

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: Fall 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 after before class begin date, student must go to Student Affairs to obtain the proper form to withdraw from school
3. If a student wants to drop all their courses after deadline for drop/add, student 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**
- **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 (SCT) or to Faculty Web Page
- 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 (if approved by Dept Chair)
- ❖ 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 Dept Chair /Dean approval.**
- ❖ Student Holds: See message notation under heading “Message” on RG1 or RG2. **If Academic Warning, Probation or Suspension, student must make contact Ms. Stephanie Adams, Director, Retention before hold removed from Registrar’s office.**

FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

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

**Registrar’s Office Staff – Main Campus, Email: registrar@lunet.edu ;
Web Address: <http://www.lunet.edu/registrar/index.html>**

Nicole Singleton, nmsingleton@lunet.edu 466-3226, Transfer Evaluator/Scheduler
Clarence Smith, csmith@lunet.edu 466-3225, VA Coordinator
Chelsie Taylor, cdtaylor@lunet.edu 466-3224, Records Coordinator
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, gtrobertson@lunet.edu 405-962-1624
- Dr. Deborah Burroughs, djburroughs@lunet.edu 405-962-1666

Frequency Call Numbers

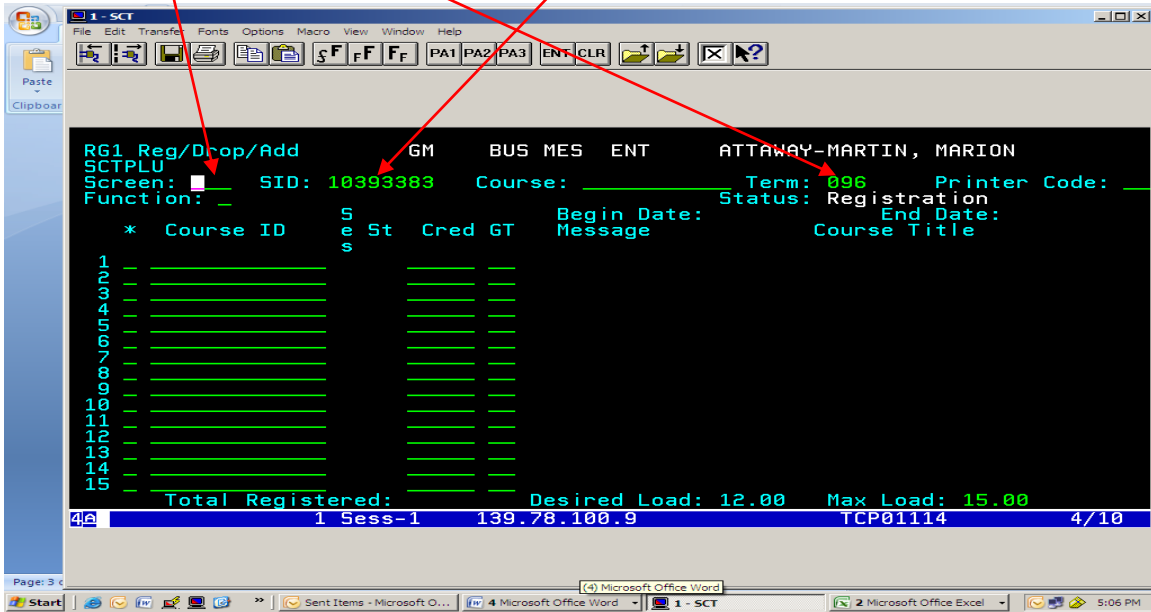
Admissions – 3231
Business Office – 3212
Computer Help Desk – 3215
Financial Aid – 3282

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

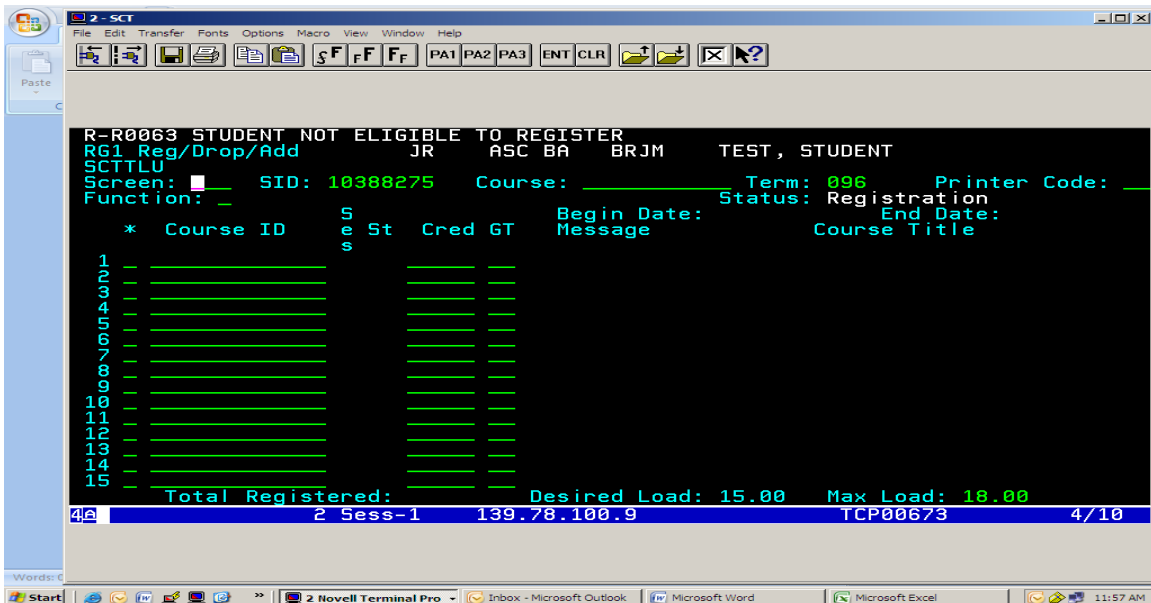
Building / Room Printer Codes – CHECK WITH IT DEPT if your code does not work		
Allied Health Center – 2S	Hamilton Hall 2 nd Flr – 3J, 3K	Hamilton Hall 3 rd Flr – 3S
Jones Hall Room 114 – 3G	Jones Hall Room 115 – 2V	Jones Hall Rm 214 – 3H
Music – 3T	Moore Hall 1 st Floor – 2R	Moore Hall 3 rd Floor –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

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 course prefix, # & section (example EG 315311) and hit enter. Put in five digit call# if using RG2 Screen.

R-R0063 STUDENT NOT ELIGIBLE TO REGISTER
 RG1 Reg/Drop/Add JR ASC BA BRJM GARRETT, CHARIS HC
 SCTPLU
 Screen: SID: 11216971 Course: PY 3323 Term: 106 Printer Code: 4R
 Function: Status: Registration
 Begin Date: 04-12-2010 End Date: 08-27-2010
 Message Course Title

* Course ID	S	e	St	Cred	GT	Message	Course Title
1 MS -2511-11	EC			1.00		Enrolled Conditional	SECONDARY APPLIED PIANO I
2 BJ -3363-11	EP			3.00		Enrolled w/ Permit	TELEVISION PRODUCTION I W/
3 BJ -4173-11	EP			3.00		Enrolled w/ Permit	BROADCAST LAW, LABEL AND
4 EG -3153-11	E			3.00		Enrolled	ADVANCED GRAMMAR
5 CS -1103-14	E			3.00		Enrolled	INTRO TO INFO PROCES W/LA
6 MS -2511-14	EP			1.00		Enrolled w/ Permit	SECONDARY APPLIED VOICE I
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Registered: 14.00				Desired Load: 15.00		Max Load: 18.00	
1 Sess-1		139.78.100.9		TCP01733		4/10	

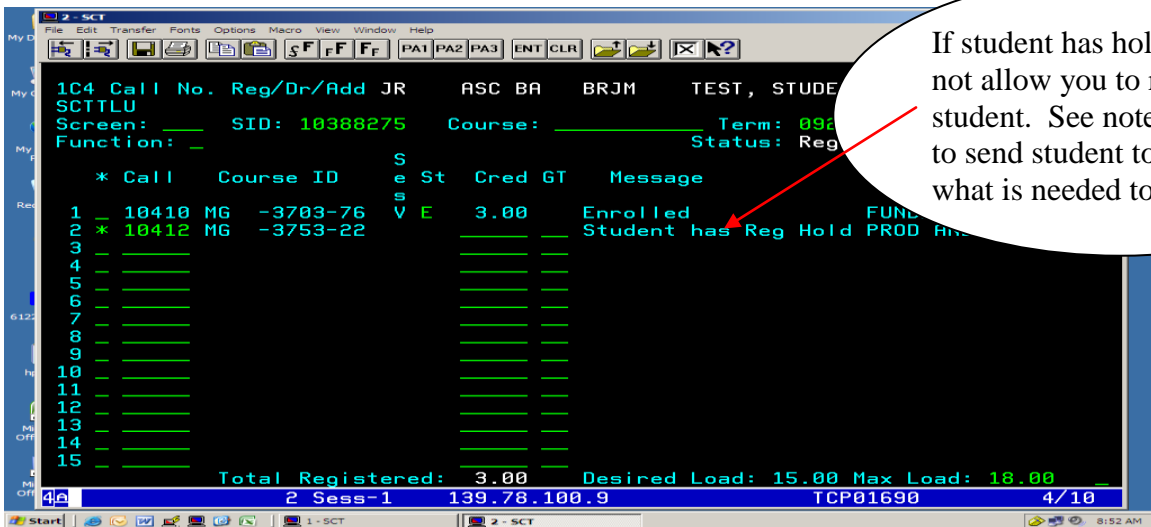
Student is enrolled for the course(s).

RG2 Call No. Reg/Dr/Add SR ABS BS CHDV ANTWINE, CANDACE D
 SCTTLU
 Screen: SID: 10422841 Course: Term: 092 Printer Code:
 Function: Status: Registration
 Begin Date: 11-03-2008 End date: 01-30-2009
 Message Course Title

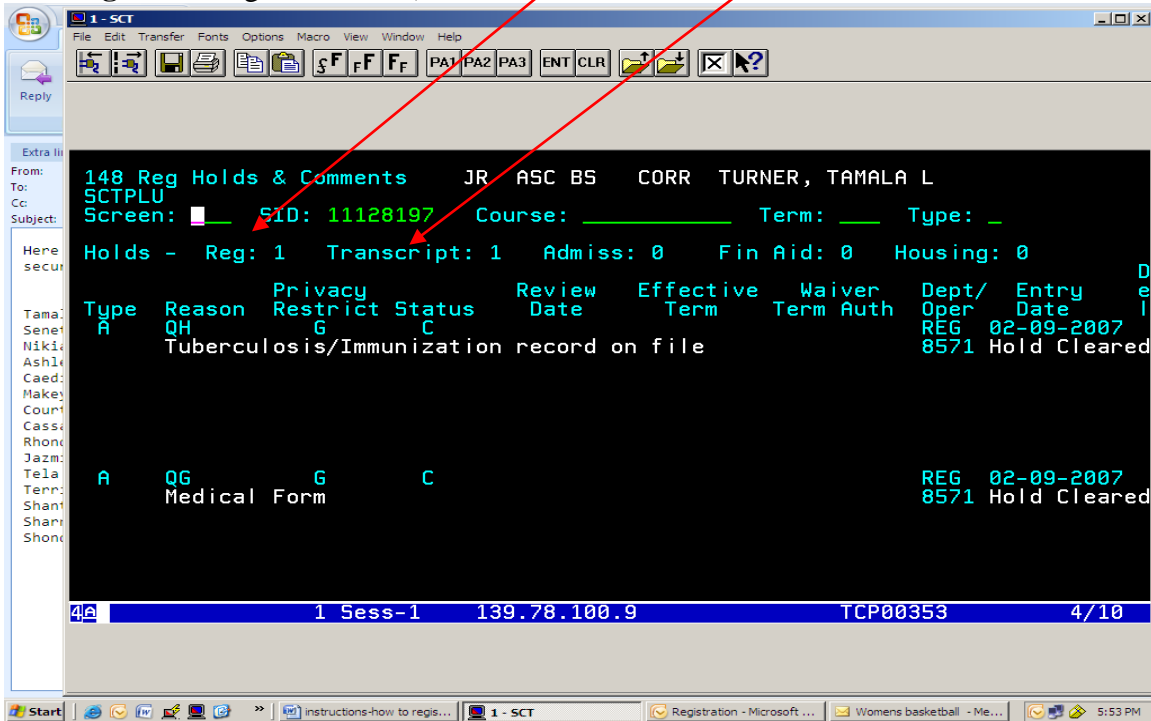
* Call	Course ID	S	e	St	Cred	GT	Message	Course Title
1 10889	FCS -4253-21	F			3.00		Enrolled	SPECIAL PROBLMS IN
2 10890	FCS -4543-21	F			3.00		Enrolled	FAMILY FINANCE AND
3 10888	FCS -3042-21	F			2.00		Enrolled	PROGRAM PLANNING FO
4 10319	FCS -3213-21	F			3.00		Enrolled	CHILD DEVELOPMENT
5 10403	LS -3153-21	F			3.00		Enrolled	CHILDRENS LITERATUR
6 10557	MT -2603-21	F			3.00		Enrolled	FINITE MATHEMATICS
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Registered: 17.00				Desired Load: 15.00		Max Load: 18.00		
2 Sess-1		139.78.100.9		TCP00498		4/10		

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).

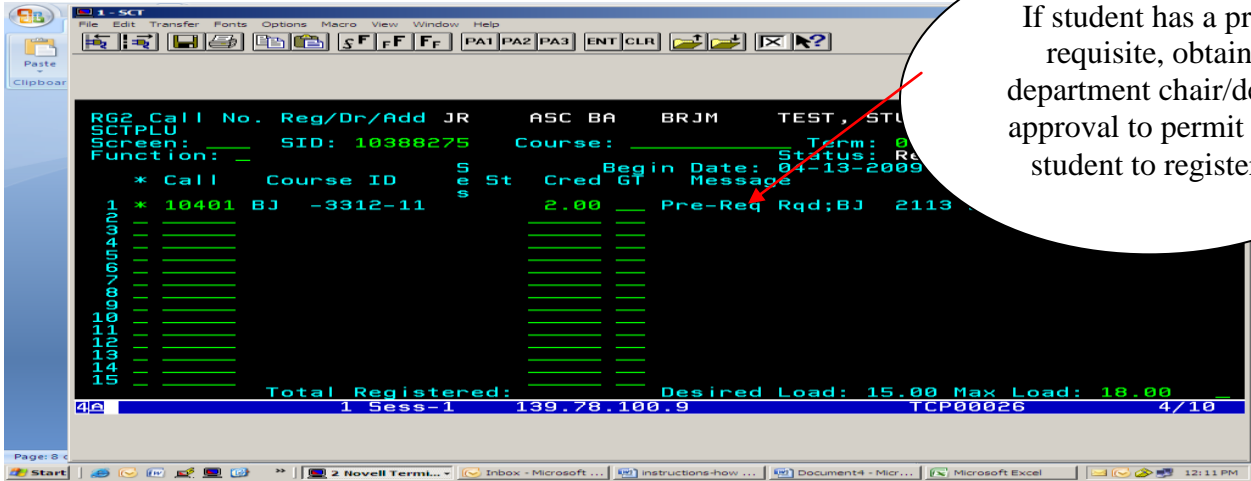


You may also go to screen 148 to find out the hold. If Reg = 1 and Transcript = 1, it's a **Business Office hold**. Please send student to Business Office for help. If a number is inserted by any of the "Holds" fields alone, it's that office hold: (example: **Reg** = Registrar's Office hold, **Admiss**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

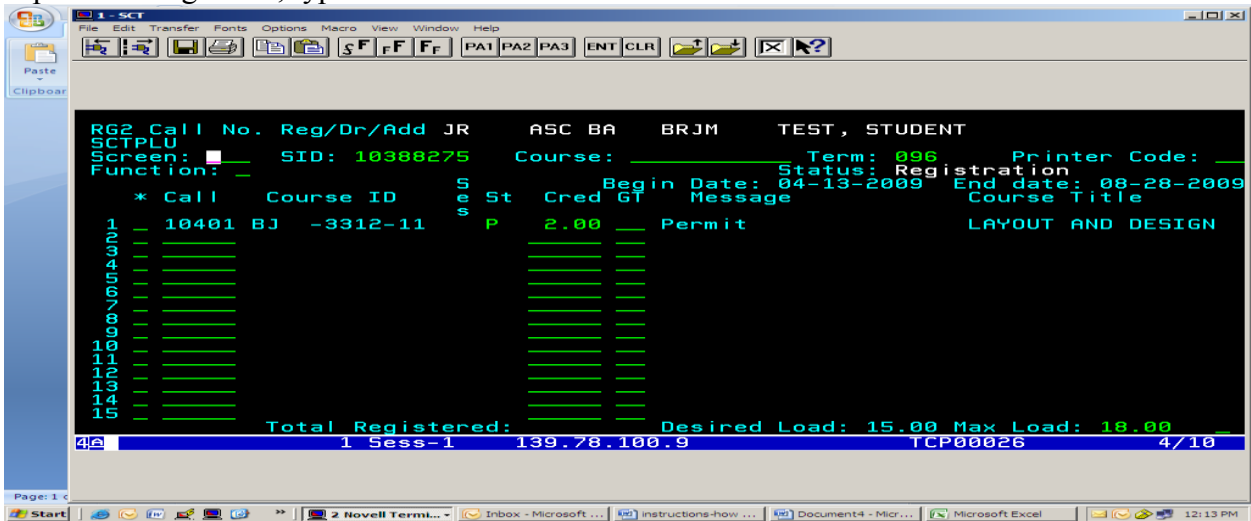


FACULTY/STAFF REGISTRATION INSTRUCTIONS

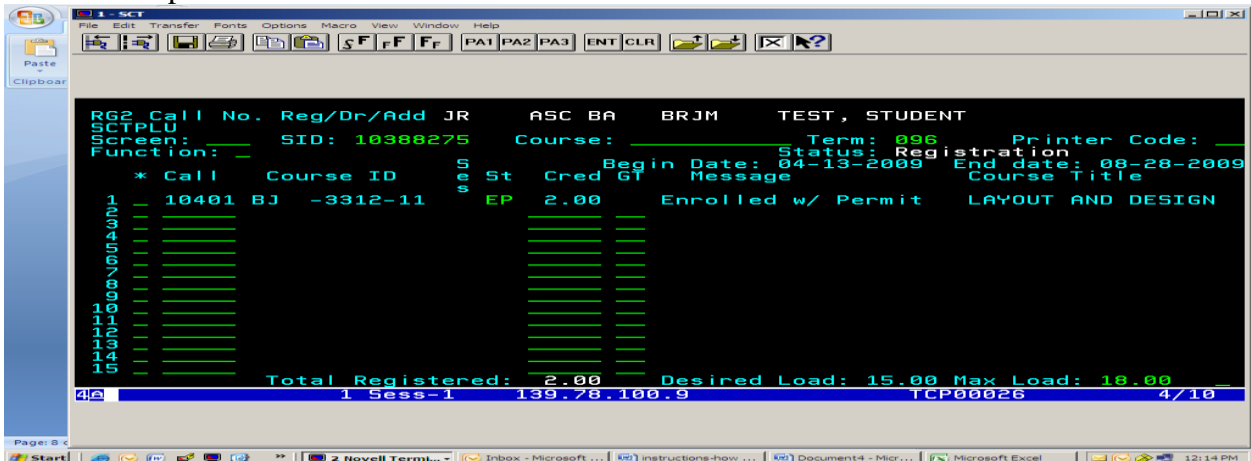
If student has a pre-requisite, obtain approval to permit the student to register.



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

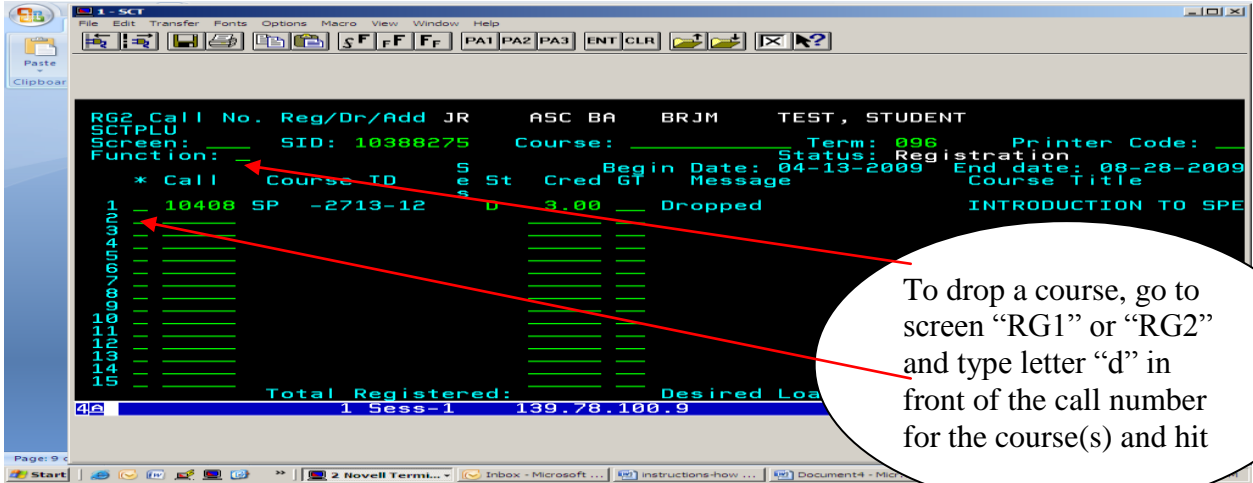


Then type “R” before call number or course ID# and hit “enter”. Screen will state “Enrolled w/permit”.

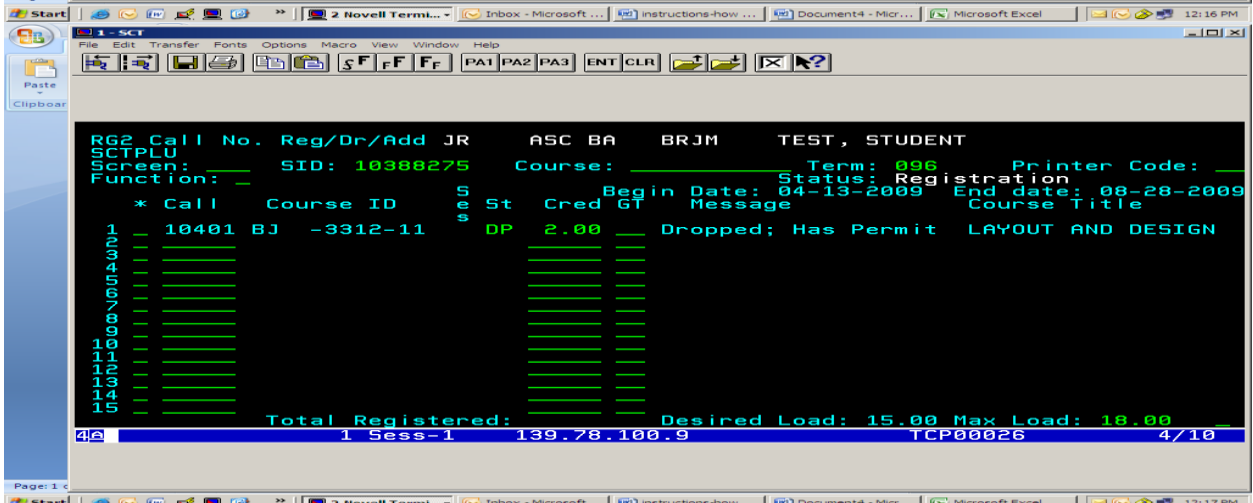
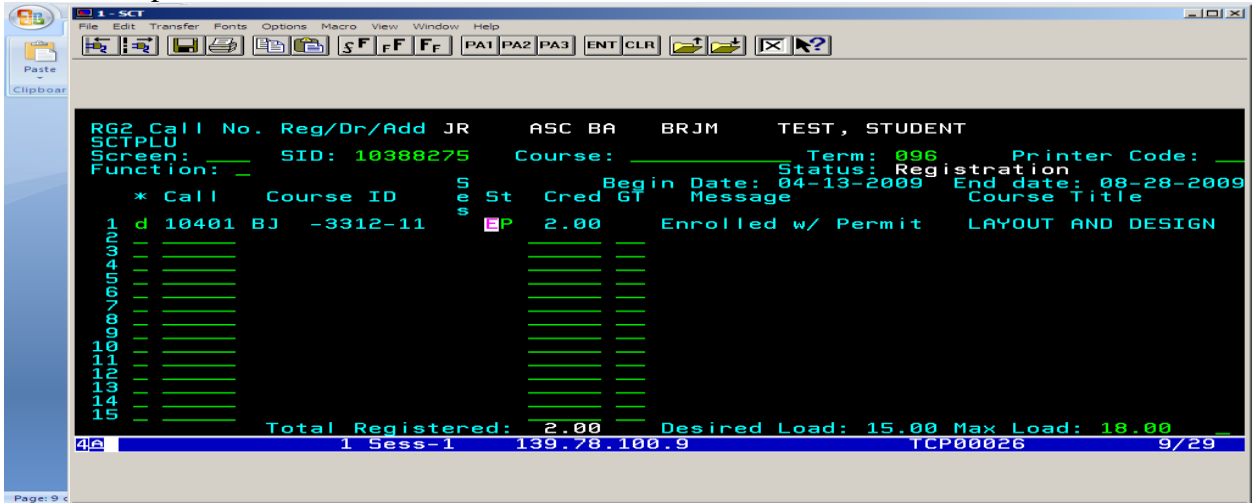


FACULTY/STAFF REGISTRATION INSTRUCTIONS

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.



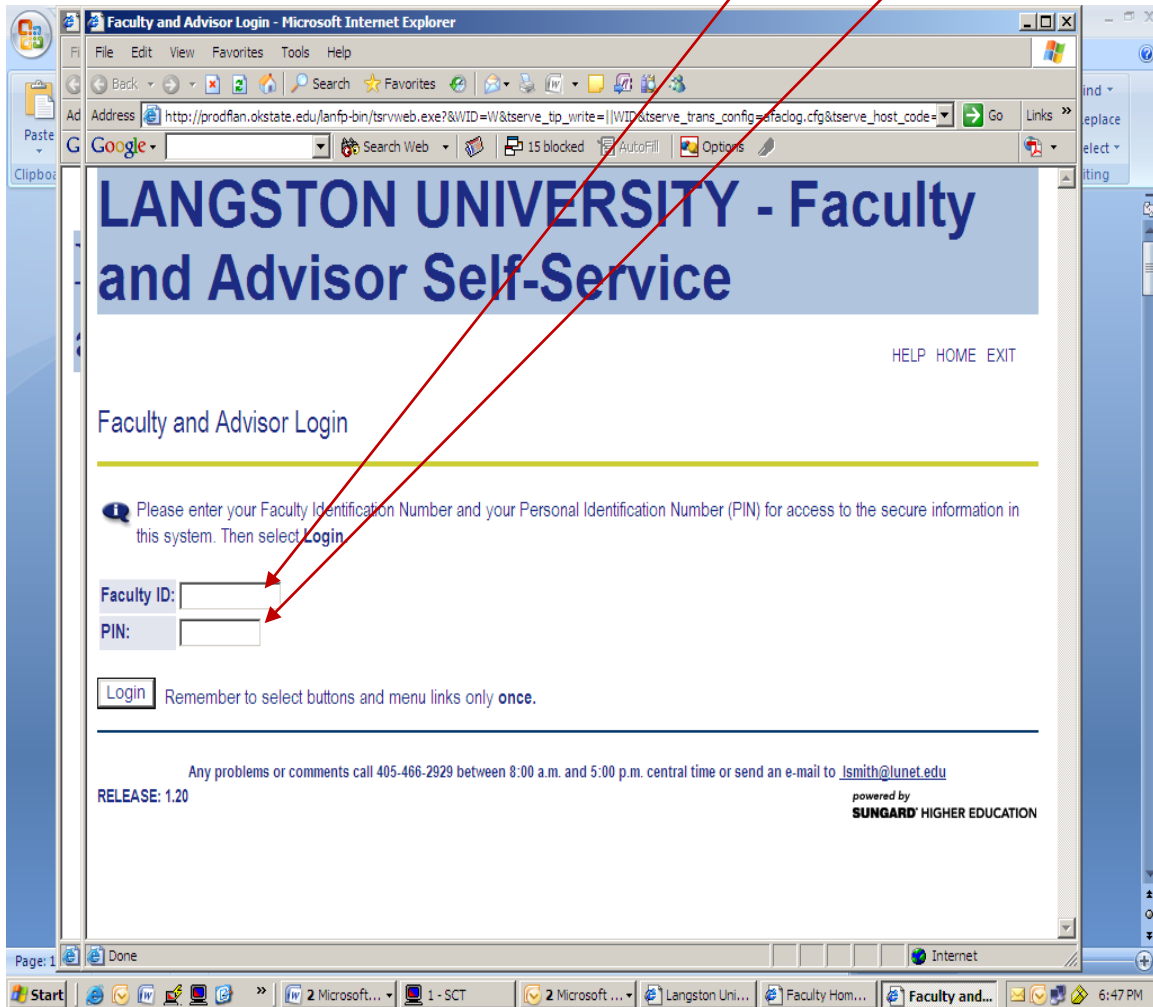
To drop a course that had a "permit", follow steps above and then insert "d" again, hit enter to drop the course.



FACULTY/STAFF REGISTRATION INSTRUCTIONS

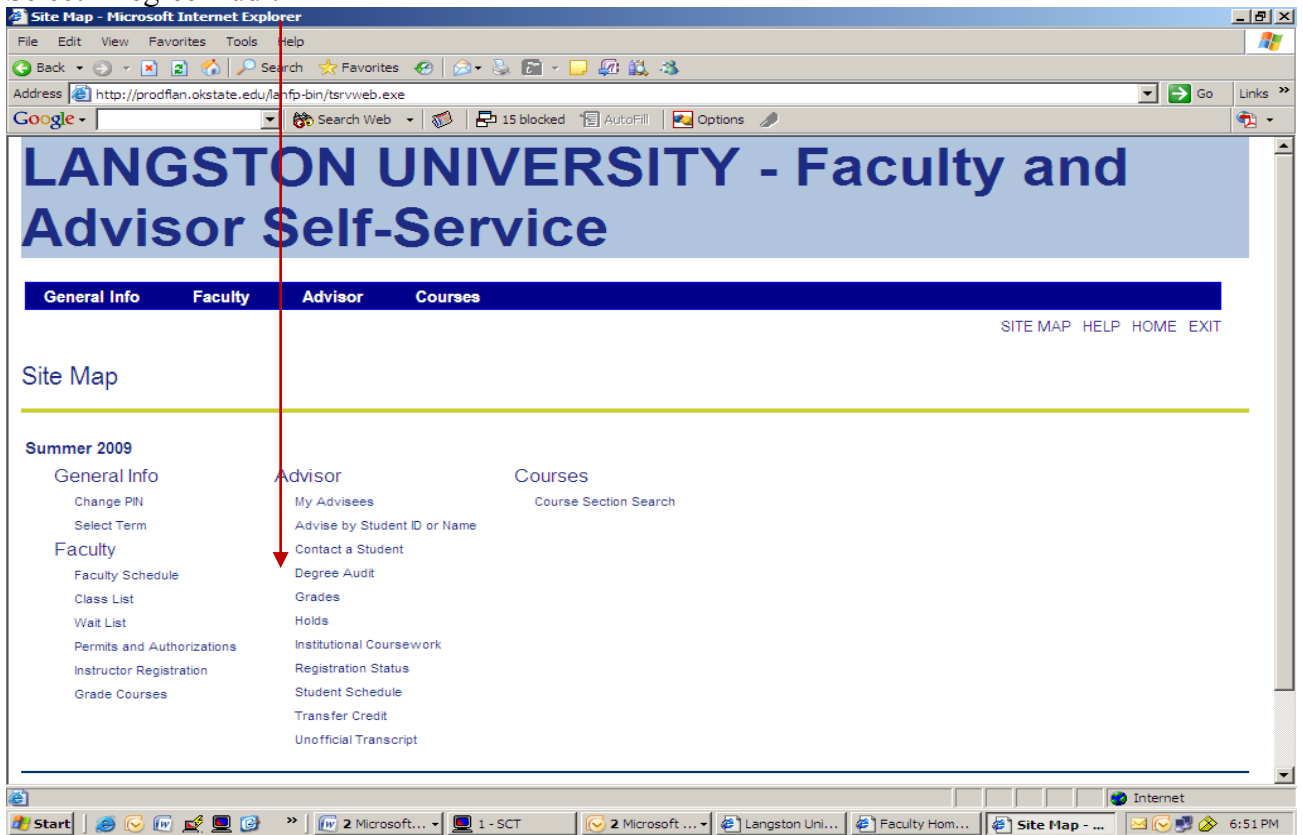
WEB DEGREE AUDIT INSTRUCTIONS

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”

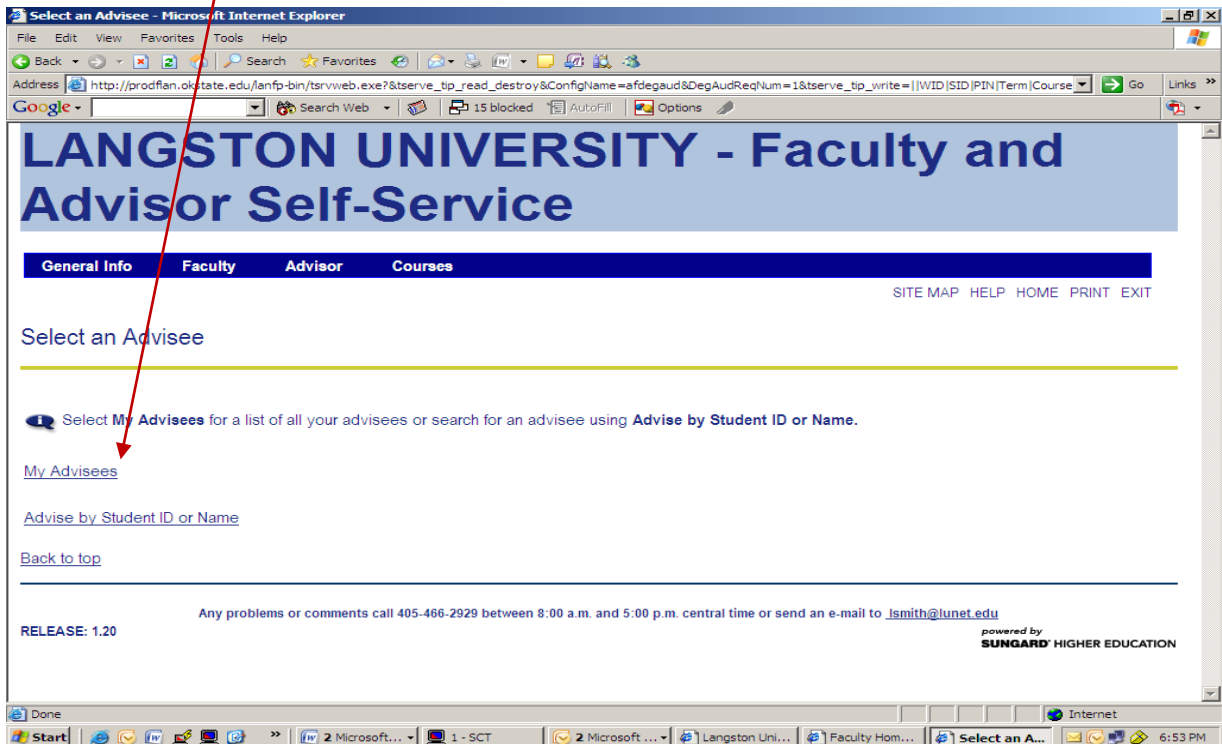


FACULTY/STAFF REGISTRATION INSTRUCTIONS

Select "Degree Audit"

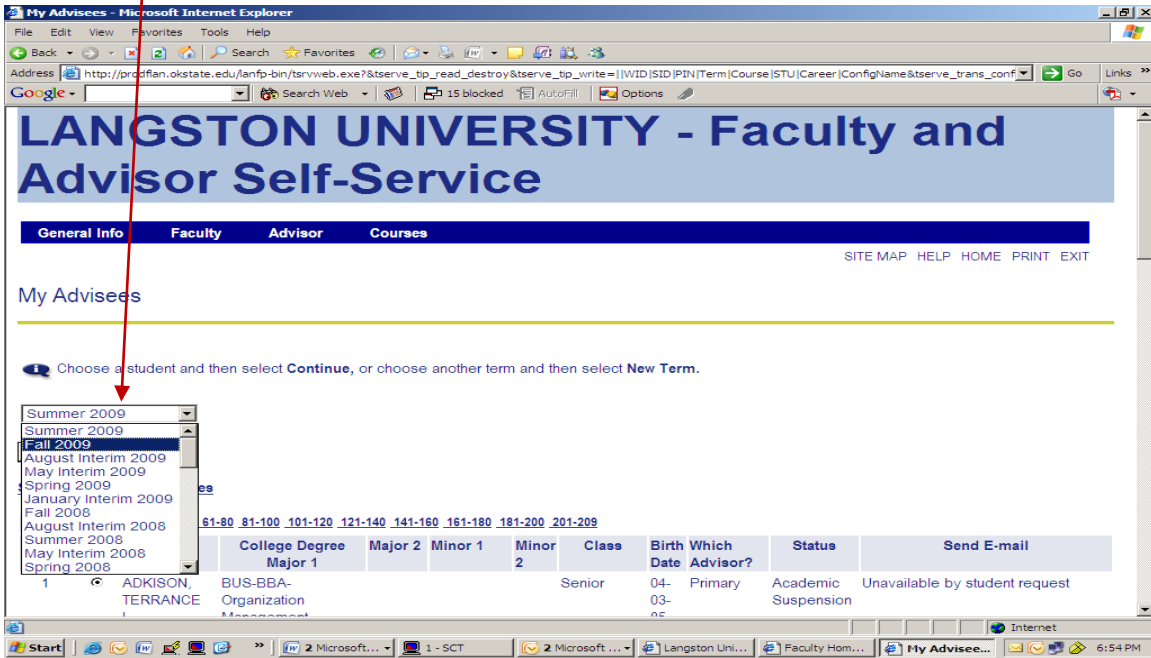


Select "My Advisees"

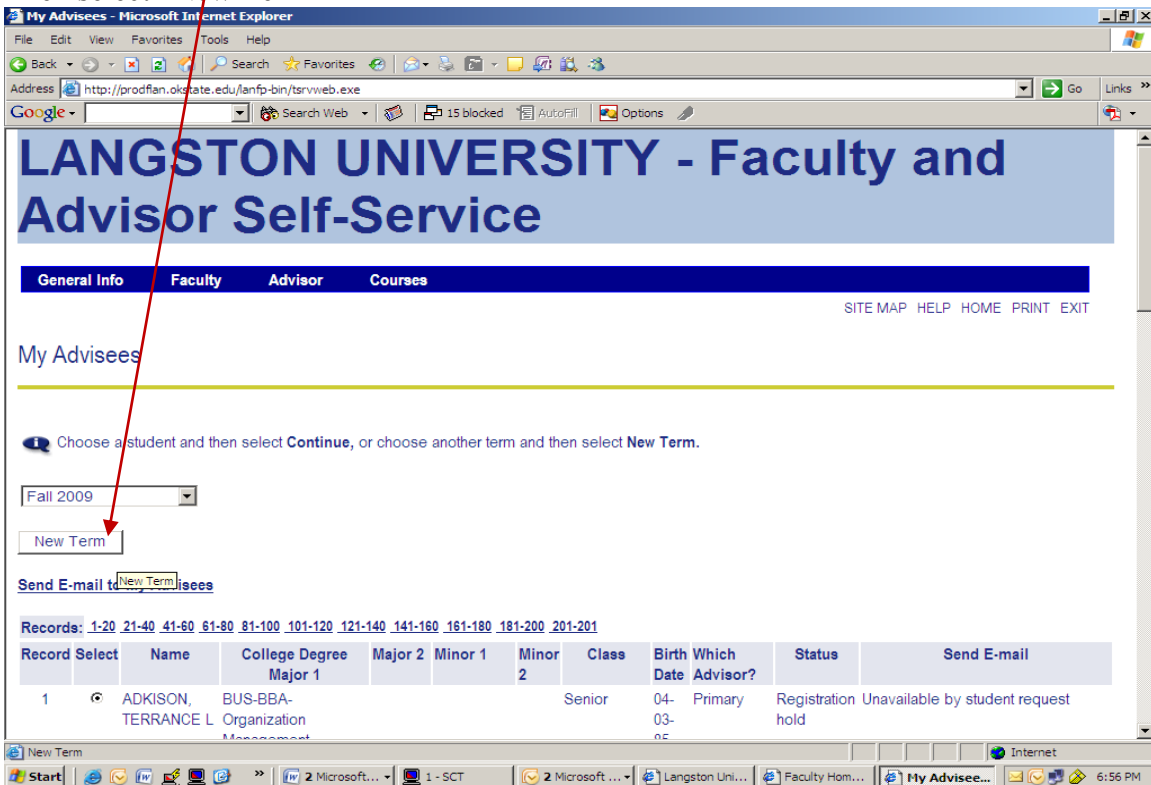


FACULTY/STAFF REGISTRATION INSTRUCTIONS

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



Then select “New Term”



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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. The table has columns for ID, Name, Program, Department, Level, Term, Status, and Registration. 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	Department	Level	Term	Status	Registration
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	Finance Economics	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	Finance	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	Finance	Senior	06-17-86	Primary	Student is Unavailable by student request active
19	BROWN, DIVA D	BUS-BBA-Organization Management		Freshman	03-02-88	Primary	Registration Unavailable by student request hold
20	BROWN, MARK A	BUS-BBA-Business Administration		Sophomore	06-03-89	Primary	Registration hold BIGBABYBEAR@NETSCAPE.COM

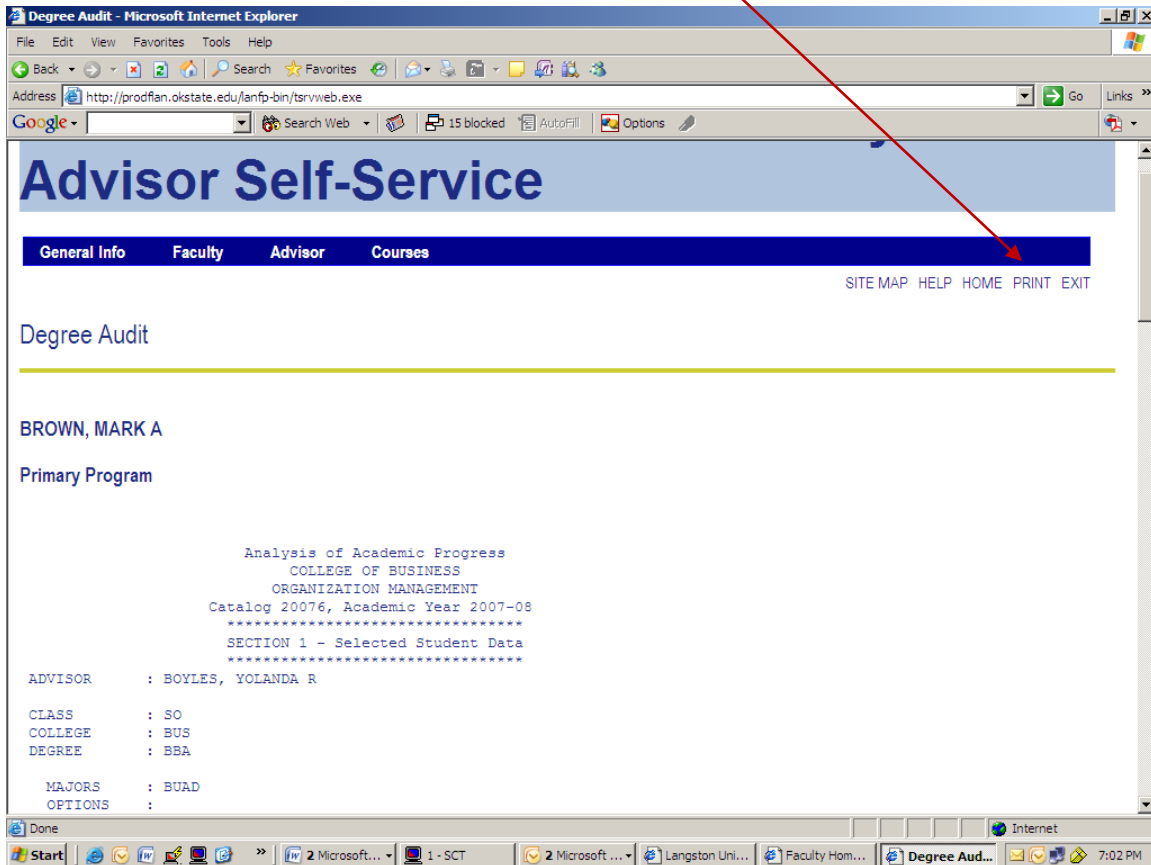
Records: [Continue](#) [1-40](#) [41-60](#) [61-80](#) [81-100](#) [101-120](#) [121-140](#) [141-160](#) [161-180](#) [181-200](#) [201-201](#)

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

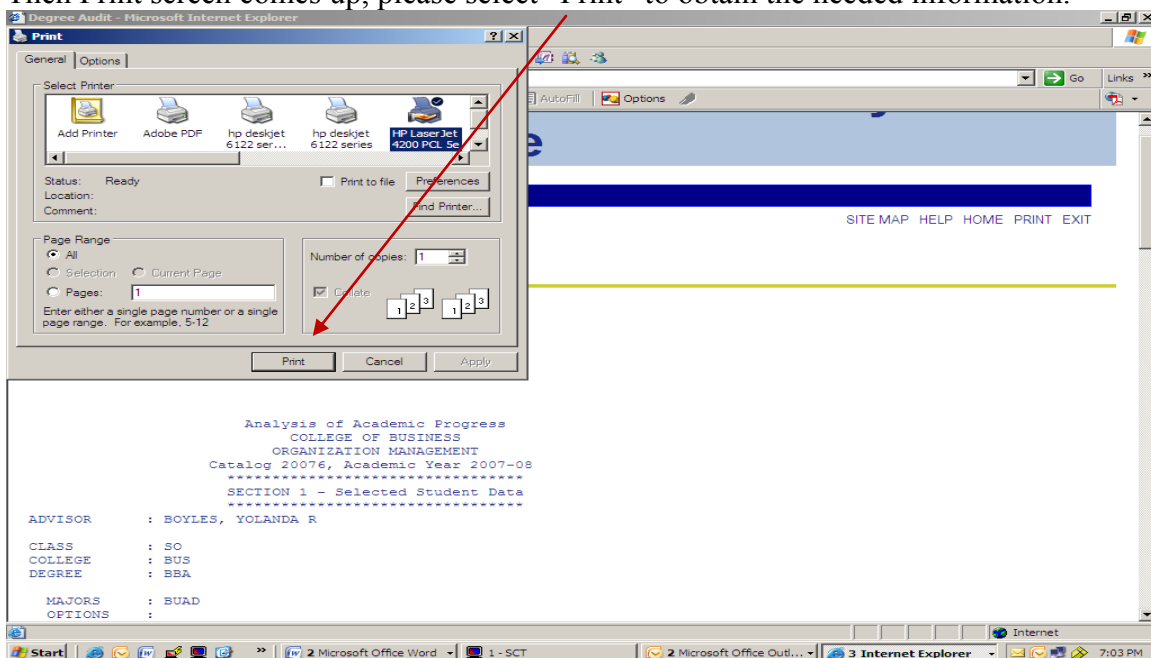
The screenshot shows a web browser window titled "Degree Audit - Microsoft Internet Explorer". The address bar shows the URL: <http://profplan.okstate.edu/lanfb-bin/tsrvweb.exe>. The page is titled "Advisor Self-Service" and has a navigation menu with "General Info", "Faculty", "Advisor", and "Courses". Below the menu, there is a "Degree Audit" section with instructions: "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 "BROWN, MARK A" is displayed. The "Primary:" section has a radio button selected next to "College: School of Business". Other details include "Degree: Bachelors of Business Administration", "Catalog: Academic Year 2007-08", "Major 1: Business Administration", "Major 2:", "Minor 1:", and "Minor 2:". The "Modeling:" section has a radio button. A red arrow points to the "Submit" button at the bottom of the form.

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

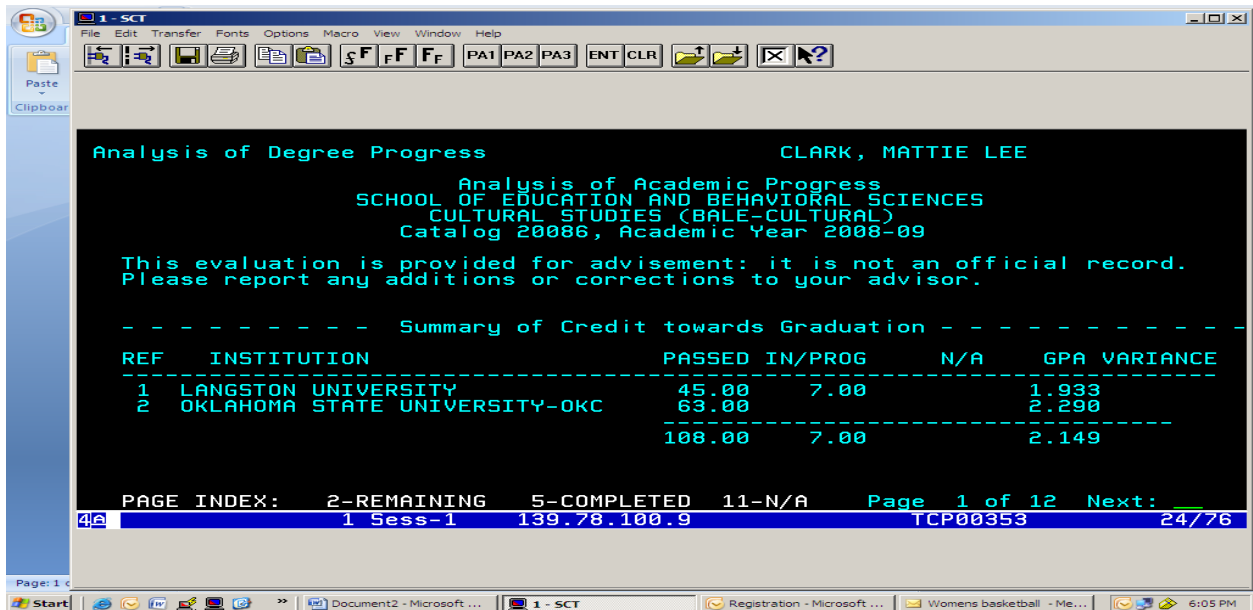


Then Print screen comes up, please select "Print" to obtain the needed information.



FACULTY/STAFF REGISTRATION INSTRUCTIONS

DEGREE AUDIT THROUGH “SCT” is what is sent from Registrar’s Office.



- **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

- ❖ 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.
- 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

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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 2010, Spring 2011 or Summer 2011 will walk with commencement ceremony for Spring 2011. These students must have less than 9 hrs to complete by Summer 2010. If the student will complete program Fall 2011 and beyond, they will walk in commencement ceremony for Spring 2012.

- Graduation Application submission Fall 2010 date: August 16, 2010
- Last day to Apply for Fall 2010 Graduation is November 15, 2010

- Graduation Application submission Spring 2011 date: October 4, 2010
- Last day to Apply for Spring/Summer 2011 Graduation is February 14, 2011