

COR STUDENT WEB PORTAL

Training Manual

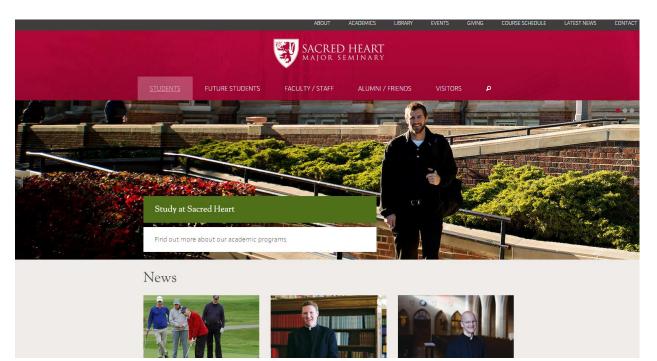
REVISED: June 28, 2016

TABLE OF CONTENTS

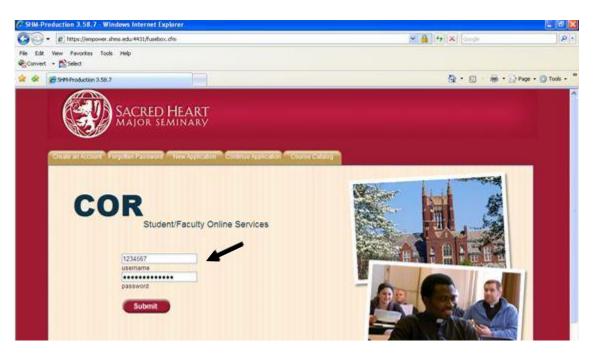
Table of Contents	2
Chapter 1: Getting Started	_3
Chapter 2: Settings	_4
Chapter 3: Course Schedule	_6
Chapter 4: Unofficial Transcript	9
Chapter 5: Student Schedule	_11
Chapter 6: Course Registration	_13
Chapter 7: Grade Report	_20
Chapter 8: Student Holds & Advisor Inquiry	_22
Chapter 9: Changing Password	_23
Chapter 10: Log Out	_25
Chapter 11: Web Support	_25

CHAPTER 1: GETTING STARTED

1. Open your Internet browser. Go to HTTP://WWW.SHMS.EDU.

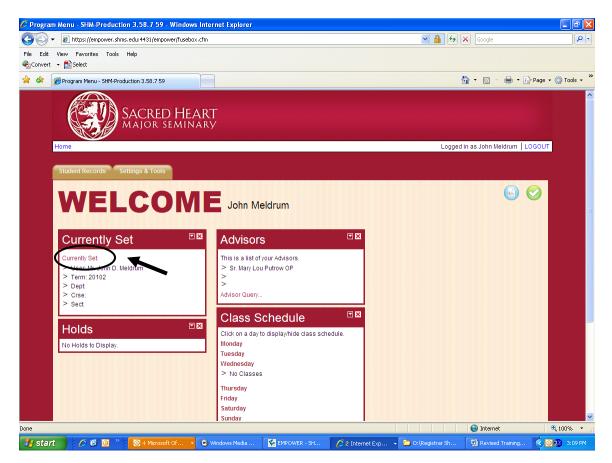


2. Click on *COR* under "Students."



- 3. Enter your USERNAME (student ID) and PASSWORD (student ID).
- 4. Click SUBMIT.

CHAPTER 2: SETTINGS



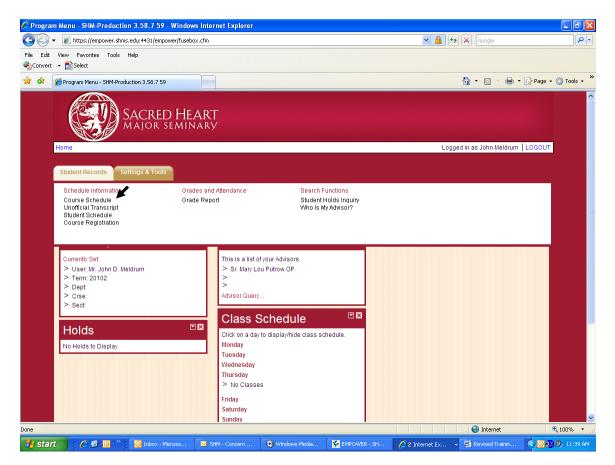
5. Click CURRENTLY SET.

🟉 Global	Variables - SHM-Production 3.58.7 59 - Windows Inter	net Explorer				- 7 🛛
\odot	 Ittps://empower.shms.edu:4431/empower/fusebox.cfm?fusebox.fusebox	eaction=WEBCOQ03&last_page=index		✓ 4 + y	Google	P -
	View Favorites Tools Help - 🔁 Select					
🚖 🏟	Slobal Variables - SHM-Production 3.58.7 59			6	- 🔊 - 🖶 - 🔂 F	Page 🔹 🍈 Tools 👻 🎽
	SACRED HEART MAJOR SEMINARY					* 2019
	Home			Logged in	as John Meldrum LOG	JOUT
	Student Records Settings & Tools					
		Global Vari	ables			
					Clear Setting	js
	Global ID Term Department Course Section	Mr. John D. Meldrum Term II 2009-10	Return to Previous Pag	•		
		1000			😜 Internet	🔍 100% 🔹 🏢
🛃 star	1 🚺 🖉 🗭 🖸 🐣 🔟 4 Microsoft Of 🔻 💽 Wir	dows Media 🦷 🕵 EMPOWER - SH	💋 Global Variables	🛅 O:\Registrar Sh	Revised Training	🔇 💽 💓 - 3:11 PM

- 6. Your settings should automatically enter the <u>current term</u>. If you wish to see a different term, click on the drop down list and select the **TERM** of choice.
- 7. Click on **RETURN TO PREVIOUS PAGE**.

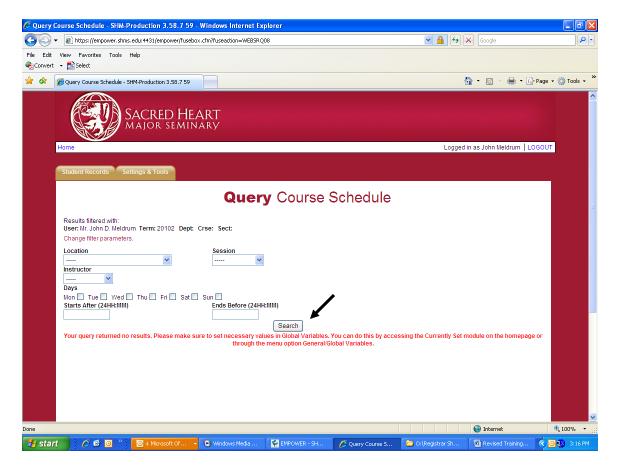
NOTE: It may take a few seconds for the drop down list to populate. You may also access *CURRENTLY SET* by clicking on the *SETTINGS AND TOOLS* tab, followed by *GLOBAL VARIABLES*.

CHAPTER 3: COURSE SCHEDULE



- 8. Wave cursor over **STUDENT RECORDS** tab and a selection of menus will appear.
- 9. Click COURSE SCHEDULE.

NOTE: Make certain the term you wish to view the schedule for is listed in your settings <u>before</u> clicking on *COURSE SCHEDULE*.



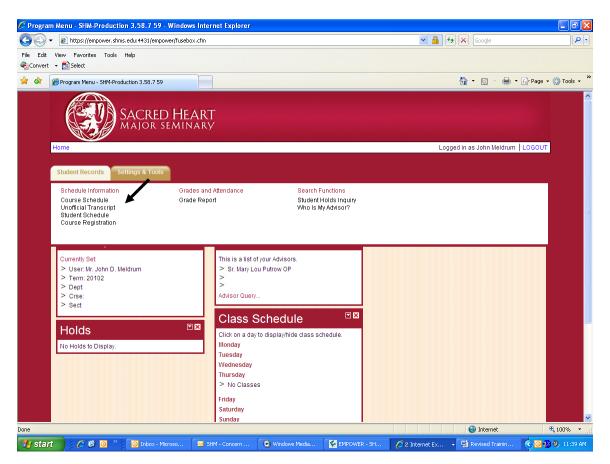
10. Click SEARCH.

NOTE: If you wish, you may use the filter fields to sort the schedule by instructor, days, and times (must be military time).

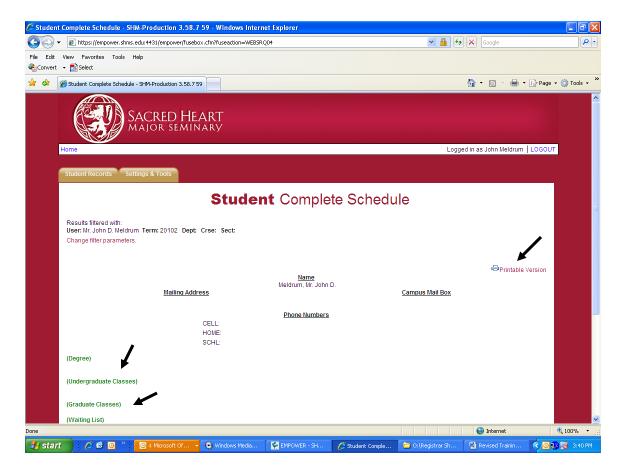
C Query Course Schedule - SHM-Production 3.58.7 59 - Win	dows Internet Explorer			_ @ 🛛								
🚱 🕤 🔻 🙋 https://empower.shms.edu:4431/empower/fusebox.cfm	?fuseaction=WEBSRQ08	✓	Google	P -								
File Edit View Favorites Tools Help												
🗞 Convert 👻 🔂 Select												
🚖 🚸 🍘 Query Course Schedule - SHM-Production 3.58.7 59			🏠 🔹 🗟 🔹 🖶 👻 Page	• 🙆 Tools • 🂙								
Home Logged in as John Meldrum LOGOUT												
Student Records Settings & Tools												
	•											
	Query Course	Schedule										
Results filtered with: User: Mr. John D. Meldrum Term: 20102 Dept: Crse Change filter parameters.	: Sect:											
Location	Session											
Instructor												
💌												
Days Mon	n 🗌 Ends Before (24HH:MM)											
Term Loc Dept Crse Sect	Description Cr Bldg Room	Start Days Time	Instructor Off Avail									
20102 SHMS AT 570 01	Homiletics I 2 SHMS TBA	01/12/2010 T 13:15/15:15	Williams 25 14 DETAIL									
20102 SHMS AT 620 01 Le	ad Public Prayer 2 SHMS TBA	01/14/2010 R 18:30/20:30	Finn 25 17 DETAIL									
20102 SHMS AT 890 01 20102 SHMS BL 502 01 Gr	Leadership 3 SHMS TBA eek Language II 2 SHMS TBA	01/12/2010 TR 09:00/10:25 01/11/2010 M 18:30/20:40	Team 25 0 DETAIL Jorgenson 25 19 DETAIL									
20102 SHMS BL 552 01 Hel	rew Language II 2 SHMS TBA	01/16/2010 S 00:00/00:00	Tishler 25 23 DETAIL									
	eek Exegesis II 2 SHMS TBA s Eccles Greek II 2 SHMS TBA	01/16/2010 S 00:00/00:00 01/16/2010 S 00:00/00:00	Jorgenson 25 23 DETAIL Jorgenson 25 21 DETAIL									
20102 SHMS CLA 153 01 20102 SHMS CLA 154 01 C	Rhetoric 3 SHMS TBA itical Research 3 SHMS TBA	01/12/2010 T 18:30/21:30 01/12/2010 T 13:30/16:30	Case 25 20 DETAIL Case 25 19 DETAIL									
	Hidan Cesearch S Shino TDA	04/40/2040 TD 40:00/40:00	Usede of Ko DETAIL	♥ 100% ♥								
🛃 start 🔰 🖉 🙆 🔍 🖸 4 Microsoft Of 🔻 🖸	Windows Media 🧏 🐓 EMPOWER - SH	💋 Query Course S 🛛 🗁 O:\Registrar	Sh 🔮 Revised Trainin 🔇 🧕	🞎 😸 3:20 РМ 👘								

- a. Schedule Information
 - i. 🔮 = Class Closed
 - ii. Term = Lists the term that you put in your settings
 - iii. Loc = Lists the location of the class
 - iv. Dept = Department
 - v. Crse = Course Number
 - vi. Sect = Section Number
 - vii. Description = Course Title
 - viii. Cr = Number of credits
 - ix. Bldg = Building in which course is held
 - x. Room = Course classroom assignment
 - xi. Days = Days of course
 - 1. M = Monday
 - 2. T = Tuesday
 - 3. W = Wednesday
 - 4. R = Thursday
 - 5. F = Friday
 - 6. S (without course times) = By arrangement
 - 7. S (with course times) = Saturday
 - xii. Time = Times of course (listed in military time)
 - xiii. Instructor = Instructor's last name
 - 1. <u>Team</u> = Two instructors are teaching the course together
 - 2. <u>Advisor</u> = Contact your advisor following registration regarding the course
 - 3. <u>Thesis Director</u> = Collaborate with your thesis director
 - xiv. Off = Number of seats offered
 - xv. Avail = Number of available of seats
 - xvi. Details = Course details, including course description and prereqs

CHAPTER 4: UNOFFICIAL TRANSCRIPT



- 11. Wave cursor over **STUDENT RECORDS** tab and a selection of menus will appear.
- 12. Click UNOFFICIAL TRANSCRIPT.

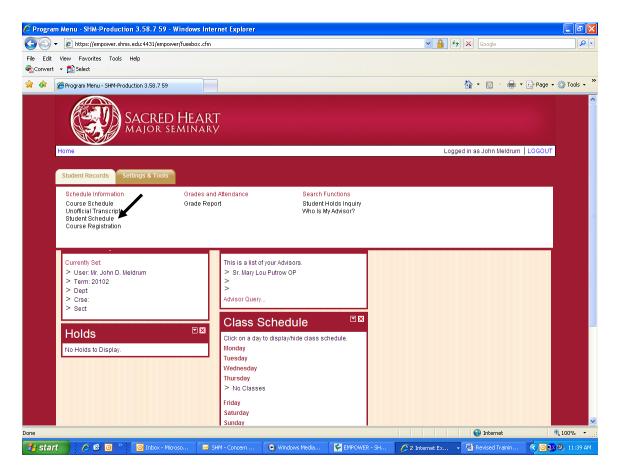


13. Click **PRINTABLE VERSION**. A printer friendly version of your unofficial transcript will display for you to print.

NOTE: If you do not wish to print your grades and would like to view them on screen, you may click on the green menu options of *UNDERGRADUATE CLASSES* and/or *GRADUATE*

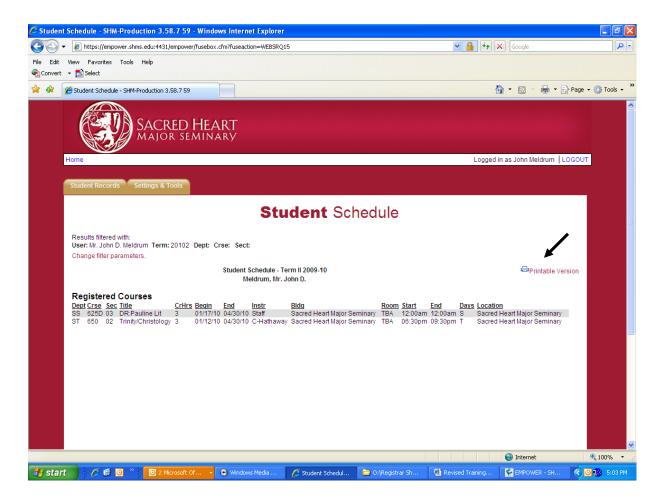
CLASSES and a list of terms will appear. Click on each term to show/hide term coursework and grades.

CHAPTER 5: STUDENT SCHEDULE



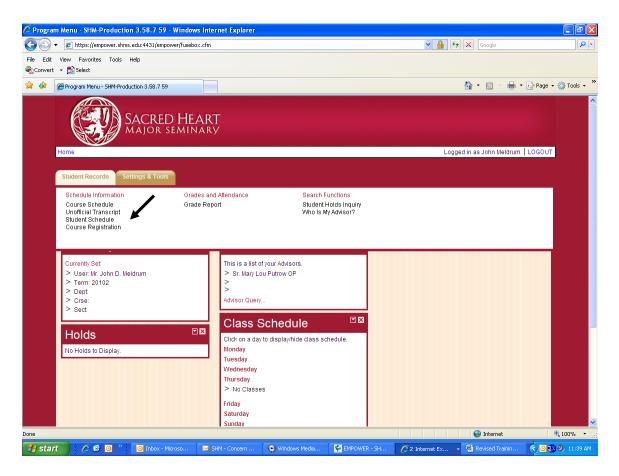
- 14. Wave cursor over **STUDENT RECORDS** tab and a selection of menus will appear.
- 15. Click STUDENT SCHEDULE.

NOTE: Make certain the term you wish to view the schedule for is listed in your settings <u>before</u> clicking on *STUDENT SCHEDULE*.



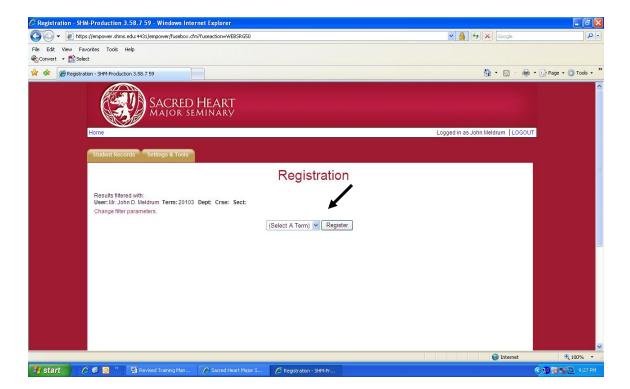
- 16. The class schedule will display for the term you have selected in your settings.
- 17. Click **PRINTABLE VERSION**. A printer friendly version of your schedule will display for you to print.

CHAPTER 6: COURSE REGISTRATION



- 18. After inputting course information in currently set, wave cursor over **STUDENT RECORDS** tab and a selection of menus will appear.
- 19. Click COURSE REGISTRATION.

<u>VERY IMPORTANT</u>: *COURSE REGISTRATION* will not be available outside of scheduled registration periods. Registration dates will be listed on the login page.



- 20. Select the term you wish to register for in the SELECT A TERM drop down list.
- 21. Click **REGISTER**.

🖉 Registration - SHM	A-Production	3.58.7 59 - V	Vindows Internet Ex	plorer							- 7
🚱 🕤 👻 🔊 https	://empower.shr	ns.edu:4431/empo	wer/fusebox.cfm?fuseac	tion=WEBSRG50	Reg				✓ 4	Google	P -
File Edit View Fav	orites Tools :t	Help									
😭 🏟 🌈 Registrat	ion - SHM-Produ	iction 3.58.7 59							Č	• 🖬 - 🖶	▼ 📴 Page ▼ 🍥 Tools ▼ 🍟
		SA M.	ACRED HE	ART ary					Wednessear	Harsary 17 201	^
	Home							Log	ged in as John Iv	leldrum LOGOU	T
	Student Re	cords Settir	ngs & Tools								
					Regi	stration					=
			_				Regis	arned 19 juired 0	rgrad Graduate 26 0		
					Successful	Registration					
	Add Co Dept	Course	Section	Туре	Description	Credits	Days	Time	Pri	nt Schedule	
	No Enrollm	rents									
						Credits: 0					
				Pendir	ng Registratior	n see reasons be	low				
	Dept	Course	Section	Туре	Description	Credits	Days	Time	Instructor		
	No Pendin	g Registration	Click Add Courses bu	itton to add cour	ses from Course Cata	log					~
Done		-								😜 Internet	€ 100% ·
🦺 start 🔰 🙆	0 0	Revised T	iraining Man 💋 P	egistration - SHM	-Pr						🔹 🔊 🗃 🕎 🔟 9:29 PM

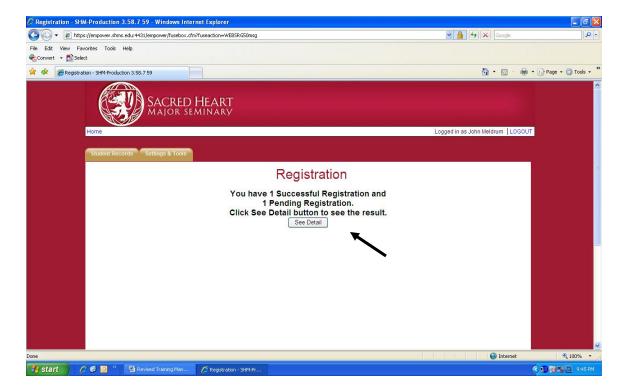
22. Click **ADD COURSES**. This will bring up the course schedule for the term in which you wish to register.

C Registration - SHM-Production 3.58.7 59 - Windows	Internet Explorer			🗖 🗗 🔽
🚱 🗸 🖉 https://empower.shms.edu:4431/empower/fusebo	ox.cfm?fuseaction=WEB5RG50RegAdd		💌 🔒 😽 🗙 Google	[~]
File Edit View Favorites Tools Help				
🚖 🏟 🌈 Registration - SHM-Production 3.58.7 59			🙆 • 📾 • 🖷	🛉 🔹 🔂 Page 🔹 🎯 Tools 🔹 🎇
SACRE MAJOR	D HEART seminary		Logged in as John Meldrum LOGO	<u>^</u>
monie			Logged in as John Meldrun Logo	
Student Records Settings & Tool	IS			
	R	egistration		
	Location (Select A Location) Session (Select A Session) V Course Days Hon Tue Wed Thu Starts After (24HH:MM)	Department Department FileCalect A Department Celect An Area of Study (Celect An Area of Study) FileCalect An Instructor) FileCalect An Instructor) FileCalect An Instructor) FileCalect An Instructor) Ends Before (24HH:IMM) Ends B		
Done			💽 Internet	€_100% ·
T start 🖉 🧭 🔞 👋 🖾 Revised Training Mar	🖉 Registration - SHM-Pr			C 10 10 10 9:33 PM

23. Click **SEARCH** to list all courses for the term in which you wish to register. If desired, you may filter the schedule by department, course, instructor, days, and times (military time).

	is://empower.	shms.edu	:4431/en	npower/fr	usebox	.cfm?fuseaction=WEB5RG50RegList	#						v 🔒 😽	Google	
View Fa	vorites Too	ls Help													
: 👻 🛃 Sele	ect														
6 Registra	tion - SHM-Pr	duction 3	.58.7 59											🗄 • 🖻 • 🖶	h 🔹 🔂 Page 🔹 🍈
		1.517	A c			I In a new									
	d'	Ser.	DS	AC	REL) HEART									
		Jo Ja	<i>¶</i> ^	1AJC	DR S	EMINARY									
	Home												Logged in as John	Meldrum LOGO	UT .
			_			_									
	Student		Se												
						_									
							- 1	Regi	stra	tion					
								_							
								Re	gister						
	Pot Ok	Enroll	Dont	Cree	600	Description	Cr	Dida	Boom	Start	Dave	Timo	Instructor	Avail	
	Set Cir	Type	Dept	Crse	Sec	t Description	Cr	Bidg	Room	Start	Days	Time	Instructor	Avail	
	Set Cir			Crse 550	Sec 01	t Description Church Law for PM		Bidg	Room TBA	Start	Days M W	Time 18:30/20:30	Instructor Ferguson	Avail 25 <u>Detail</u>	
		Туре	AT				2								
		Type Credit	AT EV	550	01	Church Law for PM	2 2	SHMS SHMS SHMS	TBA TBA TBA	05/10/2010	MW	18:30/20:30	Ferguson	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit	AT EV EV	550 530 640	01 01 01	Church Law for PIII Conversion/Reconcil. Catechetical Ldrshp	2 2 2	SHMS SHMS SHMS SHMS	TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010	M W M W MTWRF MTWRF	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45	Ferguson Rennie Putrow Putrow	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25	
		Type Credit Credit Credit Credit	AT EV EV	550 530 640 720	01 01 01 01	Church Law for PI/I Conversion/Reconcil. Catechetical Ldrshp Parish Placement I	2 2 2 2	SHMS SHMS SHMS SHMS PARISH	TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/10/2010	M W M W MTWRF MTWRF S	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00	Ferguson Rennie Putrow Putrow Bignall	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit	AT EV EV FE	550 530 640 720 725	01 01 01	Church Law for PIII Conversion/Reconcil. Catechetical Ldrshp	2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH	TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010	M W M W MTWRF MTWRF	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45	Ferguson Rennie Putrow Putrow	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit	AT EV EV FE HS	550 530 640 720 725 625	01 01 01 01	Church Law for PM Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II Eastern Churches	2 2 2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH SHMS	TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/10/2010	M W M W MTWRF MTWRF S S S M W	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00 18:30/20:30	Ferguson Rennie Putrow Putrow Bignall	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit	AT EV EV FE HS	550 530 640 720 725	01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II	2 2 2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH	TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010	M W M W MTWRF MTWRF S S	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00	Ferguson Rennie Putrow Putrow Bignall Bignall	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS	550 530 640 720 725 625	01 01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II Eastern Churches	2 2 2 2 2 2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH SHMS	TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/10/2010	M W M W MTWRF MTWRF S S S M W	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00 18:30/20:30	Ferguson Rennie Putrow Putrow Bignall Bignall Jorgenson	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS MNS	550 530 640 720 725 625 575	01 01 01 01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechelical Ldrshp Parish Placement I Parish Placement II Eastern Churches Sacra Life Of Church	2 2 2 2 2 2 2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH SHMS SHMS	TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/10/2010 05/11/2010	M W M W MTWRF MTWRF S S M W T R	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00 18:30/20:30 18:30/20:30	Ferguson Rennie Putrow Putrow Bignall Bignall Jorgenson Gawronski	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS MNS MNS	550 530 640 720 725 625 575 315	01 01 01 01 01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II Eastern Churches Sacra Life Of Church Lit Prayer of Church	2 2 2 2 2 2 2 2 2 2 3	SHMS SHMS SHMS SHMS PARISH PARISH SHMS SHMS SHMS	TBA TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/10/2010 05/11/2010	M W M W MTWRF MTWRF S S S M W T R T R	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00 18:30/20:30 18:30/20:30	Ferguson Rennie Putrow Putrow Bignall Bignall Jorgenson Gawronski Staff	25 <u>Detail</u> 25 <u>Detail</u> 25 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS MNS MNS	550 530 640 725 625 575 315 365	01 01 01 01 01 01 01 01 01 01	Church Law for PIA Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II Eastern Churches Sacra Life Of Church Lif Prayer of Church Diac Lifturgical Prac	2 2 2 2 2 2 2 2 2 2 2 3 3 2	SHMS SHMS SHMS SHMS PARISH PARISH SHMS SHMS SHMS SHMS	TBA TBA TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/11/2010 05/11/2010 05/11/2010	M W M W MTWRF MTWRF S S S M W T R T R T R M W	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 00:00/00:00 18:30/20:30 18:30/20:30 18:30/20:30 18:00/21:00	Ferguson Rennie Putrow Bignali Bignali Jorgenson Gawronski Staff DeHondt	25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u> 25 <u>Detail</u>	
		Type Credit Credit Credit Credit Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS MNS MNS MNS	550 530 640 720 725 625 575 315 365 375	01 01 01 01 01 01 01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechelical Ldrshp Parish Placement I Parish Placement II Eastern Churchbes Sacra Life Of Church Lif Prayer of Church Diac Litrorgical Prac Catechetical Admin	2 2 2 2 2 2 2 2 2 2 2 3 2 2 2 2 2 2 2 2	SHMS SHMS SHMS SHMS PARISH PARISH SHMS SHMS SHMS SHMS SHMS	TBA TBA TBA TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/11/2010 05/11/2010 05/11/2010 05/10/2010	M W M W MTWRF MTWRF S S S M W T R T R T R T R M W S	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 18:30/20:30 18:30/20:30 18:30/20:30 18:30/20:30 18:00/21:00 08:30/12:30	Ferguson Rennie Putrow Bignali Bignali Jorgenson Gawronski Staff DeHondt Lajiness J	25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u> 25 <u>Detaii</u>	
		Type Credit Credit Credit Credit Credit Credit Credit Credit Credit Credit	AT EV EV FE HS LS MNS MNS MNS MNS MNS MT PHL	550 530 640 720 725 625 575 315 365 375 8931	01 01 01 01 01 01 01 01 01 01 01 01	Church Law for PM Conversion/Reconcil. Catechetical Ldrshp Parish Placement I Parish Placement II Eastern Churches Sacra Life O'Church Lit Prayer of Church Diac Liturgical Prac Catechetical Admin Nat Law/Contern Moral	2 2 2 2 2 2 2 2 2 2 3 2 2 3 2 2 3 3	SHMS SHMS SHMS SHMS PARISH PARISH SHMS SHMS SHMS SHMS SHMS SHMS	TBA TBA TBA TBA TBA TBA TBA TBA TBA TBA	05/10/2010 05/10/2010 05/10/2010 05/15/2010 05/15/2010 05/15/2010 05/11/2010 05/11/2010 05/11/2010 05/10/2010	M W M W MTWRF S S S M W T R T R T R T R S S M W S M W	18:30/20:30 16:00/18:00 09:00/12:00 13:00/15:45 00:00/00:00 18:30/20:30 18:30/20:30 18:30/20:30 18:30/20:30 18:00/21:00 08:30/12:30	Ferguson Rennie Putrow Putrow Bignali Jorgenson Gawronski Staff DeHondt Lajiness J Latkovic	25 <u>Detail</u> 25 <u>Detail</u>	

- 24. Check the box for the course(s) you wish to register for in the term you selected. If you would like to see the course description, click **DETAIL**.
- 25. When you have selected all of your courses, click **REGISTER**.



- 26. If you have no registration problems, you will see the message "You have # Successful Registration(s)." The # here refers to the total number of classes you put a check box in front of on the registration screen.
- 27. If you have any registration problems, you will see "# Pending Registration(s)." The # here refers to the total number of classes that have a problem attached to it.
- 28. Click SEE DETAIL.

Registration - SHM-Production 3.58.7 59 - Windows Internet Explorer	
COO - 2 https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRG50Reg	Coogle
File Edit View Favorites Tools Help Convert - Solect	
🚖 🏟 🌈 Registration - SHM-Production 3.58.7 59	🏠 👻 🔝 👘 🖶 Page 👻 🎯 Tools 👻
Home	Logged in as John Meldrum LOGOUT
Student Records Settings & Tools	
Registratio	on
, in the second s	Credit Hrs Undergrad Graduate Earned 19 25 Required 0 0 Repistered 2 Elected 2
Successful Registra	
Add Courses 22 Dept Course Section Type Description	Credits Days Time Instructor
DROP HS 625 01 CR Eastern Churches	2 MW 06:30/08:30 Jorgenson
Credits	iits: 2
Pending Registration see 19	reasons below
Dept Course Section Type Description DELETE FE 720 01 CR Parish Placement I	Credits Days Time Instructor 2 S 12:00/12:00 Bignali Detail
Comments: Reason: M.Div. Only	2 S 12:00/12:00 Bignall <u>Detail</u> 02/17/2010 02/17/2010
Prefered order:Select One-	02/17/2010
	redits: 2
Submit Prefered Order	
	😜 Internet 🔍 100% 👻 🥖
🛃 Start 🔰 🖉 🞯 🎽 Revised Training Man 🖉 Registration - SHM-Pr	🔍 💀 💀 🔜 9:52 PM

- 29. All classes in which you successfully registered for will be listed under "Successful Registration."
- 30. All problem registrations are listed under "Pending Registration." Please note that you are <u>NOT</u> registered for any classes listed under this section.
- 31. If you have registration problems, look to the "Description" field under "Pending Registration" to ascertain where the error occurred. In the above screenshot, I have attempted to register for a closed M.Div. (Seminarian) class.

See the next page (page 18) for a full list (with descriptions) of possible registration errors.

Description of Possible Registration Errors

A. <u>Closed Course</u>

By policy of the Dean of Studies, most classes have a cap of 25 seats (exception includes smaller enrollments in individual music courses). If all 25 seats in a course are filled, you will receive the closed course error. Please delete this closed class from your registration and find another course in which to register.

You may choose to be waitlisted for a course. To do so, click **WAITLISTED** in front of the closed course listed under "Pending Registration." You will be notified via email if a spot in your desired class becomes available.

NOTE: Exceptions for admission into a closed class is only granted from the Dean of Studies, <u>NOT</u> the instructor! Registration is on a first come, first serve basis; the key is to register early.

B. Instructor Consent Required

If an error requires instructor consent, contact that course instructor and ask them for permission to register for the course. If permission is granted, ask the instructor to please forward an email to the Office of the Registrar. Office staff will then push through this course registration; no further web action is needed. *Student followup is strongly encouraged*.

C. <u>Not in Required Major</u>

A select number of courses require that a student be admitted into a certain major. The error will list the major that is required. No permission will be granted for any student to take these courses unless they fit the listed major criterion.

D. <u>Prerequisite Met with Incomplete</u>

If you received an incomplete in the fall term for a class that is a prerequisite for a course you wish to register for in the winter term, you will receive this error. You must wait until a final grade is issued before you can re-process your registration by clicking **REPROCESS PENDING**. A seat will be reserved for you in the course you wish to register, but it is your responsibility to log into *COR* to reprocess your pending registration.

E. <u>Prerequisites Not Met</u>

Prerequisites are set because an advanced course builds upon the foundation provided in that course(s). If you do not meet the course prerequisites for the course you wish to register for, you will receive a "prerequisites not met" error. By policy of the Dean of Studies, under no circumstances will permission be given to a student to register for a course in which prerequisites have not been met, even if the instructor grants permission.

F. Seminarians Only

A select number of courses are closed to solely seminarians. No permission will be granted for any student to take these courses unless they fit this criterion.

G. <u>Time Conflict</u>

Two or more courses were registered that take place on the same day and time. Please select the class that you wish to take and delete the other selection. Following this step, reprocess your registration by clicking **REPROCESS PENDING**.

NOTE: <u>Students cannot register for directed readings online.</u> The appropriate forms may be obtained at the Office of the Registrar. Also, <u>students interested in auditing a class cannot register for it online</u>; a form must be submitted to the Office of the Registrar.

If you have any questions regarding a registration problem, or believe you received the problem in error, please contact the Office of the Registrar at (313) 883-8512.

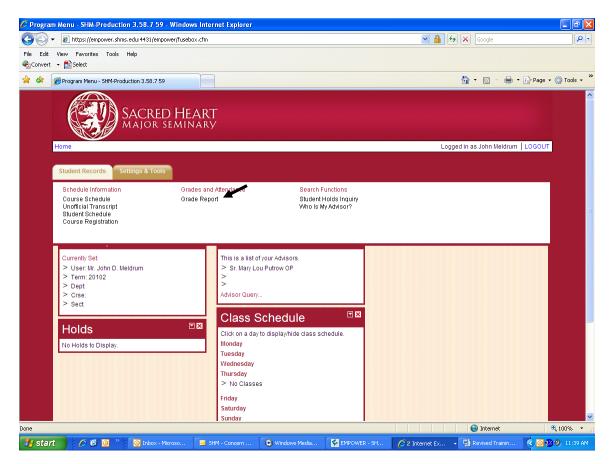
C Registration - SHM-Production 3.58.7 59 - Windows Internet Explorer		- 7 🛛
🚱 🕞 👻 🙋 https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRG50Reg	Google 😽 🖌 Google	₽ -
File Edit View Favorites Tools Help 🖓Convert - 📩 Solect		
😭 🎄 🎉 Registration - SHM-Production 3.58.7 59	🟠 • 🗟 · 🖶	• 📴 Page • 🎯 Tools • 🍟
Registration		
Earned Required Registered Elected	Undergrad Graduate 19 26 0 0 2 2 2 2	
Successful Registration		
Add Courses Image: Course Section Type Description Credits Days Time DROP HS 625 01 CR Eastern Churches 2 M.W 06:30/08.	Print Schedule Instructor 30 Jorgenson	
Credits: 2		
Pending Registration see reasons below		≓
Dept Course Section Type Description Credits Days Time DELETE FE 720 01 CR Parish Placement 2 S 12:0017 Comments: Reason: II Div. Only Prefered order: -Select One V	Instructor 2:00 Bignall <u>Detail</u> 02/17/2010 02/17/2010	
Credits: 2 Submit Prefered Order		
	😜 Internet	🔍 100% 🔹 💡
🛃 start 🖉 🙆 💿 🎽 Revised Training Man 🖉 Registration - SHM-Pr		🔇 💭 10:52 PM

- 32. To delete a problem course from "Pending Registration," click **DELETE**.
- 33. If you have multiple courses in which you are waitlisted, you may select the order in which you wish to be registered. To do so, order your preference using the **PREFERED ORDER** drop down list. When finished, click **SUBMIT PREFERED ORDER**. You will be notified by email if you received a spot in your desired course.
- 34. To <u>add</u> an additional course during the add/drop period, click **ADD COURSES** and repeat steps 23-25. Please note that a \$20 add fee per term applies.
- 35. To <u>drop</u> a class during the add/drop period, click **DROP** in front of the course you wish to drop under "Successful Registration." Please note that a \$20 drop fee per term applies.

NOTE: Following the add/drop period, <u>you must withdraw through an email</u> to *Registrar@shms.edu*, <u>or by submitting a paper Change of Registration form</u> to the Office of the Registrar.

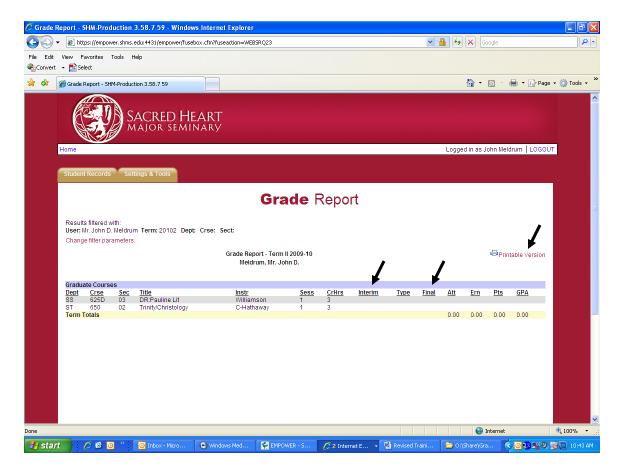
36. To have a printer friendly version of your student schedule, click **PRINT SCHEDULE**.

CHAPTER 7: GRADE REPORT



- 37. Wave cursor over **STUDENT RECORDS** tab and a selection of menus will appear.
- 38. Click GRADE REPORT.

NOTE: Make certain the term you wish to view your report card for is listed in your settings <u>before</u> clicking on *GRADE REPORT*.

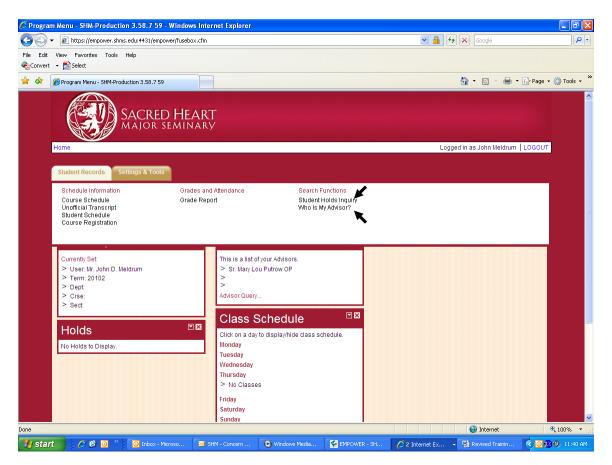


39. If a grade is blank (as demonstrated above), the instructor has not yet submitted a grade for the course. If it is one week past midterms or finals and the instructor has not yet submitted grades, you may wish to contact him/her. There is one exception to the one week rule, and that is the end of fall term; instructors generally have until the first week of the New Year to submit their grades, depending on when Christmas falls.

NOTE: Midterm grades (listed as "Interim" on the web) are only submitted for undergraduate students.

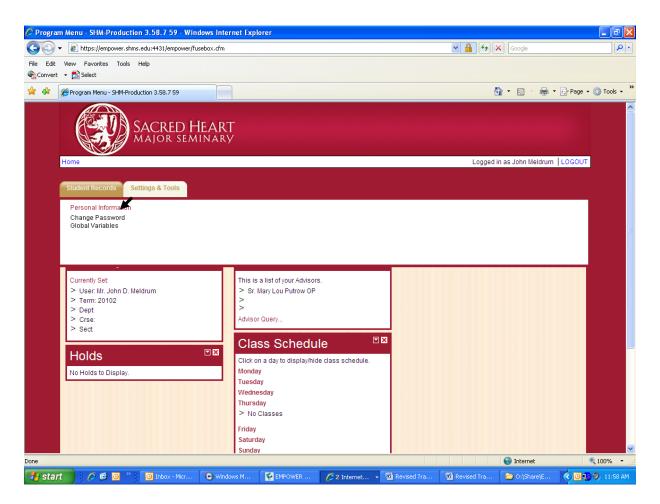
40. To have a printer friendly version of your grade report, click **PRINTABLE VERSION**. This printable grade report is sufficient for submission to employers for reimbursement, if applicable.

CHAPTER 8: STUDENT HOLDS & ADVISOR INQUIRY

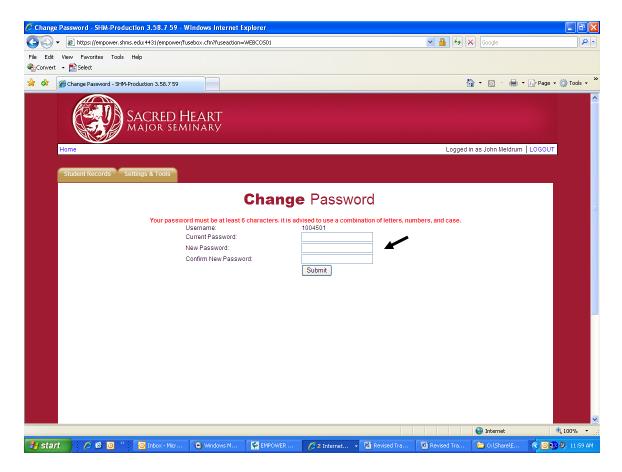


- 41. All holds placed on your student account would be listed on your welcome page under "Holds." You may also access the list of holds by clicking on the tab **STUDENT RECORDS**, and then clicking **STUDENT HOLDS INQUIRY**.
- 42. Your advisor is also listed on your welcome page under "Advisors." You may also access who your advisor is by clicking on the tab **STUDENT RECORDS**, and then clicking **WHO IS MY ADVISOR**.

CHAPTER 9: CHANGING PASSWORD

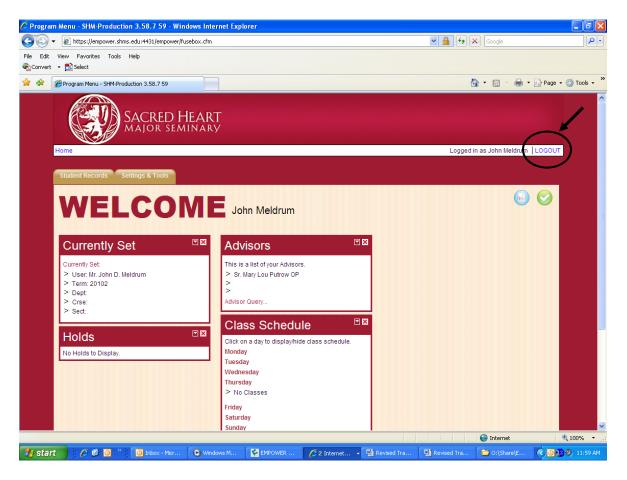


- 43. Click on SETTINGS & TOOLS tab.
- 44. Select CHANGE PASSWORD.



- 45. Type in your current password in **CURRENT PASSWORD**.
- 46. Type your desired password in NEW PASSWORD.
- 47. Confirm your new password in **CONFIRM NEW PASSWORD**.
- 48. Click **SUBMIT**. You will receive confirmation that your password has been changed.

CHAPTER 10: LOG OUT



49. When you are finished with all web module work, click **LOG OUT** in the top right corner of the screen to log you out.

CHAPTER 12: WEB SUPPORT

If you have any questions or problems that are not outlined in this training manual, please contact the staff in the Office of the Registrar at (313) 883-9020 (M-F, 8:30am-4:30pm).

Dr. David Twellman, Registrar <u>Twellman.David@shms.edu</u>

Maureen K. Karby, Assistant Registrar Karby.Maureen@shms.edu

Juanita Van Dyke, Administrative Assistant/Online Course Coordinator <u>Vandyke.Juanita@shms.edu</u>