

LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

Student Portal User Manual



Lindenwood University

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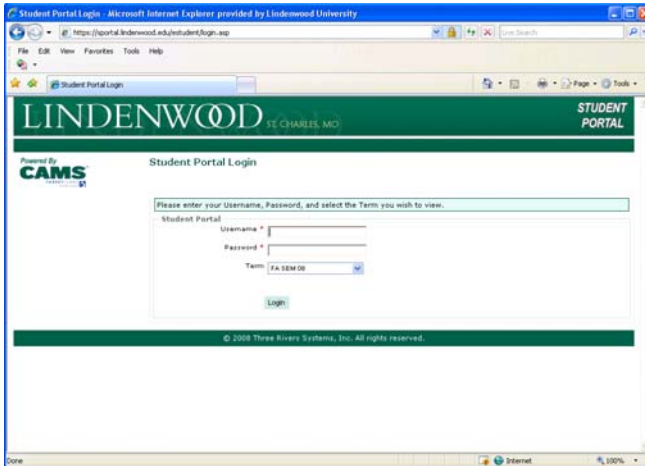
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Student Portal

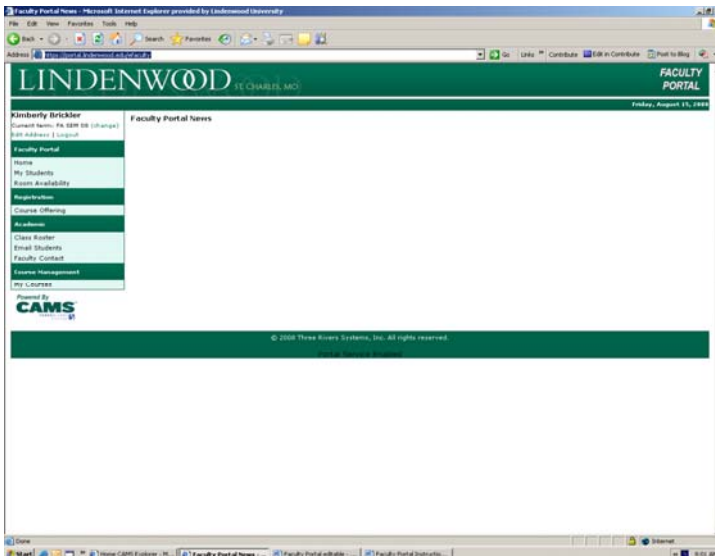
Log In

Access the portal through <https://sportal.lindenwood.edu>. There is also a link from the Lindenwood University website. The portal is accessible from either on or off campus.



Step by Step: Log In

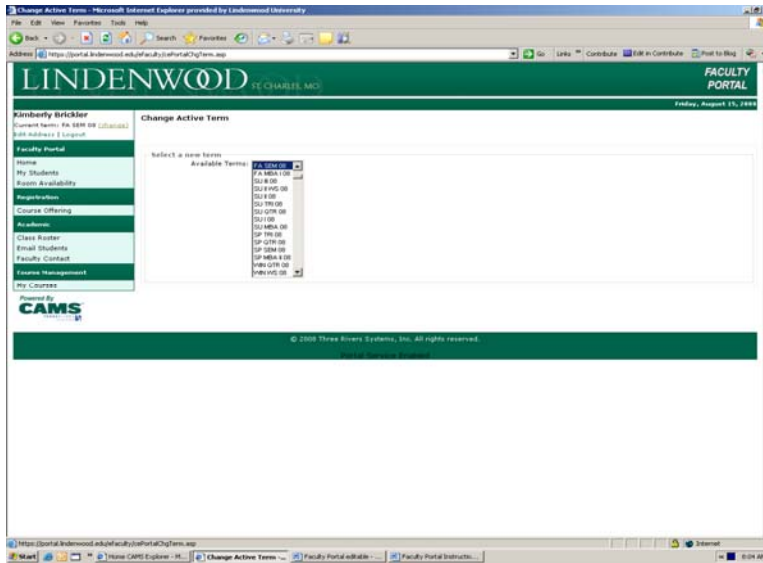
1. Enter your User Name, which is your LionMail email account: (ex. abc123)
Note: if you do not know your username for your LionMail account, please go to <http://www.lindenwood.edu/it/lionmail.asp>.
2. The Password is the same as your initial Password for Lionmail. If you do not remember, you can check here:
<https://apps.lindenwood.edu/StudentEmail/welcome.cfm>
3. Click **OK** or press Enter



This screen is referred to as the portal home page. Any posted announcements will be viewable from this screen.

Change Term

Click on the word **Change** in the upper left corner of the screen. Double click on the desired term. The term dates follow the calendar and not the academic year. For example, to view the fall semester for the 08-09 academic year select FA SEM 08.



Log Out

Click on **Log Out** to end the portal session. It will also timeout after 20 minutes of inactivity.



It is imperative that after you log out of the session you close the browser used to access the student portal. This will prevent anyone from having unauthorized access to your student information.

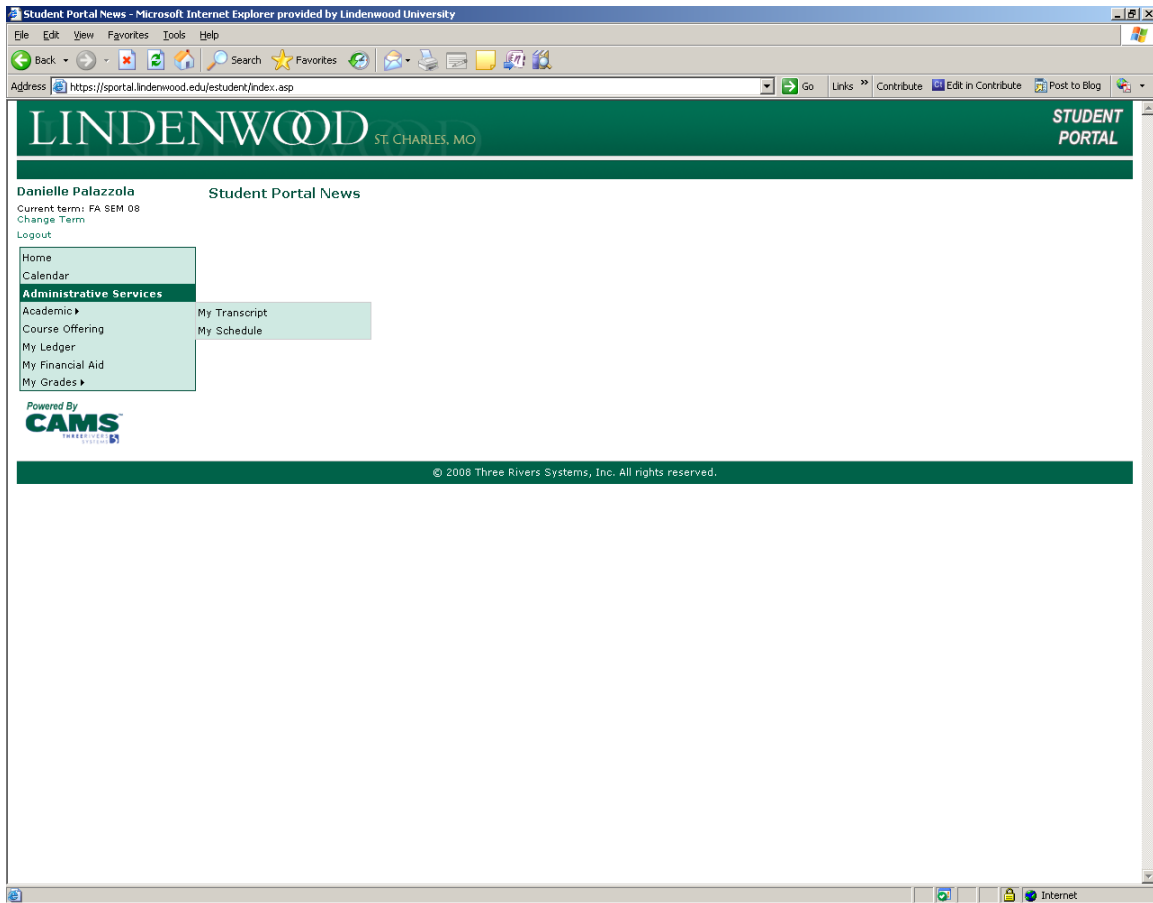
Calendar

This feature can be used to keep track of appointments and assignments. Just click on the date and enter the text you would like to display on the calendar. The text can be edited or deleted at any time.

Faculty will also have the ability to add things to the calendar for students in their classes. They may or may not choose to utilize this feature so please ask and do not expect postings from your professors.

The screenshot shows a web browser window titled "My Calendar - Microsoft Internet Explorer provided by Lindenwood University". The address bar shows the URL "https://portal.lindenwood.edu/estudent/Calendar.asp". The page header features the Lindenwood University logo and "ST. CHARLES, MO" on the left, and "STUDENT PORTAL" on the right. Below the header, the user's name "Danielle Palazzola" is displayed, along with "Current term: FA SEM 08" and a "Change Term" link. A "Logout" link is also present. On the left side, there is a navigation menu with options: Home, Calendar, Administrative Services (with a sub-menu arrow), Academic (with a sub-menu arrow), Course Offering, My Ledger, My Financial Aid, and My Grades (with a sub-menu arrow). The main content area is titled "My Calendar" and displays a calendar for October 2008. The calendar is a grid with days of the week as columns and dates as rows. The dates are: Sunday (5, 12, 19, 26), Monday (6, 13, 20, 27), Tuesday (7, 14, 21, 28), Wednesday (1, 8, 15, 22, 29), Thursday (2, 9, 16, 23, 30), Friday (3, 10, 17, 24, 31), and Saturday (4, 11, 18, 25). At the bottom of the calendar, there is a dropdown menu for "October", a text input field containing "2008", a "GO" button, and a "Today" button. Below the calendar, there is a copyright notice: "© 2008 Three Rivers Systems, Inc. All rights reserved." The browser's taskbar at the bottom shows the "Internet" icon.

Administrative Services-Academic



My Transcript

You may view or print an unofficial transcript by clicking on Academic > My Transcript. Any errors should be communicated to Academic Services. For privacy reasons a sample is not displayed here.

My Schedule

You may view or print your schedule by clicking on Academic > My Schedule. If the selected term is not the term you are (or were) registered in, it will need to be changed before the schedule will display-See Change Term for instructions. For privacy reasons a sample is not displayed here.

Course Offering

The Course Offering displays course schedule and instructor information for the selected term.

The screenshot shows the 'Course Offering' page in a Microsoft Internet Explorer browser. The page header includes the Lindenwood University logo and 'STUDENT PORTAL'. The user is logged in as Danielle Palazzola, with the current term set to FA SEM 08. A navigation menu on the left includes Home, Calendar, Administrative Services, Academic, Course Offering, My Ledger, My Financial Aid, and My Grades. The main content area features a 'Hide Filter' section with 'Schedule Filter Options' and 'Additional Filter Options'. The 'Schedule Filter Options' section includes a 'Scheduled Day(s)' dropdown menu with options from Sunday to Saturday, and 'Start Time From' and 'Start Time To' dropdown menus. The 'Additional Filter Options' section includes 'Campuses' and 'Departments' dropdown menus. Below the filter section is a 'Viewing Page #1' indicator and a 'Course Offering List' table. The table has columns for Course, Course Name, Credits, Start Date, End Date, Instructor, Room, Days, Start Time, End Time, Enrolled, and Limit. The first row shows a course offering for 'BEG CSTR&FSH DSN STDO' with 3 credits, starting on 8/25/2008 and ending on 12/12/2008. The instructor is Katrina Bennett, and the room is A1110. The days are MWF, and the start time is 9:00:00 AM. The end time is 10:50:00 AM. The course is currently closed, indicated by a red asterisk. The second row shows a similar course offering for 'BEG CSTR&FSH DSN STDO' with 3 credits, starting on 8/25/2008 and ending on 12/12/2008. The instructor is Katrina Bennett, and the room is A1110. The days are MWF, and the start time is 12:00:00 PM. The end time is 1:50:00 PM. The course is currently open, with 19 enrolled students and a limit of 20. The third row shows a course offering for 'PATERMMAKING I' with 3 credits, starting on 8/25/2008 and ending on 12/12/2008.

Courses can be filtered in order to limit the display of the offering. Options for filtering include the days of the week, the campuses, or by department. Any or all filters can be applied at the same time.

Step by Step Example: Student can only take Tues/Thurs Classes.

1. Hold down the Ctrl key and select **Tuesday** and **Thursday** from the Scheduled Days filter box.
2. Click **Apply Filter**

To further limit by department, choose the department that the course is offered through.

To change the filter option click reset filter and select new criteria for display.

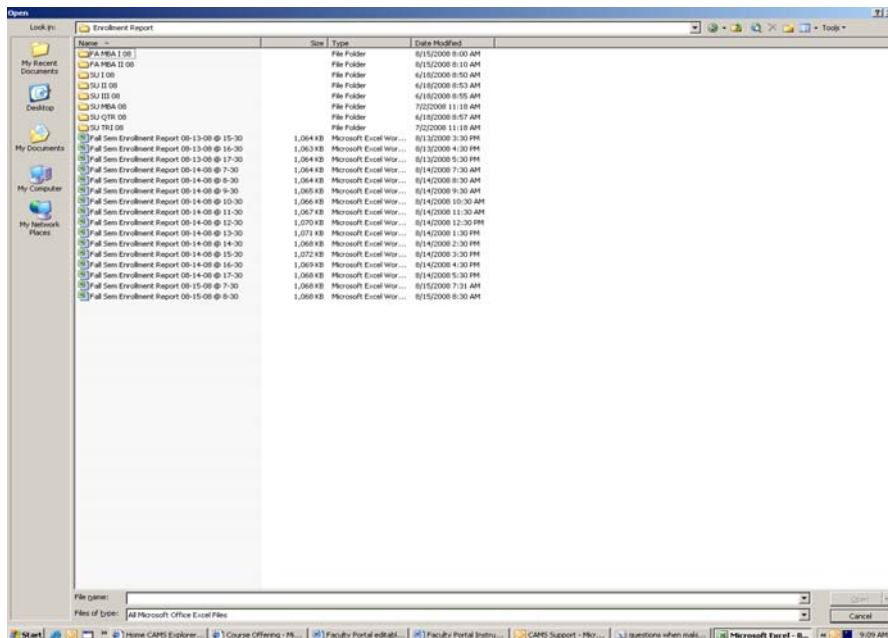
Note that closed classes will be included on the listing but will be designated as *CLOSED* in red.

Open Course Listing

An excel spreadsheet is available throughout the campus in order to easily view the listing of open courses for any term. This is accomplished without the use of the portal.

Step by Step: View Open Course Listing

1. Open Excel
2. Select the P: drive
3. Select the Enrollment Report folder
4. Select the appropriate term (note the undergraduate semester courses are not in a separate folder)
5. Select the most recently prepared report. The time of preparation is included in the document name.
6. Choose the appropriate tab for the information needed.



Unofficial Registration

In order to register for classes on-line, two things need to happen:

1. You need to meet with your advisor and they must authorize you to register.
 2. The appropriate registration date for your class level has to arrive. For example if you are a sophomore and sophomores are scheduled to register on November 19, then you cannot log in prior to November 19, and expect to register.
 - Registration for graduate students will occur on the date indicated in the catalog. Undergraduate students will have a tiered registration time based on class level. Seniors first, then juniors, then sophomores, and finally, freshmen.
 - The hours required for each class level are as follows:
 - Senior-84 hours of earned credit
 - Junior-54 hours of earned credit
 - Sophomore-24 hours of earned credit
 - Freshman-less than 24 hours of earned credit
- Please note that the hours you are currently enrolled in do NOT count as earned credit. View your transcript to determine the number of hours earned.

Step by Step: Unofficial Registration

1. Verify that the selected term is the term you want to register for. See previous instructions if you need help changing the term.
2. Click on **Unofficial Registration**
3. The full course offering for the selected term will be displayed. A sample is listed below:

This is your current schedule for the SP SEM 09 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
Current Offering for Term: SP SEM 09							
1 2							
Fashion Drawing [AFD3160011] 20 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Dewan, Florence	3	MAIN	FPA-1145	MW	9:00 AM - 10:50 AM
Introduction to Ceramics (GE-Fine Art) [ART2400011] 24 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Hargate, Jon Grant	3	MAIN	HARMN-114	MW	11:00 AM - 12:50 PM
Introduction to Information Systems [BA2400024] 23 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Townsend, Maryann	3	MAIN	MAB-LATZER	TR	2:30 PM - 3:45 PM
Organizational Behavior [BA3310022] 30 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Jefferson, Kiristen	3	MAIN	ROEMR-323	TR	8:00 AM - 9:15 AM
Business Law I [BA3000022] 30 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Hudgins, Molly	3	MAIN	ROEMR-201	TR	1:00 PM - 2:15 PM
Capstone II [eda7700032] 20 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Sherblom, Stephen	3	MAIN	ROEMR-208	M	7:05 PM - 9:35 PM
Orientation to Educational Experiences [EDU1100024] 35 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Bliggenstorfer, Judy	3	MAIN	ROEMR-321	T	8:00 AM - 9:15 AM
Education of the Exceptional Child [EDU3410022] 25 seats left							
<input type="checkbox"/>	Credit	Instructor	Credits	Campus	Room	Days	Time
		Freeman, Janis	3	MAIN	ROEMR-206	M	1:00 PM - 3:30 PM

In order to shorten the list, click on **Show Filter**. The following fields can be used to limit the display of courses:

- **Dept**-Academic School offering the class
- **Course #**-as indicated in the course catalog and course offering
- **Type**-generally will be left blank
- **Section**-generally will be left blank
- **Days**- week days the course would meet
- **Time**-enter a beginning and ending time for the window of time you're willing to take classes.
- **Campus**-put a check mark in the locations where you would like to take classes

Note that the more fields that are completed the more narrow the listing will be displayed.

Below is what the filter screen should look like to select all BA 20000 courses meeting on MWF

4. To select a class, click on the **Credit** box next to the course (see example on previous page).
5. Repeat the filtering process to select the next course you would like to enroll in.
6. Once all desired courses are selected, Click **Process Registration**.
7. Click **OK**.
8. If your schedule is complete click the printer icon if you would like a paper copy. If you would like to add additional courses or make any changes, click **Unofficial Registration** again and repeat the process until you are enrolled in all the courses you wish to enroll in.

Show Pending Courses

This option shows all of the courses by Course ID that have been checked until you click process registration. Below is an example of what it looks like.

Pending Additions to Your Schedule	
Course ID	Registration Type
ART2400011C	Credit
BA3310022C	Credit

Unofficial Registration Frequently Asked Questions:

How will I know a class is closed?

Classes that have met the enrollment limit will specify **Class is Full** in red.

What if I want to drop a course?

While the schedule is Unofficial you have the ability to drop a course. Simply check the drop box next to the course you no longer want to take in your current schedule and click process registration.

This is your current schedule for the SP SEM 09 term

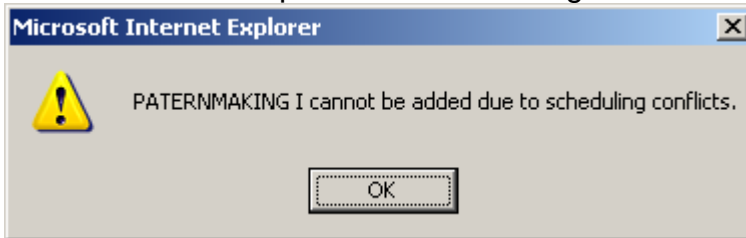
Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
<input checked="" type="checkbox"/>		ART2400011	Introduction to Ceramics (GE-FineArt)	3	Hargate, Jon Grant	MW	11:00 AM - 12:50 PM
<input type="checkbox"/>		BA2400024	Introduction to Information Systems	3	Townsend, Maryann	TR	2:30 PM - 3:45 PM

Will I have the ability to change a section after I've already selected one?

You can drop the section you don't want as described above and click credit next to the course you do want. When you process the registration the change will be reflected in your schedule.

Can I sign up for more than one class that meets at the same time?

The system will not allow you to enroll in two courses with the same meeting time. If this is attempted an error message will be displayed.



My Ledger

This option will show your current bill with the university for the selected term. Any errors or discrepancies should be communicated to the Business Office. For privacy reasons a sample is not displayed here.

My Financial Aid

This option will list your financial aid package for the selected term. Any errors or discrepancies should be communicated to the Financial Aid Office. Please note that any aid for terms prior to the use of the current CAMS system will not be displayed. For privacy reasons a sample is not displayed here.

My Grades

This option allows you to view your mid-term or final grades for each term once they are posted. Any errors or discrepancies should be communicated with the appropriate professor.

In addition to grades, the following can be viewed from this screen:

- Student ID number
- Major
- Advisor
- Address
- Phone Number

Any changes to the above should be communicated with the Academic Services Department by completing the appropriate form.

For privacy reasons a sample is not displayed here.