



Student Portal

Three Rivers Systems, Inc.

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Abstract

This document is designed to provide information necessary to use student portal. Students will be able view their own college information from anywhere they have access to the Internet. The following items are discussed:

- Course Offerings and Descriptions
- Financial Aid
- Billing
- Degree Audit
- Degree Information
- Grades
- Class Schedule and Course Managed Information
- Unofficial Transcript
- Calendar
- Personal Information
- Job Search
- Class Registration
- Customization
- Portal News

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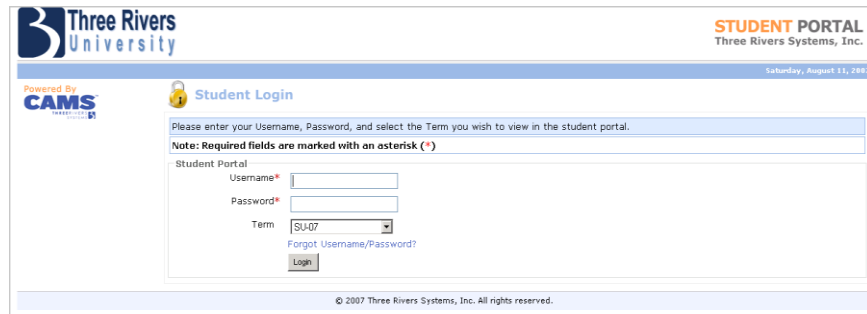
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Student Portal

The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

The login window displays when accessing the Student Portal.



Three Rivers University

STUDENT PORTAL
Three Rivers Systems, Inc.

Saturday, August 11, 2007

Powered By
CAMS

Student Login

Please enter your Username, Password, and select the Term you wish to view in the student portal.
Note: Required fields are marked with an asterisk (*)

Student Portal

Username*

Password*

Term

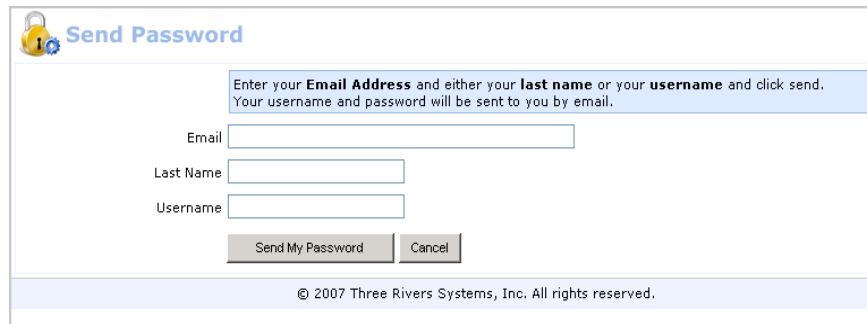
[Forgot Username/Password?](#)

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Figure : Login

Password

Click the **Forgot StudentID/Password** link to have this information emailed to the email address on record.



Send Password

Enter your **Email Address** and either your **last name** or your **username** and click send. Your username and password will be sent to you by email.

Email

Last Name

Username

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Figure : Password Recovery window

Once logged in, students can change their passwords using the **Change Password** option.

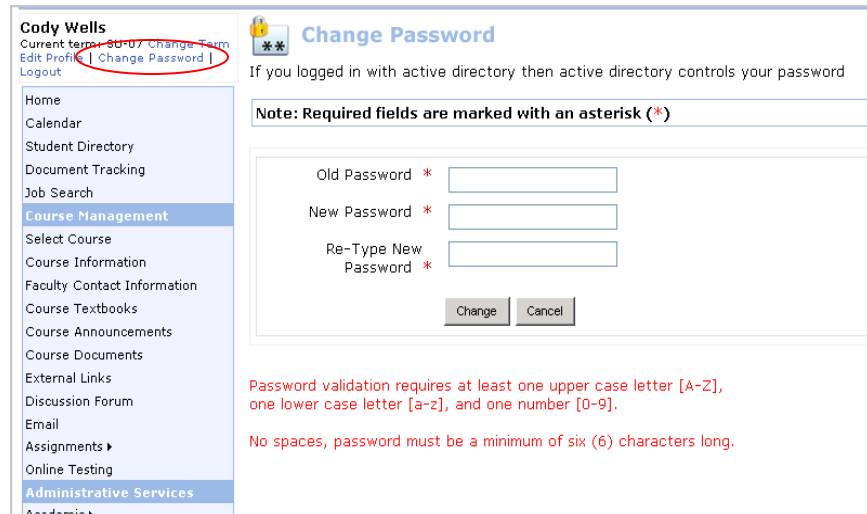


Figure : Change Password window

Logging In



Step-By-Step: Student Login

The student's **Portal User Name** and **Password** are necessary to log in. These are provided to the student. Students cannot modify their Portal User Name.



Figure : Login

1. Enter the **Portal User Name** and **Password**.
2. Select the term to view then click the **Log In** button.

Navigating the Home Page

Logging in will display the Student Portal home page. The News section displays items important for students to see when accessing the portal. On the right side of the screen is a list of courses the student is registered for in that term.

Three Rivers University

STUDENT PORTAL
Three Rivers Systems, Inc.


Saturday, August 11, 2007

Cody Wells
Current term: SP-07 [Change Term](#)
[Edit Profile](#) | [Change Password](#) | [Logout](#)

- Home
- Calendar
- Student Directory
- Document Tracking
- Job Search
- Course Management**
- Select Course
- Course Information
- Faculty Contact Information
- Course Textbooks
- Course Announcements
- Course Documents
- External Links
- Discussion Forum
- Email
- Assignments ▶
- Online Testing
- Administrative Services**
- Academic ▶
- Course Offering
- Degree Audit ▶
- Unofficial Registration
- My Ledger
- My Financial Aid
- My Grades ▶

Student News

Welcome to the Student Portal. The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.



SADD Party for Grads! To: Graduating Class of 2007 From: SADD (Students Against Drunk Driving) Where: Marshall Gymnasium When: Saturday, September 15, 2007 6PM - 12AM Grads, come party with SADD on Saturday Night! Refreshments provide by the Haute Cuisine Club. Games, music, dancing. Guest DJ Ditty D goes on at 10PM. Hope to see you all there!

Figure : Student Portal Home Page

The following items are accessible by clicking the corresponding link:

Calendar



The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.

Note: If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

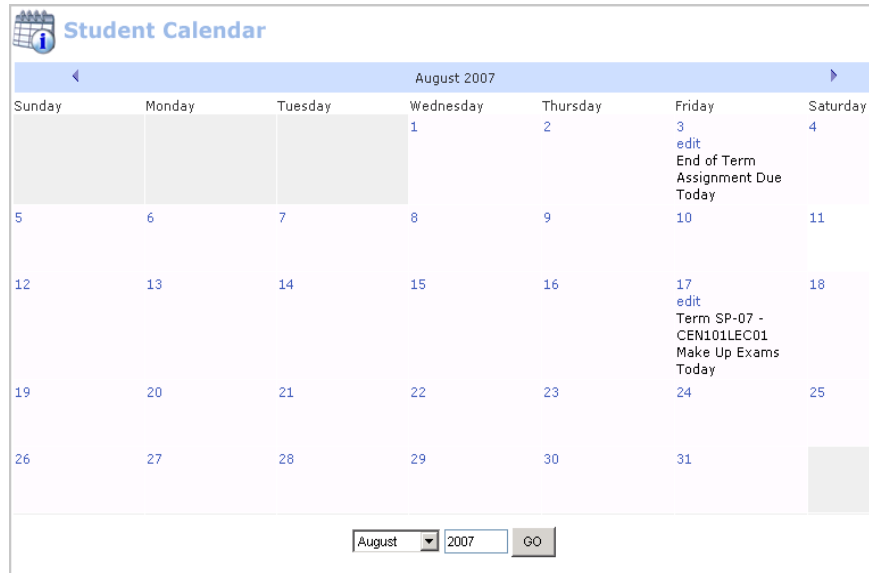


Figure : Calendar

Course Offering

The course offering section displays dates/times of classes that are being offered for the specific term selected when logging in, called Current Term.

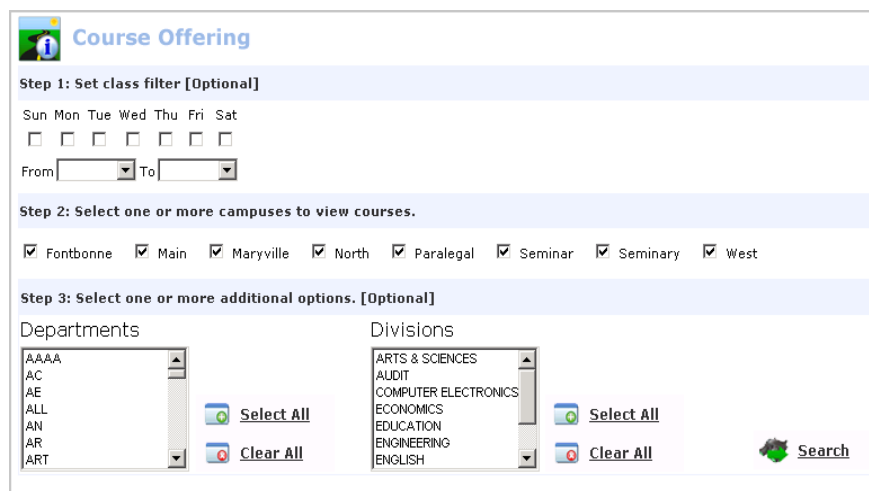


Figure : Course Offering filter

The **Set class filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as, classes on Monday and Wednesday that are between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

If you select only Monday then classes meeting on Monday will display. Classes that are on Monday *and* Wednesday also display in the list. If Monday and Wednesday are used as filtering criteria then all Monday and Wednesday classes, Monday only classes, and Wednesday only classes will display.



Step-By-Step: Filter For Classes in Course Offering

1. From the **Student Portal Home** page, click **Course Offering**. The **Search For Courses** page displays.
2. Select the checkboxes for Monday and Wednesday.

Figure : Filtering Classes Step 1

3. If you only attend a certain campus select the appropriate checkbox. Only classes on that campus will display.

Figure : Selected Campuses Step 2

Figure : Department and Division Filters Step 3

4. Select one, several, or all Departments or Divisions to further refine the classes displayed. Leaving these fields unselected will provide a list of all classes in all departments and divisions as filtered from Steps 1 and 2.
5. Click **Search**. Only classes that meet the selected criteria will display.

Course Offering [1]					
Course	Course Name	Credits	Start	End	
AC221L15	MANAGERIAL ACCOUNTING	3	1/8/2007	5/18/2007	
	Instructor	Room	Days	Start Time	End Time
	Lee, Russ	Anita's Room	T	12:01:00 AM	1:00:00 AM
	Graham, Hubert	ADM302	M	11:00:00 AM	12:00:00 PM
AE160LEC01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	3	1/8/2007	5/18/2007	
	Instructor	Room	Days	Start Time	End Time
	Wesley, James	ADM302	M	4:00:00 PM	4:50:00 PM
AR101LEC01	ART HISTORY	3	1/8/2007	5/18/2007	
	Instructor	Room	Days	Start Time	End Time
	Nelson, Byran	Anita's Room	TWR	10:30:00 AM	11:50:00 AM

Figure : Sample Course Offering list

The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times.

Financial Aid

Financial Aid lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for \$2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 they will see both awards for both terms.

My Awards								
<input checked="" type="checkbox"/> Accept	<input type="checkbox"/> Decline	Year	Term	Date	Award Type	Status	Description	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	sp-07	SP-07	4/10/2007	PELL	IN PROGRESS	PELL Financial Aid	\$500.00
<input type="checkbox"/>	<input type="checkbox"/>	sp-07	SP-07	4/10/2007	Quality Grant	IN PROGRESS	Quality Grant for Financial Aid	\$1,200.00
Total								\$1,700.00
To make further updates to awards already Accepted or Declined, please contact the Financial Aid Office.								
Submit								

Figure : Financial Aid

A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal.

The Student Accepted field on the Financial Aid Award Detail Entry window in CAMS Enterprise reflects the choice the student made on the portal. It can be changed here anytime by financial aid staff.

Financial Aid Award Detail Entry Help

Billing References
Sent To Billing: Billing Batch Name: Effective Date:

Financial Award Entry

Packaged in Status:

Term: **Distribution Dt:** **Award Type:**

Award Status: **Amount:** **Dist Amount:**

Description: **Reference:**

Credit Status: **Code 1:** **Code 2:**

Show On Statement: **Check Signed On:** **Required Hours:**

Student Accepted:

Figure : Student Accepted Field

Billing

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since matriculation.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student’s ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student’s ledger and Pre-Bill means the transaction is in a Billing Batch.
- **Over All Balance** is the current balance as of this date from the student’s ledger and any billing batches



 My Ledger							
Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill	
SP-06	9/5/2005	PELL Financial Aid	\$0.00	\$2,750.00	(\$2,750.00)	PRE-Bill	
SP-06	2/20/2006	Charged 3 CR for AC221L01	\$1,128.00	\$0.00	(\$1,622.00)	PRE-Bill	
SP-06	2/20/2006	Charged 3 CR for AE165LA01	\$1,128.00	\$0.00	(\$494.00)	PRE-Bill	
SP-06	2/20/2006	Charged 4 CR for BL121LEC01	\$1,504.00	\$0.00	\$1,010.00	PRE-Bill	
SP-06	2/20/2006	Incidental Fee	\$60.00	\$0.00	\$1,070.00	PRE-Bill	
SP-06	2/20/2006	Hourly Course Fee	\$30.00	\$0.00	\$1,100.00	PRE-Bill	
SP-06	2/20/2006	Charged Lab Fee for AC221L01	\$22.00	\$0.00	\$1,122.00	PRE-Bill	
SP-06	2/20/2006	Charged Hourly Fee for 3 CR for AC221L01	\$99.00	\$0.00	\$1,221.00	PRE-Bill	
SP-06	2/20/2006	Late Registration Fee	\$25.00	\$0.00	\$1,246.00	PRE-Bill	
					Previous Ledger Balance \$885.52		
					Over All Balance \$2,131.52		
							 Make Payment

Figure : Detailed Student Billing Ledger

The **Make Payment** link only displays if the student has a debit overall balance.

Pay Online

A student with a debit balance can pay online if the institution has setup the Online Payment Option.



Step-By-Step: Pay Online

1. Click **Make Payment**. The **Credit Card Payment** page displays. Note that this page may look different depending on the online payment vendor selected.

Payments

Payment Information

Payment is for (select most appropriate)

Amount

Credit Card Number

Security code Not present

Exp month

Exp Year

Billing Address

Name on card

Street Address

Zip

email

Please note that while payment may be taken immediately, ledger balance will not display your payment until processed by the institution.

Figure : Online Payment Options

The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.



Note: See the Online Payment document for payment handling and setup.

2. Enter the correct billing information.
3. Click **Make Payment**.
4. Once the payment has been authorized the student will receive notice of a successful transaction.

Payment information is held in the **Transfer** section under the CAMS Manager module. See **CAMS Manager** documentation for more information.

Degree Audit

The degree audit option allows students to monitor their progress towards a degree. It displays what classes are completed and what classes are remaining. This will help the student plan a schedule towards completion of their degree. Students' selection of classes during registration will be limited to classes listed in their Degree Audit if it exists.

Multiple programs may be evaluated if those programs are included on the record in CAMS Enterprise. Degree Audits must be applied to the student in CAMS Enterprise before a student will be able to utilize this feature. See the **Degree Audit** documentation for more information.



Step-By-Step: View a Student's Degree Audit

1. On the Home screen, under **Tools**, click **Degree Audit**. The Degree Audit screen displays.

Report	Degree	Program	Term	Credits Required	Credits Completed	Status
detail	Bachelor of Art	Elementary Education	SU-02	120.00	0.00	Remaining

Figure : Degree Audit list

2. An asterisk next to the **detail** link indicates a recent change was made to a course within the audit, and as a result, the audit will be reevaluated and then displayed in the window.
3. Click the **detail** link to display a detailed list of courses required for the degree program. It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.

Bachelor of Art Elementary Education
 Min Credit Required: 120.00 Completed: 9.00 Remaining: 111.00
 Min GPA Required: 2.00 GPA Attained: 3.67

Liberal Arts Requirement (*Remaining*)
 Credits Required: 54.00 Credits Completed: 9.00 Minimum GPA: 2.00 GPA Attained: 3.67

Basic Education Units (*Remaining*)

Term	Course ID	Course Name	Credits	Grade	Status
	ECON201LEC	Micro Economics - Beginning	3.00		R
SU-92	ENG101LEC	ENGLISH COMP I	3.00	D	EH1301LEC01 Repeat
	MT100LEC	FUNDAMENTALS OF ALGEBRA	3.00		R
MAY-94	MT106LEC	COLLEGE ALGEBRA	3.00	A	MT106LEC01 C

Credits Completed 3.00 Minimum GPA 1.00 GPA Attained 4.00

C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress
 MC-Manual Map Completed TC-Transfer Completed R-Remaining

LibArtsGroup (*Remaining*)

Term	Course ID	Course Name	Credits	Grade	Status
FA-01	AR160LEC	ART HISTORY I	3.00		R
	AR240PRT	CERAMICS	3.00		R
	CA102LEC	PUBLIC SPEAKING	3.00		R
Fall 2008	CMN201	BASIC PRINCIPLES OF SPEECH	3.00		CMN20101 InP
	EC350LEC	Political Economics	3.00		R
SP-01	ENG101LEC	ENGLISH COMP I	3.00	B	ENG101LEC01 C
	ENG102LEC	ENGLISH COMP II	3.00		R

Credits Required 54.00 Credits Completed 6.00 Minimum GPA 2.00 GPA Attained 3.50

C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress
 MC-Manual Map Completed TC-Transfer Completed R-Remaining E-Extra Course

Other Courses Taken (*Elective*)

Group Formula

3 Credits from list [ECON201LEC,ENG101LEC]
 AND 3 Credits from list
 [MT100LEC,MT106LEC]

Figure : Degree Audit

My Grades

If a Business Hold, with Stop Grade Card option checked, has been applied to a student record, the student will not be able to access grades through the Portal. Instead, when the Grade Report page opens, a message will display on the page indicating the number of Business Alerts and direct the student to see the Business Office.

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term or Final grades. It also displays term and cumulative GPA information. Course evaluations can also be required to be completed before a student can view the grade for the course.

My Grades						
Student Information						
Student ID	A000001245	Student Name	Marki Jay Marston			
Phone	6366366363	Address	2903 Red Rd Ballwin, MO 63011			
Degree Prog	Biology	Advisor	None Selected			
Grades Information						
Course ID	Course Name	Credits	Grade	GPA Hrs	GPA	
AE160LEC01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	3.00	A	12.00	4.00	
AE165LEC01	ORAL & WRITTEN COMP/INT'L STUDENTS	2.00	B	9.00	3.00	
AC221L02	MANAGERIAL ACCOUNTING	evaluation required before grade can be released.				
AE166LEC01	ADVANCED COMPOSITION/INTERNATIONAL STUDENTS	3.00	C	6.00	2.00	
	Attempted	Earned	GPA Hours	Grade Points	GPA	Comp Ratio
Term	12.00	12.00	12.00	39.00	3.25	100.00 %
Cumulative	12.00	12.00	12.00		3.25	100.00 %

Figure : Grade Report

Click the printer icon to display a printer-friendly copy of the grade report.

My Schedule

The Student Matrix Schedule displays a 7-day grid of scheduled classes. This graphical display will help when registering for additional classes. Students may elect to display waitlisted courses for both the web page and the printer-friendly page. Place a check next to **Show wait-listed classes?** to also display any courses for which the student is on the waitlist.

My Schedule										
<input checked="" type="checkbox"/> Show wait-listed classes?										
Start Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
7:00:00 AM			Accounting Refunds							
3:00:00 PM				Accounting Refunds						
Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Credits	
AA	123	Lec	01	Accounting Refunds	Smith, Tom J.	R	ADMIN-306	03:00 PM - 03:50 PM	3	
					Welds, Dennis	R	ADMIN-306	03:00 PM - 03:50 PM		
					Smitty, Johnaton	T	ADMIN-201	07:00 AM - 07:50 AM		
Total Credits: 3										
You are on a waiting list for the following courses:										
Course ID	Course Name	Instructor	Days	Time						
AE160LEC01	AMERICAN ENGLISH FOR INTERNATIONAL STUDENTS	Smitty, Johnaton	M	11:00 AM - 11:50 AM						
		Welds, Dennis	M	11:00 AM - 11:50 AM						
		Jackson, Germain	T	11:00 AM - 11:50 AM						

Figure : Student Matrix Schedule

Document Tracking

Students can view a list of documents that are required to be provided to the institution and the status of each document. The list is compiled from all modules with Document Tracking. Click the **IMG** link to view the document. Right-click the **IMG** link and choose **Save As** to save the document. Documents that a student would find helpful or are required reading can also be made available to them via My Documents, such as a student handbook or campus directory.


 **My Documents** Include Completed Items?



Image	Department	Date	Document	Description	Document Status	Completion Date
IMG	ADMISSIONS	10/12/2006	ADM-ACT SCORES	ACT Scores	COMPLETE	5/11/2007
	ADMISSIONS	10/10/2006	ADM-ACT SCORES	ACT Scores	INCOMPLETE	
	ADMISSIONS	10/10/2006	ADM-COL TRANSCRIPT	College Transcript	INCOMPLETE	

Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select -Save Target as-.

Figure : Document Tracking List

My Transcript

Unofficial transcripts may be viewed and printed from the Student Portal by clicking the **My Transcript** link. If a student has a hold or alert on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript. In order for the My Transcript link to display for eligible students, the **Show Unofficial Transcript in student portal** field must be checked in **CAMS Manager >CAMS Portal >Portal Configuration** window, **Student/Fac** tab.

 **My Transcript** 

Student Portal Unofficial Transcript

Major(s) Computer Science **Birth Date:** 4/7/1985

Degree: Associate of Art
Transfer: Yes
Conferred:

Major: Chemistry
Degree: Bachelor of Science
Transfer: Yes
Conferred:
Major: Chemistry

GPAGrouping:

Term: SP-06

Course	Course Name	Credits	Grade	Category	Repeat
CEN101LEC	Computer Hardware Basics	3	C-	Curriculum	No
CEN102LEC	Computer Hardware Troubleshooting	3	A+	Curriculum	No
CEN201LEC	Computer Software Basics	3	A	Curriculum	No
CEN301LEC	Computer Networking Basics	3	A	Curriculum	No

	Attempted	Earned	GPA Hours	Grade Points	GPA
Term	12.00	12.00	12.00	41.10	3.425
Cumulative	12.00	12.00	12.00	41.10	3.425

Term: Fall of 2006

Course	Course Name	Credits	Grade	Category	Repeat
AR160LEC	ART HISTORY I	3	B	Curriculum	No
AR240PRT	CERAMICS	3	A	Curriculum	No

Figure : My Transcript page

Student Directory

The student directory displays only those students who have the option “**Show on Directory**” in CAMS Enterprise set to **Yes**. Only the current term displays, unless the **Include all terms** option is selected. Click the email link to open an email message with the email address populated in the To field of the message.

Student Directory			
[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]			
<input type="checkbox"/> Include all terms?			
Name	Address	Phone	Email
Mars, Russ	20 White Ct Ballwin, MO 63011	6366668899	student@threerivers-cams.com
Marselle, Merry	23 White Rd Ballwin, MO 63011		student@threerivers-cams.com
marsh, geoff	30 White St Ballwin, MO 63011	6363636335	russH@threerivers-cams.com
Marsi, Mary	2234 Sommers Rd ,	(636) 536-6464	student@threerivers-cams.com
Marsille, Mickie	Unk ,		student@threerivers-cams.com
Marston, Markl Jay	2903 Red Rd Ballwin, MO 63011	6366366363	student@threerivers-cams.com
Marsy, Levon	203 White Rd Ballwin, MO 63011		student@threerivers-cams.com
McCammon, Staci D	123 North Main Valley Park, MO 63088	123-888-9987	student@threerivers-cams.com
Miller, J. Scott	1234 Main Street Western, MO 64444	(314) 469-96	student@threerivers-cams.com
Miller, Le Ann Helfrich G	C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield, MO 63017	(314) 469-96	student@threerivers-cams.com

Figure : Student Directory



Note: Students must have an Address Type such as that set in the Portal's global.asa file in the **Application.Value("strAddressType")** line.

Edit Profile

Personal information, address information, email, and website links can be changed here and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals.

Personal Information

Local Address Information

Address 1

Address 2

Address 3

City

State

Zip

Email

Local Phone

Work Phone

Placement Information to be viewed by potential employers

Potential employers *cannot* view your placement information until authorized by career services.

Personal web site [View](#)

Resume URL [View](#)

Additional URL [View](#)


Hide personal web links from employers

Figure : Personal Information

Degree Information

Degree Information displays all courses that are required or optional for a specific degree program. The Revision Term (typically based on the course catalog beginning and ending terms) is selected and degrees offered during the selected Revision Term display.

Click the detail link of a degree to display requirements necessary to complete it. The figure below shows only a portion of the displayed information.



Degree Audit

[Back to select degree](#)

Bachelor of Science Accounting 120 Credits Min GPA 2.00.

Requirement: Science Requirement
Min Credit Req: 6.00 Min Requirement GPA: 2.00

Biology Group

Group required= Yes Group Credits Required 6 Minimum GPA 4


Required	Credits Apply	Transfer Apply	Equivalent Apply	Prereq Required	Course	Credits	Course Title
No	Yes	Yes	Yes	Yes	BIO221LEC	2	NUTRITION
No	Yes	Yes	Yes	Yes	BIO227LEC	4	HUMAN ANAT & PHYSIOL I
No	Yes	Yes	Yes	Yes	BIO228LEC	4	HUMAN ANAT & PHYSIO II
No	Yes	Yes	Yes	Yes	BIO253	4	MICROBIOLOGY
No	Yes	Yes	Yes	Yes	BIO282	3	HUMAN ANAT & PHYSIOL I

Figure : Portion of degree detail

Job Search

Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability.

Jobs are created in the Placement module of CAMS Enterprise.



Job Search

Job Search

Job Category:

Minimum Salary:

Accountant

Employer: General Motors

Job Description:

Salary Range: \$10,000.00 to \$100,000.00

Job Requirements:

[Email company contact](#)

Logistics Manager

Employer: Longshots Athletic

Job Description:

Salary Range: \$27,500.00 to \$30,000.00

Job Requirements: Business major with emphasis in Logistics, Supply Management, or Operations

[Email company contact](#)

Field Biologist

Employer: Test for portal compatibility

Job Description:

Salary Range: \$750.00 to \$12,000.00

Figure : Job Search

Course Registration

Online registration is accessed via the **Unofficial Registration** link of the Navigation bar. The first page provides course filter search options, so only desired courses are displayed.



Step-By-Step: Register For a Class

1. Click **Unofficial Registration** on the menu.

If a Business Hold, with Stop Online Registration option checked, has been applied to a student record, the student will not be able to access Registration through the Portal. A message will display on the Portal indicating that a business hold is preventing registration.

The screenshot shows the 'Unofficial Registration' page. At the top, there is a section for 'Local Address Information' with fields for Address (TWR 101A), City (Columbia), State (MO), Zip (55555), Phone, Advisor (Dale Zephyr), and Major (Computer Science). Below this is an 'Update Personal Info' link. The main section is titled 'Step 1: Set class filter [Optional]'. It features a day selection row (Sun Mon Tue Wed Thu Fri Sat) with checkboxes and right arrow icons. A time range selector shows 'From 7am To 11pm' with dropdown menus and right arrow icons. A central box displays '7am - 11pm M/W'. To the right, instructions state: 'To add a filter, or multiple filters: Select the days and time range you are available and click the right arrow icon'. Below that, 'To remove a filter: Highlight in list box and click left arrow icon'. 'Step 2: Select one or more campus to view courses.' shows a row of checkboxes for Fontbonne, Main, Maryville, North, Paralegal, Seminar, Seminary, and West, all of which are checked. 'Step 3: Select one or more additional options. [Optional]' shows two checkboxes: 'Class Summary Only' and 'Completed Courses', both of which are unchecked.

Figure : Filter Courses

2. Filter for classes. See Course Offering on page 7 for more detailed instructions for filtering.

Selecting **Class Summary Only** will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting **Completed Courses** will display a list of the student's completed courses and will assist in course selection.

3. Click **View Courses**.

The Registration page opens with the student's current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. Courses available for registration are displayed in the lower portion of the page. The portal compares the student's transcripts against the course offering, and if pre-requisites for a course have not been met, the course will not display. If a waiting list is available the student may put themselves on it by registering for the course.

This is your current schedule for the SP-07 term							
Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
<input type="checkbox"/>		AC221L15	MANAGERIAL ACCOUNTING	3	Graham, Hubert J	M	11:00 AM - 12:00 PM
					Graham, Hubert J	M	0:01 AM - 1:00 AM
		CEN101LEC01	Computer Hardware Basics	3	Welds, Dennis	M	8:00 AM - 8:50 AM

Figure : Current Schedule

Students may or may not see Credit and/or Audit checkboxes and other codes, which define whether they can register for the class or not.

Courses a student is qualified to register for credit have Credit check boxes. If the “WaitList” code is above the check box then the student can put themselves on the wait list for the course. Only the registrar can determine who on the wait list will be registered for the course if a seat becomes available.

Other codes the student may see:

- PreReq – Prerequisite has not been met.
- DegAudit – the course is not in the student’s degree audit as remaining.
- Full – The course is full.
- Reg – The student is already registered for the course.
- FacAppReq –The Instructor’s permission is required. Only the Registrar can register this course.

Unofficial Registration							
Current Offering for the FA-04 term							
<small>Courses you are qualified to register for credit and have room available have Credit check boxes. Reasons you couldn't register (PreReq - Prerequisite not met, DegAudit-Course is not in your degree audit as remaining, Full-Course is full, Reg-Course is already registered, FacAppReq means the Instructors Permission is required. Only the Registrar can register this course.)</small>							
AC221L02 MANAGERIAL ACCOUNTING							
<input type="checkbox"/>	Credit		Instructor	Campus	Room	Days	Time
<input type="checkbox"/>	Audit		Aragon, Micheal Jesus	Main	BEA-102	T	01:00 AM - 02:00 AM
			Miller, Scott J	Main	MCD-120	R	04:00 AM - 06:00 AM
AE160LEC01 AMERICAN ENGLISH FOR "INTERNATIONAL" STUDENT'S							
	PreReq		Instructor	Campus	Room	Days	Time
			Allen, Thomas T	Main	MCD-100	MT	05:00 PM - 07:50 PM
			Anderson, John Q	Main	MCD-100	MT	05:00 PM - 07:50 PM
AE161LEC01 AMERICAN ENGLISH FOR INT'L STUDENT							
	DegAudit		Instructor	Campus	Room	Days	Time
<input type="checkbox"/>	Audit		Brown, Robert William	Main	HWL-110	R	10:30 AM - 11:30 AM
			Brown, Robert William	Main	HWL-110	T	10:00 AM - 11:00 AM
AE165LEC01 ORAL & WRITTEN COMP/INT'L STUDENTS							
	DegAudit		Instructor	Campus	Room	Days	Time
<input type="checkbox"/>	Audit		Brown, Robert William	Main	ADMIN-122	F	11:00 AM - 12:00 PM
AE166LEC01 ADVANCED COMPOSITION/INTERNATIONAL STUDENTS * Waitlist *							
	* Waitlist *		Instructor	Campus	Room	Days	Time
<input type="checkbox"/>	Credit		Staff	Main	N/A-0	MWF	08:00 AM - 09:30 AM
<input type="checkbox"/>	Audit						

Figure : Filtered Courses window

Click the course link to open a pop-up window with further details such as Co-Requisites, Pre-requisites, and Equivalents.

Once a student has unofficially registered for classes they will see their schedule. Place a check next to **Show wait-listed classes?** to also display any courses for which the student is on the waitlist.

Students can then print their schedule. As long as the registered class remains unofficial the student may drop it at any time. Only the registrar can authorize unofficial classes.



Note: Students may audit classes they do not qualify to take for credit because they do not meet prerequisites or degree audit requirements.




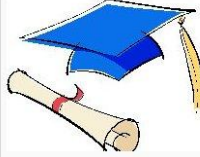
 My Schedule 					
Current Schedule for the SP-07 term					
Course ID	Course Name	Instructor	Days	Time	
AC221L15	MANAGERIAL ACCOUNTING	Graham, Hubert J	M	11:00 AM - 12:00 PM	
		Lee, Russ	T	00:01 AM - 01:00 AM	
CEN101LEC01	Computer Hardware Basics	Welds, Dennis	M	08:00 AM - 08:50 AM	
You are on a waiting list for the following courses:					
Course ID	Course Name	Instructor	Days	Time	
BL120LEC01	ANATOMY & PHYSIOLOGY I	Staff	N/A	-	
**Note: Waiting List courses will not show on a schedule.					

Figure : Registered Classes

Portal News

Institution news items and announcements display in the portals. Items are created in **CAMS Manager >CAMS Portal >Portal News**. Instructions to set up news items are available in the CAMS Manager PDF file and in CAMS Enterprise online help.

 **Student News**



SADD Party for Grads! To: Graduating Class of 2006 From: SADD (Students Against Drunk Driving) Where: Marshall Gymnasium When: Saturday, May 15, 2006 6PM - 12AM Grads, come party with SADD on Saturday Night! Refreshments provide by the Haute Cuisine Club. Games, music, dancing. Guest DJ Dirty D goes on at 10PM. Hope to see you all there!

Figure : Portal News

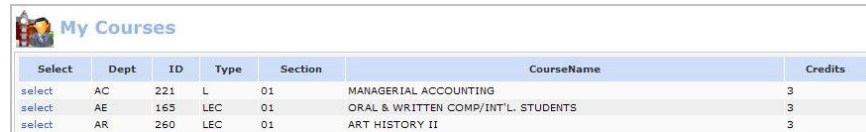
Customization



The source code is provided with the Student Portal. The source code is customizable by the institution. Because of this, updates from Three Rivers Systems, Inc are never automatically applied so as not to overwrite any existing code base or web pages. It is up to the institution to decide how and when, if at all, to apply the updates.

Registered Classes

Once a student has registered for classes, the list of classes displays when selecting **Course Management >Select Course**. The students can access the course content that the instructor has set up by clicking the hyperlink next to the course.



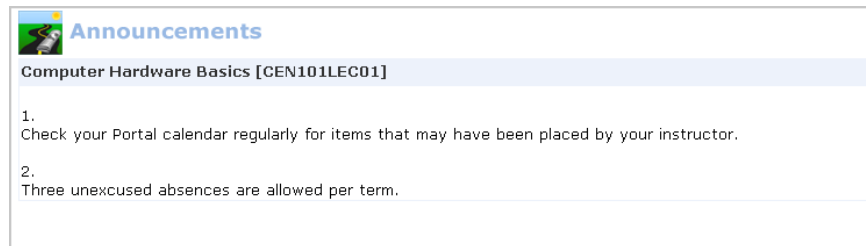
Select	Dept	ID	Type	Section	CourseName	Credits
select	AC	221	L	01	MANAGERIAL ACCOUNTING	3
select	AE	165	LEC	01	ORAL & WRITTEN COMP/INT'L STUDENTS	3
select	AR	260	LEC	01	ART HISTORY II	3

Figure : My Courses Info for Registered Classes

There are several areas available to the student. Some areas may not be available if the instructor has not enabled them.

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.



Announcements

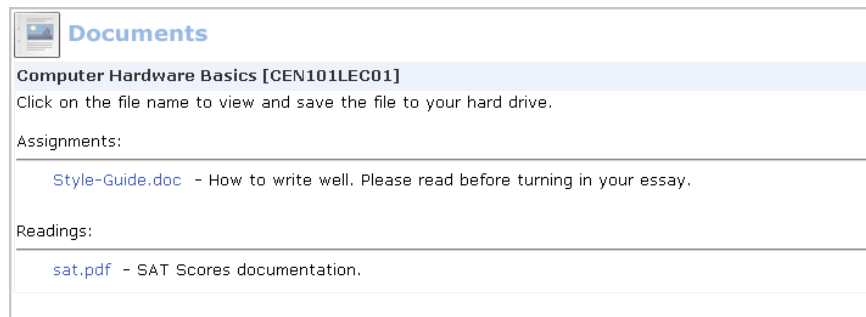
Computer Hardware Basics [CEN101LEC01]

1. Check your Portal calendar regularly for items that may have been placed by your instructor.
2. Three unexcused absences are allowed per term.

Figure : Course Announcements

Course Documents

The Course Documents section allows the student to download or view any documents or files that the instructor has uploaded.



Documents

Computer Hardware Basics [CEN101LEC01]

Click on the file name to view and save the file to your hard drive.

Assignments:

[Style-Guide.doc](#) - How to write well. Please read before turning in your essay.

Readings:


[sat.pdf](#) - SAT Scores documentation.

Figure : Course Documents

Clicking the **file name** link displays the associated file. The student must have the appropriate software installed for each file type. Students may right-click on the file name link and choose **Save As** to save the file.

External Links

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.



Hyperlinks

Computer Hardware Basics [CEN101LEC01]

- [Search Engine](#)
Google Search
- [Web Based Email](#)
Google Mail

Figure : Course External Links

Assignments

There are three options under assignments, Upload Documents, View Graded Documents, View Assignments and Grades.


Upload Documents

If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment, such as a Word document or a scanned image.



Step-By-Step: Upload an Assignment Document.

1. Click **Upload Documents**. A list of assignments displays.



Document Upload


Computer Hardware Basics [CEN101LEC01]

Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your local hard drive.

Assignment Date	Comment	Total Points	Category	Upload New
4/1/2007	Final Exam	100	Final Exam	Document upload not available
2/18/2007	Mid Term	100	Mid Term	Document upload not available
2/15/2007	Test 3	100	Tests	Upload Document
2/5/2007	Test 2	100	Tests	Document upload not available
1/29/2007	Test 1	100	Tests	Document upload not available
5/5/2005	Test Test	50	Tests	Document upload not available

Figure : Upload Assignment

2. Click **Upload Document** for the desired assignment.



Document Upload

Computer Hardware Basics [CEN101LEC01]

Test 3
2/15/2007
100 Total points

Figure : Browse to Assignment

- Click **Browse** and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click **Upload Document**.

Assignment Date	Comment	Total Points	Category	Upload New		
8/21/2007	Reading Week 1	100	Readings	Upload Document		
Documents for Reading Week 1		Size (KB)	Insert date	Update date	View	Edit Options
Countries_for_CE.xls		49	8/14/2007 6:04:36 PM		view	Edit Delete
4/1/2007	Final Exam	100	Final Exam	Document upload not available		
2/18/2007	Mid Term	100	Mid Term	Document upload not available		
2/15/2007	Test 3	100	Tests	Upload Document		
Documents for Test 3		Size (KB)	Insert date	Update date	View	Edit Options
Three Rivers Case Study final.doc		731.5	8/14/2007 6:01:24 PM		view	Graded (Cannot edit)
2/5/2007	Test 2	100	Tests	Document upload not available		
1/29/2007	Test 1	100	Tests	Document upload not available		
5/5/2005	Test Test	50	Tests	Document upload not available		

Figure : Uploaded Assignments

The uploaded assignment is listed. The **Insert Date** displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time.

The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.

View Graded Documents

An instructor can upload a graded assignment for the student to view.

Assignment Date	Comment	Total Points	Category		
8/21/2007	Reading Week 1	100	Readings		
Graded Documents for Reading Week 1		Size (KB)	Comment	Insert date	View
Style-Guide.doc orig doc- Countries_for_CE.xls		23.5	Good work.	8/14/2007 6:08:23 PM	view
4/1/2007	Final Exam	100	Final Exam		
2/18/2007	Mid Term	100	Mid Term		
2/15/2007	Test 3	100	Tests		
2/5/2007	Test 2	100	Tests		
1/29/2007	Test 1	100	Tests		
5/5/2005	Test Test	50	Tests		

Figure : View Graded Assignment

This is a separate version of the student's uploaded assignment, which allows the student to see their version and the instructor's graded version at the same time.

View Assignments and Grades

If the instructor permits, students may view their grades for their assignment.

abc Assignments & Grades						
Computer Hardware Basics [CEN101LEC01]						
8/14/2007 6:10:40 PM						
Final Exam Weight in Total Grade: 25 % Drops allowed (*): 0						
Date	Description	Err/Tot	Score	Grade	Status	Comment
4/1/2007	Final Exam	90/100	90	A-		
Tests Weight in Total Grade: 50 % Drops allowed (*): 0						
Date	Description	Err/Tot	Score	Grade	Status	Comment
1/29/2007	Test 1	100/100	100	A+		
2/5/2007	Test 2	90/100	90	A-		
2/15/2007	Test 3	96/100	96	A		

Figure : Assignments and Grades

Email Students

Students may email other students in the class or a group of students in the class. A student can compose an email but will never see any other student's email address. If more than one student was selected each student recipient will receive their own email with no other student's email address on the email.

If the sending student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

Send Email	
Computer Hardware Basics [CEN101LEC01]	
Choices not displayed as hyperlinks have been disabled by the Instructor.	
Email Faculty Email All Students Email Your Course Group(s)	

Figure : Email Selection screen

Discussion Forums

If an instructor has enabled this section and created a discussion group students will be able to post messages related to the topic and respond to other student's posts.



Figure : Discussion Forum

Students may copy the content of the discussion forum. An email will be sent with the information. If the student does not have an email address in the **E-mail 1** field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

Course Information

This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.

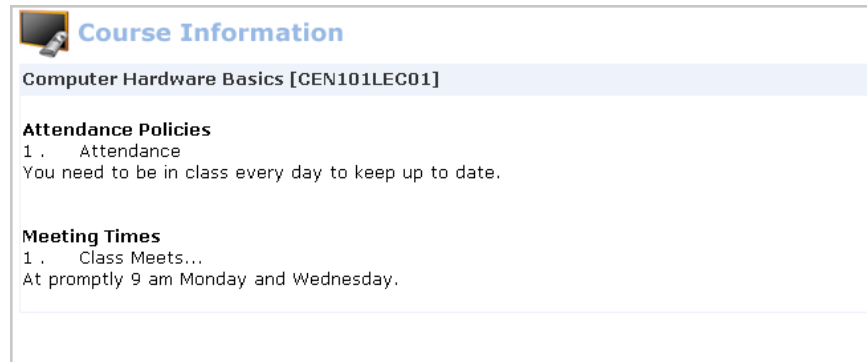



Figure : Course Information

Faculty Contact Information

The instructor's availability and contact information are displayed here.



Faculty Contact Info

Computer Hardware Basics [CEN101LEC01]

M (8:00:00 am-8:50:00 am)


Instructor Dennis (Dennis)
Welds:

Office Location: Admin Building Rm. 101
 Office Hours: 9 am to 5 pm except during posted class hours
 Work Phone: Work Phone not available.
 Email: Email not available.
 Personal Link: <http://www.google.com>
 Notes: No notes on file.

Figure : Instructor Contact Information

Text Book Information

Textbooks for the class are displayed here. This is a list of all the required textbooks.



Text Book Information

Computer Hardware Basics [CEN101LEC01]

1 .	Computer Hardware Basics
	Author: Smith
	Publisher: Random House
	ISBN: 123-45-6578
	Cost: \$29.95

Figure : Course Text Books

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