



Go Green!!

Faculty Institute Meeting
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University Registrar
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**THE REGISTRAR'S
OFFICE IS GOING
GREEN!!**

What is “Going Green”?

- Going Green has grown increasingly popular in the last couple of years.
- The main focus is to implicate the 3 R’s of environmental protections
 - Recycle
 - Reuse
 - Reduce

How will it affect you?

The Registrar's office is adopting the going green policy by reducing the amount of resources that we consume and use:

Print and Copy as little as possible

- This will save paper and cut down on printing costs.
- We print approximately 2,500 course schedule booklets a year which equals an average of 80,000 pieces of paper and \$3,000.00 a year in costs on paper alone!

Use email to minimize paper use

- In an effort to cut down on paper, the Registrar's Office will be relying on communication through email.
 - We will start sending and storing documents electronically instead of on paper.

How will it affect the student?

- Encourages student to become more familiar with Langston University website (<http://www.lunet.edu>)
 - Search for classes online
 - Enroll online for classes
 - Make changes to schedules
 - View & print class schedules
 - View & print degree audits

How will it affect the faculty?

- Encourages faculty to become more familiar with Online Faculty/Advisor Services (<http://prodflan.okstate.edu/>)
 - Spring 2011-Course Schedule Books will be available online in September 2010!
 - Class Rosters are available for view/print from Faculty Web Page NOW!

LOGIN TO FACULTY & STAFF WEB PAGE

Faculty Services

- View & print class rosters
- View & submit grades
- View & print teaching schedule
- View & print electronic degree audit
- Send e-mail to students
- View student addresses & phone numbers
- Search for Courses Online

Advisor Services

- Release advising holds
- View advisee listing
- Send e-mail to your advisees
- View individual advisee record:
 - Grades, Holds, Registration Status, Student Schedule, Unofficial Academic Transcripts, Addresses and phone numbers

TRAINING DATES

- The Registrar's Office will begin training sessions for Registration, Degree Audit & Web for Faculty.
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- WEEKDAYS: Tuesdays & Thursdays
- TIMES: 11:00 a.m. to 12:00 a.m.
2:00 p.m. to 3:00 p.m.
- DATES: August 17, 19, 24, 26 ,31, September 2, 7, and 9
- LOCATION: Moore Hall, Room 209 or 211

ENHANCEMENTS

- University wide FERPA (Family Educational Rights for Privacy Act) form
- Academic Counseling Form directing students to obtain the needed HELP if on Academic Warning or Academic Probation

COMING SOON

- Online Transcript Request
- Universal Course Search from main web page
- Online booklist to include course #, ISBN#, price, author, etc.

REGISTRATION

- AUGUST 11-13, 2010 9 a.m. to 5 p.m.
- LOCATION: ATRIUM & C.F. Gayles Mezz (2nd Floor)
 - ASSOCIATES DEGREE PROGRAM
 - FINANCIAL AID
 - REGISTRAR'S OFFICE
 - BOOKSTORE
 - BUSINESS OFFICE
 - HOUSING
 - CAMPUS POLICE
 - STUDENT RETENTION (student must see Ms. Adams before enrollment if on warning, probation or suspension)
 - COUNSELING CENTER
 - STUDENT EMAIL SET UP
- BACHELOR'S DEGREE ADVISEMENT : LOCATION IN VARIOUS ACADEMIC BUILDING: MOORE HALL, SANFORD HALL, JONES HALL HAMILTON HALL, HARGROVE MUSIC HALL, ALLIED HLTH BLDG, UNIVERSITY WOMEN, CF GAYLES GYM, AG. BUILDING & PHYSICAL THERAPY BLDG

REGISTRATION SCREENS

- RG1
- Type course prefix, # & Section (EG 3156 11)
- RG2
- Type in five (5) digit call number (10293)
- Select “F6” to Print class schedule

NEW EMPLOYEES/REGISTRAR'S OFFICE

- Nicole Singleton, 405-466-3226 Transfer Evaluator/ Course Scheduler
- Clarence Smith, 405-466-3225, Front Counter Clerk/VA Coordinator
- Chelsie Taylor, 405-466-3224, Records Coordinator (process internal transcripts & manage destruction of records)

Conclusion

- We need the support and commitment of all of the LU faculty & staff in order for this electronic age to be successful and beneficial to the University, our students and our environment.

