send E-mail to New Term isses         Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201         Record Select       Name       College Degree Major 2 Minor 1 Minor 2 Class Birth Which Date Advisor?       Send E-mail Advisor?         1 <ul> <li>ADKISON, BUS-BBA- TERANCE L Organization</li> <li>Bus - BBA- Senior 04- Primary Registration Unavailable by student request hold</li> </ul> <ul> <li>Oganization</li> <li>Manor Date Advisor</li> <li>Bus - BBA- Senior 04- Primary Registration Unavailable by student request hold</li> </ul> <ul> <li>Manor Date Advisor</li> <li>Bus - BBA- Senior 04- Primary Registration Unavailable by student request hold</li> </ul>	New Term	J									
Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201         Record Select       Name       College Degree Major 1       Minor 1       Minor 2       Date       Advisor?       Send E-mail         1          • ADKISON, TERRANCE L       BUS-BBA- Organization       Senior       04- 03-       Primary hold       Registration       Unavailable by student request hold	Send E-mail to	New Term isees									
Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201       Record Select     Name     College Degree Major 1     Minor 1     Minor 2     Birth Which Date     Status     Send E-mail       1											
Record Select     Name     College Degree Major 1     Major 2     Minor 1 2     Class Date     Birth Which Advisor?     Status     Send E-mail       1 <ul> <li>ADKISON, TERRANCE L</li> <li>Organization</li> <li>Mercompet</li> </ul> Senior         04- 03- 04-         Primary hold         Registration         Unavailable by student request hold	Records: 1-20	21-40 41-60 61-	80 81-100 101-120 121-1	40 141-160 161-180	181-200 20	1-201					
Major 1     2     Date     Advisor?       1        • ADKISON, TERRANCE L     BUS-BBA- Organization     Senior     04-     Primary 03-     Registration     Unavailable by student request hold	Record Select	Name	College Degree	Maior 2 Minor 1	Minor	Class	Birth V	Which	Status	Send E-mail	
1 C ADKISON, BUS-BBA- TERRANCE L Organization Menocompet			Major 1		2		Date /	Advisor?			
TERRANCE L Organization 03- hold	1 0	ADKISON,	BUS-BBA-		5	Senior	04- F	rimary	Registration	Unavailable by student requ	est
Management DE		TERRANCE L	Organization				03-	- î	hold		
			Managamant				05				
	Start 🛛 🥭 💽	o 🕼 🚅 🛄 🚺	2 Microsoft.	👻 🛄 1 - SCT	🛛 🕢 2 Mi	crosoft 👻 🧯	🖉 🕻 Langst	ton Uni	Faculty Hom.	🗤 🛛 🦉 🗋 My Advisee 🛛 🖂 🚫 !	📑 🔗 6:56 PM

🚈 My Advisees - Microsoft Inte \_ 8 × Edit View Favorites Tools Help 🚱 Back 🔹 🕤 👻 🖹 🐔 🌽 🛧 Favorites 🛛 🤗 😪 🍇 📓 🗸 📮 🖗 🚉 🖏 Search Address 🙋 http://prodflan.okstate.e 💌 🔁 Go Links \* u/lanfp-bin/tsrvweb.exe Google -💽 📸 Search Web 👻 🧭 🖙 15 blocked 📲 AutoFill 🛛 🛃 Option 🐑 -BOHANAN, BUS-BS-Computer . 13  $^{\circ}$ Freshmar Primary Registration sweetswb1183@yahoo.com WILLIAM L 09-Science hold 91  $\circ$ BORQUA BUS-BBA-Finance Economics 02-Secondary Student is n borguaye@msn.com 14 NAOMI N 16-Accounting active 87 15  $\odot$ BRADI BUS-BBA-Sophomore 10-Primary Unavailable by student request May be KERR' Organization 19 activated for C Management 88 term  $\circ$ BRADSHAW, BUS-BBA-Finance Primary Registration DANNY\_BOY052000@YAHOO.COM 16 02-Senior LED NIEL E 20hold Accounting 87 17  $\odot$ BB DOKS **BUS-BBA-Business** Junior 03-Primary Registration grego06lincoln@yahoo.com GREGORY L Administration 07hold 88 ROWN, BUS-BBA-06-18  $\odot$ Finance Primary Student is Unavailable by student request Senior ANIELLE N Organizatio 17active Manage nent 86 BROWN BUS-BBA-Primary С 03-19 Freshman Registration Unavailable by student request DIVA D roanization 02hold 88 Management 20 œ BROWN **BUS-BBA-Business** 06-Primary Registration BIGBABYBEAR@NETSCAPE.COM Sophomore MARK Administration 03hold 89 Continue Records: 1-20 21-40 41-60 61-80 81-100 101-120 121-140 141-160 161-180 181-200 201-201 🔵 Interne 🔏 🕻 Co 🦉 Start 📔 🧟 🕞 🔟 🖉 🦉 🥐 👘 2 Microsoft... 🗸 📃 1 - SCT 🛛 😥 2 Microsoft ... 🖌 👰 Langston Uni... 🖗 Faculty Hom... 🖗 Hy Advisee... 🖃 🕞 🕸 🎸 6:57 PM Then be sure the "radio button" for "Primary" is selected and then select "Submit" \_ 8 × File Edit View Favorites Tools Help 🔇 Back 🔹 🕥 👻 🖹 👔 🏠 🔎 Search 🔎 📖 🦄 Favorites 🧔 Address 🙋 http://prodflan.okstate.edu/lanfp-bin/tsrvweb.exe 💌 🔁 Go Links >> 🔁 15 blocked 🛛 📳 AutoFill 🔻 📸 Search Web 🔹 🧭 🔁 -Google -Coptions Advisor Self-Service . General Info Faculty Advisor Cours 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 Maior 1: Business Administration Major 2: Minor 1: Minor 2: Modeling: C Submit 🔮 Internet 🙆 Done 🐮 Start 📔 🥭 🕟 🚾 🚅 🔮 🚱 🐡 🛛 🚾 2 Microsoft... 🔻 👰 1 - SCT 🛛 😥 2 Microsoft ... 🔻 🙋 Langston Uni... 🥀 Faculty Hom... 🖗 Degree Aud... 🖾 🖂 🚱 🎸 7:00 PM

Then select "radio button" by your advisees and then select "Coptinue"

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

Degree Audit - Micro	osoft Internet	Explorer							_ 8 ×
File Edit View Fave	vorites Tools	Help							- <b>-</b>
🔆 Back 🝷 🕤 👻 🚺	😰 🏠 🔎 s	earch 🛛 🔶 Favorites	e 🙆 🙆 - 💺 🛅 - 1	🖵 🕼 🎎 🚳					
ddress 🕘 http://prodfl	lan.okstate.edu/	lanfp-bin/tsrvweb.ex	e					💌 🄁 Go	Links ×
Google -	-	🖌 😚 Search Web	🔹 🚿 🛛 🖶 15 blocked	ㆍ툴 AutoFill 🛛 💽 Op	itions 🥖				🔁 -
Advis	sor	Self-	Servic	e					
General Info	Faculty	Advisor	Courses						
						SITE	MAP HELP HOME	E PRINT EXIT	
Degree Audit									_
BROWN, MARK	A								
Primary Program									
	Cata ** SI	Analysis of COLLEGE ORGANIZAT alog 20076, A CTIION 1 - Se	Academic Progress OF BUSINESS ION MANAGEMENT cademic Year 2007	-08 ** ca					
ADVISOR :	BOYLES, Y	OLANDA R							
CLASS : COLLEGE : DEGREE : MAJORS : OPTIONS :	SO BUS BBA BUAD								
Done	·							Internet	
	-4 🗖 🔞	» Micros	ан - <b>П</b> 1. сот	A Microsoft		B Eaculty Hom	Dearse Aud		7:02 PM

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

Degree Addit - Pilcrosoft Internet Explorer			
🚴 Print	2×		
General Options	💭 🚉 🧠		
- Select Printer			🔁 Go 🛛 Links 🌺
	AutoFil 🔤	Options 🤌	🧙 -
		-	
Add Printer Adobe PDF hp deskjet hp deskjet 6122 ser 6122 series	HP Laser Jet 4200 PCL 5e		
Status: Ready Print to fil	e Preferences		
Location: Comment:	ind Printer		
		SITE MAP HELP HOME PRINT	r exit
Page Range     All     Number of con			
C Selection C Current Page			
● Pages: 1 I Collate			
Enter either a single page number or a single			
page range. For example, 3-12			
Print Can	cel Apply		
Analysis of Acad	lemic Progress		
COLLEGE OF	BUSINESS		
Catalog 20076, Acade	mic Year 2007-08		
SECTION 1 - Select	ed Student Data		
******	*********		
ADVISOR : BOYLES, YOLANDA R			
CLASS : SO			
DEGREE : BBA			
MAJORS BUAD			
OFTIONS :			-
		i interne	et
🏕 Start 🛛 🧔 🕟 🕡 💕 🔲 🚱 🔹 🖉 🕼 2 Microsoft Off	ice Word 👻 🔲 1 - SCT	🛛 🕟 2 Microsoft Office Outl 🛛 🙈 3 Internet Explorer 🕞 🖂 🖂	📑 🔗 7:03 PM

#### **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".

Paste	Edit Transfer Fonts Option	Macro View Window	PA2 PA3 ENT CLR		
	681 rtudent Dr SCTPLU Screen:S Academic Progra College: Degree: Majors: Concentration: Minors: Catalog: Plan Filed:	egree Audit R ID: 10300495 am as of 096 Primary EDU BA LBED 086 N	equest Term: Secondary	CLARK, MATTIE LEE Final Audit: _ Select Primary or and supply any ove or specify a progr 	Secondary: p rrides am below:
	Undergraduate	T E R 076 082 084 1 Sess-1	M S R E G I 086 092 094 0 139.78.100.5	С S T E R E D 996 Этсрооз53 ————————————————————————————————————	9/48

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.

98	Pie Edit Transfer Fonts Options Macro View Window Help
Paste	
	Analysis of Degree Progress CLARK, MATTIE LEE
	Analysis of Academic Progress SCHOOL OF EDUCATION AND BEHAVIORAL SCIENCES CULTURAL STUDIES (BALE-CULTURAL) Catalog 20086, Academic Year 2008-09
	This evaluation is provided for advisement: it is not an official record. Please report any additions or corrections to your advisor.
	REF INSTITUTION PASSED IN/PROG N/A GPA VARIANCE
	1 LANGSTON UNIVERSITY 45.00 7.00 1.933 2 OKLAHOMA STATE UNIVERSITY-OKC 63.00 2.290
	108.00 7.00 2.149
	DOCE TNDEY, 2 DEMOTNING E COMPLETED 11 N/O Page 1 of 12 Novity
	44 1 Sess-1 139.78.100.9 TCP00353 24/76
Page: 1 c	
🏄 Start	🥭 🕞 🗁 💆 🔮 🕐 🕐 📓 😰 Document2 - Microsoft 🛛 💆 1 - SCT 💽 Registration - Microsoft 🖉 Womens basketball - Me 🛛 🕞 🌮 6:05 PM

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.

	File Edit	Transfer Fonts	Options Macro View Window Help		
Paste					
Clipboar					
	_				
	136	Transcr	int Dienlau	СГАРИ МАТТТЕ	I FF
	SCTP	LU	ipt bispidg	cenkk, minie	
	Scre	en:	SID: 10300495 Career: U U	ndergraduate	Printer Code:
		Un	official UNDERGRADUATE ACADE	MIC RECORD	Next Page:
		Lurre	nt Academic Program:	nal Science	
		R	achelor of Arts		
			Major: Liberal Education		
		Trans	fer Credit:		
	nu	0KL	AHOMA STATE UNIVERSITY-OKC	May 1989 - Jul 19	89
	PT	1115	INTRO PSTCHULUGT	Aug 1989 - Dec 19	89
	HT	1493	AMER HIST SINCE 1865	W 0.00	
				Jan 1990 - May 19	90
	PS	1113	AMERICAN GOVERNMENT	F 0.00	0.4
			AMERICAN GOVERNMENT	Jan 1994 - May 193	94
			Interfering Sovernment	Aug 1995 - Dec 19	95
			AMERICAN GOVERNMENT	₩ 0.00	Unofficial
		1400		Aug 1996 - Dec 19	96 Academic
	н	1483	US HISTORY TO 1865	1907 - Mail 19	47 RECOLA
			MSTRWKS WSTRN CULT/MOD	W 0.00	Page 1 of 10
	4 <u>A</u>		1 Sess-1 139.78.100	.9 TC	P00353 4/10
Page: 1 c					
🎒 Start	] 🥭 闷	📧 🛃 💆 🐼	I instructions-how to print	Registration - Microsoft 🖂 Wo	omens basketball - Me 🕞 🛃 🄗 6:14 PM

- 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**)

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.

	<b>1 - SCT</b> File Edit Transfer Fonts Option	ns Macro View Window	Help		_ <b>_</b> X
R		Ê <b>₅</b> F <sub>F</sub> F F <sub>F</sub>	PA1 PA2 PA3 ENT CLR		
Paste 					
	R-D0007 DEGREE	REQUIREMENT	S NOT DEFINED	BUS MES EN	20086
	681 Student D SCTPLU	egree Audit	Request	ATTAWAY-MARTIN, M	1ARION
	Screen: S	ID: 10393383	Term: _	 Final Audit: _	
	Academic Progra	am as of 090		Select Primary or and supply any ove	Secondary: p errideș
	College:	Primary BUS	Secondary	or specity a progr	ram below:
	Degree: Majors:	ENT			
	Minors:	086			
	Plan Filed:	N		 Double Degree:	
				Partial Record:	
		ΤE	R M S R E G	ISTERED	
	Undergraduate Graduate	816 822 82 092 094 09	4 826 832 834 6	836 842 844 846 852 086	
	4 <u>e</u>	1 Sess-1	139.78.100.	.9 TCP00353	<u>§</u> 9/48
Page: 2 c		(in the state of t			

- ✤ Training for degree audit available for all Faculty
- IMPORTANT NOTE: Please notate 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, descrption 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.

All instructors are **required** to post their grades using the web site <u>WWW.LUNET.EDU</u> (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.