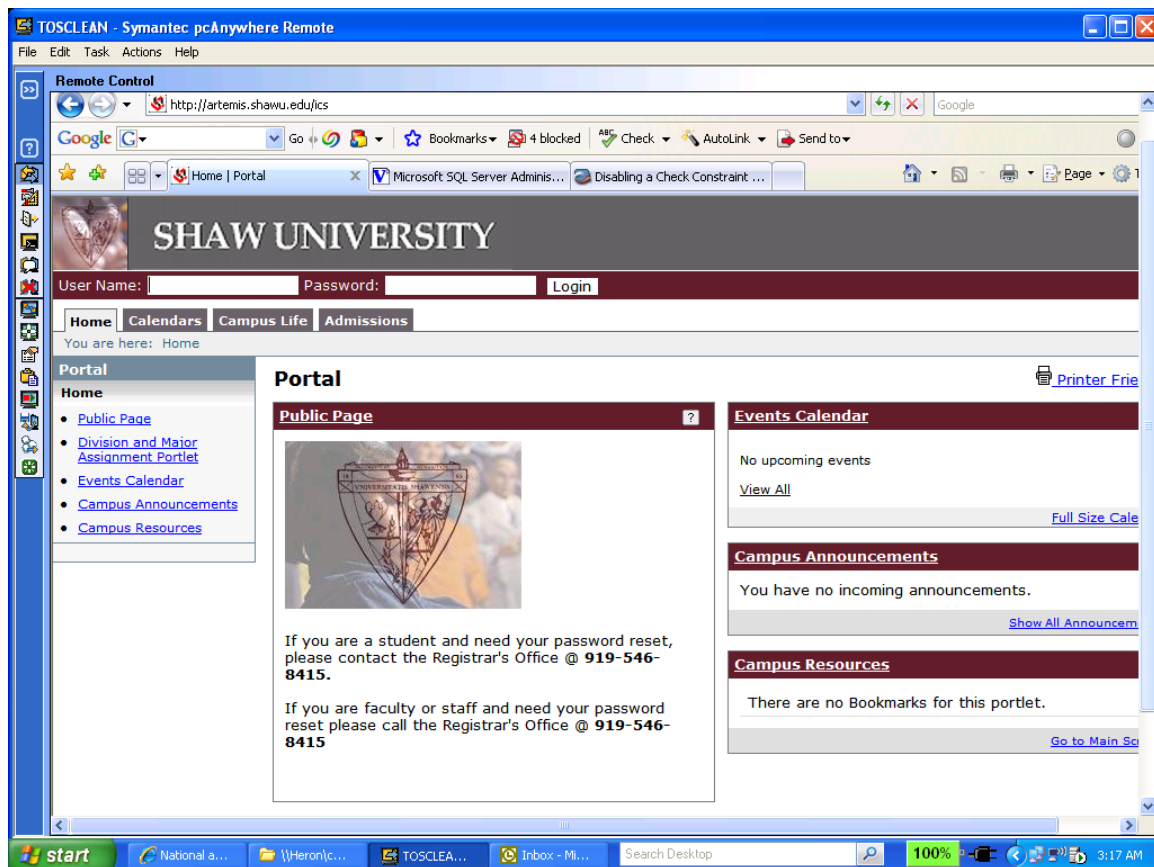


SHAW UNIVERSITY STUDENT WEBPAGE INSTRUCTIONS

Shaw University students can now access their academic information, register for courses, view financial aid and account information, as well as keep up-to-date on upcoming deadlines and events via our newly enhanced website. To access this site, you will go to the following URL:

<http://artemis.shawu.edu/ics>

This will bring you into the following webpage:

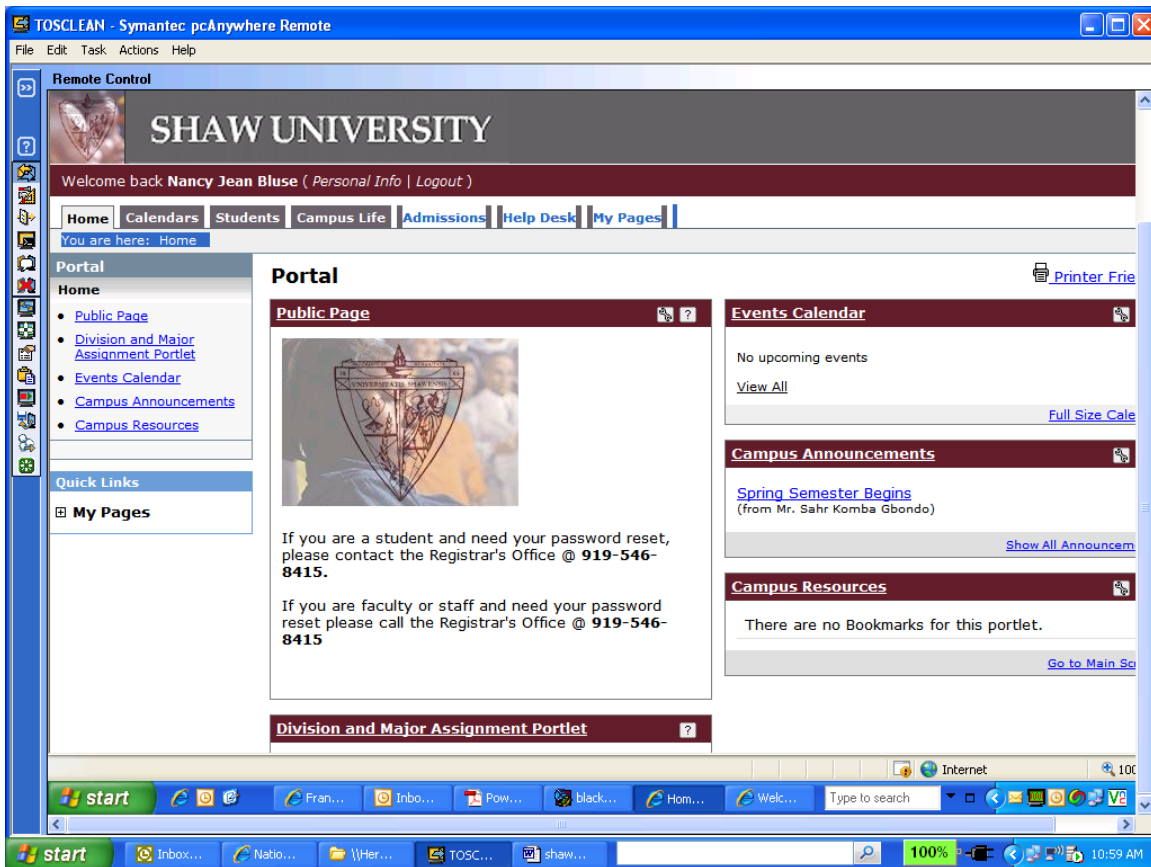


The screenshot shows a web browser window displaying the Shaw University student portal. The browser's address bar shows the URL <http://artemis.shawu.edu/ics>. The page features a dark header with the "SHAW UNIVERSITY" logo and a login section with fields for "User Name:" and "Password:" and a "Login" button. Below the header, there are navigation tabs for "Home", "Calendars", "Campus Life", and "Admissions". The main content area is divided into several sections: a "Portal" sidebar with links to "Public Page", "Division and Major Assignment Portlet", "Events Calendar", "Campus Announcements", and "Campus Resources"; a "Public Page" section with a university crest and text about password resets for students and faculty; an "Events Calendar" section stating "No upcoming events"; a "Campus Announcements" section stating "You have no incoming announcements"; and a "Campus Resources" section stating "There are no Bookmarks for this portlet." The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with the time 3:17 AM.

This is the Shaw University public page. As you can see, it gives you information on public events on campus, general announcements, as well as information on how to reset your password.

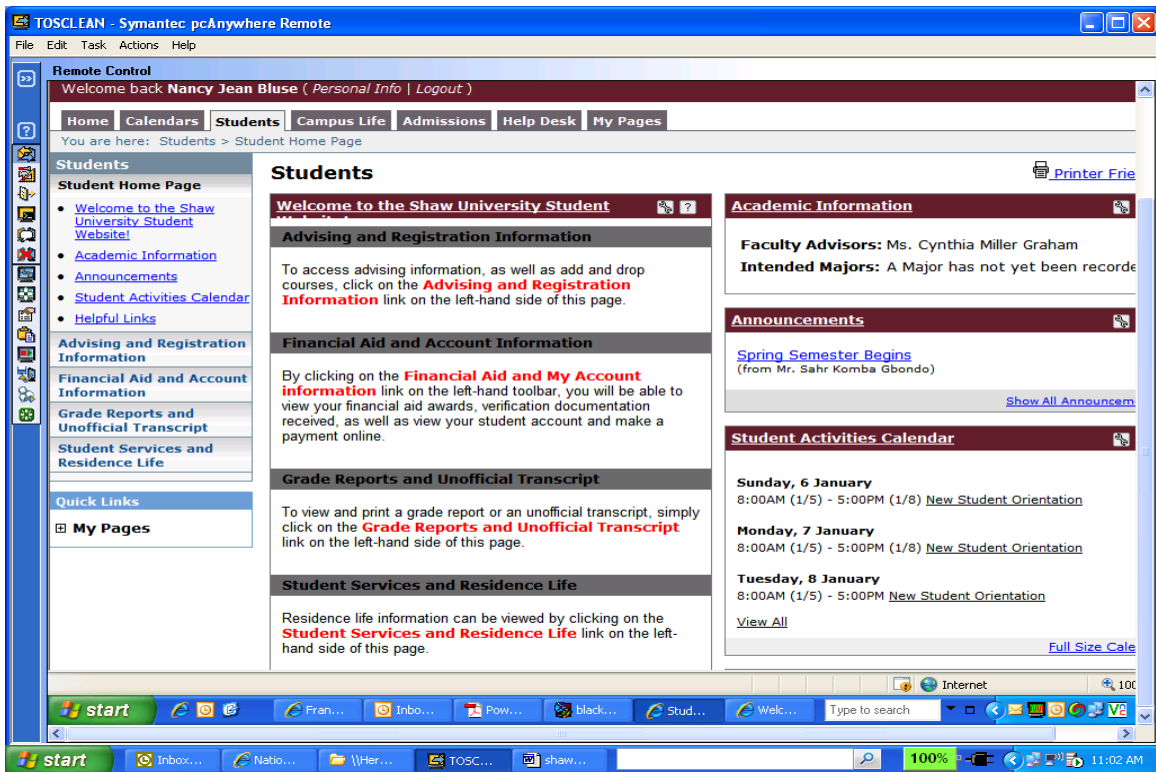
As a student at Shaw University, you were given a student login and password. This information needs to be entered into the **username** and **password** boxes on the webpage. Once you have done this, you will click **login**.

Once you have done this, you will see that additional tabs will appear at the top of the webpage.



Your next step is to click on the **students** tab.

The following will appear:



This is the student home page. The left-hand column on this page gives you the list of pages for student use.

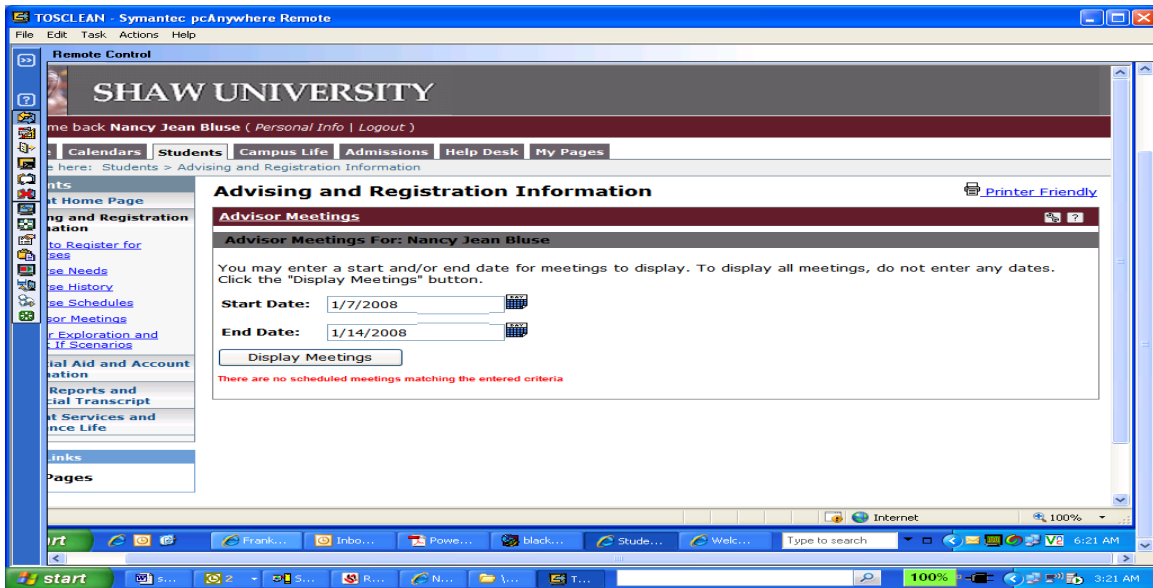
The Students (or homepage) contains information on how to access each of the pages, as well as academic information, student announcements, student activities calendar, and helpful links.

The advising and registration page will give you the ability to view information on your progress toward completing your degree program, as well as give you the opportunity to register on line when this option is available.

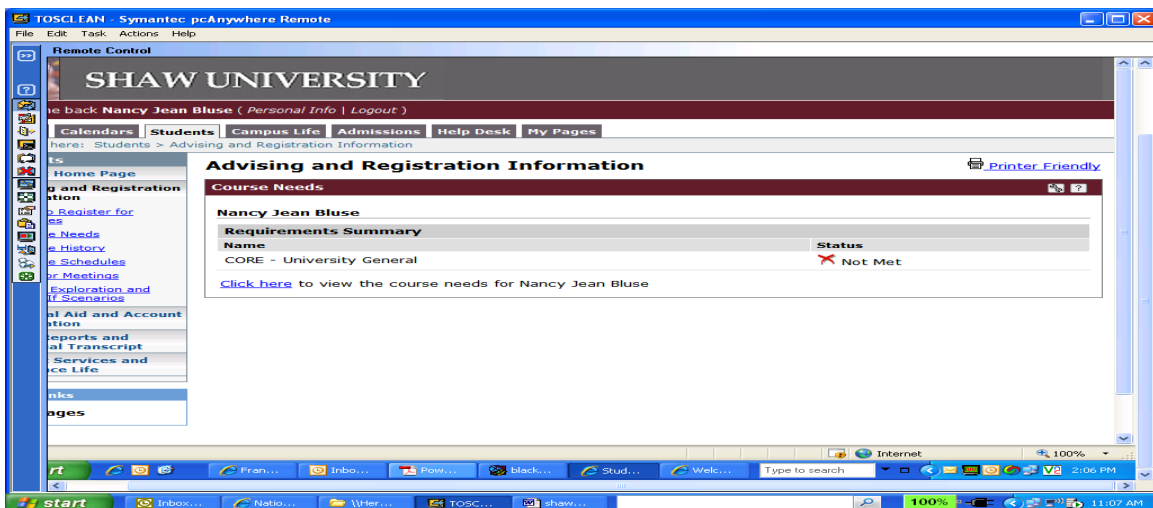
Prior to registering for courses for an upcoming semester, students need to meet with their academic advisor to review their current progress in their degree program, as well as determine which courses a student needs to take towards completing their program. An advisor clearance will appear on

your record until you have met with the advisor and they have cleared you to register.

Advisors will enter in the recommended courses through the advisor meeting notes. You can access this information viewing the advisor meeting window and clicking on display meetings. This will allow you to see what recommendations have been made by your academic advisor.

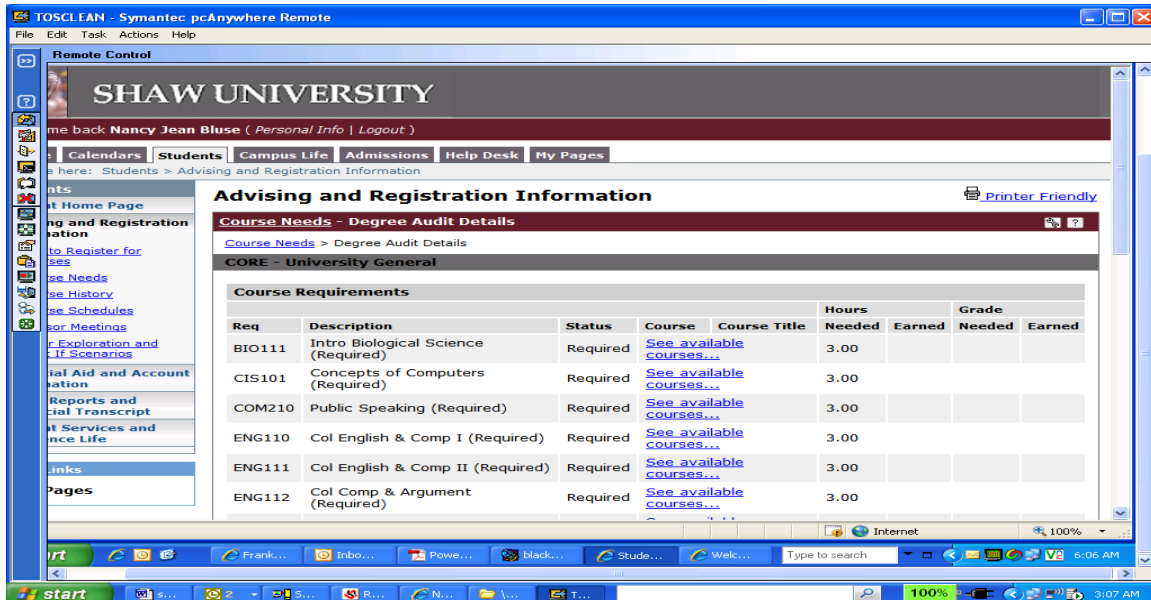


By clicking on Course Needs in the column on the left, you will be able to view the following window.

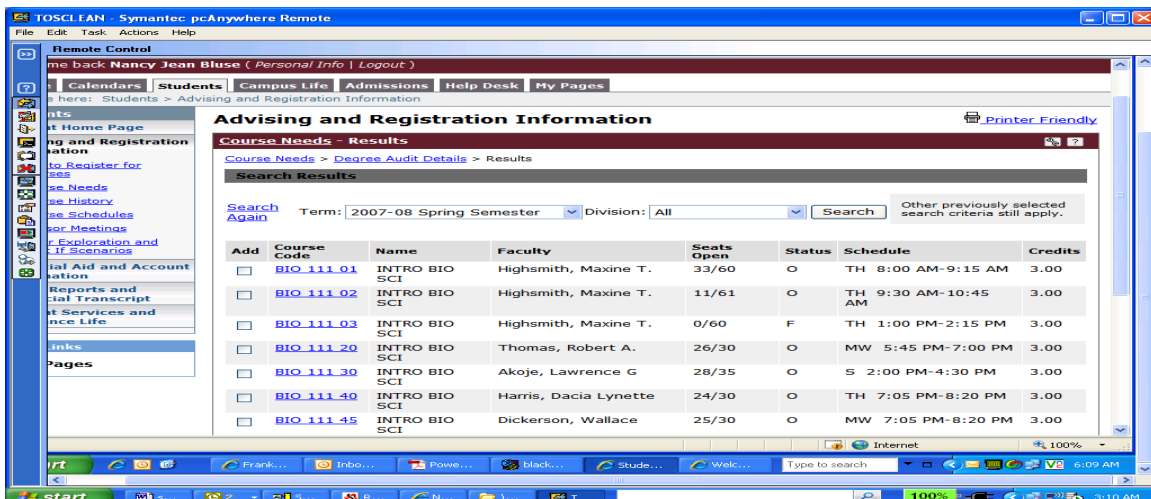


This will list all of your degree requirements. To view your course needs, simply click on the [Click here](#) button in the window.

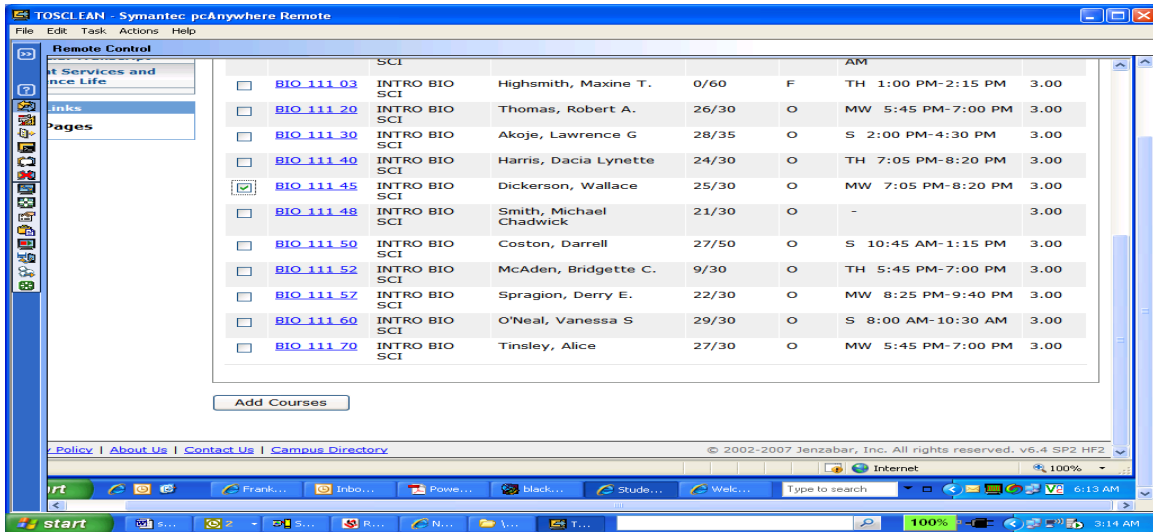
This will bring up the following window.



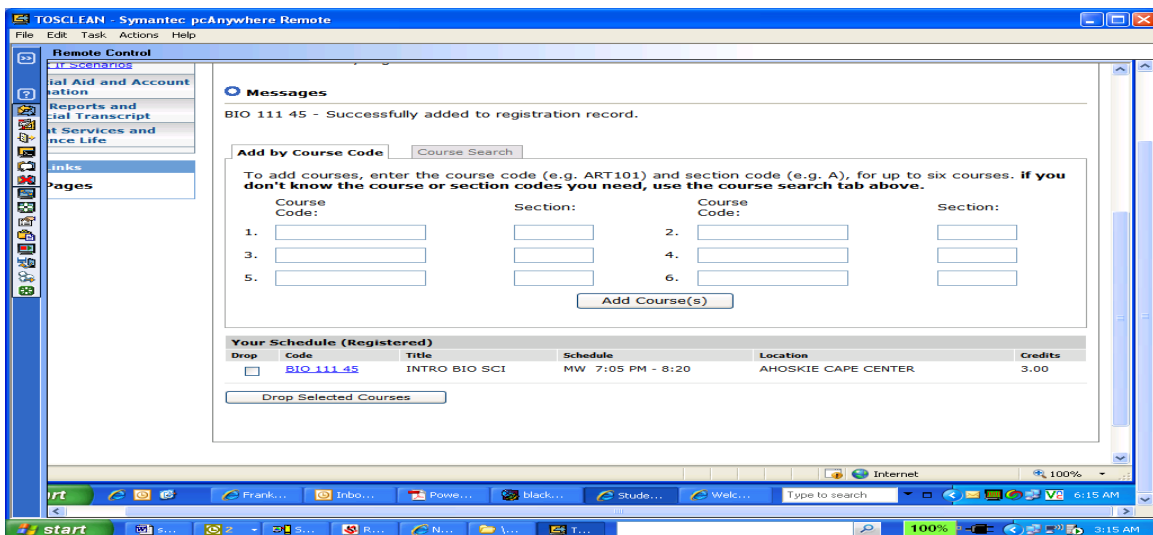
This window will allow you to see which courses you need to take to complete your degree program. This window also allows you to view the available courses that are being offered in the upcoming semester that will need that particular requirement. When you click on the [See available courses](#) button, you will be moved to the on-line registration window below.



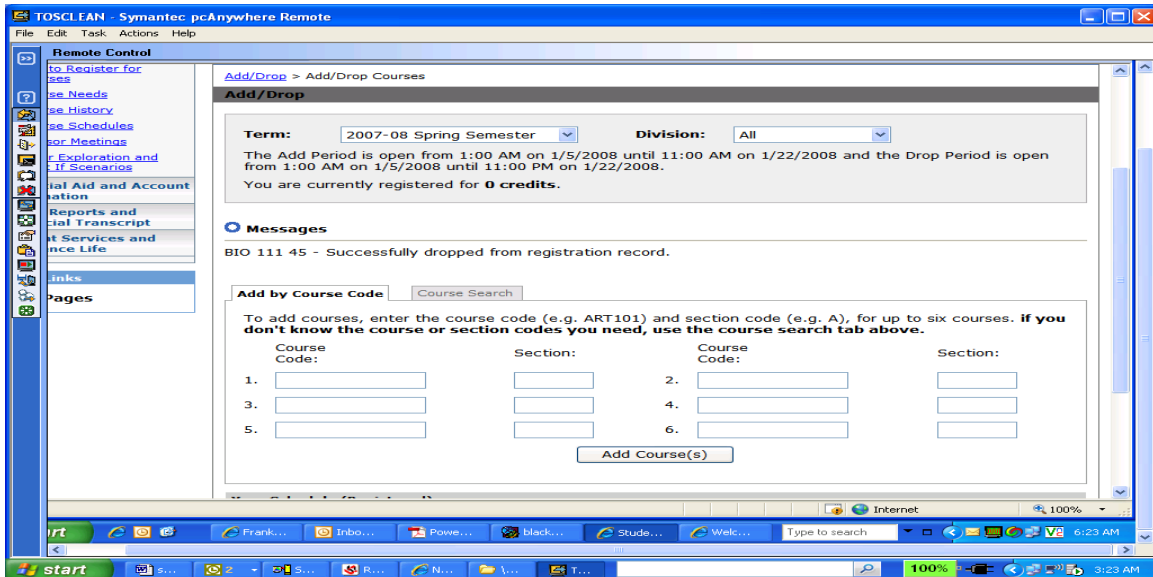
If you would like to choose one of these courses for registration, all you need to do is click the **add** button on the left side of the course you wish to take and then click the **add courses** button in the bottom of the screen.



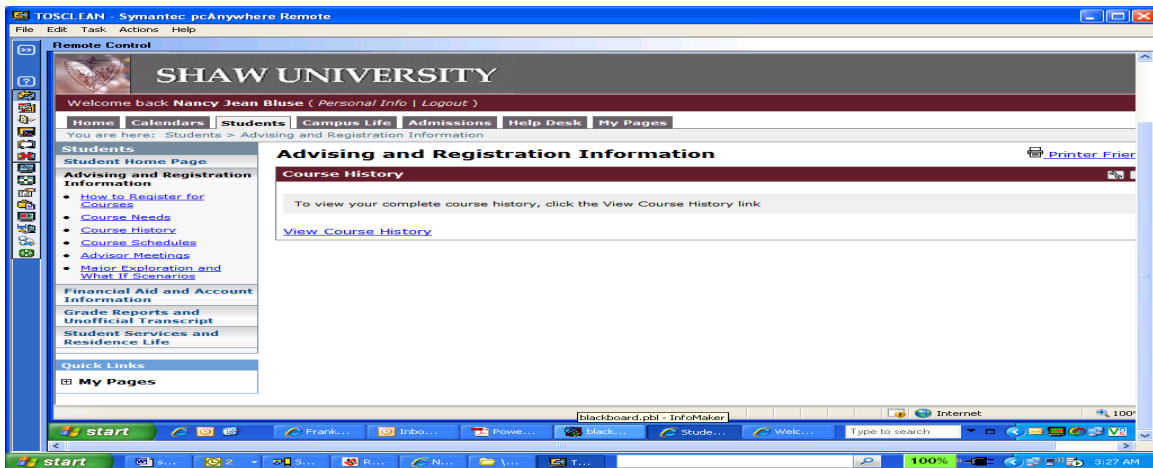
If there are no issues with holds on your account or prerequisites not met for the course, you will receive a successful registration message and the course will appear on your schedule as seen in the window below.



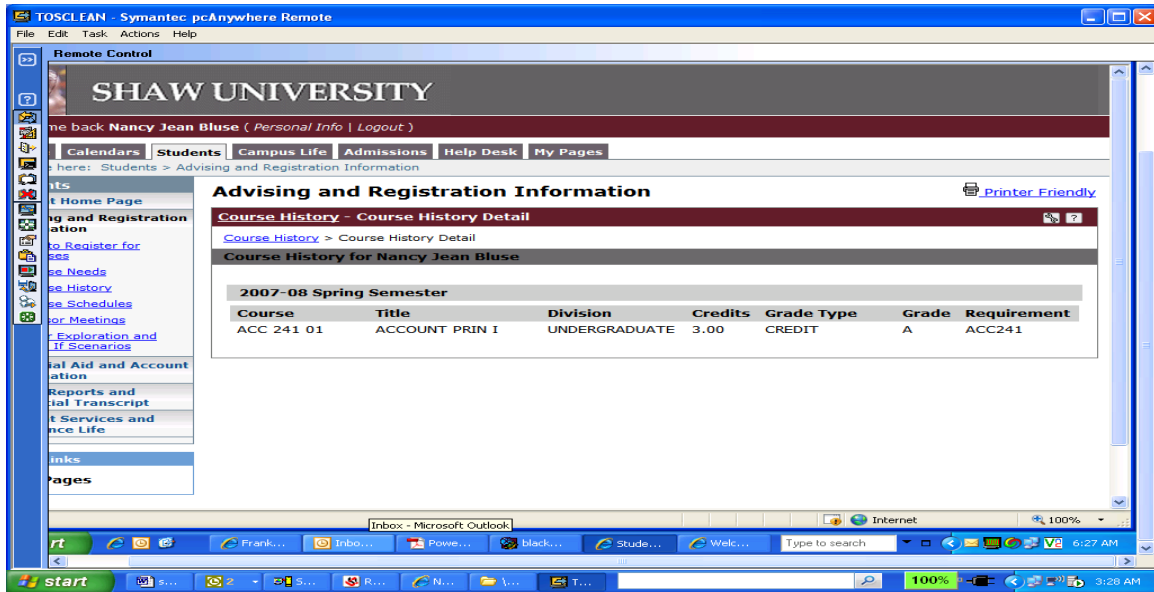
If you do not wish to take the course, dropping the course is as easy as clicking the **drop** button on the left-hand side of the course and clicking the **drop selected courses** button. A message will appear that the course has been successfully dropped.



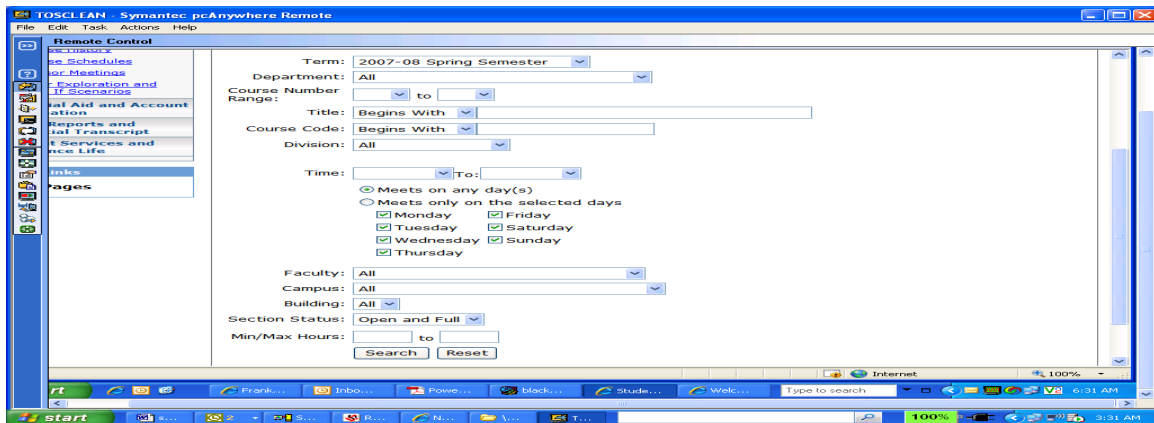
The course history window allows you to view all of the courses you have taken at Shaw University by clicking on **view course history**.



This will bring up your course history information.

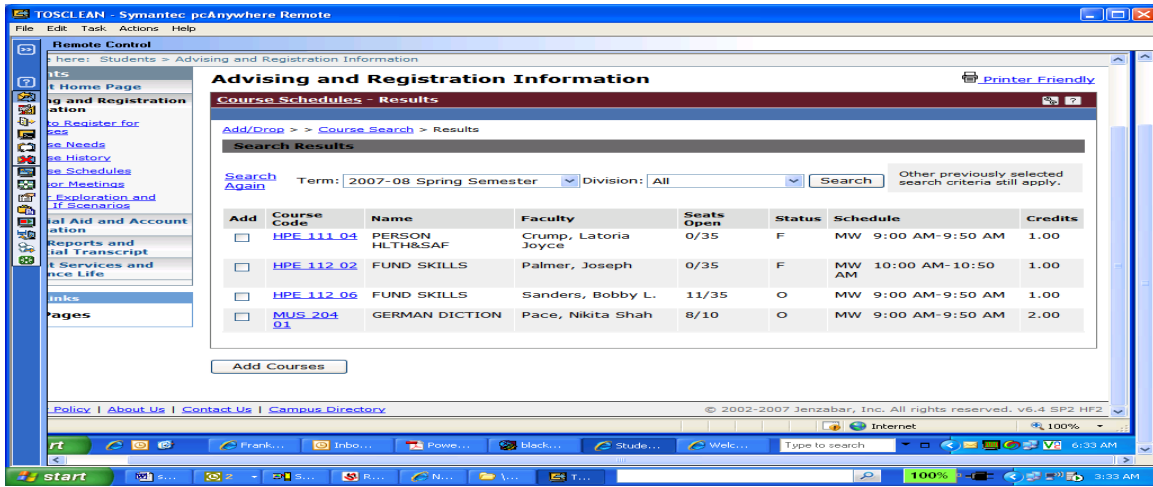


The course schedules window allows you to view your current schedule, as well as add and drop courses. The adds and drops are done in the same manner as listed above in this manual. This window also allows you to do filtering on your course search. You can search for courses by days, times, instructor, campus, building or status.

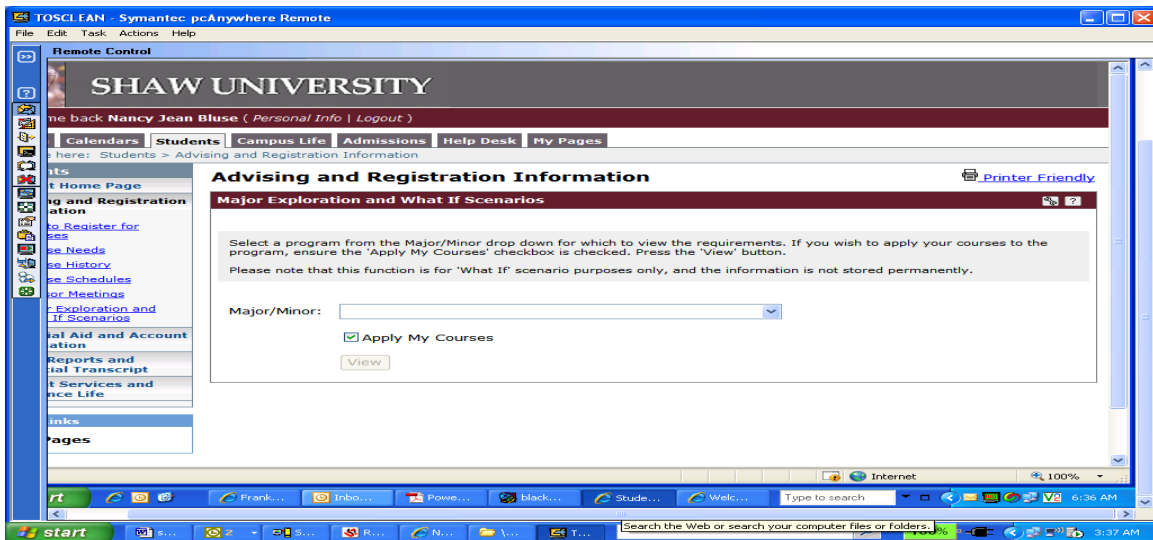


Once you have indicated your search criteria, simply click the **search** button, and a list of courses will appear for your use in registering. I entered a search criteria to select courses

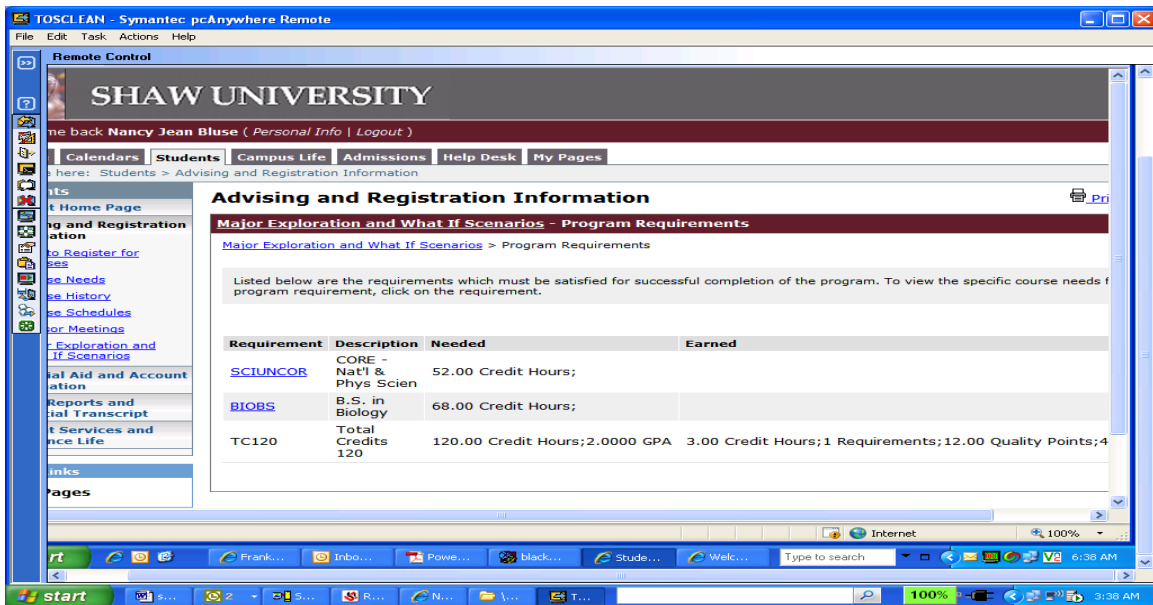
offered Monday and Wednesday from 9:00 to 11:00 a.m. and the following courses appeared:



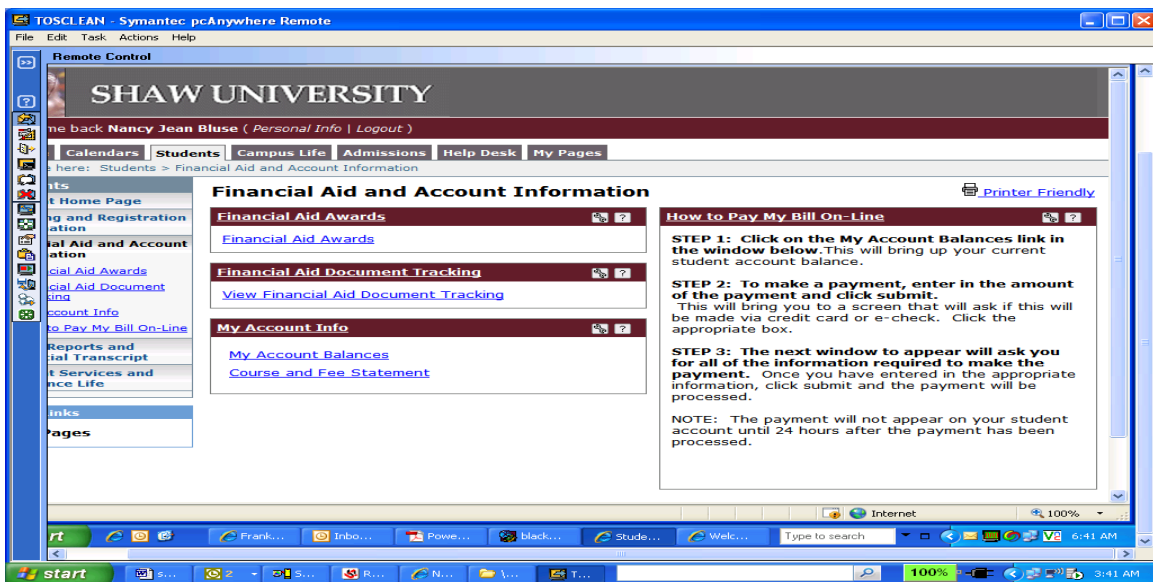
The Major Exploration and What If Scenarios window will give you the opportunity to play "what if I change my major" games to see how your courses will apply to a different major.



By using the drop-down major/minor box, you can select the appropriate degree program and catalog year that you wish to explore. By clicking the view button, it will bring up information on how your courses will apply to that particular degree program.

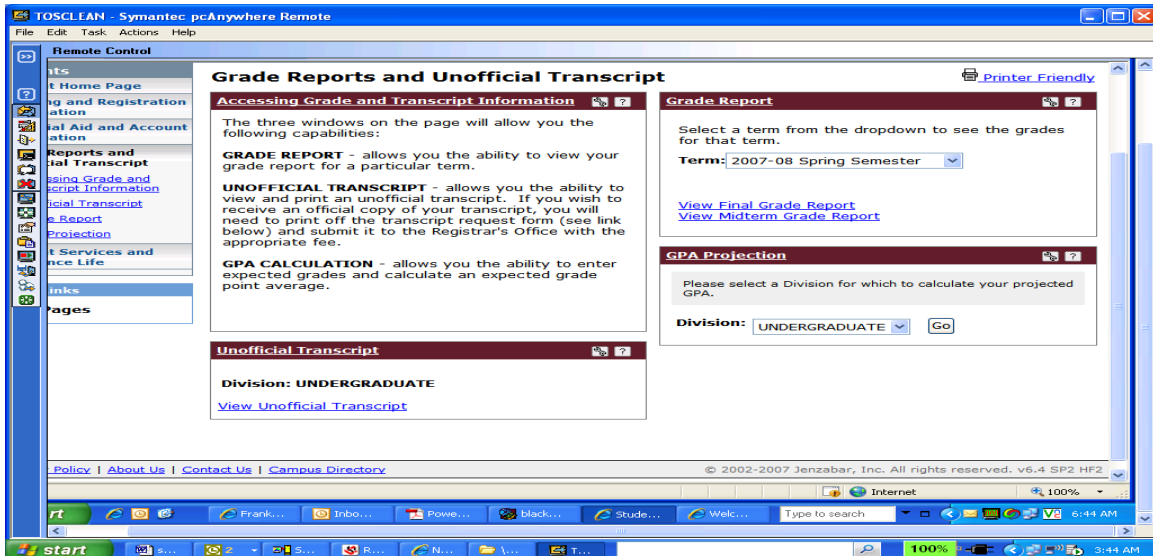


The financial aid and account information page allows you to view your financial aid awards, see what items may or may not have been received if you were required to submit verification documentation to financial aid, as well as view your student account information and make on-line payments.



To pay your bill on line, simply follow the steps in the **How to Pay My Bill On Line** in the window on the right-hand side of this page.

The Grade Reports and Unofficial transcript page will give you the ability to view your final and mid-term grade reports for a particular year and semester, print an unofficial transcript, or calculate a gpa projection.



The directions in the Accessing Grade and Transcript Information window will guide you through each function.

The Student Services and Residence Life page will allow you to view information pertaining to residence life at Shaw University. Helpful links also appear on this page that allow you to access additional valuable information on other websites.

