



**LANGSTON UNIVERSITY**  
Faculty Quick Guide 2015

PRESENTED BY KATHY SIMMONS , UNIVERSITY REGISTRAR



FALL 2015

## DIRECTIONS to access Web for Faculty

Go to website: [www.langston.edu](http://www.langston.edu)

Select "[Logins](#)" and then select "Login" under Faculty & Staff

Select Faculty & Advisor Services Login

Select "Enter Faculty and Advisor Services"

Put in your Faculty ID#: Eight digit number or you may put in SSN#

Put in your PIN: Last four digits of your SSN# unless you changed to a required six digit number

If you forgot your password, please enter your Lion-Key Email address and password to reset your password.

Faculty ID:

PIN:

Then select "[Term](#)" under "General Info"

Select "[Semester/Yr](#)" from the drop down menu and hit "Submit"

Then make your selection from any of the drop down menus

- **Course Roster:** Select "Faculty Schedule" or "Class List", select the number of students under "Enrolled" to view/print roster.
- **Registration:** Select "Registration" under "Advisor drop down menu and select a student from "My Advisees". Then, select "continue" and then select "Request" or "Drop" and put in the call number for each of the course(s) and then select "Submit" to complete the registration. Or, you may choose "Advise by Student ID or Name" and go through process.
- **Grades:** Select "Grade Courses", input the student grades and hit "Submit" to view & submit grades.
- **Course Search:** Select under "Courses" and search for course(s) to enroll student or you may go to web under "Academics", "Services" under "Registrar" and select "Class Schedule".

### Various applications in the Faculty Web:

Change Pin

Change Term – various term selections

My Advisees – to view/print list of students you advise

- Send e-mail to students
- View student holds
- View individual advisee record:
  - Grades, Holds, Registration Status, Student Schedule, Unofficial Academic Transcripts, Transfer Credit, Addresses and phone numbers
- Degree Audit – electronic plan of study
- Course Section Search – view list of course offering

## FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

**To Register:** Be sure to remove the Advisor's hold located on Screen ADV  
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 2014 code is 146 or Spring 2015 is 152). 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 or
- From Screen 109, hit F6 to print student schedule

### SCT PLU functions

- To View a Student Schedule, go to SCREEN 109
- To View a Class List, go to SCREEN 107
- To View a Course/Section, go to SCREEN 105 or go to Class Schedule on web for other options
- To View a Student's Unofficial Transcript, go to SCREEN 136
- You can also go to Faculty & Advisor Web to perform all functions to student records & faculty Rosters

### 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 a student in a class if a request is made. **MUST obtain departmental approval. .\*\*** Authorizations and Permits are NOT enrollments. "U" and "P" codes must be followed by an "R" (Request) before the student is actually enrolled. Student not charged until Enrolled w/Permit show.
- ❖ Student Holds: See message notation under heading "Message" on RG1 or RG2. If **Academic Warning/Probation/Suspension appears**, direct student to a University College advisor before hold can be removed. **FAFSA holds** must be cleared by Financial Aid Office. Student must have completed the FAFSA form or complete an appeal form for waiver. **Pre-Enrollment holds** should be directed to Registrar's Area once student pays his/her balance on account. If hold shows in both Reg and Transcript area, send student to **Business Office** for removal of hold. [ Holds - Reg: 1 Transcript: 1 ]

<b>Building / Room Printer Codes – CHECK WITH “IT” DEPT if your code does not work</b>		
CF Gayles Gymnasium for registration (Aug 10 &11, 2015) ONLY C7 and 93		Jones Hall Room 114 – 3G 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
Music – 3T	Research Ext. – none	Sanford Hall Rm 314 – 2T
Sanford Hall 217 – 2U	Hamilton Hall 3 <sup>rd</sup> Flr – 3S Hamilton Hall 2 <sup>nd</sup> Flr – 3J	Allied Health Center – 2S

## Faculty Training Sessions

### Date and Time

- August 12, 2015: 10 am and 2 pm
- August 13, 2015: 10 am and 2 pm

### Location

- Gandy Hall, room 108

## SCT & Faculty & Advisor Web

- How to view/print Course Roster
- How to access grades
- How to register students
- How to Course Search
- How to view/print an Electronic Degree Audit

## Important Web Addresses

- Academic Calendar: <http://www.langston.edu/academics/resources/academic-calendars>
- Class Schedule: <http://www.langston.edu/academics/services/registrar/schedules>
- Faculty/Advisor Log-in: [www.langston.edu](http://www.langston.edu) and select “logins” at top right of page or go to <http://www.langston.edu/logins>
- Final Examination Schedule: <http://www.langston.edu/academics/services/registrar/schedules>
- Registrar’s Office Website: <http://www.langston.edu/registrars-office>

**TES® the Transfer Evaluation System from CollegeSource** is the premier interactive database of course data from institutions of higher education. TES® empowers users to quickly locate course descriptions; route and track the evaluation process; store, manage, group, and publicize the resulting equivalencies; and employ powerful algorithms to generate lists of likely equivalencies between institutions. Please contact Nicole Singleton if you want an account set up and for training.

## QUICK REFERENCES

- Academic Standing: All students must maintain satisfactory academic progress (SAP) in order to remain enrolled at the school. Academic Suspension students must appeal through Academic Retention Committee.
  - Academic Warning – GPA 1.7 to 2.0 with 0 to 30 credits
  - Academic Probation – GPA less than 1.7 with 0 to 30 credits; less than 2.0 with more than 30 credits
  - Academic Suspension – GPA less than 2.0 with more than 30 credits
  - Academic Good Standing – GPA 2.0 or higher
- Catalog: Is available online at [www.langston.edu](http://www.langston.edu) under Academics.
- Change of Major: If you want to change your program of study, you must complete a Student Academic Change form from the Registrar's Office and obtain department signatures.
- Class Schedule: Students can obtain class schedule through their Student Services (SIS) account once enrolled in classes. Students can view available courses through Langston University website. There are various ways to search for courses. Please go to [www.langston.edu](http://www.langston.edu) and select "class schedule".
- Dean's List: Must be a full time student with at least a 3.0 gpa or higher to qualify with grades of "C" or above.
- Degree Review: You may view your degree requirements through electronic degree audit by going to your Student Information Systems account. Once you earn 90 hrs, make an appointment with your advisor to request Departmental Review be sent to Registrar's Office. The Registrar's Office will review your file when you submit your Graduation Application to ensure you have met degree requirements.
- Drop/Add & Withdrawal: 1<sup>st</sup> 10 days of full session, 1<sup>st</sup> 5 days of 8 week session, 1<sup>st</sup> 2 days of 4 week session and 1<sup>st</sup> day of a weekend or Interim session.
- Dual Enrollment or completing last hours off campus: Students MUST obtain prior permission from advisor/Dean of your program of study to enroll in course(s) at another institution. Must obtain permission from V. President of Academic Affairs if it is an overload of course hours.
- Email: Every student is issued a Langston email account. This is the official site to obtain information from Langston Faculty & Staff. Go to [www.langston.edu](http://www.langston.edu) and select "Logins". Please speak with Information Technology if you incur any problems with your account or need information to access your account.
- Enrollment Verification: Verification of your full time enrollment (Insurance & Loan companies) requires a written release form. Please make request through Registrar's Office.
- FERPA. The Family Educational and Privacy Act of 1974. FERPA is a federal law that affords students certain rights with respect to their education records. Everything that the Registrar's Office release from your record must obtain your signed written release with the exception of directory information as listed in catalog.
- Grades: Access your grades through your Student Information System (SIS) account approximately one week after semester ends.
  - "AW" Administrative Withdrawal due to attendance, financial reasons.
  - "W" Withdrawal
  - "I" Incomplete
  - "N" no grade was reported by your instructor. Notify your instructor immediately.

## QUICK REFERENCES CONTINUE

13. Graduation: Students should apply for graduation one semester prior to semester to complete requirements. Refer to Academic Calendar on website. Minimum requirements for most programs are 124hrs. Other requirements are 60 hrs at senior institution, 45 hrs in upper division, 30 hrs at Langston University, grade of “C” or better in the Major and in some General Education courses for various departments (see academic advisor).
14. Graduation Honors: You must receive grades of “C” or higher throughout your transcript (internal & external) in order to be awarded graduation honors.
15. Repeat Courses: You need only repeat a course if you obtained a “D” or “F” grade. The higher grade will be calculated in your Cum/Grad Retention GPA. The second grade earned will count; all other repeat grades will be calculated in your cumulative GPA.
16. President’s List: Must be a full time student with a 4.0 gpa to qualify.
17. Registration: See online Class Schedule each semester for course offerings. Once you earn 61hrs, you may register yourself online if you are not in the Associate degree program. Go to [www.langston.edu](http://www.langston.edu) and select “Schedule”.
18. Registrar’s Website: Outline information on the following: FERPA, Drop/Add & Withdrawal, Academic Calendar, Tuition & Fee, Grading System, Final Examination Schedule, Online Registration, Graduation, Academic Standing/Retention, Veterans Administration (VA), etc.
19. Residency Policy: Please refer to website: [www.langston.edu/registrar](http://www.langston.edu/registrar) and select “Residency”. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Students must submit Residency Application with pertinent documentation in the Registrar’s Office to petition for residency re-classification.
20. Student Services: Access grades, class schedules, financial aid award, account balance and other important information pertaining to College. Contact the Registrar’s Office if you incur problems accessing SIS account.
21. Student Holds: Admissions, Business Office, Financial Aid, Housing, Library, Registrar’s Office
  - a. Student holds keep a student from registering for classes.
  - b. Business Office, Financial Aid & Housing prevent a student from obtaining a transcript.
22. Student Identification Cards: Student ID cards are obtained through the Registrar’s Office. Replacement card cost is \$25.
23. Transcripts (external). It is mandatory for you to submit official transcripts from any colleges or universities you attended. Official transcripts must be received in a sealed envelope, unopened.
24. Transcripts (internal). You may request a transcript via mail, fax, SIS account or you may choose to pick it up at Registrar’s Office. Request requires a signature release.

## Graduation Notes:

Advisors, please submit Departmental Plan of Study to Registrar's Office by end of Student's Junior Year or once student reach 90 credit hours for 4 year degree. Students must have a zero balance in order to participate in Graduation Ceremony.

As a Rule of Thumb: Potential graduating students scheduled to complete their Academic program for Fall 2015, Spring 2016 or Summer 2016 will walk with commencement ceremony for Spring 2015. These students must have less than 9 hrs to complete by Summer 2016.

Last day to Apply for Fall 2015 Graduation is September 1, 2015

Last day to Apply for Spring 2016 Graduation is November 1, 2015

Last day to Apply for Summer 2016 Graduation is February 1, 2016

**\*If the deadline date to apply for graduation falls on a weekend, then the application for graduation will be accepted on the following Monday.**

## Registrar's Office Staff

**Langston Campus, Page Hall, Room 134, email address: [registrar@langston.edu](mailto:registrar@langston.edu)**

- University Registrar  
**Kathy Simmons**, [ksimmons@langston.edu](mailto:ksimmons@langston.edu) 466-3225
- Front Counter Receptionist/VA Certifying Official  
**Darin Hunt**, [dwhunt@langston.edu](mailto:dwhunt@langston.edu) 466-3225
- Records Coordinator / Transcripts / Records Destruction  
**Jeanese Outlaw**, [joutlaw@langston.edu](mailto:joutlaw@langston.edu) 466-3224  
Data Control Analyst / Grades / Change of Major / SIS student password Resets  
**Quincy Williams**, [qtwilliams@langston.edu](mailto:qtwilliams@langston.edu) 466-3227  
Transfer, Scheduling and Registration  
VACANT, contact [registrar@langston.edu](mailto:registrar@langston.edu) or call 405-466-3225  
Associate Registrar / Graduation / Residency  
VACANT, contact [registrar@langston.edu](mailto:registrar@langston.edu) or call 405-466-3225

### **Langston University-Tulsa Campus, Student Services**

- VACANT, contact Ginger Canning at below contact.

### **Langston University OKC Campus, Main Office**

- Registrar Assistant / Residency, **Ginger Canning**, [gcanning@langston.edu](mailto:gcanning@langston.edu) 405-530-7505

## Frequency Call Numbers

- Admissions – 466-3428
- Business Office – 466-3212
- Campus Police – 466-3366 or 466-3368
- Computer Help Desk/Email – 466-3521
- CTI / D2L Help Desk – 466-2008
- Financial Aid – 466-3282
- Library – 466-3292
- Registrar's Office – 466-3225
- LU/Oklahoma City - 405-530-7500
- LU/Tulsa – 918-877-8100



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