



SACRED HEART
MAJOR SEMINARY

COR

STUDENT WEB PORTAL

Training Manual

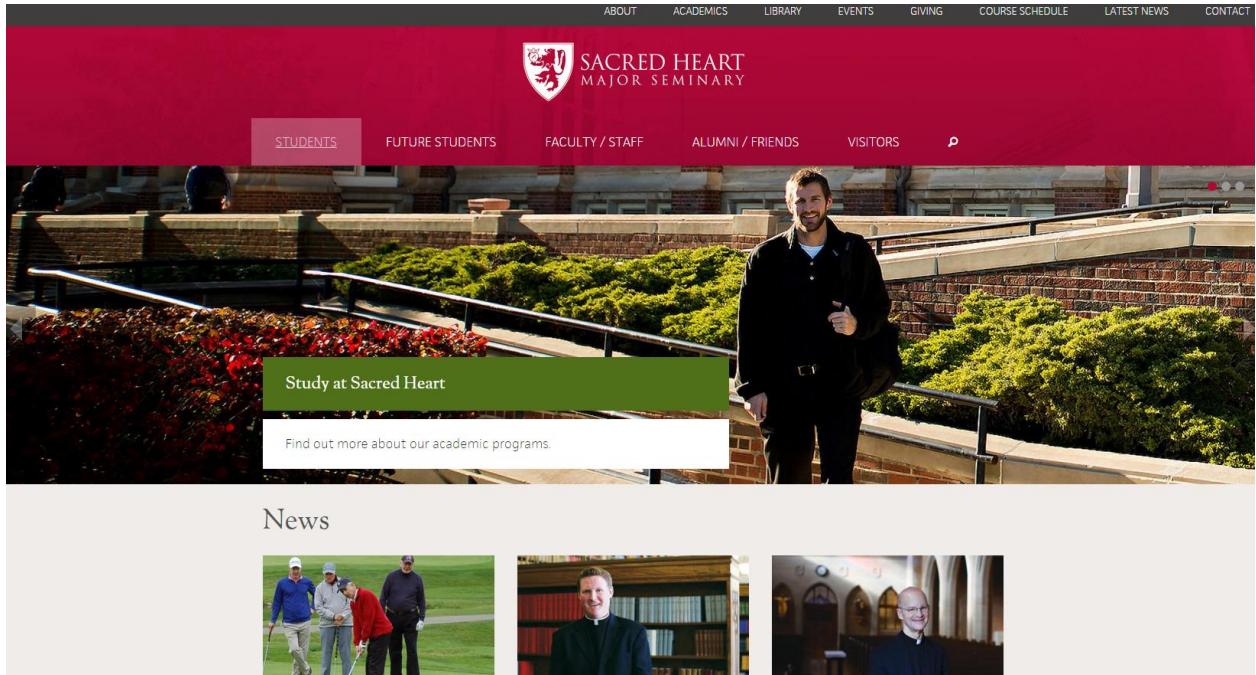
REVISED: June 28, 2016

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CHAPTER 1: GETTING STARTED

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

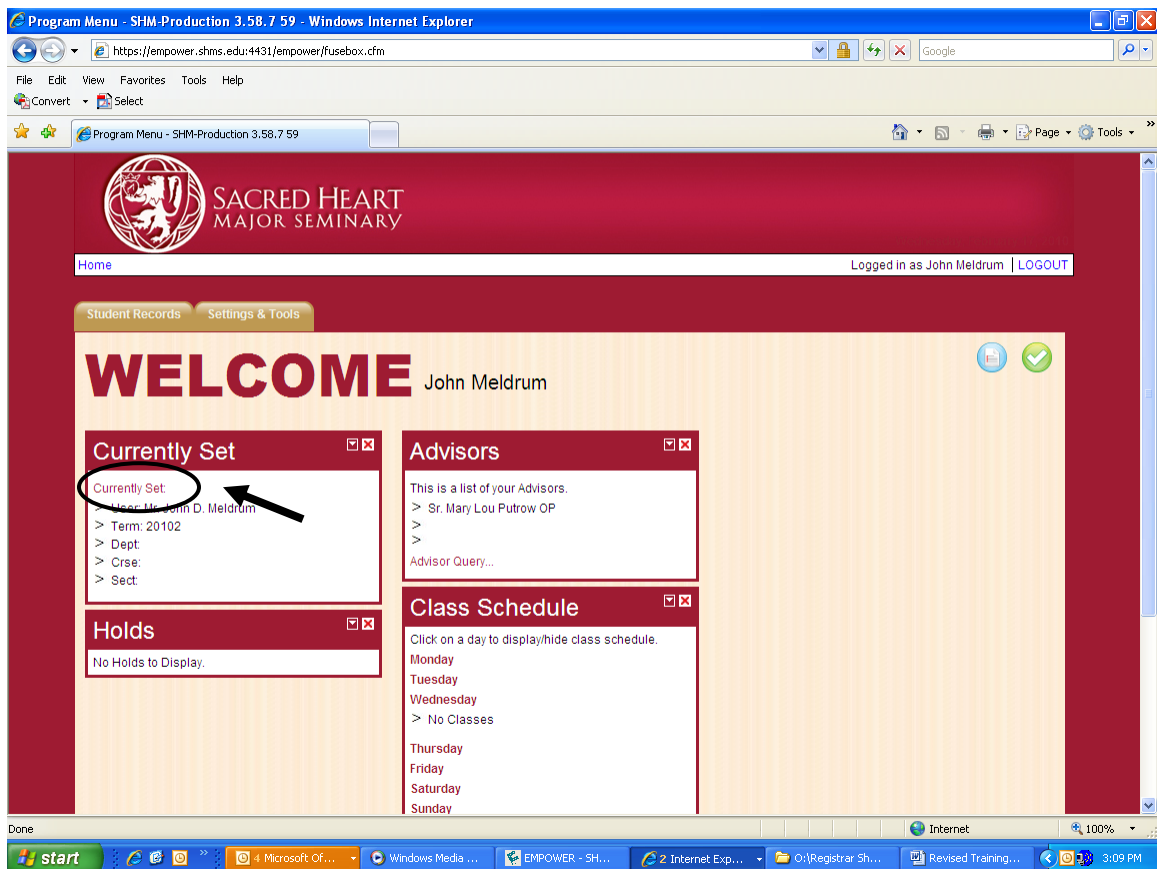


2. Click on **COR** under “Students.”

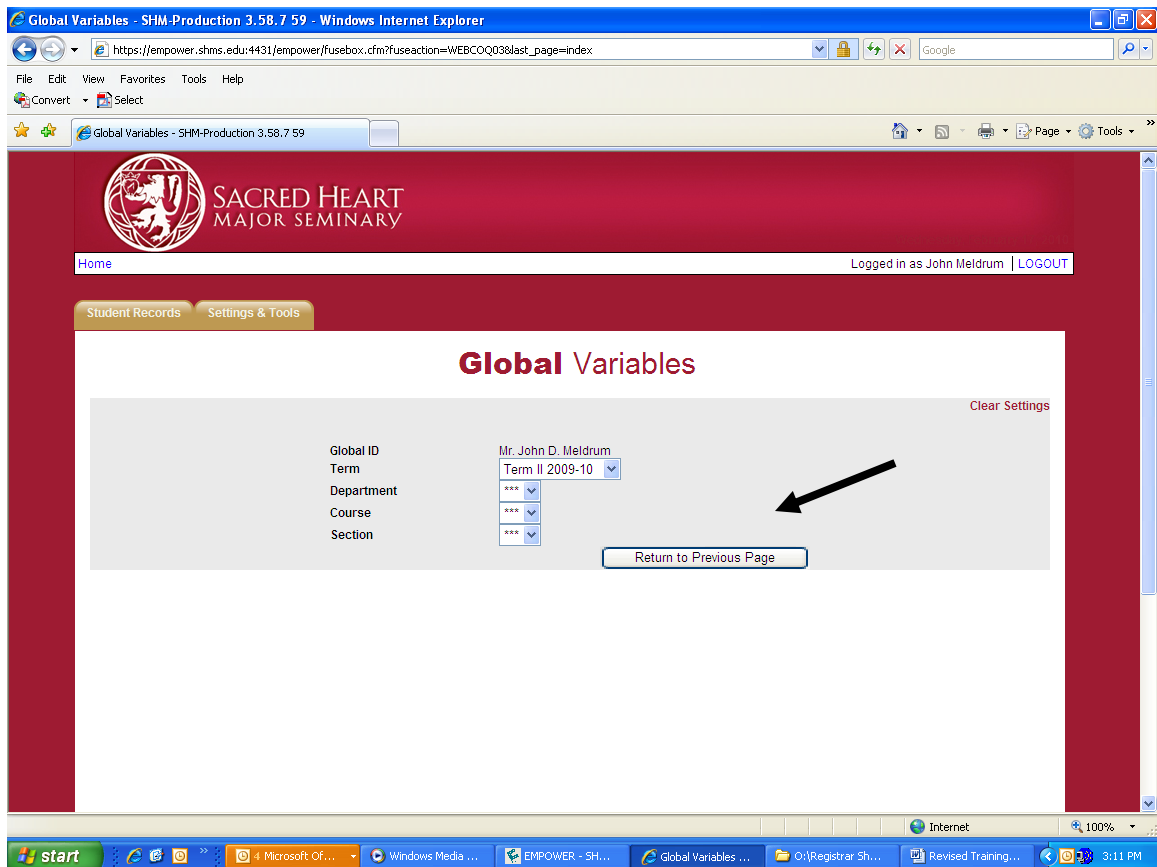


3. Enter your **USERNAME** (student ID) and **PASSWORD** (student ID).
4. Click **SUBMIT**.

CHAPTER 2: SETTINGS



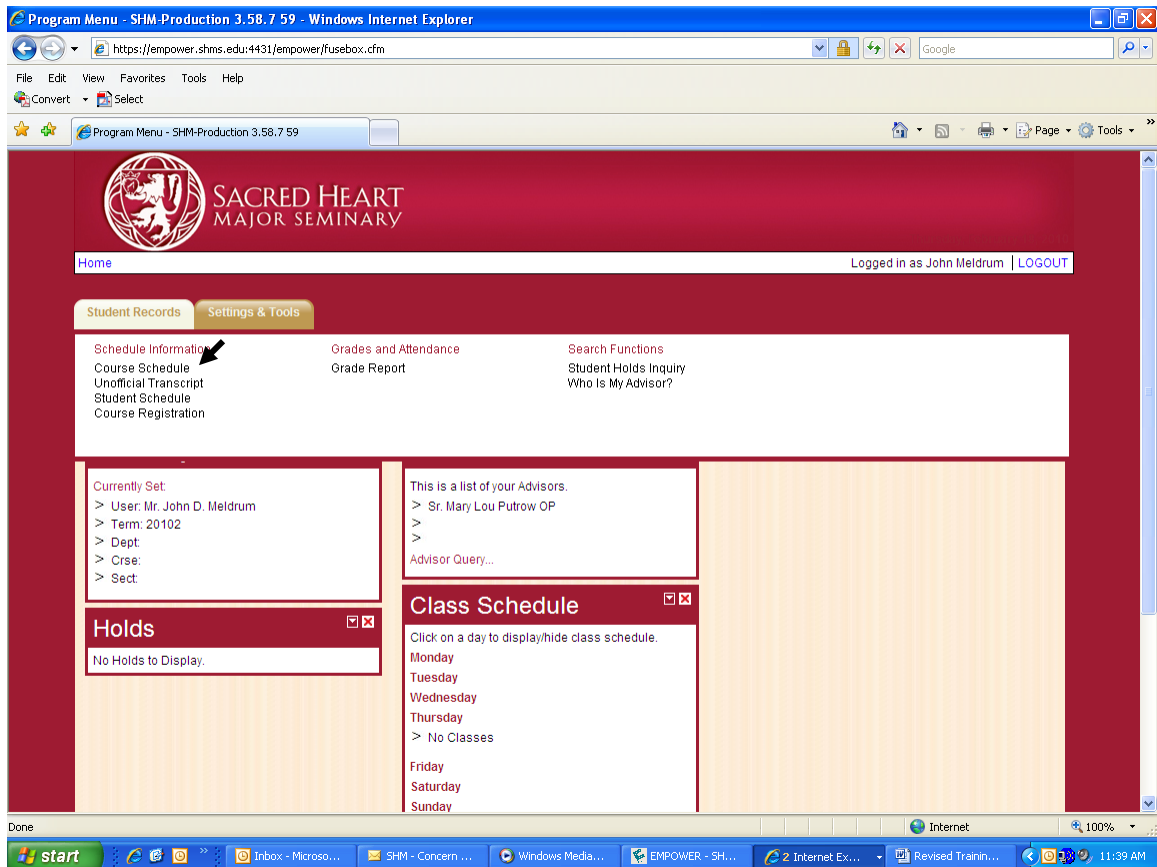
5. Click CURRENTLY SET.



6. Your settings should automatically enter the current term. 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**.

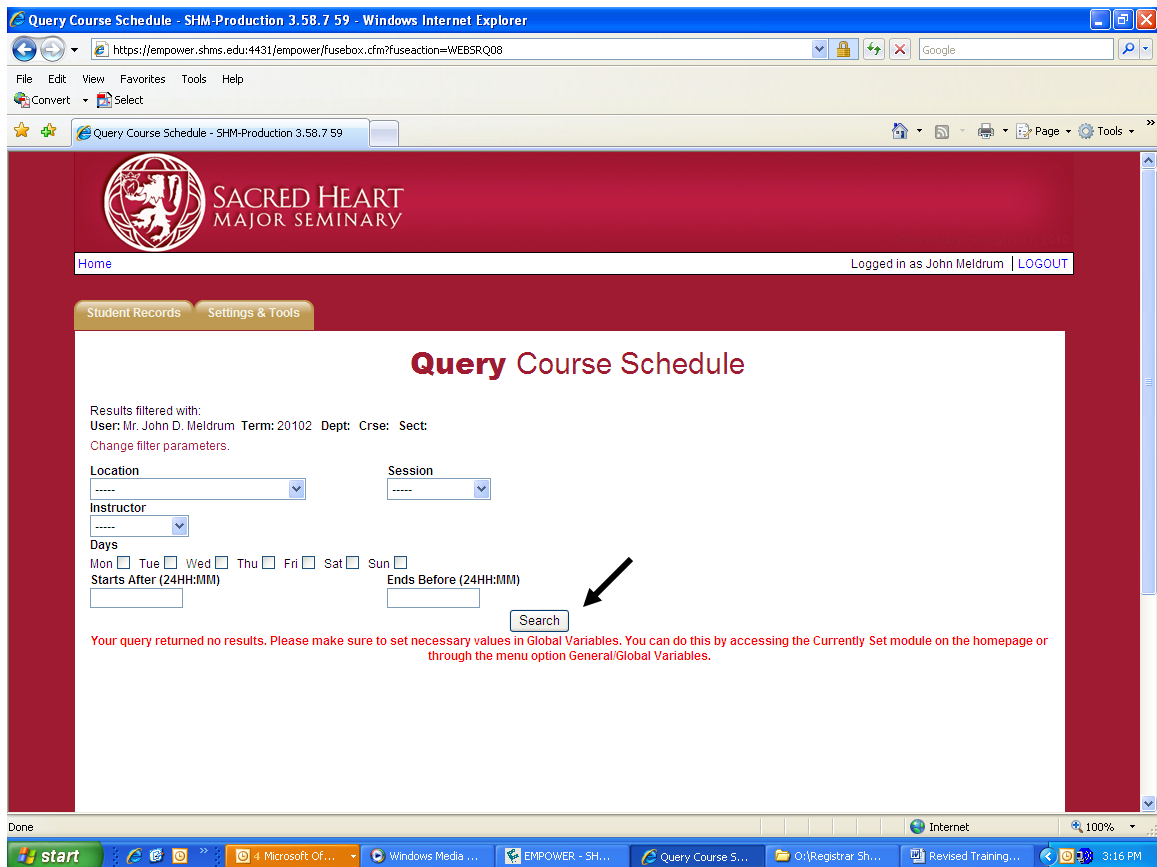
*NOTE: It may take a few seconds for the drop down list to populate. You may also access **CURRENTLY SET** by clicking on the **SETTINGS AND TOOLS** tab, followed by **GLOBAL VARIABLES**.*

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 before 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).

Query Course Schedule - SHM-Production 3.58.7.59 - Windows Internet Explorer

https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRQ08

File Edit View Favorites Tools Help

Convert Select

Query Course Schedule - SHM-Production 3.58.7.59

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: Sect:

Change filter parameters.

Location: Session:

Instructor:

Days: Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐


Starts After (24HH:MM): 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
20102	SHMS	AT	620	01	Lead Public Prayer	2	SHMS	TBA	01/14/2010	R	18:30/20:30	Finn	25	17
20102	SHMS	AT	890	01	Leadership	3	SHMS	TBA	01/12/2010	T R	09:00/10:25	Team	25	0
20102	SHMS	BL	502	01	Greek Language II	2	SHMS	TBA	01/11/2010	M	18:30/20:40	Jorgenson	25	19
20102	SHMS	BL	552	01	Hebrew Language II	2	SHMS	TBA	01/16/2010	S	00:00/00:00	Tishler	25	23
20102	SHMS	BL	702	01	Greek Exegesis II	2	SHMS	TBA	01/16/2010	S	00:00/00:00	Jorgenson	25	23
20102	SHMS	BL	802	01	Rdgs Eccles Greek II	2	SHMS	TBA	01/16/2010	S	00:00/00:00	Jorgenson	25	21
20102	SHMS	CLA	153	01	Rhetoric	3	SHMS	TBA	01/12/2010	T	18:30/21:30	Case	25	20
20102	SHMS	CLA	154	01	Critical Research	3	SHMS	TBA	01/12/2010	T	13:30/18:30	Case	25	19

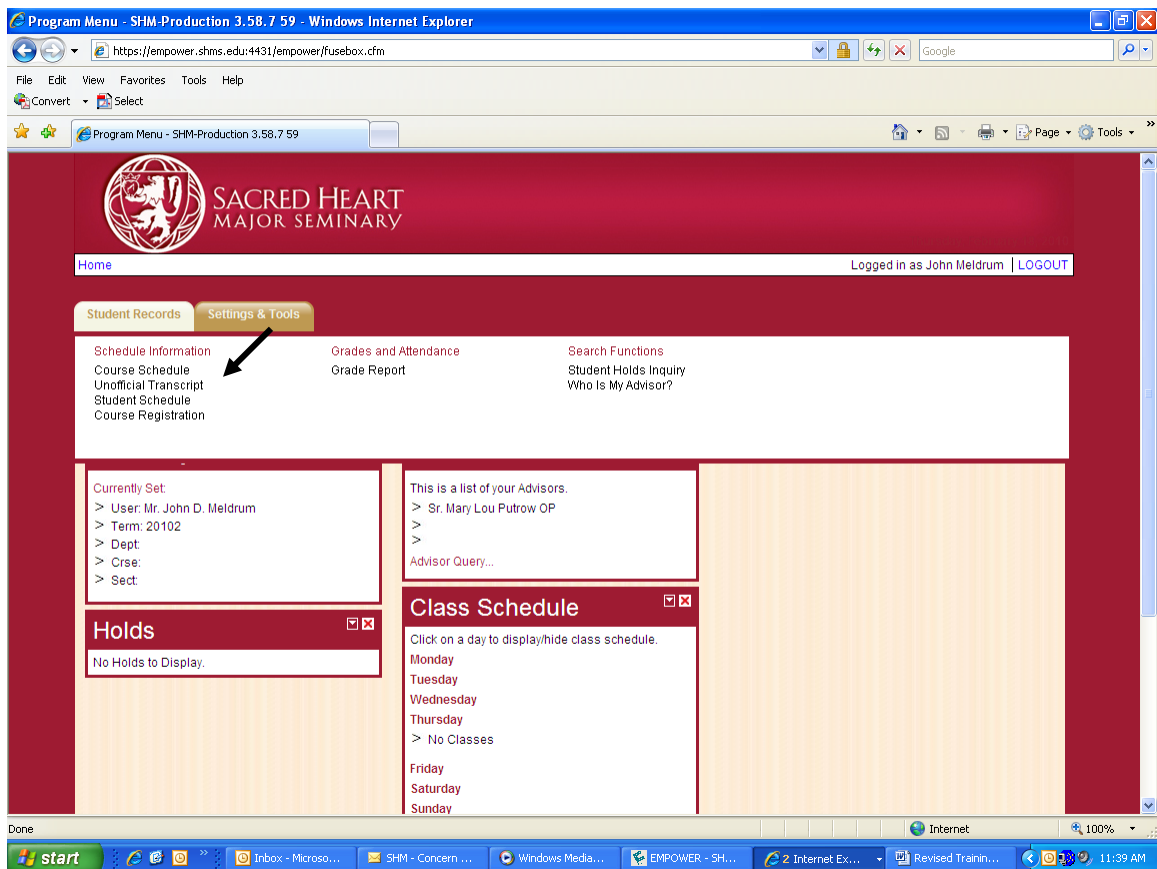
Internet 100%

start 4 Microsoft Of... Windows Media... EMPOWER - SH... Query Course S... O:\Registrar Sh... Revised Train... 3:20 PM

a. Schedule Information

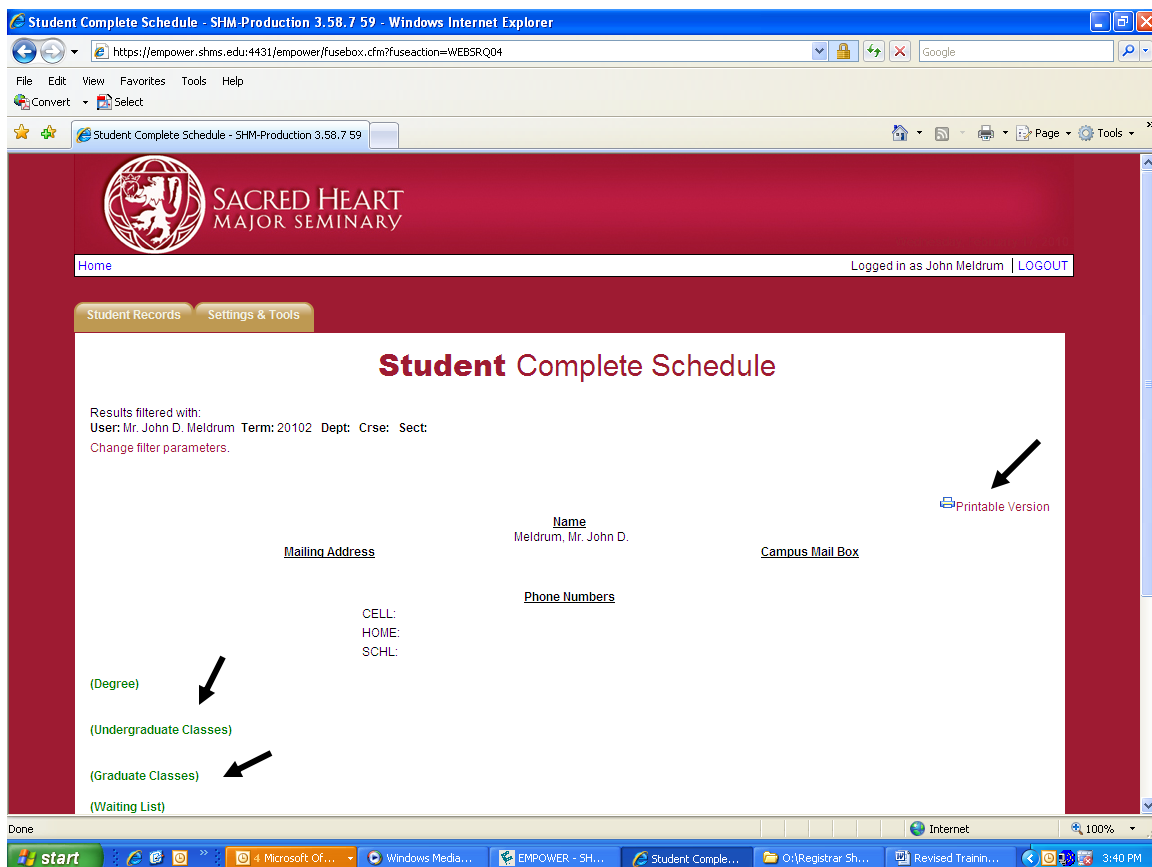
- i.  = Class Closed
- ii. Term = Lists the term that you put in your settings
- iii. Loc = Lists the location of the class
- iv. Dept = Department
- v. Crse = Course Number
- vi. Sect = Section Number
- vii. Description = Course Title
- viii. Cr = Number of credits
- ix. Bldg = Building in which course 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. Team = Two instructors are teaching the course together
 2. Advisor = Contact your advisor following registration regarding the course
 3. Thesis Director = 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**.

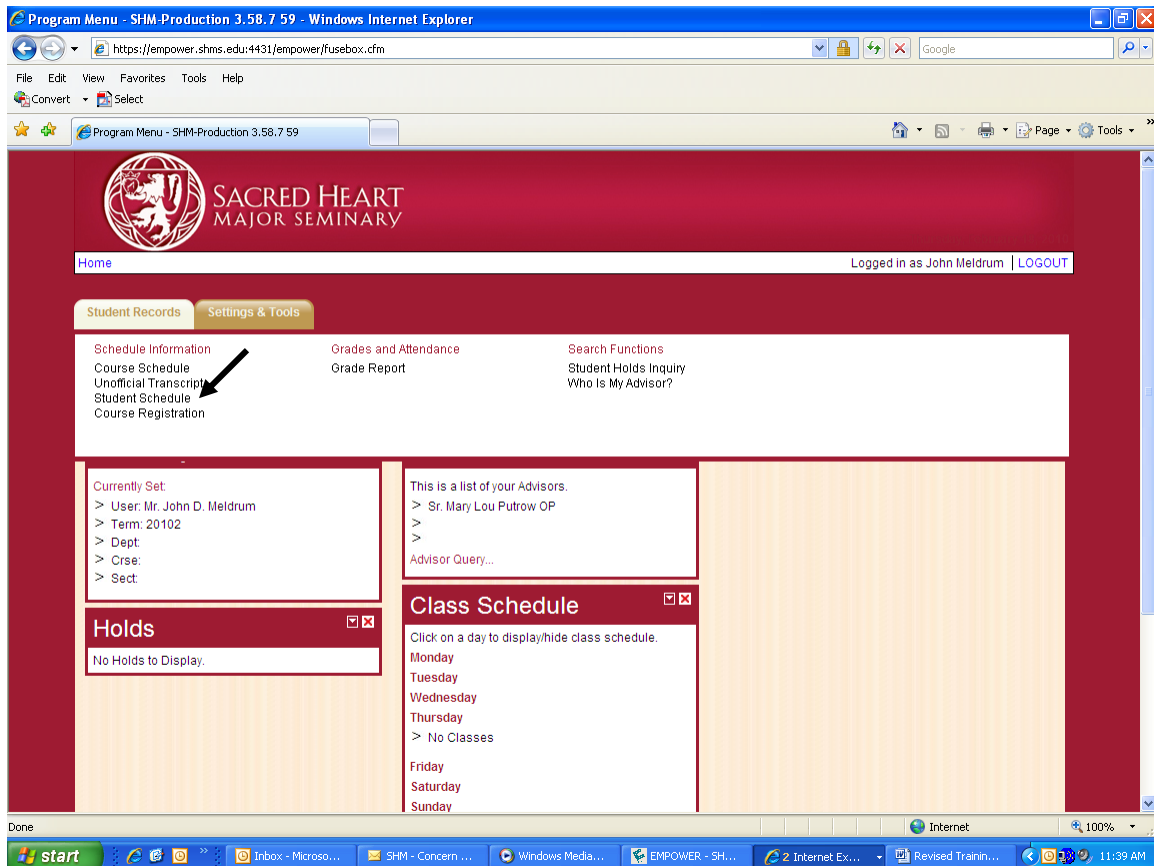


13. Click **PRINTABLE VERSION**. A printer friendly version of your unofficial transcript will display for you to print.

*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 before clicking on **STUDENT SCHEDULE**.*

Student Schedule - SHM-Production 3.58.7 59 - Windows Internet Explorer

https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRQ15

File Edit View Favorites Tools Help

Convert Select

Student Schedule - SHM-Production 3.58.7 59

Home Logged in as John Meldrum | [LOGOUT](#)

Student Records Settings & Tools

Student Schedule

Results filtered with:
 User: Mr. John D. Meldrum Term: 20102 Dept: Crse: Sect:
[Change filter parameters.](#)

Student Schedule - Term II 2009-10
 Meldrum, Mr. John D.

[Printable Version](#)

Registered Courses

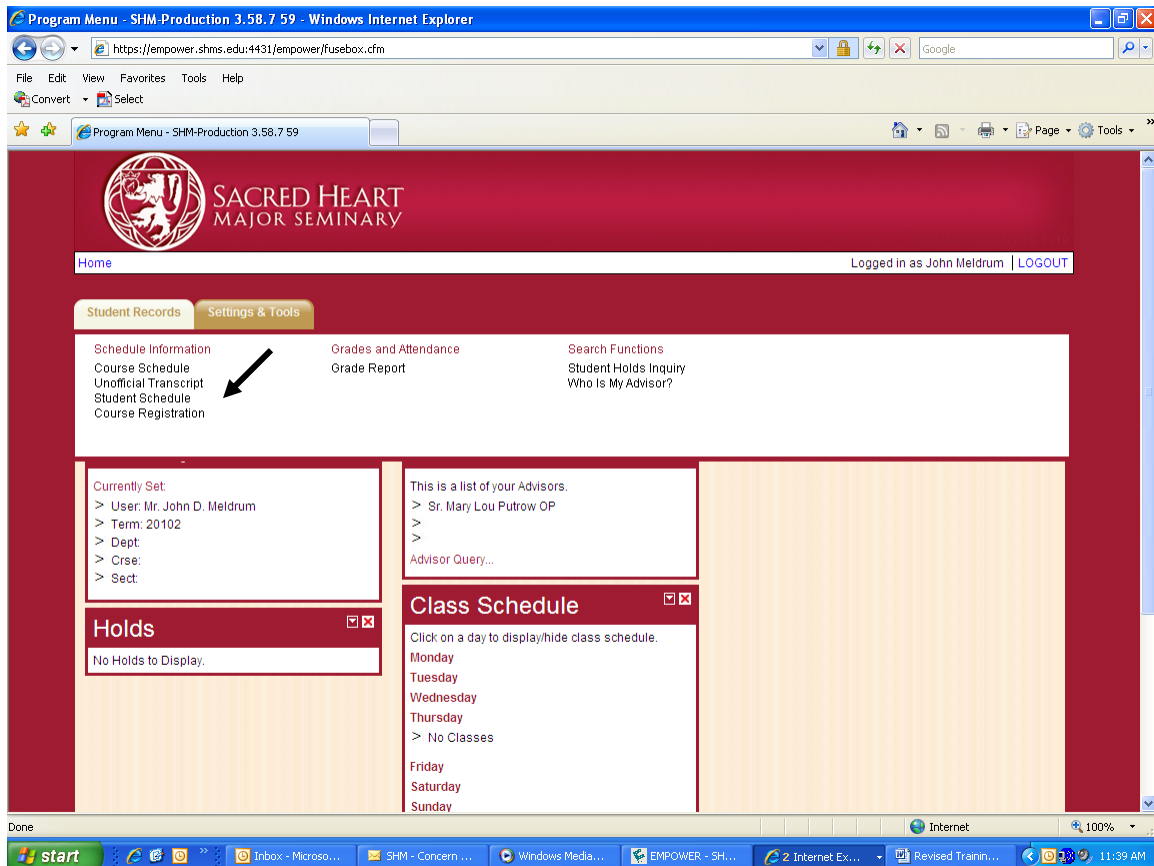
Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
SS	625D	03	DR.Pauline Lit	3	01/17/10	04/30/10	Staff	Sacred Heart Major Seminary	TBA	12:00am	12:00am	S	Sacred Heart Major Seminary
ST	650	02	Trinity/Christology	3	01/12/10	04/30/10	C-Hathaway	Sacred Heart Major Seminary	TBA	06:30pm	09:30pm	T	Sacred Heart Major Seminary

start

2 Microsoft Of... Windows Media ... Student Schedul... O:\Registrat Sh... Revised Training... EMPOWER - SH... 5:03 PM

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.

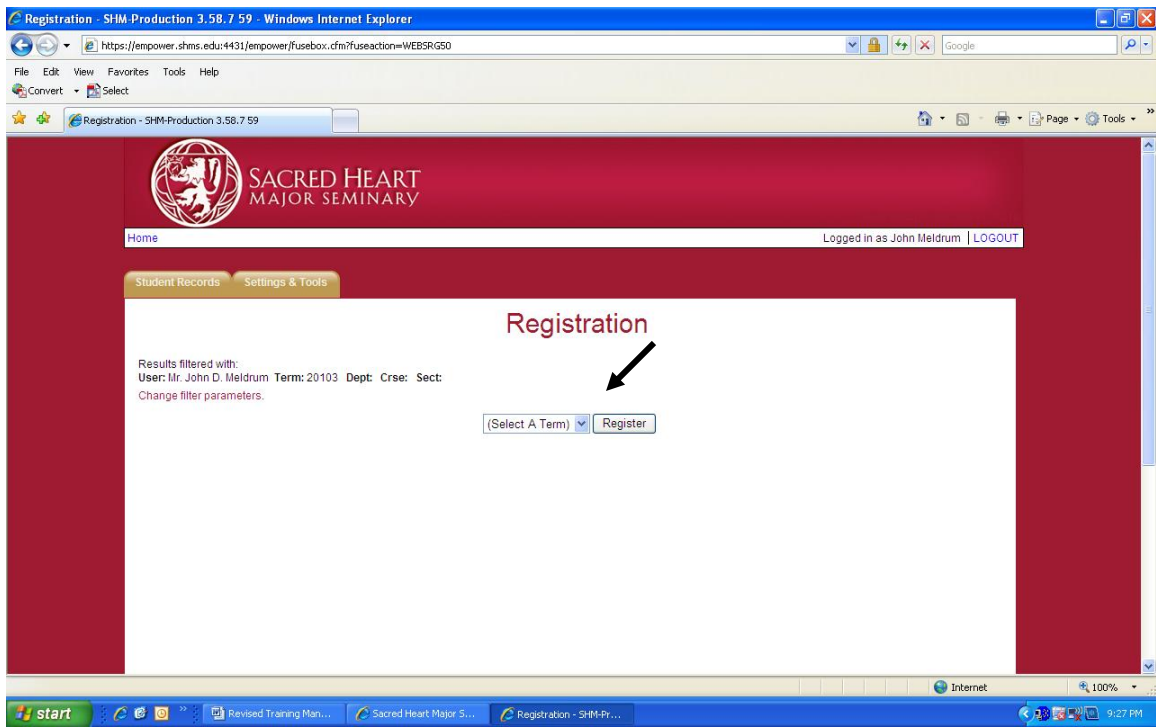
CHAPTER 6: COURSE REGISTRATION



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

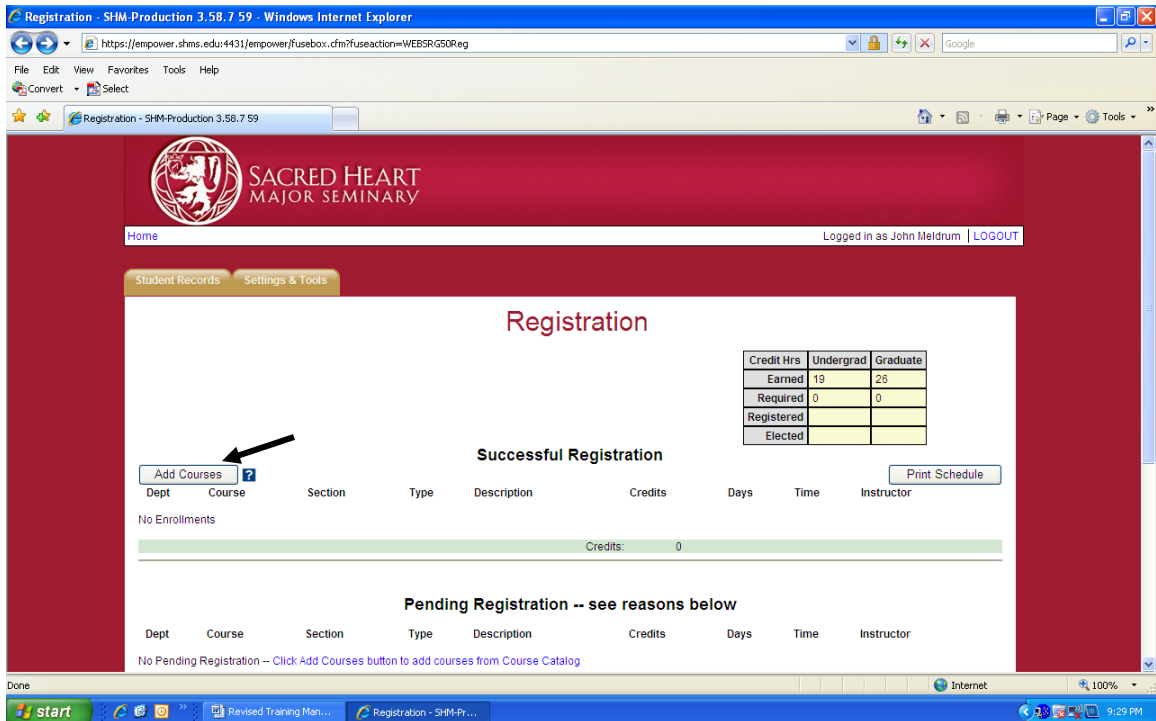
19. Click **COURSE REGISTRATION**.

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

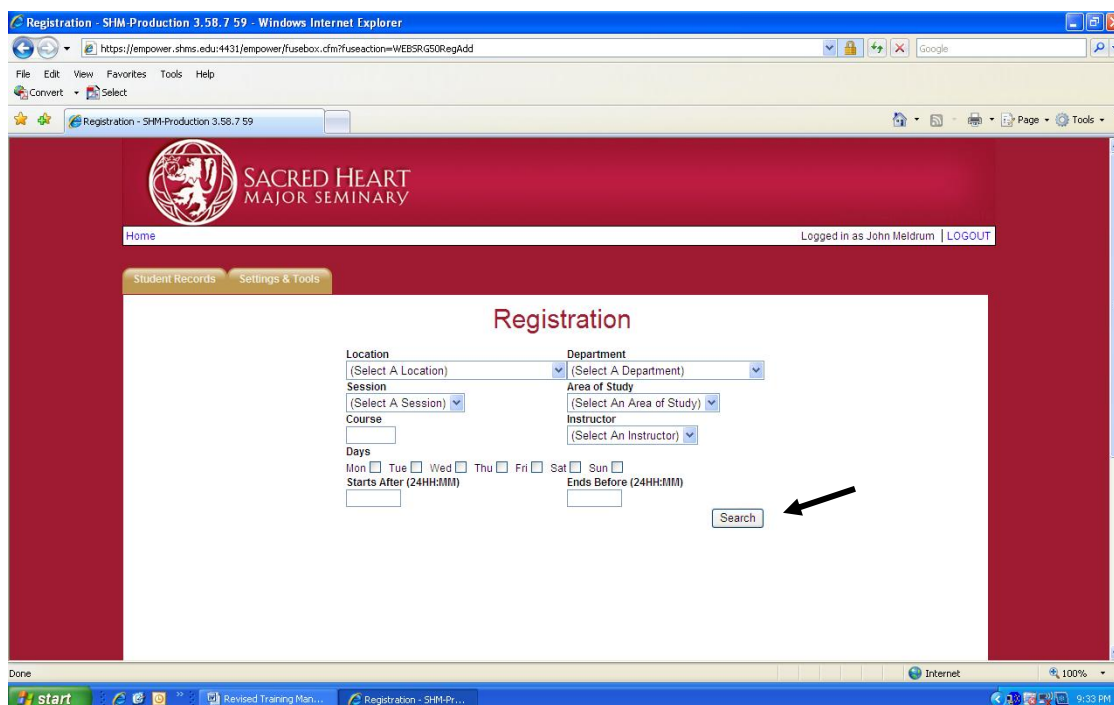


20. Select the term you wish to register for in the **SELECT A TERM** drop down list.

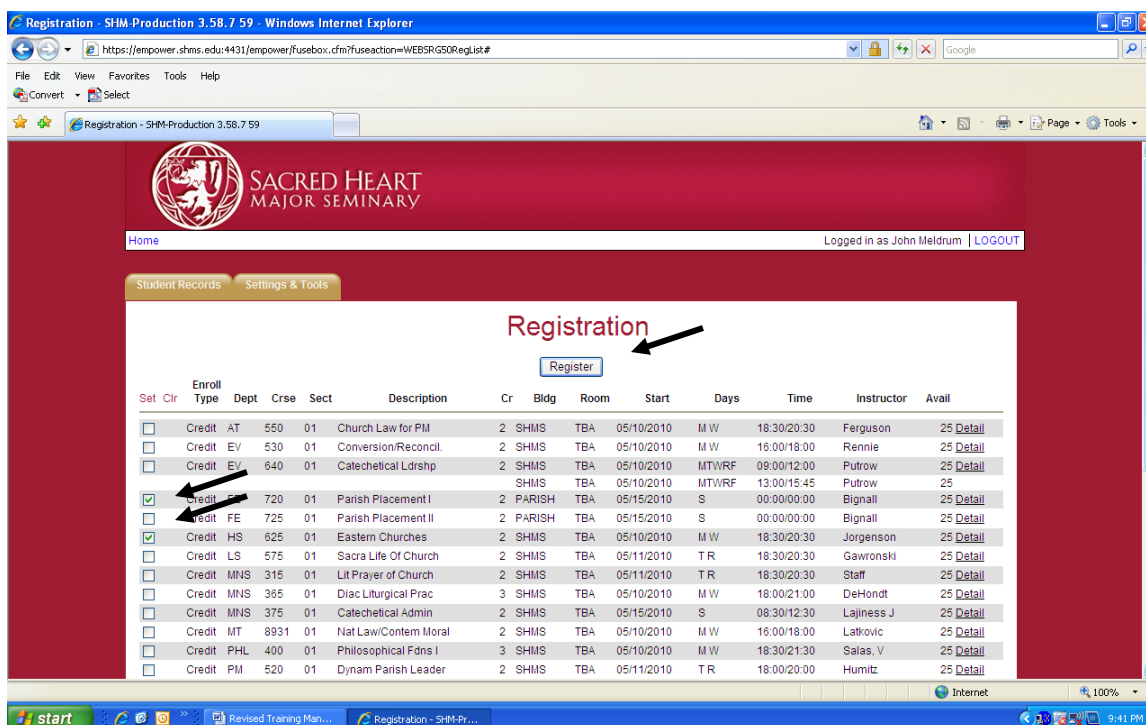
21. Click **REGISTER**.



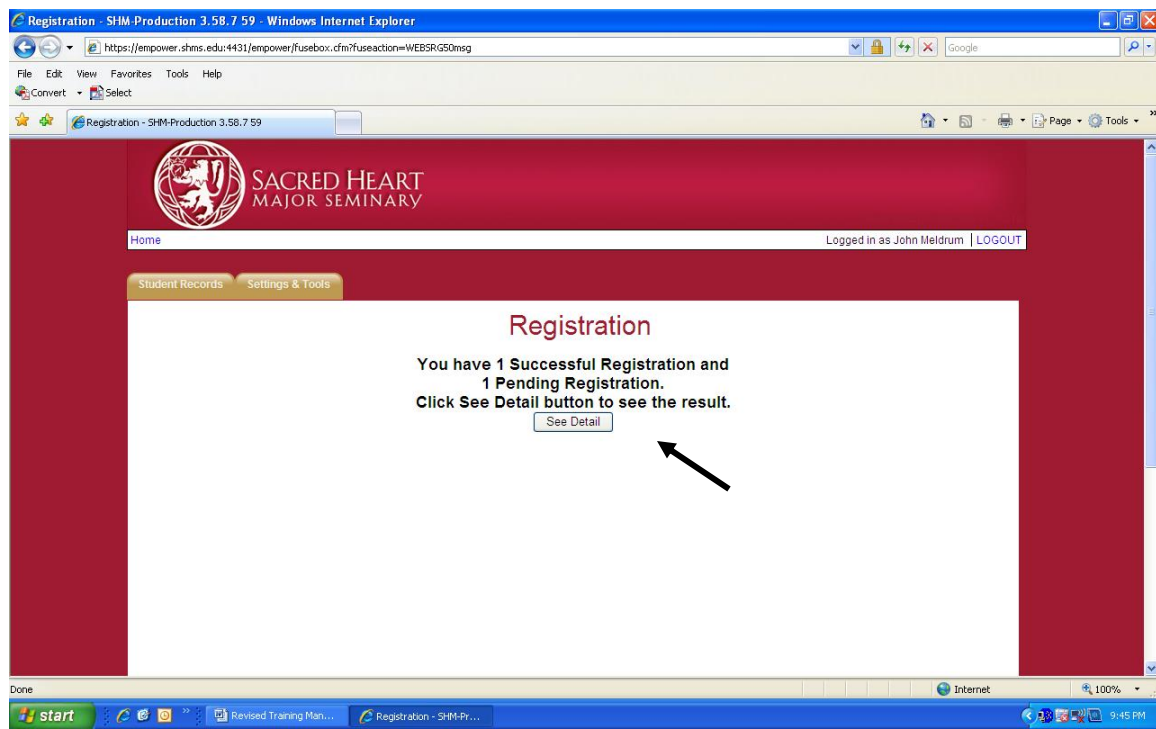
22. Click **ADD COURSES**. This will bring up the course schedule for the term in which you wish to register.



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).



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

https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRG50Reg

Home Logged in as John Meldrum | LOGOUT

Student Records Settings & Tools

Registration

Credit Hrs	Undergrad	Graduate
Earned	19	25
Required	0	0
Registered	2	2
Elected	2	2

Successful Registration

Add Courses ? Print Schedule

Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	HS	625	01	CR	Eastern Churches	2	MW	06:30/08:30	Jorgenson

Credits: 2

Pending Registration -- see reasons below

Reprocess Pending ?

DELETE	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	Detail
	FE	720	01	CR	Parish Placement I M.Div. Only Seminarians Only	2	S	12:00/12:00	Signal 02/17/2010 02/17/2010	

Comments: Preferred order: --Select One--

Submit Preferred Order

Credits: 2

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 NOT 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. Closed Course

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, **NOT** 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 follow-up is strongly encouraged.*

C. Not in Required Major

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. Prerequisite Met with Incomplete

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. Prerequisites Not Met

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

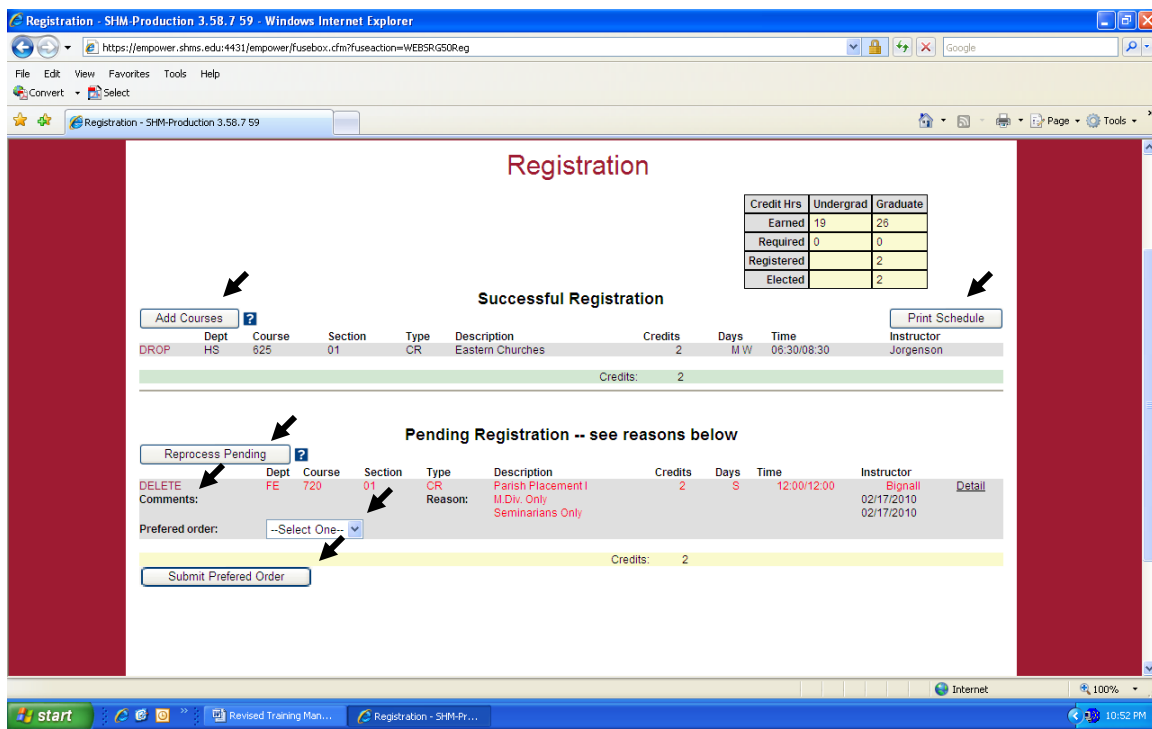
A select number of courses are closed to solely seminarians. No permission will be granted for any student to take these courses unless they fit this criterion.

G. Time Conflict

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, re-process your registration by clicking **REPROCESS PENDING**.

NOTE: Students cannot register for directed readings online. The appropriate forms may be obtained at the Office of the Registrar. Also, students interested in auditing a class cannot register for it online; 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.

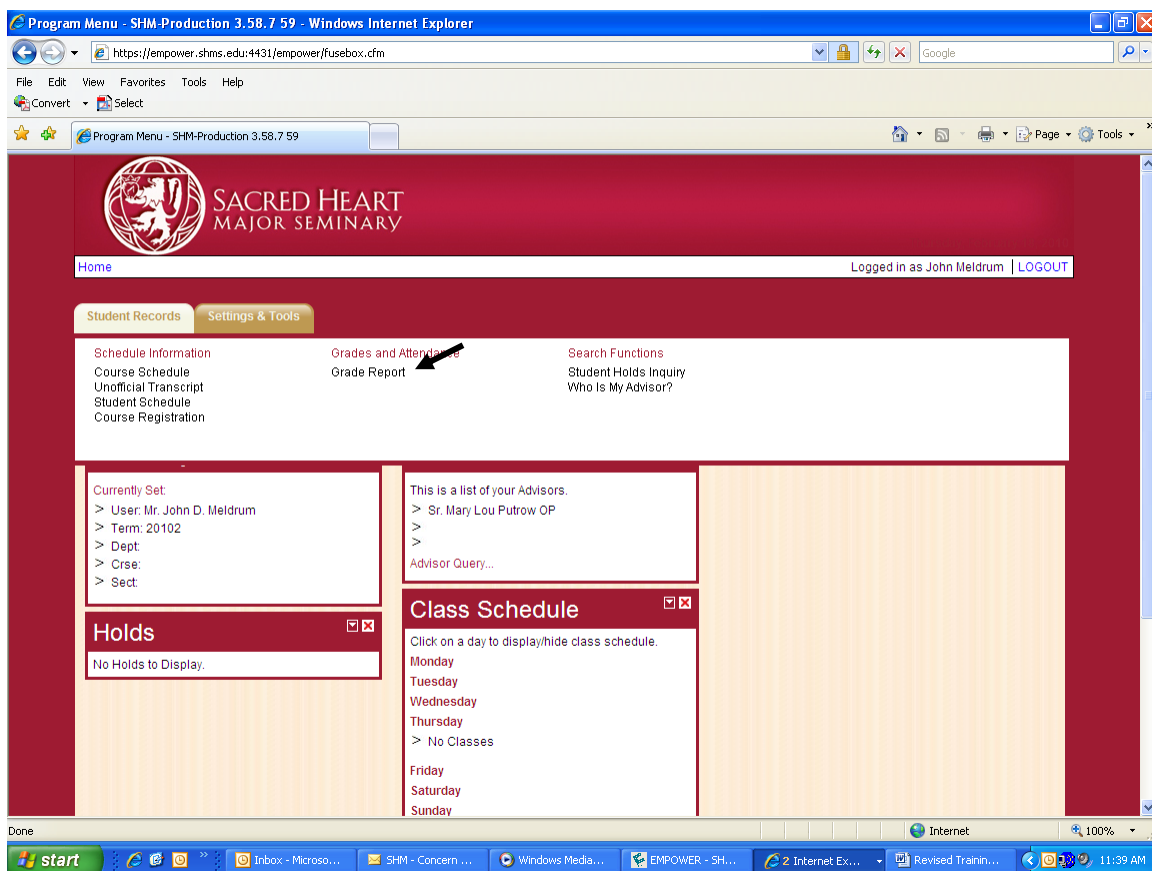


32. To delete a problem course from "Pending Registration," click **DELETE**.
33. If you have multiple courses in which you are waitlisted, you may select the order in which you wish to be registered. To do so, order your preference using the **PREFERRED ORDER** drop down list. When finished, click **SUBMIT PREFERRED ORDER**. You will be notified by email if you received a spot in your desired course.
34. To add 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 drop 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, you must withdraw through an email to Registrar@shms.edu, or by submitting a paper Change of Registration form 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 before clicking on **GRADE REPORT**.*

Grade Report - SHM-Production 3.58.7.59 - Windows Internet Explorer

https://empower.shms.edu:4431/empower/fusebox.cfm?fuseaction=WEBSRQ23

File Edit View Favorites Tools Help

Convert Select

Grade Report - SHM-Production 3.58.7.59

Home Logged in as John Meldrum | LOGOUT

Student Records Settings & Tools

Grade Report

Results filtered with:
 User: Mr. John D. Meldrum Term: 20102 Dept: Crse: Sect:
[Change filter parameters.](#)

Grade Report - Term II 2009-10
 Meldrum, Mr. John D.

[Printable Version](#)

Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Em	Pts	GPA	
SS	625D	03	DR: Pauline Lit	Williamson	1	3								
ST	650	02	Trinity/Christology	C-Hathaway	1	3								
Term Totals											0.00	0.00	0.00	0.00

Done

start

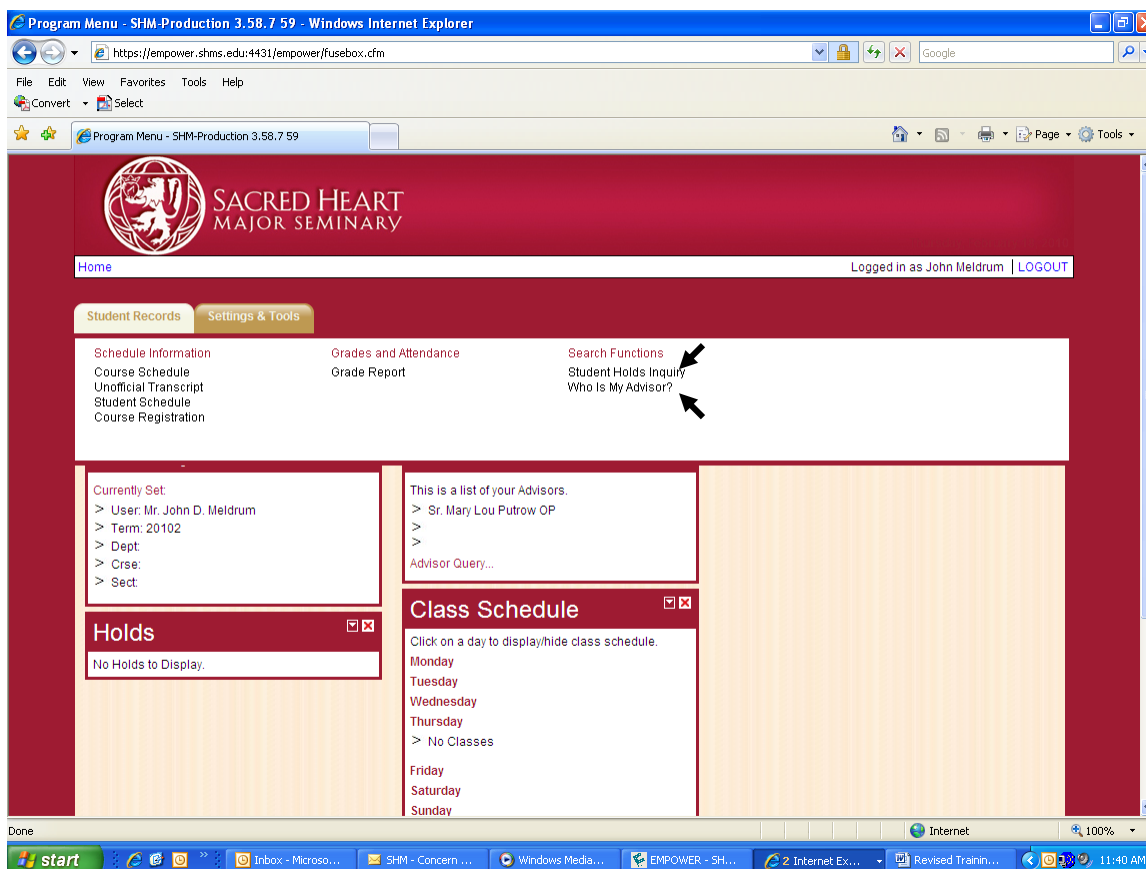
Inbox - Micro... Windows Med... EMPOWER - S... 2 Internet E... Revised Train... O:\Share\Gra... 10:43 AM

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.

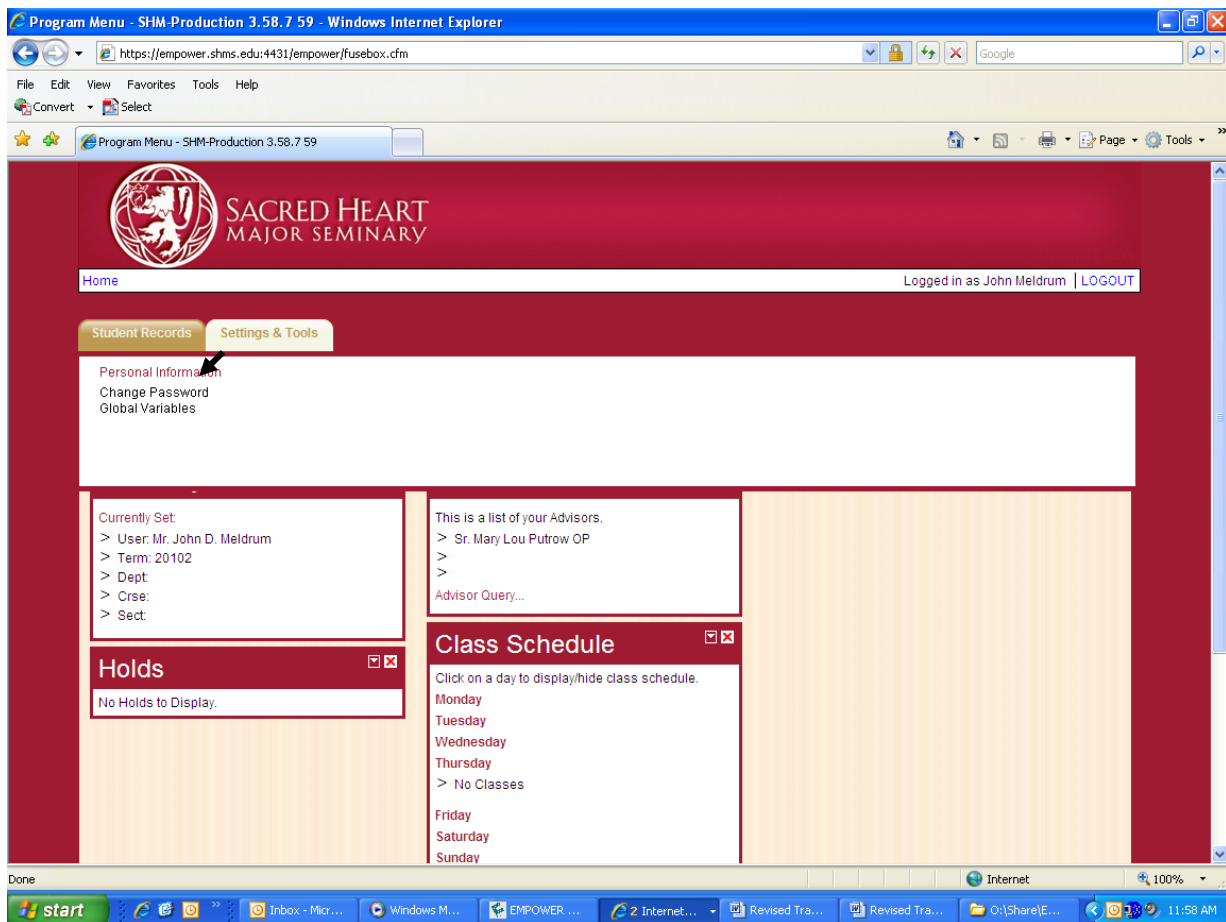
40. To have a printer friendly version of your grade report, click **PRINTABLE VERSION**. This printable grade report is sufficient for submission to employers for reimbursement, if applicable.

CHAPTER 8: STUDENT HOLDS & ADVISOR INQUIRY



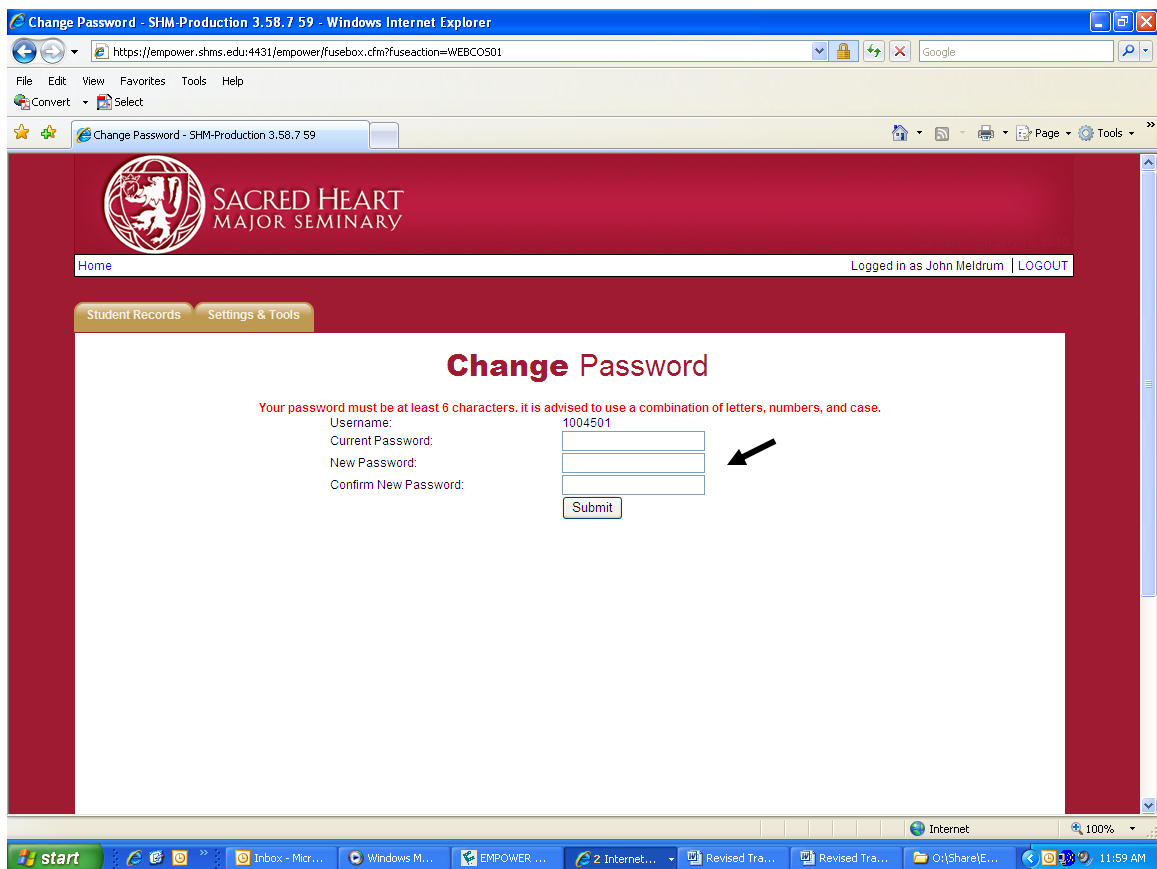
41. All holds placed on your student account would be listed on your welcome page under “Holds.” You may also access the list of holds by clicking on the tab **STUDENT RECORDS**, and then clicking **STUDENT HOLDS INQUIRY**.
42. Your advisor is also listed on your welcome page under “Advisors.” You may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

CHAPTER 9: CHANGING PASSWORD



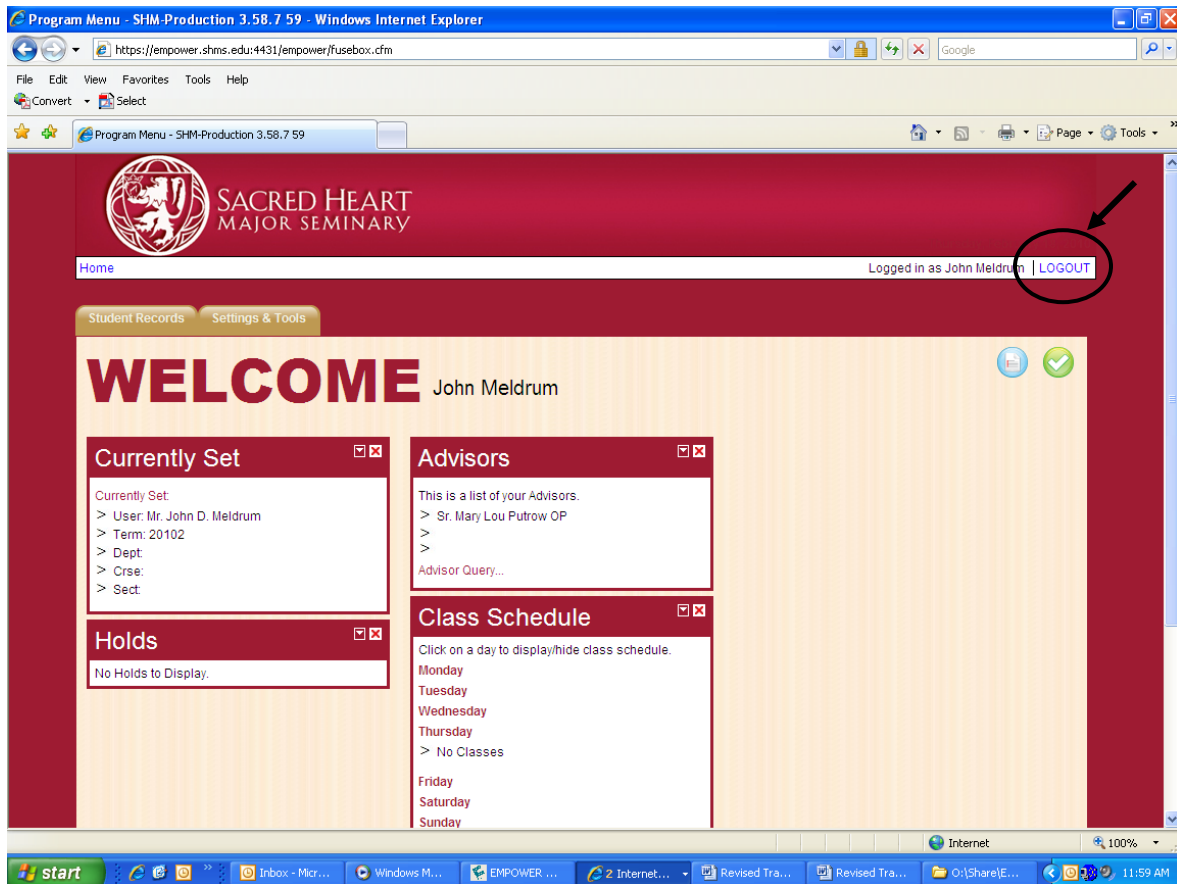
43. Click on **SETTINGS & TOOLS** tab.

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
Twellman.David@shms.edu

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

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