

Scripps Portal Instructions For Students

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Logging on to the Scripps Student Portal

%' Go to <https://mycampus.scrippscollege.edu>

&' Login by entering your Username and Password

U' NOTE: Your Username is the first portion of your student email address

J' Ex: **ghi XYbr**@scrippscollege.edu

' " Click on the **@ [] b'Vi Htc b**

The screenshot shows the Scripps Student Portal home page. At the top, the logo for Scripps College, 'THE WOMEN'S COLLEGE • CLAREMONT', is displayed. Below the logo, the word 'Home' is centered. The page is divided into several sections: a 'Scripps Portal' sidebar on the left with links for Home, Campus Announcements, Course Search, Get Ready!, and Campus Resources; a 'Portal Login' section in the center with fields for 'User Name:' and 'Password:', a 'Login' button, and red arrows pointing to the fields; a 'Campus Announcements' section with a message: 'New students can login on June 6, 2018'; a 'Course Search' section with a search icon and the text 'Course Search'; a 'Get Ready!' section on the right with a list of links under the heading 'Campus Resources', including 'Portal Classes', 'Name Pronunciation Recording', 'Important Website links', 'OGU Course Schedule', 'Scripps Catalog', 'Sakai at The Claremont Colleges', 'Scripps Outlook 365 Access', 'Campus Events Calendar', 'Scripps Registrar', 'Scripps Home Page', and 'My Financial Aid'. At the bottom of the page, there is a footer with 'Powered by Jenzabar, v8.5.1' on the left and 'Privacy Policy About Us Contact Us' on the right. The background of the page features a blue sky and a palm tree.

Searching for Courses

% From the Portal Homepage, click on **7 CI F G9 G95 F7 <**

Course Registration

[Add/Drop >](#) [Course Search >](#)

Add/Drop

Current Term: Fall Term - 2018

[Add Period Open](#) / [Drop Period Open](#)



Add/Drop Courses



Course Search



Your Schedule (Registered)

Course	Title	Status
TEST002 SC-01	Test Course at Scripps	Current

& Here you will find the following search criteria:

U Term – Be sure to select the correct Term.

V Course Number Range

W Title

X Course Code

Y Course Program

Z Course Area – Search by discipline. Courses to satisfy GE requirements begin with “SC”.

[" Campus

\ " Building

] " Section Status

^ " Min/Max Hours

' " Type in the search criteria and click on the **G95 F7 <** button at the bottom of the page.

Course Registration - Course Search

[Add/Drop >](#) [Course Search](#)

Course Search

Student Program: None

2 Term:

Course Number Range: to

Title:

Course Code:

Course Program:

Course Area:

Campus:

Building:

Section Status:

Min/Max Hours: to

3

Course Listings

% After searching for a course you will be presented with the course listings.

U' In this section:

- I" Course Code
- II" Course Title
- III" Faculty
- II" Seats/Status
- j " Class Location
- j]" Credits

Course Code	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
CORE001 SC-01	Histories of Present: Community Perm requests: 0	🔍	📄	Novy, Adam	0/16	Open	TWR 11:00AM - 12:15 PM; SC Campus, Balch Hall, 203	1.0	09/04/2018	12/21/2018

&" Click on a the Course Code to see the Course Details page

Search Results

Search Options

Other previously selected search criteria still apply.

Term: Course Program: Course Area:

[Update Results](#)

[Search Again](#)

Student Program: Undergraduate Program

 [Show All](#)

CO - CO | CO - CO [Next Page ->](#)

Course Code	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
CORE001 SC-01	Histories of Present: Community Perm requests: 0	🔍	📄	Novy, Adam	0/16	Open	TWR 11:00AM - 12:15 PM; SC Campus, Balch Hall, 203	1.0	09/04/2018	12/21/2018

Course Details

There are five main sections on the course details page.

- 1 Section 1: Information about the term, department, course area, credits, and status of the course. Course area indicates what GE requirements (beginning with "SC") will be satisfied.
- 2 Section 2: Information regarding other course requirements (click on Course Requisites) and if the student is eligible to register.
- 3 Section 3: Course day/time and location
- 4 Section 4: Course description
- 5 Add this Course / Back: Use the Add this Course link to Add a course

BCH9: 8 C' BCHI G9 the **6 5 7 ?** button on your **6 FCK G9 F**; use the Green Arrow Back Link



Course Registration - Course Details

Add/Drop > Course Search > Results > Course Details

Course Details

Histories of the Present - Histories of Present: Community (CORE001 SC-01) [Textbook Information](#)

Instructor(s): Novy, Adam ;

 **5** 

Fall Term - 2018 Dept: Humanities Course Area: SC Core GE Status: Open Changed section Added section (0 out of 16 seats)	1.00 Credit(s), Letter Grade (Grading Not Allowed: Pass/Fail Option)
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This course has other requirements. [Course Requisites](#)

2

Note: Fee: \$25. SC only.
Eligible to register? No. Reason: You have not met the course requirements. Instructor permission required. **PERM(s) already submitted for this course: 0.**
[Request a PERMission to enroll authorization](#)

Course Schedules

Day & Time	Date(s)	Location
TWR 11:00AM-12:15PM. BL Room 203 (Balch Hall)	3	09/04/2018 - 12/21/2018 SC Campus, Balch Hall, 203

Course Description

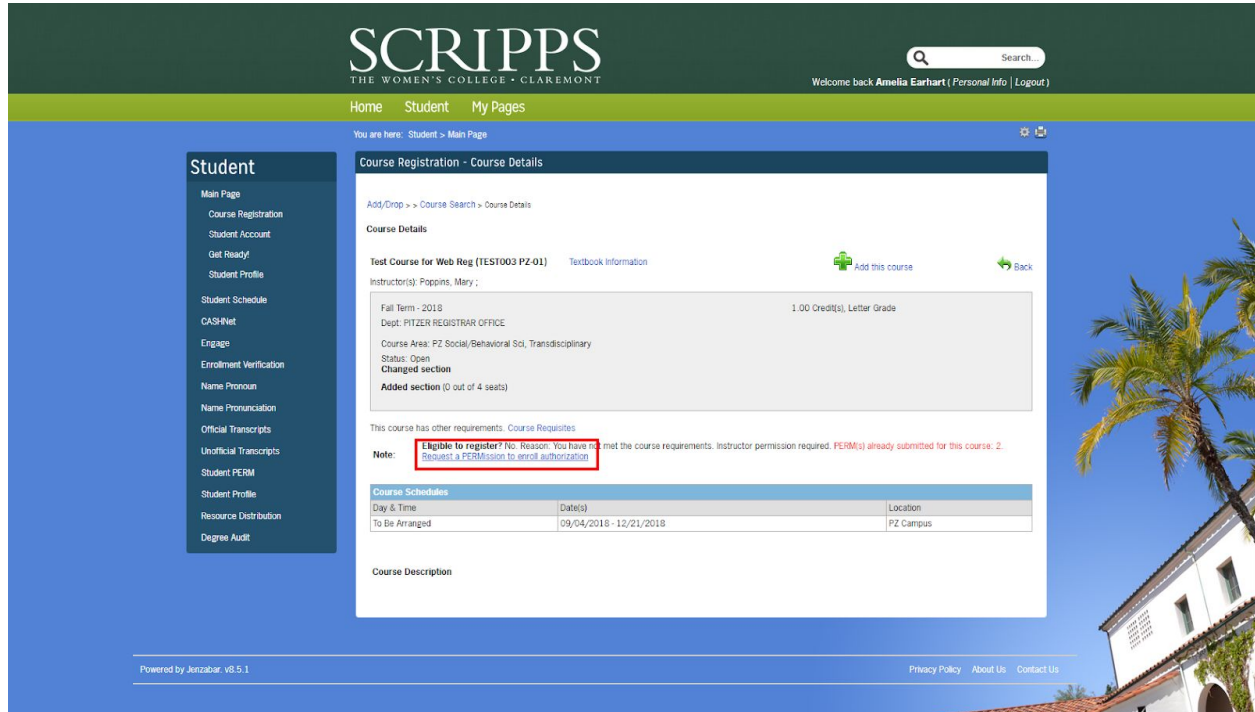
4

Core I. Histories of the Present: Community. With "Histories of the Present," Core I faculty and students will explore the relationship between historically informed critical thinking and our engagement with contemporary issues and debates. Our investigations seek to highlight the categories and values that we may take to be given or obvious and the ways in which the conventional or received understanding and application of these categories and values can prevent us from seeing ourselves and the world-social and natural-in other ways. Core I takes up this task through an examination of communities. Starting with the question "What is a community?" we look at both large imagined communities such as modern nation-states and religious groups and smaller, more intimate groups that we regularly label as a "community." We ask: How are communities formed and transformed? What role does historical memory and forgetting play in the creation of community? How are communities at once inclusive and exclusionary? What role do performance and memory play in the formation and transformation of communities? Any when are communities beneficial and when are they potentially harmful? In this course, we examine the ways in which communities are created and transformed through political acts, religious practices, military intervention, cultural performances, social networks, and bonding. In conjunction with this, we critique the ways in which practices of overt and implicit exclusion along the lines of birth, class, race, gender, sexuality, ability, and religious beliefs limit the possibility of belonging. We explore the ways in which individuals and communities define and represent themselves in accordance with and in resistance to the dominant powers that often determine a community's boundaries. We also explore how communities work in resistance to transform their own and other's political, economic and social condition.

PERM Requests

If a course requires a PERM, submit a PERM request. Note the reasons for a PERM in the 9`][JY`lc fY[]ghf3 section.

% On Course Details, click on "Request a PERMision to enroll authorization."



&" On the PERMs page:

U' Information about the course.

V" Comment box: EXPLAIN REASONS FOR ENROLLMENT

W Click Submit Authorization Request

You are about to submit a request for course authorization for the following class. You may add an explanatory comment in the text box. Then click "Submit Authorization Request" to submit the request.

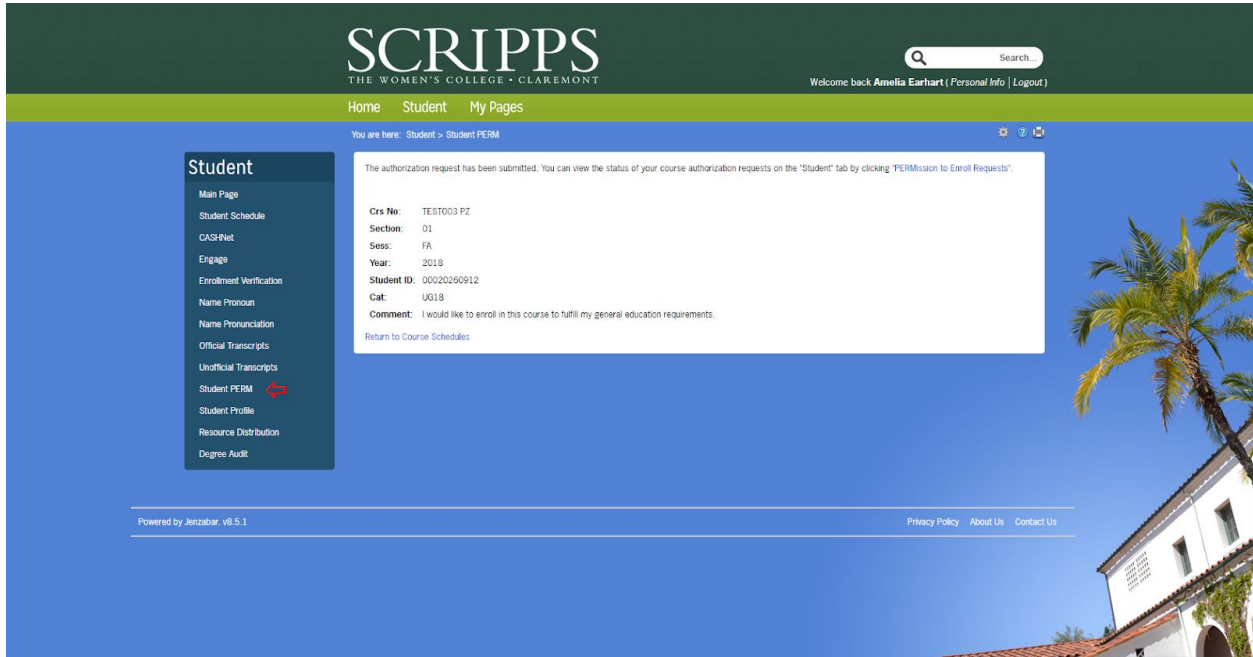
Crs No: TEST003 PZ
 Section: 01
 Sess: FA **a**
 Year: 2018
 Student ID: 00020260912
 Cat: UG18
 Comment: (max 256 chars) **b**

Prog: UNDG

Submit Authorization Request **c**

[Return to Course Schedules](#)

- Confirmation that the submission has been sent to the instructor will appear.
- Click on "Student PERM" on the left navigation menu to view your PERMs.



- On the Student PERMs page:
 - Information regarding the PERM request
 - Note if there is a PERM expiration date.. The course must be added before the expiration date. Otherwise another PERM must be requested.
 - Request status types:
 - Pending Faculty Response
 - Denied

Your PERMISSION to Enroll Requests:

If you have been approved you can add your class by clicking "Go to Course" button.

Course Info:	TEST003 PZ - 01 FA 2018	Go to Course
Meeting Times:	— 0-0	
Instructor(s):	Poppins, Mary	a
Num Registered:	0	
Student Name:	Student, Test	
Student Comment:	I would like to enroll in this course to fulfill my general education requirements.	
Request Time:	8/1/2018 11:26:01 AM	
Expire Time:	9/1/2018 11:26:01 AM	b
Request Status:	Pending Faculty Response	c
Your current status in this course:	Not Registered	
	Click here to cancel this PERM request	



BCH9. '5 b'Uddf'cj YX'D9FA 'XcYg'BCH'fY[JghYf'mci 'Zcf'h YWti fgY"Gh XYbHg'a i ghWJW'h Y
Í; c'lc'7 ci fgYÍ 'Vi Htc'b'UbX'h Yb'g'YWti 5 XX'h Jg'7 ci fgYÍ 'cb'h YWti fgYXYHJ'g'dUj Y"8 C'
BCH'G9BH'AI @HD@'D9FA 'F9EI 9GHG'= '89B-98"

Adding/Registering for a Course

- % If registering a course after an approved PERM
 - U Click on "Go to Course" from the Student PERMs page.
 - V Follow the Add/Course steps below

Your PERMISSION to Enroll Requests:

If you have been approved you can add your class by clicking "Go to Course" button.

Course Info:	TEST003 PZ - 01 FA 2018	Go to Course 
Meeting Times:	— 0-0	
Instructor(s):	Poppins, Mary	
Num Registered:	0	
Student Name:	Student, Test	
Student Comment:	I would like to enroll in this course to fulfill my general education requirements.	
Request Time:	8/1/2018 11:26:01 AM	
Expire Time:		
Request Status:	Approved - you may register for this course. (All restrictions cleared.) 	
Your current status in this course:	Not Registered	
	Click here to cancel this PERM request	

- & Navigate to the Course Listing either from the PERMs page (if you received an approved PERM) or from the Home Page by clicking Add/Drop Course.

Course Registration

[Add/Drop](#) > [Course Search](#) >

Add/Drop

Current Term: Fall Term - 2018

Add Period Open / Drop Period Open



" On the Course Listing Page, click on the **7 CI F G9 7 C89**, to navigate to the **7 CI F G9 8 9 H5 @** page.

" On the Course Details page, click on  [Add this course](#)

Course Registration - Course Details

[Add/Drop](#) > > [Course Search](#) > [Course Details](#)

Course Details

Test Course for Web Reg (TEST003 PZ-01)

[Textbook Information](#)



Instructor(s): Poppins, Mary ;

Fall Term - 2018

1.00 Credit(s), Letter Grade

Dept: PITZER REGISTRAR OFFICE

Course Area: PZ Social/Behavioral Sci, Transdisciplinary

Status: Open

Changed section

Added section (0 out of 4 seats)

This course has other requirements: [Course Requisites](#)

) " You can see a notification that the course has been added to your schedule. Can be viewed in three places:

U' On the Course Registration Page

Add/Drop

Academic Information

Select which courses will be displayed in the schedule & searches below.

Term: Course Program:

Student Program: Undergraduate Program



Credits: You are currently registered for **2 credits**.

Registration Status: Add/Drop period is **OPEN**.

Advisors: **Primary Advisor:** Hogencamp, Kelly

Major1 Advisor: Purcell, Laura

Messages

TEST002 PZ-01 Added   a

V" On the Student Home Page

