



Student Center Information Guide

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Office of the Registrar
Contributor: Marquita Coe
9/28/2011

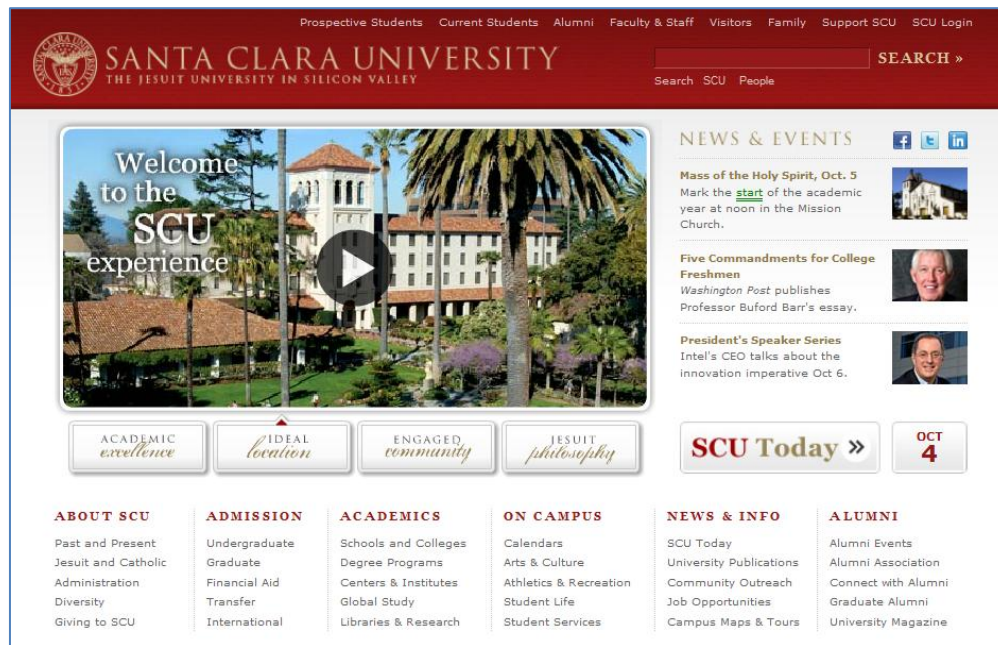


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Logging into ecampus

1. On the SCU homepage (www.scu.edu) click on “SCU Login”

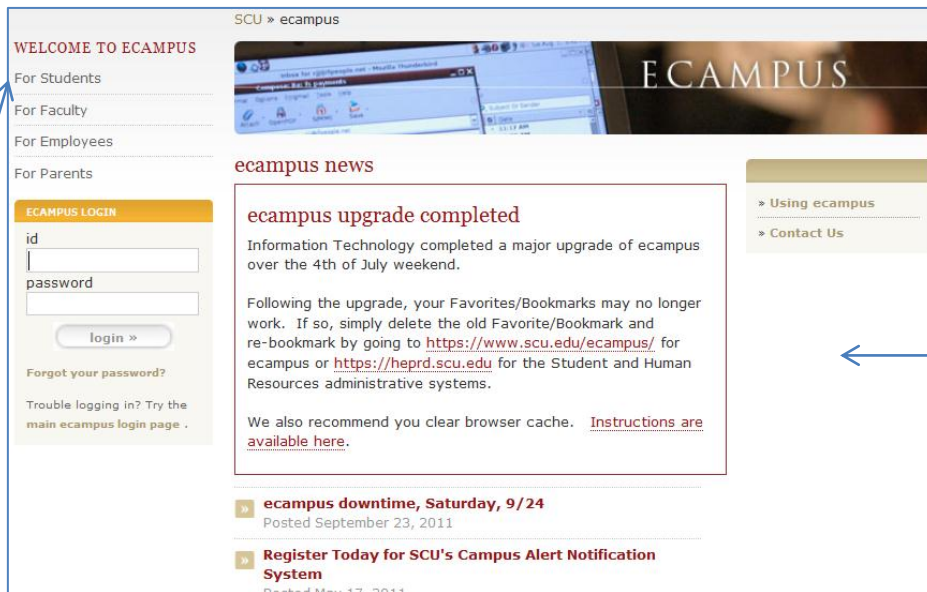


2. Click on “Ecampus”



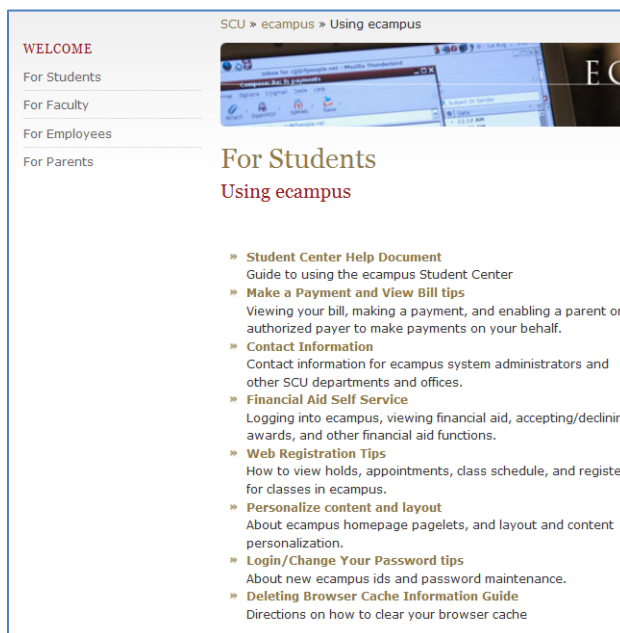
Student Center

3. Enter your User ID and password and click on the “login” button. If you do not know your password, click on the “Forgot your password?” link, email ecampus@scu.edu or call x5700.
(Tip: User IDs are usually the same as the Novell ID (e.g. ALINCOLN))



Note the information provided on the gateway page regarding the status of ecampus.

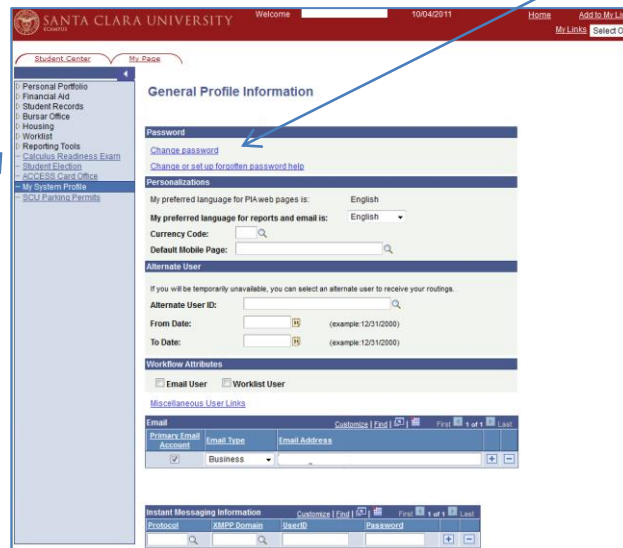
Clicking on the “For Students” link directs you to a page of resources specifically for students.



Changing Your Password and Forgotten Password Help

1. Click on **"My System Profile"** located on your main menu.

2. Click on **"Change password"**



3. Enter **"Current Password"**

4. Enter **"New Password"**

5. Confirm your **new Password**

6. Click **"OK"**

Change password

Current Password:

New Password:

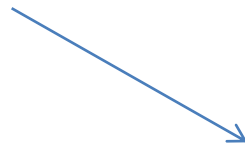
Confirm Password:

OK

Cancel

Forgotten Password Help

1. Click on “Change or set up forgotten password help



General Profile Information

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▼

Currency Code: 🔍

Default Mobile Page: 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: 🔍

From Date: 31 (example: 12/31/2000)

To Date: 31 (example: 12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User

2. Select a question from the drop down menu and enter a response that is unique and easy for you to remember.



Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question: ▼

Select from the list of questions.

Response:

3. Click on “**OK**”



Santa Clara University

Student Center

Welcome to the Student Center

URL: <https://www.scu.edu/ecampus/>

There are various sections of information provided to you in your ecampus account. When you first log into your account you view your "Student Center". Below are listed the various components. Greater detail is provided on each in this document.

Your Current Term's Schedule of Classes

Academic
Info

Financial
Info

Personal Info

Holds on Your
Account

Registration
Appointment
Info

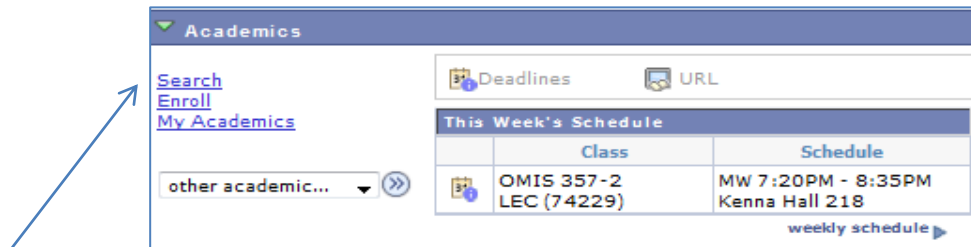
Academic
Advisor(s)

Resources

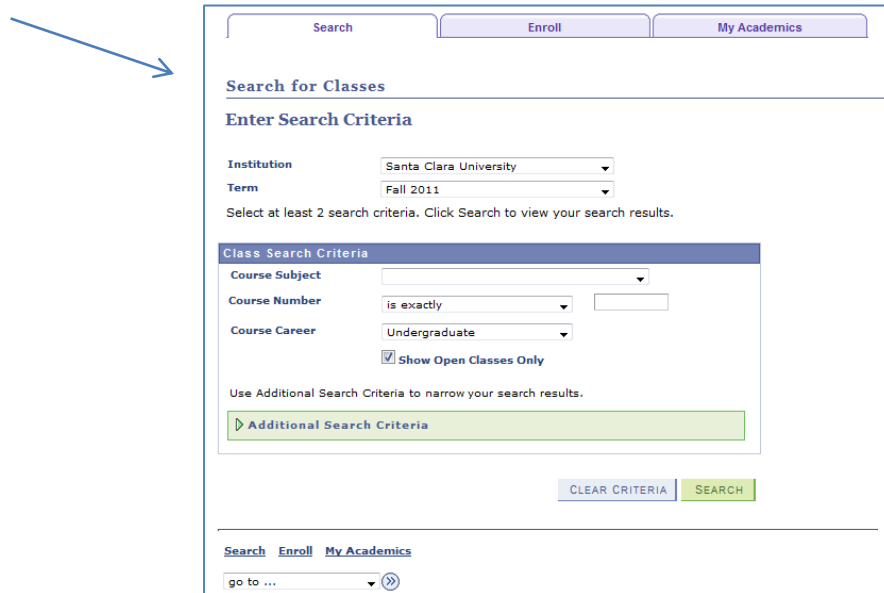
Class	Schedule
CHEM 11-04 LEC (72182)	MWF 10:30AM - 11:35AM Daily Science Center 206
CHEM 11-19 LAB (72207)	T 3:15PM - 6:05PM Daily Science Center Lab 112
CLAS 1-01 LEC (72241)	MWF 11:45AM - 12:30PM O'Connor Hall 210
COEN 10-01 LEC (72258)	MWF 9:15AM - 10:20AM Engineering Center 103
COEN 10L-02 LAB (72271)	Th 2:15PM - 5:00PM Engineering Center 608B
ENGL 1A-27 LEC (72407)	MW 5:25PM - 7:10PM O'Connor Hall 103
ENGR 1-03 LEC (72474)	W 2:15PM - 5:00PM Engineering Center 323

Student Center Features

Academics



The **“Search”** link reveals the **“Search for Classes”** feature which allows you to search for all SCU classes. Santa Clara University is already defaulted in the Institution field. Enter the term from the drop down menu. In the Class Search Criteria box choose the subject of the class from the drop down menu. Enter course number information and the course career for which you are searching. Click on “Show Open Classes Only” if that is what you are specifically targeting or leave unchecked for all. Then click on the Search button.



“Search Results” return a list of classes that match the search criteria that you entered.



Santa Clara University

Student Center

go to ...

Search Enroll My Academics

Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

Santa Clara University | Fall 2011

REGISTRAR'S HOME PAGE

[My Class Schedule](#) [show all](#) [Shopping Cart](#) [show all](#)

CHEM 11 MWF 9:15AM - 10:20AM Daly Science Center 206 CHEM 11 MWF 9:15AM - 10:20AM Daly Science Center 206

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly '11', Course Career: **Undergraduate**, Show Open Classes Only: **No**

[START A NEW SEARCH](#)

☐ Open ☐ Closed ☐ Wait List

ACTG 11 - Introduction to Financial Accounting

[View All Sections](#) First 1-8 of 8 Last

Section	Session	Days & Times	Room	Instructor	Meeting Dates
01-LEC(72005)	Regular	MWF 8:00AM - 9:05AM	Lucas Hall 209	Michael Calegari	09/19/2011 - 12/02/2011
02-LEC(72006)	Regular	MWF 9:15AM - 10:20AM	Lucas Hall 209	Michael Calegari	09/19/2011 - 12/02/2011

The “**Registrar’s Home Page**” button will take you to the Office of the Registrar’s web page. There is a wealth of information located there including topics relating to registration, core curriculum, final exams, Academic Policies and much more.

(www.scu.edu/registrar)

During registration, Shopping Cart functionality enables you to plan enrollment in class sections for a particular term. When functional it will allow you to validate class sections to check for common problems such as time conflicts and prerequisites.

Clicking on the link to “**My Class Schedule**” displays your class schedule and class status for the current term. You have the option of selecting another term. If registration is active you will be able to perform any of the following actions -adding, dropping, swapping or editing by clicking on the appropriate tab.

Note that throughout your Student Center on the top and bottom of the pages are located various URLs and “go to” drop down lists. This makes navigation throughout quick and easy.

Student Center

go to ...

Search Enroll My Academics

[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [term information](#)

My Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View [ORDER BOOKS](#)

Fall 2011 | Undergraduate | Santa Clara University [change term](#)

Class Schedule Filter Options

☒ Show Enrolled Classes ☒ Show Dropped Classes ☒ Show Waitlisted Classes [filter](#)

CHEM 11 - General Chemistry I L&L					
Status	Units	Grading	Grade	Requirement Designation	Deadlines
Dropped	5.00	Standard Letter Grades		Natural Science Lab & Engineering: Chemistry (Taken)	
Class Nbr	Section	Component	Days & Times	Room	Instructor
72179	01	Lecture	MWF 9:15AM - 10:20AM	Daly Science Center 206	Linda Brunauer
72209	21	Laboratory	T 6:30PM - 9:20PM	Daly Science Center Lab 124	Michael Sweeney

[Printer Friendly Page](#)

Search Enroll My Academics

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...



Student Center

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

other academic... >>

Deadlines URL

This Week's Schedule

Class	Schedule
OMIS 357-2 LEC (74229)	MW 7:20PM - 8:35PM Kenna Hall 218

weekly schedule >

Clicking on the **“Enroll”** link takes you to the feature that allows you to perform activities relating to registration. Here you will be able to add, drop, swap or edit classes during registration for a specific term. You can click on a tab to view your class schedule or view term information. In addition, you can navigate to the **“Search”** and **“My Academics”** features from here by clicking on the relevant tab. You will first be prompted to select a specific term. Then click on the “continue” button.

Student Center

go to ... >>

Search **Enroll** **My Academics**

my class schedule || add || drop || swap || edit || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2011	Counseling Psych & Education	Santa Clara University
<input type="radio"/> Summer 2011	Undergraduate	Santa Clara University
<input type="radio"/> Fall 2011	Counseling Psych & Education	Santa Clara University
<input type="radio"/> Fall 2011	Law	Santa Clara University
<input type="radio"/> Fall 2011	Undergraduate	Santa Clara University

CONTINUE

[Search](#) [Enroll](#) [My Academics](#)

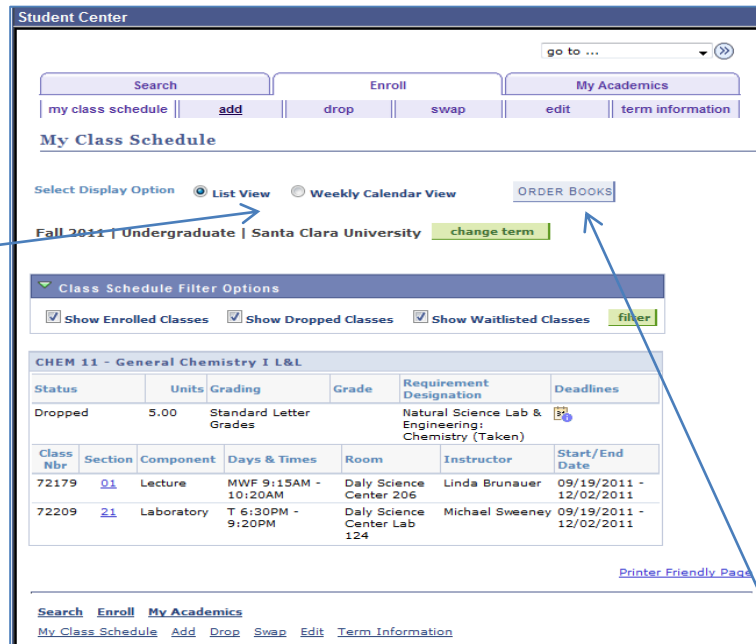
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ... >>

Student Center

My Class Schedule tab: This feature displays your class schedule and class status for the current term. You are provided with various filter options to view your information.

Clicking on the **“Weekly Calendar View”** option displays your schedule in a weekly table with information about your classroom and professor.



Student Center

go to ...

Search Enroll My Academics

my class schedule | add | drop | swap | edit | term information

My Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View [ORDER BOOKS](#)

Fall 2011 | Undergraduate | Santa Clara University [change term](#)

Class Schedule Filter Options

☒ Show Enrolled Classes ☒ Show Dropped Classes ☒ Show Waitlisted Classes [filter](#)

CHEM 11 - General Chemistry I L&L

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Dropped	5.00	Standard Letter Grades		Natural Science Lab & Engineering: Chemistry (Taken)	info

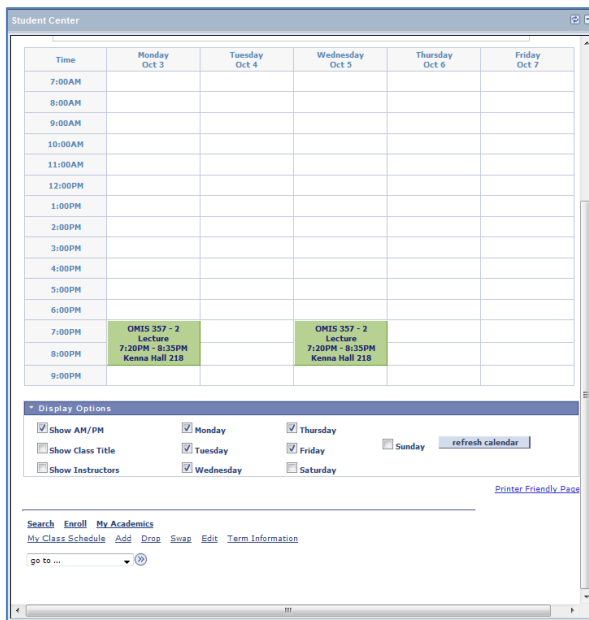
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
72179	01	Lecture	MWF 9:15AM - 10:20AM	Daly Science Center 206	Linda Brunauer	09/19/2011 - 12/02/2011
72209	21	Laboratory	T 6:30PM - 9:20PM	Daly Science Center Lab 124	Michael Sweeney	09/19/2011 - 12/02/2011

[Printer Friendly Page](#)

Search Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

The **“Order Books”** button links you to the Santa Clara University Campus Bookstore. There you can view required course material for your specific classes and can purchase books and other academic related items.



Student Center

Time	Monday Oct 3	Tuesday Oct 4	Wednesday Oct 5	Thursday Oct 6	Friday Oct 7
7:00AM					
8:00AM					
9:00AM					
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM					
3:00PM					
4:00PM					
5:00PM					
6:00PM					
7:00PM	OMIS 357 - 2 Lecture 7:00PM - 8:35PM Kenna Hall 218		OMIS 357 - 2 Lecture 7:00PM - 8:35PM Kenna Hall 218		
8:00PM					
9:00PM					

Display Options

☒ Show AM/PM ☒ Monday ☒ Thursday ☐ Sunday [refresh calendar](#)

☐ Show Class Title ☒ Tuesday ☒ Friday

☐ Show Instructors ☒ Wednesday ☐ Saturday

[Printer Friendly Page](#)

Search Enroll My Academics

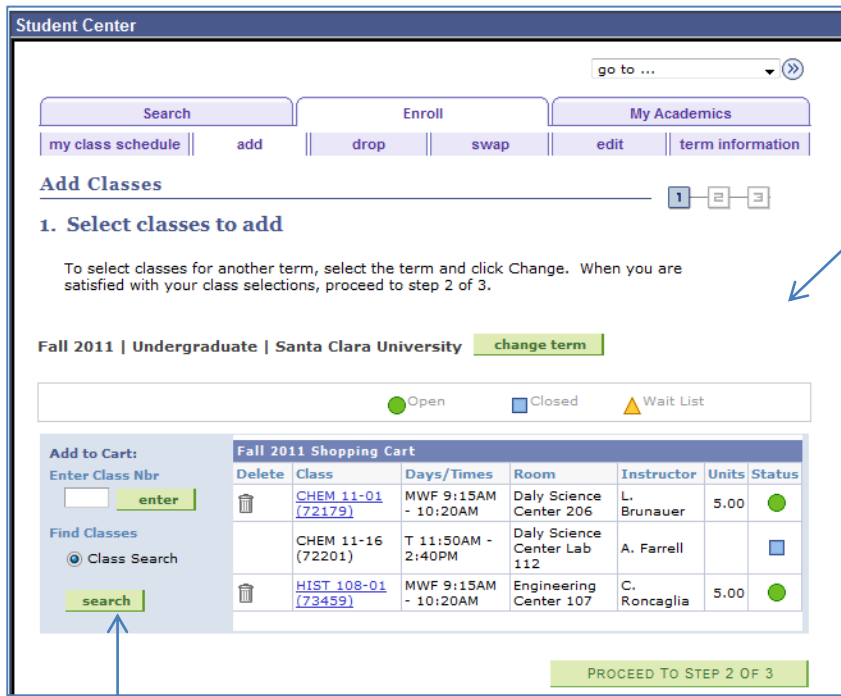
My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ...

Clicking on the **“Weekly Calendar View”** option displays your schedule in a weekly table with information about your class room and professor.

Add tab: This feature allows you to add classes during your registration appointment. (Appointment dates and times are listed in the Enrollment Dates feature.)

- To add classes make sure that you are in the correct term. If not, click on the “**change term**” button and select the appropriate term.



Student Center

go to ...

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2011 | Undergraduate | Santa Clara University [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes

☒ Class Search

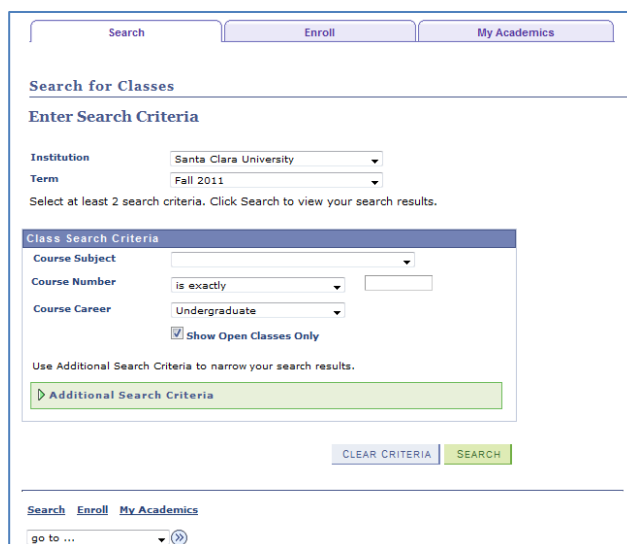
[search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHEM 11-01 (72179)	MWF 9:15AM - 10:20AM	Daly Science Center 206	L. Brunauer	5.00	
	CHEM 11-16 (72201)	T 11:50AM - 2:40PM	Daly Science Center Lab 112	A. Farrell		
	HIST 108-01 (73459)	MWF 9:15AM - 10:20AM	Engineering Center 107	C. Roncaglia	5.00	

[PROCEED TO STEP 2 OF 3](#)

- Add class to your shopping cart by either entering the class number or use the class search feature and click on search to find a class to add.

Enter search criteria and click on the search button.



Search Enroll My Academics

Search for Classes

Enter Search Criteria

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

☒ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[CLEAR CRITERIA](#) [SEARCH](#)

Search Enroll My Academics

go to ...



Santa Clara University

Student Center

Review the results and find the one right for you. The classes with the green circle are open, blue square are closed and yellow triangle are wait listed.

 Open  Closed  Wait List

Student Center

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

Santa Clara University | Fall 2011

REGISTRAR'S HOME PAGE

My Class Schedule show all Shopping Cart Your shopping cart is empty.

CHEM 11 MWF 10:30AM - 11:35AM Daly Science Center 206


The following classes match your search criteria Course Subject: Classics, Course Career: Undergraduate, Show Open Classes Only: Yes

Return to Add Classes START A NEW SEARCH

Open Closed Wait List


CLAS 1 - Elementary Latin I

View All Sections First 1-2 of 2 Last

Section 01-LEC(72241) Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MWF 11:45AM - 12:50PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Section 02-LEC(72243) Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MWF 1:00PM - 2:05PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Note that your term's class schedule is listed if you have registered for other classes. Classes that you have stored in your Shopping Cart are also listed.

Once you have chosen your class click "select class". **IMPORTANT, this will not reserve your class.**

Search Enroll My Academics

my class schedule add drop swap edit term information


Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2011 | Undergraduate | Santa Clara University

CLAS 1 - Elementary Latin I

Class Preferences

CLAS 1-01 Lecture  Open

Session Regular Academic Session

Career Undergraduate

Permission Nbr

Grading Standard Letter Grades

Units 4.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MWF 11:45AM - 12:50PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

The results of your class selection(s) will be displayed. If you have been given a "permission number" you would enter it here. Click on the "next" button.



Student Center

Search Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CLAS 1 has been added to your Shopping Cart.

Fall 2011 | Undergraduate | Santa Clara University

Open Closed Wait List

Add to Cart:
Enter Class Nbr
Find Classes
Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CLAS 1-01 (72241)	MWF 11:45AM - 12:50PM	O'Connor Hall 210	J. Heath	4.00	●

PROCEED TO STEP 2 OF 3

My Fall 2011 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 11-04 (72182)	General Chemistry I L&L (Lecture)	MWF 10:30AM - 11:35AM	Daly Science Center 206	L. Brunauer	5.00	✓
CHEM 11-16 (72201)	General Chemistry I L&L (Laboratory)	T 11:50AM - 2:40PM	Daly Science Center Lab 112	A. Farrell		✓

The class has been added to your Shopping Cart. To continue enrolling in this class you must click on ***“Proceed To Step 2 of 3”***.

Review the class(es) that you selected and click on ***“Finish Enrolling”*** to complete the class addition.

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2011 | Undergraduate | Santa Clara University

Open Closed Wait List


Class	Description	Days/Times	Room	Instructor	Units	Status
CLAS 1-01 (72241)	Elementary Latin I (Lecture)	MWF 11:45AM - 12:50PM	O'Connor Hall 210	J. Heath	4.00	●

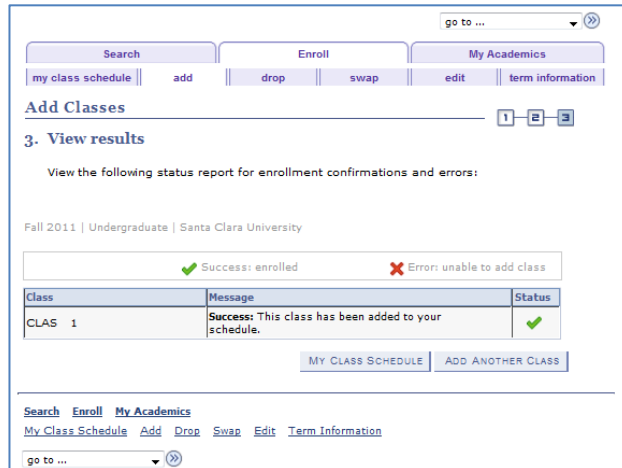
CANCEL PREVIOUS FINISH ENROLLING

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Make sure that you see a screen similar to this one to ensure successful enrollment into the class. Note that a green checkmark  **Success: enrolled** shows next to your class if the status is successful.



go to ...

Search Enroll My Academics



my class schedule || add || drop || swap || edit || term information


Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2011 | Undergraduate | Santa Clara University

 **Success: enrolled**
 **Error: unable to add class**

Class	Message	Status
CLAS 1	Success: This class has been added to your schedule.	


MY CLASS SCHEDULE ADD ANOTHER CLASS

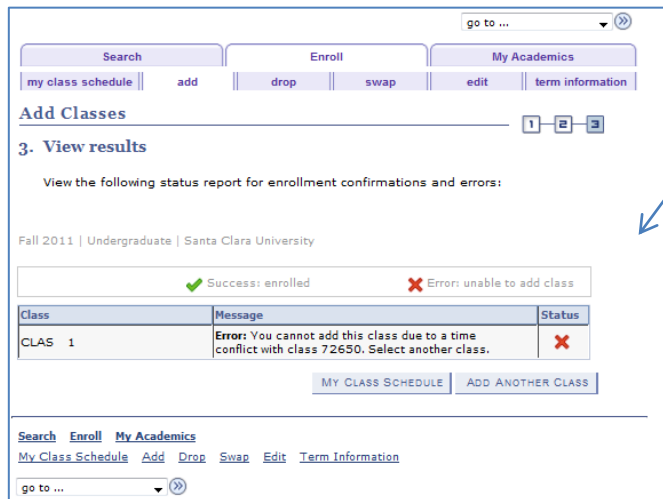
Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Note that the Message lets you know if the enrollment transaction was a success.

A red checkmark in the status column denotes an error  **Error: unable to add class** and you were unable to add the class. The message shown is an explanation as to why the enrollment transaction resulted in an error.



go to ...

Search Enroll My Academics



my class schedule || add || drop || swap || edit || term information


Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2011 | Undergraduate | Santa Clara University

 **Success: enrolled**
 **Error: unable to add class**

Class	Message	Status
CLAS 1	Error: You cannot add this class due to a time conflict with class 72650. Select another class.	

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...



Student Center

Drop tab: This feature allows you to drop a class(es). (Make sure that you are in the correct “term”.)

go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2011 | Undergraduate | Santa Clara University

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	CHEM 11-04 (72182)	General Chemistry I L&L (Lecture)	MWF 10:30AM - 11:35AM	Daly Science Center 206	L. Brunauer	5.00	Enrolled
<input type="checkbox"/>	CHEM 11-16 (72201)	General Chemistry I L&L (Laboratory)	T 11:50AM - 2:40PM	Daly Science Center Lab 112	A. Farrell		Enrolled
<input checked="" type="checkbox"/>	CLAS 1-01 (72241)	Elementary Latin I (Lecture)	MWF 11:45AM - 12:50PM	O'Connor Hall 210	J. Heath	4.00	Enrolled
<input type="checkbox"/>	COEN 10-01 (72258)	Introduction to Programming (Lecture)	MWF 9:15AM - 10:20AM	Engineering Center 105	S. Figueira	4.00	Enrolled
<input type="checkbox"/>	COEN 10L-02 (72271)	Intro to Programming Lab (Laboratory)	Th 2:15PM - 5:00PM	Engineering Center 608B	M. Pantoja	1.00	Enrolled
<input type="checkbox"/>	ENGL 1A-27 (72407)	Critical Thinking & Writing I (Lecture)	MW 5:25PM - 7:10PM	O'Connor Hall 103	O. Bjork	4.00	Enrolled
<input type="checkbox"/>	ENGR 1-03 (72474)	Intro to Engineering (Lecture)	W 2:15PM - 5:00PM	Engineering Center 325	R. Davis	1.00	Enrolled
<input type="checkbox"/>	MATH 14-05 (72650)	Calculus & Analytic Geom IV (Lecture)	MWF 1:00PM - 2:05PM	O'Connor Hall 207	M. Oscamou	4.00	Enrolled

DROP SELECTED CLASSES

Your class schedule is listed and you have an option to select the class or classes that you wish to drop. After clicking the check box next to the class you would like to drop, click on **“Drop Selected Classes”**

Review the classes that you have selected to drop, and then click on **“Finish Dropping”**.

Search Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2011 | Undergraduate | Santa Clara University

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CLAS 1-01 (72241)	Elementary Latin I (Lecture)	MWF 11:45AM - 12:50PM	O'Connor Hall 210	J. Heath	4.00	Enrolled

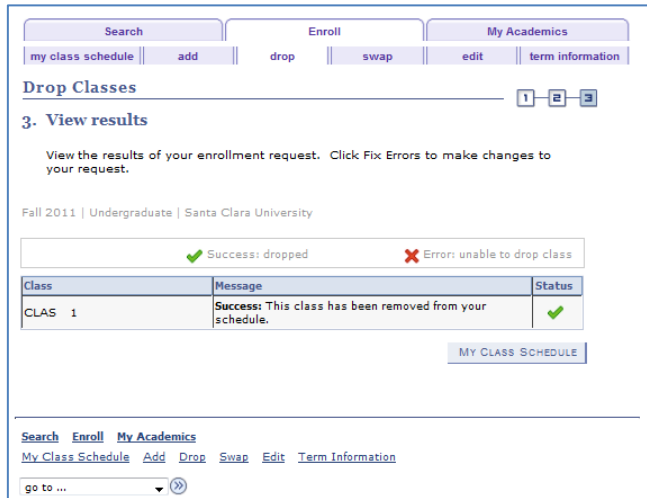
CANCEL PREVIOUS FINISH DROPPING

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Ensure that you receive the following confirmation web page message letting you know that the drop was a **success**. This is confirmed by a green checkmark next to the class. If a red x is shown it means there was an error. The error will be explained under “Message”.

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2011 | Undergraduate | Santa Clara University

Success: dropped Error: unable to drop class

Class	Message	Status
CLAS 1	Success: This class has been removed from your schedule.	✓

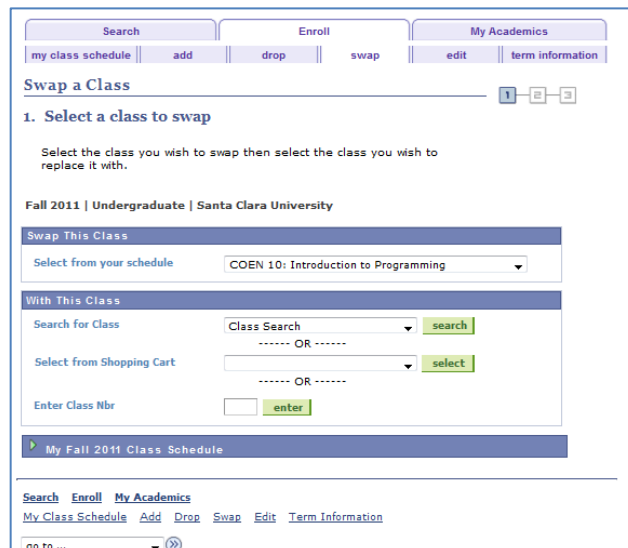
[MY CLASS SCHEDULE](#)

Search Enroll My Academics
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

Swap tab: This feature allows you to swap one class for another that you have already successfully been registered in. This is particularly helpful when you want to confirm first that you will get in the targeted class **PRIOR** to dropping the other class. That way you have not lost your place in the original class should the other class not be available.

You select from your schedule the class that you want to swap. You then let the system know which class to swap it with. You can search for a class, select it from your Shopping Cart or choose by entering a class number.



Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2011 | Undergraduate | Santa Clara University

Swap This Class

Select from your schedule COEN 10: Introduction to Programming

With This Class

Search for Class Class Search search

----- OR -----

Select from Shopping Cart select

----- OR -----

Enter Class Nbr enter

[My Fall 2011 Class Schedule](#)

Search Enroll My Academics
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...



Student Center

The system displays your selection. You can enter a **Permission Number** if you have one. If you had searched for a class, search results display all the classes that fit your parameters. You will need to **“select a class”** if there is more than one choice.

Search | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Swap a Class

1. Select a class to swap - Enrollment Preference

Fall 2011 | Undergraduate | Santa Clara University

CLAS 1 - Elementary Latin I

Class Preferences

CLAS 1-01	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	
Session	Regular Academic Session	Grading	Standard Letter Grades	
Career	Undergraduate	Units	4.00	

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MWF 11:45AM - 12:50PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Search | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information
go to ...

Search | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Swap a Class

Search Results

When available, click View All Sections to see all sections of the course.

Santa Clara University | Fall 2011

REGISTRAR'S HOME PAGE

My Class Schedule | show all | Shopping Cart | show all

CHEM 11	MWF 10:30AM - 11:35AM	Daly Science Center 206	CLAS 1	MWF 1:00PM - 2:05PM	O'Connor Hall 210
---------	-----------------------	-------------------------	--------	---------------------	-------------------

The following classes match your search criteria Course Subject: Classics, Course Career: Undergraduate, Show Open Classes Only: Yes

☒ Open ☐ Closed ☐ Wait List

CLAS 1 - Elementary Latin I

View All Sections First 1-2 of 2 Last

Section 01-LEC(72241) Status ☒ select class

Session	Regular	Days & Times	Room	Instructor	Meeting Dates
		MWF 11:45AM - 12:50PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Section 02-LEC(72243) Status ☒ select class

Session	Regular	Days & Times	Room	Instructor	Meeting Dates
		MWF 1:00PM - 2:05PM	O'Connor Hall 210	John Heath	09/19/2011 - 12/02/2011

Search | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2011 | Undergraduate | Santa Clara University

You are replacing this class

☒ Enrolled ☐ Dropped ☐ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 14-05 (72650)	Calculus & Analytic Geom IV (Lecture)	MWF 1:00PM - 2:05PM	O'Connor Hall 207	M. Oscamou	4.00	<input checked="" type="checkbox"/>

With this class

☒ Open ☐ Closed ☐ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CLAS 1-01 (72241)	Elementary Latin I (Lecture)	MWF 11:45AM - 12:50PM	O'Connor Hall 210	J. Heath	4.00	<input checked="" type="checkbox"/>

Search | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information
go to ...

After selecting class or clicking on **“Next”** you will need to **“Confirm your selection”**. The system displays the class you are replacing as well as the new class. Click on **“Finish Swapping.”**

Your results will be displayed. If successful, a green check is noted in the status column next to the classes being considered for the swap. If unsuccessful, a red x is displayed. The message depicts the reason.

Search | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2011 | Undergraduate | Santa Clara University

☒ Success: Classes were swapped ☒ Error: Unable to swap class

Class	Message	Status
Swap MATH 14 with CLAS 1	Success: This class has been replaced.	<input checked="" type="checkbox"/>

Search | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information
go to ...

Student Center

Edit tab: This feature allows you to swap one scheduled lab for another if you had registered for a class that has an attached lab requirement. If you have a qualified class it will appear on the drop down menu. Select the class and then click on **“Proceed To Step 2 Of 3”** button.



Edit Class Enrollment Options

1. Select a class to edit

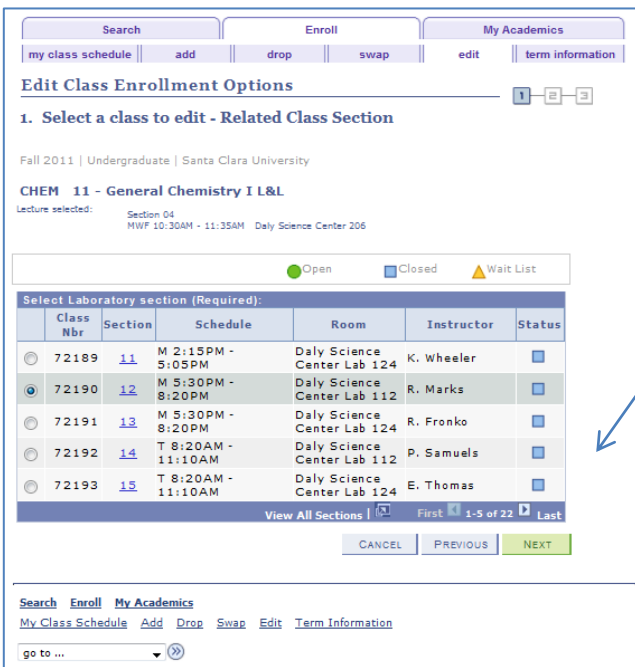
Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Fall 2011 | Undergraduate | Santa Clara University

Classes you are allowed to edit

Select from your schedule: CHEM 11: General Chemistry I L&L

PROCEED TO STEP 2 OF 3



Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

Fall 2011 | Undergraduate | Santa Clara University

CHEM 11 - General Chemistry I L&L

Lecture selected: Section 04
MWF 10:30AM - 11:35AM Daly Science Center 206

☒ Open ☐ Closed ☐ Wait List

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
72189	11	M 2:15PM - 5:05PM	Daly Science Center Lab 124	K. Wheeler	<input type="checkbox"/>
72190	12	M 5:30PM - 8:20PM	Daly Science Center Lab 112	R. Marks	<input checked="" type="checkbox"/>
72191	13	M 5:30PM - 8:20PM	Daly Science Center Lab 124	R. Fronko	<input type="checkbox"/>
72192	14	T 8:20AM - 11:10AM	Daly Science Center Lab 112	P. Samuels	<input type="checkbox"/>
72193	15	T 8:20AM - 11:10AM	Daly Science Center Lab 124	E. Thomas	<input type="checkbox"/>

View All Sections | First 1-5 of 22 Last

CANCEL PREVIOUS NEXT

Search Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

The labs affiliated with the class will be listed. Select the desired class and click on **“next”**.



Student Center

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Fall 2011 | Undergraduate | Santa Clara University

CHEM 11 - General Chemistry I L&L

Class Preferences

CHEM 11-04	Lecture	Open	Permission Nbr	
CHEM 11-19	Laboratory	Open	Grading	Standard Letter Grades
Session	Regular Academic Session		Units	5.00
Career	Undergraduate		Requirement Designation	Natural Science Lab & Engineering: Chemistry

Enrollment Information

- EXP Natural Science
- INT PATH Values in Science & Technology

CANCEL PREVIOUS NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
04	Lecture	MWF 10:30AM - 11:35AM	Daly Science Center 206	Linda Brunauer	09/19/2011 - 12/02/2011
19	Laboratory	T 3:15PM - 6:05PM	Daly Science Center Lab 112	Anne Farrell	09/19/2011 - 12/02/2011

NOTES

Class Notes Students should register for a lecture section and a lab section.

The resulting page shows you if the lab choice you selected is available (depicted as open by a green circle). You can add a permission number on this page if you have received one. Greater details about the lab choice are also noted. Click on **“Next”** to move forward with the transaction.



Your new selection, along with the lab that you are replacing, are noted and you are asked to confirm your request. Click on the **“Finish Editing”** button when satisfied that the information is correct.

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Fall 2011 | Undergraduate | Santa Clara University

Class Attribute	Original Value	New Value
Laboratory Section	16 T 11:50AM - 2:40PM Daly Science Center Lab 112	19 T 3:15PM - 6:05PM Daly Science Center Lab 112

CANCEL FINISH EDITING

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Fall 2011 | Undergraduate | Santa Clara University

Success: Class updated Error: Unable to update class

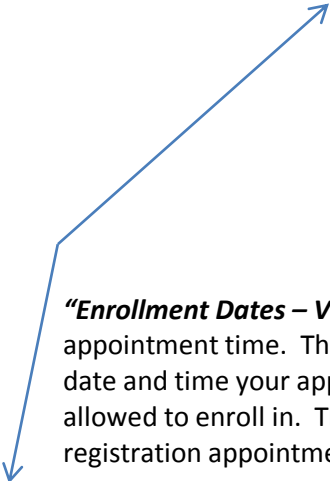
Class	Message	Status
CHEM 11	Success: This class has been updated.	Success

MY CLASS SCHEDULE

Your results note whether your transaction was a success or if you were unable to update the class with your new selection. Reasoning is explained under the “Message” column and if successful, a green check is listed next to the class. If unsuccessful, a red x is listed.

Success: Classes were swapped Error: Unable to swap class

Term tab: This feature allows you to view your assigned enrollment dates, exam schedule and grades for a specified term. When utilizing, you will first be required to designate the term you wish to view.



Search
Enroll
My Academics

my class schedule || add || drop || swap || edit || term informa

Term Information

Enrollment Dates

[View my enrollment dates](#)

Exam Schedule

[View my exam schedule](#)

Grades

[View my grades](#)

[Search](#)
[Enroll](#)
[My Academics](#)

[My Class Schedule](#)
[Add](#)
[Drop](#)
[Swap](#)
[Edit](#)
[Term Information](#)

go to ...

“Enrollment Dates – View my enrollment dates”: You can view your assigned registration appointment time. This view shows you the date and time your appointment begins and the date and time your appointment will end. It also shows you the maximum total units you are allowed to enroll in. The **“open enrollment date”** is listed. This date begins a period when a registration appointment is not required to make use of the registration system.

Search
Enroll
My Academics

my class schedule || add || drop || swap || edit || term information

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Fall 2011 | Undergraduate | Santa Clara University

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	October 3, 2011 8:00AM	October 6, 2011 11:59PM	20.00	20.00	5.00	

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Session	September 26, 2011	

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
25.00	25.00	5.00	

ADD CLASSES



Student Center

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Term Information

Enrollment Dates [View my enrollment dates](#)

Exam Schedule [View my exam schedule](#)

Grades [View my grades](#)

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

“Exam Schedule – View my exam schedule”:

You can view the date, time and location of your scheduled class exams for a specified term.

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

My Exam Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

Spring 2011 | Santa Clara University [change term](#)

Class	Description	Exam Type	Exam Date	Schedule	Room
OMIS 355-2 (67811)	Computer-Based Decision Models (Lecture)	Final	06/07/2011	8:00PM - 10:00PM	Arts & Sciences 133

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Term Information

Enrollment Dates [View my enrollment dates](#)

Exam Schedule [View my exam schedule](#)

Grades [View my grades](#)

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

“Grades – View my grades”:

You can view your assigned grades and term statistics for a specified term.

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

View My Grades

Spring 2011 | Graduate Business | Santa Clara University [change term](#)

Class Grades - Spring 2011

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
OMIS 355	Computer-Based Decision Models	3.00	Standard Letter Grades	C	6.000

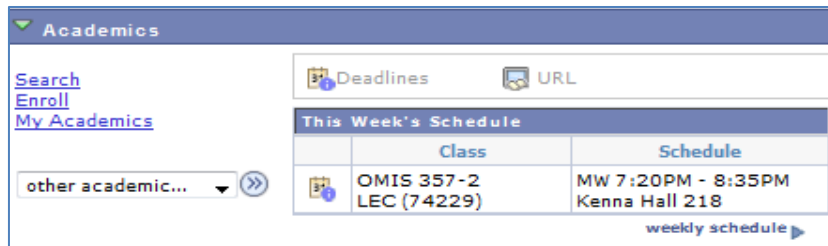
Term Statistics - Spring 2011

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	3.000	60.000
Passed	3.000	57.000
Units Not for GPA:		
Taken		6.000
Passed		
Transfer Units		6.000
GPA Calculation		
Total Grade Points	6.000	170.800
/ Units Taken Toward GPA	3.000	60.000
= GPA	2.000	2.847



Santa Clara University

Student Center



Academics

[Search](#)
[Enroll](#)
[My Academics](#)

other academic... >>

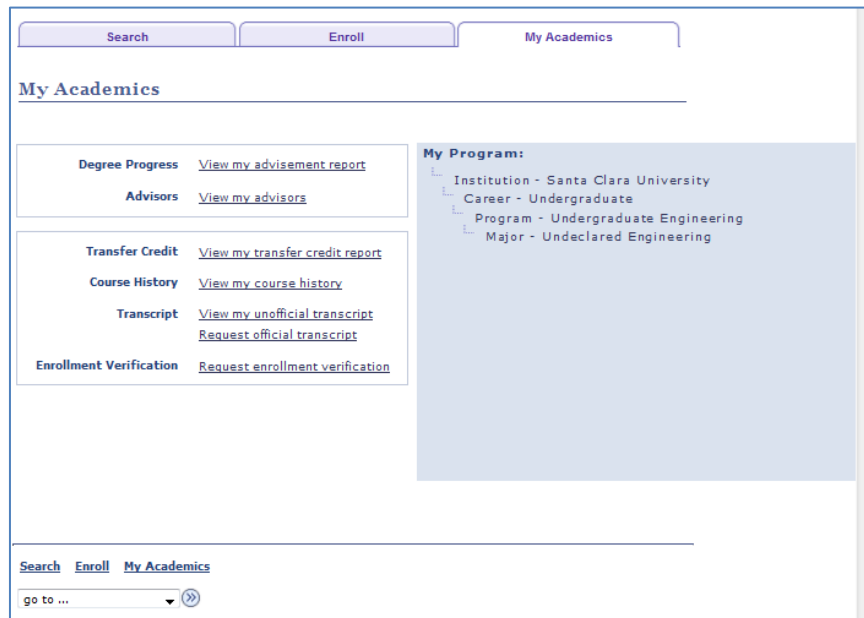
Deadlines URL

This Week's Schedule

Class	Schedule
OMIS 357-2 LEC (74229)	MW 7:20PM - 8:35PM Kenna Hall 218

weekly schedule >

Clicking on the URL for **“My Academics”** takes you to the following panel which provides you with a wealth of information regarding your academic experience. You are provided with additional links that allow you to view your degree progress; assigned advisor(s); transfer credit; course history and transcript information. You also have access to request your transcript or enrollment verification reports. Simply click on the URL next to the topic of choice and you will be connected to your related personal information.



Search Enroll **My Academics**

My Academics

Degree Progress [View my advisement report](#)

Advisors [View my advisors](#)

Transfer Credit [View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

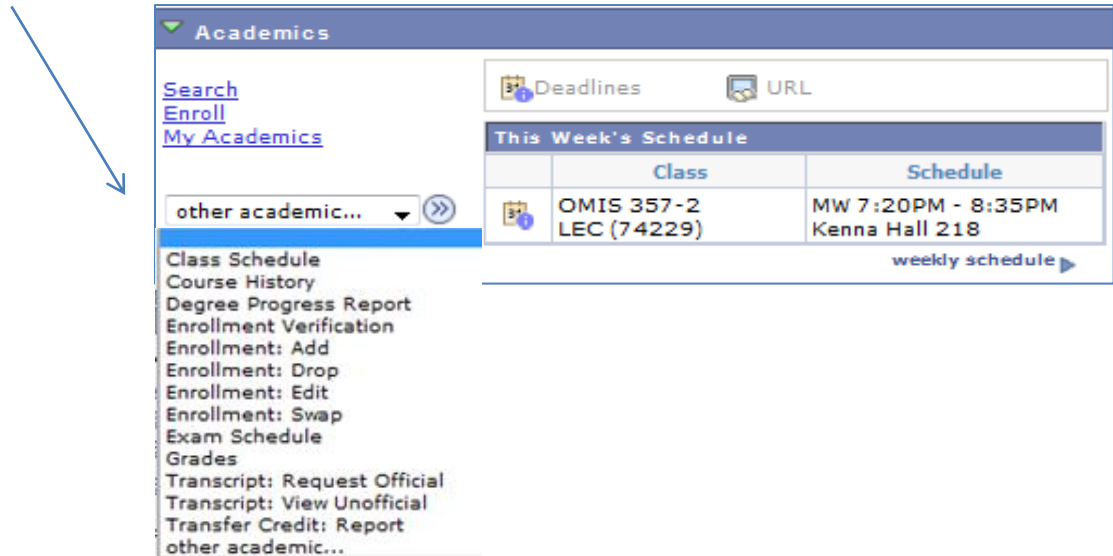
My Program:

- Institution - Santa Clara University
- Career - Undergraduate
- Program - Undergraduate Engineering
- Major - Undeclared Engineering

Search Enroll **My Academics**

go to ... >>

There is more than one way to access the various pieces of information in your account. If you click on the ***“other academic”*** drop down menu you can access any of the topics listed by clicking on the link.



Academics


[Search](#)
[Enroll](#)
[My Academics](#)

other academic... >>

- Class Schedule
- Course History
- Degree Progress Report
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Deadlines **URL**

This Week's Schedule

	Class	Schedule
	OMIS 357-2 LEC (74229)	MW 7:20PM - 8:35PM Kenna Hall 218

[weekly schedule >](#)



Financials

“My Account”: This feature displays a student’s finance account, including payments and financial aid.

Finances

My Account
[View Anticipated Aid](#)
[SCU Account Detail](#)
[SCU Direct Deposit Refunds](#)
[SCU Refund Request](#)

Financial Aid
[View/Print Award Letter](#)
[Accept/Decline Awards](#)

You have no outstanding charges at this time.

View Anticipated Aid:

This link displays anticipated aid by term. You can view term totals and individual awards by term.

Student Center		
Anticipated Aid Details		
Terms		
Winter 2012	Term Total:	1,400.00
Item Type	Career	Net Award
SCU Incentive Grants	UGRD	1,400.00
Spring 2012	Term Total:	1,400.00
Item Type	Career	Net Award
SCU Incentive Grants	UGRD	1,400.00
Return		

SCU Account Detail:

This link displays all financial transactions made between you and SCU.

SCU Account Detail

Business Unit: SCU [Return](#)

ID:

Sort Detail By

☒ Posted Date

☐ Effective Date

☐ Bill Date

☐ Due Date

From Date: 01/01/1900

To Date: 01/01/2100

Customize | Find | |

First 1-11 of 11 Last

Date Posted	Item Effective Date	Billing Date	Due Date	Item Type	Term	Amount	Total
-------------	---------------------	--------------	----------	-----------	------	--------	-------



Santa Clara University

Student Center

SCU Direct Deposit Refunds:

You are directed to review, add or update your direct deposit information.

Direct Deposit

STUDENT-EMPLOYEES NOTE
If you are a student-employee, the data entered here will be used for both your student refund and your payroll. This includes cancelling direct deposit by deleting.

Review, add or update your direct deposit information.

Direct Deposit Detail				
Account Type	Routing Number	Account Number		

Add Account

*You MUST Agree to Terms and Conditions before you can add or edit your data.
*Select "DELETE" only if you no longer want to receive refunds via direct deposit.
*Select "EDIT" to change account information.

I hereby authorize Santa Clara University to initiate credits (and/or corrections to the previous credits) to my account at the institutions listed here. This permission remains in effect until revoked.
Refunds are based on enrollment, housing, miscellaneous charges and financial aid at the time.

☐ I agree to abide by the Terms & Conditions stated above.

SCU Refund Request:

Refund Request

[SCU ACCOUNT DETAIL](#)
[SCU REFUND POLICY](#)

You must have a credit balance to obtain a refund. You are not eligible at this time.

DO NOT ISSUE REFUND UNTIL REQUESTED

Save

[Click to hide Instructions](#)

- * Sign up for direct deposit to obtain your funds more rapidly! Click the SCU Direct Deposit Link in the Finances section.
- * CHECK the YES box, complete any other pertinent information & click the SAVE button to prompt your request.
- * CLICK the DO NOT ISSUE button if you prefer to have your credit remain on your account.
- * To request a lower amount, simply change the amount in the refund box.
- * Select an address if you are not on direct deposit.
- * Changes to your request may be made up to the time your request is approved. Once approved, additional requests will not be accepted.
- * Funds via direct deposit will be automatically transferred to your financial institution; checks will be mailed weekly.

(24000, 251)


Student Center

“Financial Aid”: View your financial aid award summary by year and by term. Additional links to *Loan Details; Estimated Cost of Attendance; View Scheduled Disbursement Dates* and other helpful resources are provided to assist you.

Finances

My Account
[View Anticipated Aid](#)
[SCU Account Detail](#)
[SCU Direct Deposit Refunds](#)
[SCU Refund Request](#)

Financial Aid
[View/Print Award Letter](#)
[Accept/Decline Awards](#)

 **You have no outstanding charges at this time.**


View/Print Award Letter

Financial Aid

Select Award Letter to View

Please select the "View" link to open an ecampus page with your award. The "Current Award Letter" page will also have buttons to accept your award, to print your award letter and links to other important pages. The "Previous Award Letter" page will show your award for the year as of the date selected and has a button to print the award letter. Please select the PDF icon to open a new page with an award letter that can be printed.

The lines that are in bold are the current award letters for each academic year. The lines that are not in bold are previous award letters that you can access and print but have been revised.

Academic Year	Award Letter Date	Description	View	Print
2011-2012	04/01/2011	2012 Current Award Letter	View	

Use the "go to" drop down box at the top or bottom of the page to go to either "My Class Schedule" or "Student Center".

go to ...

Accept/Decline Awards: This link displays your financial aid awards and allows you to accept or decline them.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2012	Santa Clara University	

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ...



Personal Information

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... »

Contact Information

[Local Mailing Address](#) [Permanent Address](#)

[Permanent Phone](#) [Campus Email](#)



Personal Info
posted on this
page

Demographic Data: This link allows you to see your SCU and personal information.

Demographic Information

ID
Gender
Date of Birth
Birth Country
Birth State
Marital Status
Military Status

National Identification Number

Country	National ID Type	National ID
United States	SSN	

Citizenship Information

Description	Country
	United States

Driver's License

License #	Country	State

Visa or Permit Data

*Type	Country

If any of the information above is wrong, contact your administrative office.

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Demographic Information](#)

go to ... »

Emergency Contacts:

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>		Parent			edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

Names:

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary		edit

[ADD A NEW NAME](#)



Student Center

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▾

- Addresses
- Email Addresses
- Phone Numbers
- other personal...

Contact Information

[Local Mailing Address](#) [Permanent Address](#)

[Permanent Phone](#) [Campus Email](#)

There are alternate ways to get to your account information. If you click on the **“other personal”** drop down link OR if you choose **“Personal Portfolio”** from your main menu you will be connected to the below panel. Note all the various tabs that contain your personal information. You have the option to edit much of your personal detail so that you can keep it current.

Enterprise Menu

Personal Portfolio

- Addresses
- Names
- Phone Numbers
- Email Addresses
- Emergency Contacts
- SCU Electronic Information
- SCU Campus Alert Information

Financial Aid

Student Records

Bursar Office

Housing

Reporting Tools

Calculus Readiness Exam

Student Election

ACCESS Card Office

My System Profile

SCU Parking Permits

addresses names phone numbers email addresses emergency contacts demographic information

Addresses

View, add, change or delete an address.

Address Type	Address		
Permanent		edit	delete
Mail		edit	
Campus		edit	delete

[ADD A NEW ADDRESS](#)

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Demographic Information](#)

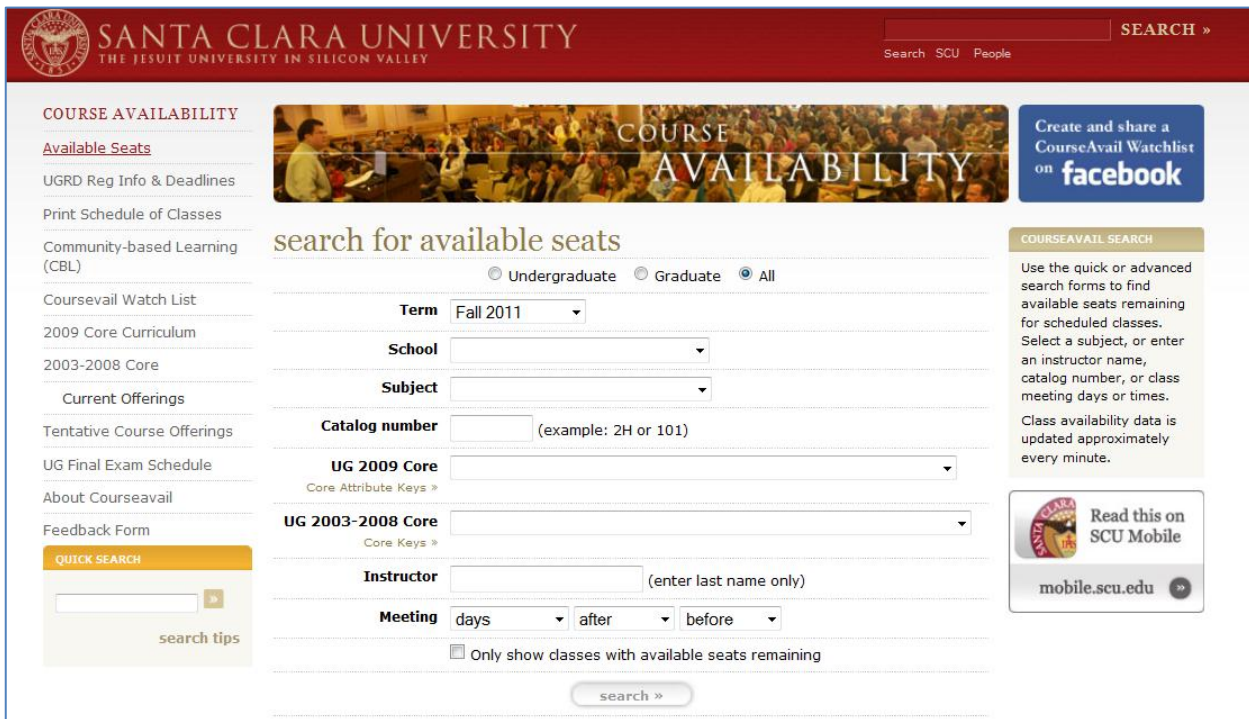
go to ... ▾

A Note about Course Availability

<http://www.scu.edu/courseavail>

The **Course Availability** feature is SCU's premiere class search tool. Here you can search for all SCU classes by term. You have options of searching for classes by *Program*; *School*; *Subject* or by *CORE* attributes. Search results list number of seats available and clicking on the course number will produce even greater detail about the class.

Using the **Courseavail Watch Lists** tool you can track seats remaining in classes for an upcoming or current term. There are two types of Watch Lists – one that you manage in Facebook, using the CourseAvail Watch List application, and one that you use in SCU the CourseAvail Web site. This tool allows you to monitor changes in available seats in a select list of classes you determine as the availability data is updated.



The screenshot shows the Santa Clara University Course Availability website. The header includes the university logo and name, a search bar, and a "SEARCH »" button. The main content area is titled "COURSE AVAILABILITY" and features a banner image of students in a classroom. Below the banner, there is a section for "search for available seats" with various filters and search options. The left sidebar contains a list of links for course availability, including "Available Seats", "UGRD Reg Info & Deadlines", "Print Schedule of Classes", "Community-based Learning (CBL)", "Coursevail Watch List", "2009 Core Curriculum", "2003-2008 Core", "Current Offerings", "Tentative Course Offerings", "UG Final Exam Schedule", "About Courseavail", and "Feedback Form". The right sidebar contains a "COURSEAVAIL SEARCH" section with instructions on how to use the search forms and a "Read this on SCU Mobile" button.

SANTA CLARA UNIVERSITY
THE JESUIT UNIVERSITY IN SILICON VALLEY

Search SCU People **SEARCH »**

COURSE AVAILABILITY

[Available Seats](#)

UGRD Reg Info & Deadlines

Print Schedule of Classes

Community-based Learning (CBL)

Coursevail Watch List

2009 Core Curriculum

2003-2008 Core

Current Offerings

Tentative Course Offerings

UG Final Exam Schedule

About Courseavail

Feedback Form

QUICK SEARCH

search tips

COURSE AVAILABILITY

search for available seats

☐ Undergraduate ☐ Graduate ☒ All

Term Fall 2011

School

Subject

Catalog number (example: 2H or 101)

UG 2009 Core

Core Attribute Keys »

UG 2003-2008 Core

Core Keys »

Instructor (enter last name only)

Meeting days after before

☐ Only show classes with available seats remaining

search »

Create and share a CourseAvail Watchlist on **facebook**

COURSEAVAIL SEARCH

Use the quick or advanced search forms to find available seats remaining for scheduled classes. Select a subject, or enter an instructor name, catalog number, or class meeting days or times.

Class availability data is updated approximately every minute.

Read this on SCU Mobile

mobile.scu.edu