

**SHAW UNIVERSITY  
OFFICE OF THE REGISTRAR  
TYLER HALL, 1st FLOOR  
(919) 546-8415**

**RETURNING STUDENTS Online Registration for Academic Courses**

Shaw University offers easy online registration for current semester coursework to students that meet mandatory academic requirements. The following criterion has been established to meet standards of eligibility:

- Use a Confidential Student ID number from Admissions Office and a Confidential Personal Identification Number (PIN) from the Registrar's Office to access online Registration and Moodle, and
  
- Approval from your assigned Faculty Advisor, or Departmental Chairpersons. Students with Undeclared/Undecided Majors **must contact** the Director, Academic Advising Center at (919) 582-4978 or 4990.

**Course Registration Procedures**

**NOTE: PLEASE DO NOT USE THE BROWSER'S NAVIGATION BUTTONS TO GO BACK TO THE PREVIOUS PAGE OR TO THE NEXT PAGE. THIS ACTION WILL CAUSE SYSTEM ERROR. USE TABS OR LINKS TO NAVIGATE THROUGH WEB SITE PAGES**

The Shaw University website has been enhanced to ensure proficiency and interaction from current and perspective students. Currently enrolled students can easily access academic information, register for courses, view financial aid and account information, and view mandatory academic deadlines. Students will also be allowed to add and drop coursework. To access this site, **TYPE** the following URL: <http://artemis.shawu.edu/ics>.

**OR GO** to the Shaw University Home Page and **CLICK on the Student Tab-Current Students-Register Online** to bring up the screen: *"Welcome to Bears Portal Online Registration and Academic Advising System"*.

The Portal web page will appear that provides information on upcoming campus and community events.

1. **ENTER/TYPE** current student **Username** (Student ID number) and **Password** (Personal Identification Number/(PIN) on the top of the web page.
2. **CLICK on Login. Additional tabs will appear on the top of the web page**
3. Click on the **Students** Tab at the top of the page to access the Student home page. *The left-hand column on this page provides a list of helpful links that include academic information, announcements, activities calendar and other links. The advising and registration page will provide information on progress towards completion of the chosen degree program and provide the opportunity to register online. Prior to registering for courses for an upcoming semester, students are required to meet with their Academic Advisor to review progress in their degree program, and determine required coursework towards completing their program. An Advisor clearance will appear on the student record until approval by the advisor allows registration.*

**Click on the Course Needs tab to view your requirements. This window also provides a list of courses that will be offered in the upcoming semester.**

4. On the left side of the screen, **CLICK** on **Advising and Registration Information**.
5. On the right side of the screen, **CLICK** on **Add/Drop Courses**  
**Make sure the appropriate Term is showing e/g fall semester 2008. Select, using the down arrow or Type the appropriate division: e.g. ALL for all Students, Undergraduate for Undergraduate Students and Graduate for Graduate Students**
6. **CLICK on Course Search** in the middle of the page
7. **CLICK** on the down arrow on the right side of **Department** (in the middle of the page) **Choose a course Title from your Academic Advisement Form**
8. **CLICK** on the down arrow on the right side of **Division** and **CHOOSE Undergraduate** if you are an Undergraduate Student and **Graduate** if you are a Graduate student.
9. **CLICK** on **Search** at the bottom
10. **To choose a course for the semester, CLICK** on the **Add button** on the left side of the desired course and then **CLICK the Add Courses** tab at the bottom of the screen.

***If you are not able to add, please check with the Registrar's Office at (919) 546-8415***

***Raleigh Day students should register courses with section 1-19 only while Cape students should contact their respective Cape Directors for the appropriate sections of their Cape Centers If there is no account issue with holds or pre-requisites not met for the course, a successful registration message will be sent and the course will appear on your schedule as seen in the window below.***

11. **Repeat # 5 - #10** to complete your course selection.

***UNDERGRADUATES MUST MAINTAIN A MINIMUM OF 12 CREDIT HOURS FOR FULL TIME STATUS.***

12. To drop a course, **CLICK** the **Drop** Tab on the left-hand side of the course and **CLICK** the **Drop Selected Courses** Tab. A message will appear that the course has been successfully dropped.

**13.** Once you **COMPLETE** your **Registration**, **PRINT** your **Schedule** according to the following instructions:

- a). **CLICK** on the **Course Schedule** on the left side of the screen/page.
- b) **CLICK** on **Printer Friendly** at the top right side of the page/screen.
- c.). **CLICK** on **Send to Printer** on the left side of the page/screen

#### **14. Other Useful Information**

The course history window allows a full view of all of the courses taken at Shaw University by clicking on **ViewCourse History**. Course adds and drops are done in the same manner as listed above. Students can search for courses by date, times, instructor, campus, building and/or status. The Major Exploration and What If Scenarios window will give/allow the opportunity to play "What if I Change My Major" game to see how courses apply to various majors. The financial aid and account information page provides a view of financial aid awards, list of requirements per student of

documentation and steps to make on-line payments. To pay bill online, click on the **How to Pay My Bill Online** Tab in the window on the right-hand side of this page.

The Grade Reports and Unofficial Transcript page will provide 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 view of information pertaining to residence life at Shaw University. Helpful links also appear on this page and the page provides access to additional valuable information on other websites.

**For assistance with navigating this website or for any/all encountered problems, please contact the Registrar's Office at (919) 546-8415, or visit the Office weekdays from 8:00 a.m. – 5:00 p.m.**

Following is the current listing of Departmental Chairpersons and respective disciplines as well as Academic Advising Center:

### **College of Arts & Sciences**

**Dept. of Humanities** → Dr. Desire Baloubi (919) 546-8254

(English Ed., Spanish, Liberal Studies)

**Dept. of Mass Communications** Dr. Kandace Harris (919) 546-8435

(Concentration: Media Production, Journalism)

**Dept of Natural Sciences & Mathematics** Dr. Renata Dusenbury (919) 546-8395

(Biology, Chemistry, Environmental Sc., Mathematics, Math Ed., Physics)

**Dept. of Religion & Philosophy** Dr. William Thurston (919) 546-8457

(Religion & Philosophy, AA – Religious Studies)

**Dept. of Social Sciences** Dr. Lana Riggins (919) 546-8333

(International Relations, International Relations Concentration:- International Business, Political Sc. Psychology, Sociology, Sociology Concentration:- Criminal Justice,)

**Dept. of Visual & Performing Arts** Mr. George Hatcher, Jr. (919) 546-8353

(Music: Concentrations-Vocal or Instrumental, Theatre)

### **College of Graduate & Professional Studies**

**Dept of Allied Health Professions** Dr. James McCallum (919) 546-8311

(Adapted Physical Education: Kinesiotherapy (HPE), Athletic Training, Recreation, Speech Pathology and Audiology, Therapeutic Recreation)

**Dept. of Business & Public Administration** Dr. Mma Kalu (919) 546-8350

(Business. Administration Concentration: Accounting, Entrepreneurship, Management)

Public Administration, Public Administration Concentration: -Emergency Management)

**Dept. of Computer Information Sciences** Dr. Walter Johnson, Jr. (919) 546-8383

(Computer Science, Computer Information Systems)

**Department of Education** Dr. Paula Moten-Tolson (919) 546-8544

(Birth – Kindergarten Ed., Elementary Ed.)

**Department of Social Work** Dr. Pamela Denning 919-546-8254

(Bachelor of Social Work)

**Director, Academic Advising Center** Ms. Rishard Wedderburn (919) 582-4978 or 4990 (Students with Undeclared/Undecided Majors)

**Shaw University Divinity School** Dr. Bruce Grady (919) 546-8569